



Space Allocation Workgroup Update

May 11, 2017


Presented by:
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Overview

- Charge from PBC
- Recap of previous work
- Update on Spring 2017 workgroup progress
- Next steps
- Review workgroup membership



Timeline – Spring 2016

- **Workgroup established**
 - Charge = determine if the college should develop space allocation principles
 - Researched other colleges and universities to identify how space allocation is managed from a governance perspective
 - Presented findings and recommendation to PBC that the college develop space allocation guiding principles
 - Received charge from PBC to develop space allocation guiding principles
 - Guiding principles adopted by PBC in May 2016
 - Next steps = review space allocation processes and provide recommendations for improvements to PBC
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Timeline – FY 2017/2018


- **Workgroup**
 - Reviewed space allocation guiding principles
 - Reviewed existing governance practices and identify gaps in process
 - Discuss new practices and processes would be beneficial



Cañada College
Space Allocation Guiding Principles
Planning and Budgeting Council
Adopted 05/18/2016

Guiding Principle Concept	Proposed Principle
1. Space is a resource of the college and is not owned	1. Space is a College resource allocated in alignment with the mission, vision, and goals of the institution.
2. Flexibility and adaptability	2. The College values flexibility and recognizes changing instructional needs, programs, and technologies. Space allocations can change based on current and emerging needs.
3. User experiences – focus on equitable distribution and students	3. Space allocations seek to improve the student, faculty, and staff experience at the College through an equitable distribution consistent with college processes.
4. Oversight and responsibility of space allocation	4. Responsibility for space assignments should follow program, department, divisional, and college organizational structures. Administrators are provided the flexibility to address the space needs of their division. Development of College space allocation policies is the responsibility of PBC, and implementation is the responsibility of the College President and Cabinet.
5. Fiscally responsible and sustainable	5. Space allocations are made using methods that are both fiscally responsible and sustainable through analysis of existing space utilization to identify efficient use, short- and long-term costs of ownership, and reuse of existing space.

Assessment of current processes

- Space allocation guiding principles
 - Application of the principles are not clear
 - Need to clarify who, when, and where principles are applied in decision making
 - Equity in space allocation needs to be addressed
 - Substantive impacts on space allocation
 - References to items not defined (proposal, FAQs)
 - Not clear on the timeline for making decisions
 - No formalized request process
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Assessment of current processes

- Office Space Allocation


- Not clear if process is consistently followed
- Office space is inherited, and has resulted in some inequities
- No formalized documentation of decision making
- Not all space use is documented



Discussion About Next Steps

- conduct space inventory across college to be used in future planning
- review space inventory in conjunction with guiding principles to determine major areas of needed improvement
- create a space standards document to help determine type of space to be allocated for particular functions or personnel; what is value of space (e.g. size, window, privacy, shared, door, location)
- Develop rubric for evaluating space requests
- Develop rubric for prioritization of space needs
- Define method for determining fiscal impact & sustainability
- Prepare proposal template to address information needs for managers, governance bodies
- Move Step 6 and Step 7 reviews by Facilities and VPAS much earlier in process and make part of proposal
- Define FAQs
- Add expected timeline for this process to take place (e.g. one semester)
- Decide whether formalized request form is required (which may help in decision making process) and documenting the application of the guiding principles
- Establish regular time to discuss space allocation issues, e.g. after program review
- Space planning should be linked to program planning and succession planning
- Include grants planning along with space planning issues
- Ensure each Dean aware of space inventory
- Ensure each Dean aware of space standards
- Find ways to maximize utilization of existing space by department/dean
- Decide whether formalized request form is required (which may help in decision making process) and documenting the application of the guiding principles

Proposed Next Steps

- **Document space**
 - Updated inventory of office space assignments
 - Identify potential space availability
 - **Provide a space inventory to the campus**
 - Where are program spaces located?
 - Office inventory
 - Workspace inventory
 - **Develop flow chart or rubric for assessing space allocation and making decisions**
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Confirm or Revise Workgroup Membership

- **Current membership approved by PBC:**
 - **By employment classification:**
 - Faculty: 3
 - Staff: 1
 - Manager/Administrator: 5
 - Student: 1
 - **By division representation:**
 - Administrative Services: 2
 - Science: 1
 - ALL: 4
 - D.O.: 1
 - ASCC: 1
 - **Interim Director of Operations invited to serve as a resource**
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