



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

# MEMO

DATE: September 29, 2021

TO: William A. Covino, President DocuSigned by: Barbara Queen

FROM: Barbara Queen, AVP, Facilities, Planning, Design and Construction DocuSigned by: Joyce Williams


CC: Joyce Williams, Vice President, Administration and Chief Financial Officer DocuSigned by: Joyce Williams

SUBJECT: Space Management Subcommittee Recommendation

The item listed below was unanimously approved by the Space Management Subcommittee on September 24, 2021. The following recommendation is hereby submitted for your review.

REQUEST #1. The Subcommittee recommends the approval of the removal of stack ranges 1-19 and seven study cubicles from Library North, floor 2.

Approved  Not Approved

DocuSigned by:  
  
 William A. Covino, President

10/5/2021 | 15:47 PM PDT  
 Date



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## Campus Physical Planning Committee Space Management Subcommittee Meeting September 24, 2021 | 11:00 a.m. | Zoom

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1. Call to Order Joni Shimotsu
  2. Status of Recommendations to President
  3. Space Change Requests
    - a. JFK N Floor 2 stack and cubicle removal
  4. Intentional Spaces – Outdoor
  5. Planning, Design and Construction Project Updates Barbara Queen

### Committee Members:

1. Misa, Kyle (CPPC)	6. Lee, Daniel (SMS)	11. O'Neil, Theresa (CPPC)
2. Bippus, Amy*	7. Kennedy, Betty*	12. Queen, Barbara*
3. Chatterjee, Choi (CPPC)	8. Magolske, Maria*	13. Shimotsu, Joni, Chair (SMS)
4. Frenda, Steven (SMS)	9. Modesto, Yancey, Chair (CPPC)	14. Solis, Jason*
5. Fryling, Mitch (CPPC)	10. Murray, Michael*	

\*Indicates membership on both committees



**Campus Physical Planning Committee  
Space Management Subcommittee Meeting**  
September 24, 2021 | 11:00 a.m. | Zoom

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**ATTENDANCE:** Acevedo, Emily; Chatterjee, Choi; Frenda, Steven; Fryling, Mitchell; Magolske, Maria; Queen, Barbara; Shimotsu, Joni; Solis, Jason

**ABSENT:** Lee, Daniel; Misa, Kyle; Modesto, Yancey; Murray, Michael; O'Neil, Theresa

### **Call to Order**

J. Shimotsu called the meeting to order at 11:03 a.m.

### **Status of Recommendations to President**

Previous space change request was approved by the President. The space change request was for USU 203E remodel.

### **Space Change Requests**

#### **a. JFK N Floor 2 stack and cubicle removal**

J. Shimotsu present the space change requests on behalf of the Library. The Library wants to remove 19 book stacks and seven study cubicles from the North 2<sup>nd</sup> floor, east side of the building. C. Chatterjee asked where the books are moving towards and E. Acevedo answered that the stacks are primarily empty and not being used. E. Acevedo motioned to approve the space change request and all were in favor with none opposed. The motioned passed.

### **Outdoor Spaces**

J. Shimotsu spoke to a current effort for the campus to increase the number of usable spaces outdoors by implementing better shade, furniture and trees.

### **Planning, Design and Construction Project Updates**

B. Queen gave an update on the current capital construction projects happening campus wide.

J. Shimotsu congratulated C. Chatterjee on the Distinguished Professor Award.

### **Adjourn**

C. Chatterjee motioned to adjourn the meeting and E. Acevedo seconded. All in favor and the meeting adjourned at 11:24a.m.

<b>SPACE CHANGE REQUEST</b>		
<p><b>Instructions:</b> Refer to ADM 007, pages 13-15. Use <b>DocuSign</b> to route form and checklist for signatures. Academic Affairs Space Advisory Group (AASAG) reviews and approves all AA space requests. This is then reviewed by Environmental Health and Safety (EHS) and Facilities Services (FS) prior to review by the Space Management Subcommittee (SMS). Upon SMS review and vote, recommendations are routed to the president for final review.</p>		
ORGANIZATION UNIT	EXTENSION	
<b>University Library</b>	<b>x3-3929</b>	
DEPARTMENT HEAD (Please Print)	SIGNATURE	DATE
Marla E. Peppers	<i>Marla E. Peppers</i>	July 19, 2021
<p>SPACE REQUEST: Removal of nineteen (#1-19) stack ranges and seven (7) study cubicles (2046-2052) on Library North 2nd Floor, South-East corner.</p>		
<p>RATIONALE FOR REQUEST (Please attach additional pages): Shifting of collections has reduced the number of stack ranges required to accommodate the library's book collection. The removal of the stack ranges and study cubicles will create much needed additional group and individual study spaces in the library, as recommended by the Library's Master Plan.</p>		
<p>HOW IS THIS NEED CURRENTLY BEING MET? Currently the need is not being met.</p>		
<p>ITEMIZE BUDGETED POSITIONS (Including source of funding) that will use proposed space: N/A</p>		
<p>ITEMIZE RENOVATION EXPENSE (attach cost estimate from Facilities Services if appropriate and indicate funding source):</p>		

Date of Planned Occupancy:		
ITS Approval (as appropriate)	<p>DocuSigned by: <i>Tosha Pham</i></p>	Date 8/20/2021   17:21 PM PDT
Approval by Dean or Senior Manager	<p>DocuSigned by: <i>[Signature]</i></p>	Date July 26, 2021
<p>Chair, Academic Affairs Space Advisory Group</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p>	<p>DocuSigned by: <i>Emily Acaredo</i></p>	Date 8/20/2021   17:09 PM PDT
<p>Action taken by Space Management Subcommittee: Request was unanimously approved by the subcommittee.</p>		
Chair, Space Management Subcommittee	<p>DocuSigned by: <i>Joni Shimotsu</i></p>	Date 9/28/2021   09:33 AM PDT

GUIDELINES FOR SPACE MANAGEMENT SUBCOMMITTEE EVALUATION  
OF SPACE CHANGE REPORT

In completing the Space Change Request form on the reverse side, please provide all pertinent information so that committee members can evaluate how this request will:

1. Facilitate instruction at the program level and affect the overall instructional program of the University.
2. Improve instructional support.
3. Improve institutional support.
4. Impact on classroom scheduling.
5. Positively affect student, faculty, and staff morale.
6. Improve the image of the University.
7. Facilitate community service.
8. Improve physical accessibility.

In addition, the Committee will review the request to ensure that it:

1. Includes adequate financial planning for implementation as well as on-going costs.
2. Meets Health and Safety Codes.
3. Is compatible with the Academic Master Plan.
4. Is compatible with the Physical Master Plan.
5. Meets Chancellor's Office guidelines (capacity, utilization, and space use standards).
6. Has endorsement of the Dean or Senior Manager.

**Guidelines for Completing the Space Change Request form**

1. Academic Affairs Space Advisory Group (AASAG) reviews and approves all AA space requests prior to review by campus Space Management Subcommittee (SMS).
2. Space Request: Provide a brief description of what the job entails.
3. Rationale for Request: Provide an explanation for the basis of the request. For example, indicate whether the project will improve instructional support, improve institutional support and so forth. Guidelines to be used by the Subcommittee are attached to the Space Change Request form and may be used as a guide in completing this section.
4. How Is This Need Currently Being Met: Indicate the function of space as presently assigned.
5. Itemized Budgeted Positions: Indicate all funded positions that will be assigned to the proposed area space. Also include the source of funding for each position, i.e., grants, general fund, etc.
6. Itemize Renovation Expense: Attach cost estimates from Facilities Services, if appropriate, and indicate account number of funding source for project.
7. Indicate, if appropriate, whether a specific period of time is a necessity for either beginning renovation or for occupancy.
8. Approved by ITS (as appropriate): The appropriate ITS administrator must sign all space requests involving campus telecommunications infrastructure development.
9. Approved by Dean or Senior Manager: All space requests must be signed by the appropriate Dean/Senior Manager and dated.
10. Action Taken by Space Management Subcommittee: Do not complete.

### Facilities Services Space Change Request Checklist

**Directions:** This form is to be completed by Environmental Health and Safety (EHS) and Facilities Services (FS) and submitted as part of the Space Change Request package submitted to the Space Management Subcommittee.

Library North Stack Removal

**Space Change Request Name:** \_\_\_\_\_

Building: Library North Floor: Second Floor Room(s): Stack area

1. **Electrical Impact:**  YES  NO  
Explanation:

2. **Plumbing Impact:**  YES  NO  
Explanation:

3. **Refrigeration/  
HVAC Impact:**  YES  NO  
Explanation:

4. **Space Utilization  
Impact:**  YES  NO  
Explanation:

5. **ADA Compliance:**  YES  NO  
Explanation:

**RECOMMENDATIONS:**

**Reviewed & Completed by:**

DocuSigned by:  
Michael Morales  
EH&S Officer

8/25/2021 | 12:28 PM PDT  
Date

DocuSigned by:  
Robert Salerno  
Director, Facilities Services

8/23/2021 | 14:51 PM PDT  
Date

## Cal State LA - Budget Submittal Form

**Project Name:** Lib. No. 2nd floor - Project #6a

**Date:** 6/2/2020

**Project Scope:**

*\*See Attached "Scope of Work".*

### Trade Services

	PROJECT SUPERVISOR	TOTAL	\$0.00
	PERMIT/INSPECTION	TOTAL	\$0.00
	RECYCLING	TOTAL	\$0.00
	BSE	TOTAL	\$0.00
	CARPENTRY	TOTAL	\$20,324.00
	ELECTRICAL	TOTAL	\$7,196.25
	PAINT	TOTAL	\$10,888.75
	PLUMBING	TOTAL	\$0.00
	CUSTODIAL	TOTAL	\$0.00
	SPECIAL SERVICES	TOTAL	\$50,000.00
	CHANGE ORDER(S)	TOTAL	\$0.00

**Project Fees & Totals:**

If you wish to proceed, please sign this document, provide a PeopleSoft Chartfield, and return it to Facilities Services Work Control in Corporate Yard room 246.

The quotation will remain valid for a period of no more than 30 days.

Proposal Created By: Jerry Miers

*Budget Proposal NTE (not to exceed). Will bill actuals*

<b>PROJECT ESTIMATE</b>	<b>\$88,409.00</b>
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**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Account Number** \_\_\_\_\_

<i>OFFICE USE ONLY</i>			
<input type="checkbox"/> AF	<input type="checkbox"/> UT	<input checked="" type="checkbox"/> CF	<input type="checkbox"/> FS



## ***Cal State LA - Budget Submittal Form***

**Project Name:** Lib. No. 2nd floor - Project #2

**Date:** 6/2/2020

**Project Scope:**

Removal of shelf ranges #1-#19;  
Abatement of floor tiles, per plans;  
Removal of (7) graduate study cubicles (2046-2052);  
Paint ceilings, walls, and columns. Color TBD;  
Upgrade electrical;  
Furnish and install new flooring.