

Space Allocation Workgroup

Date:	Start:	End:	Next Meeting:	Next Time:
May 3, 2016	3:00 pm	4:00 pm	TBD	

Purpose:	Location:
Initial meeting to develop a set of guiding principles for College space allocations	Building 8, Room 110 (Conference Room)

Workgroup Members:		
Rachel Corrales, Senior Accounting Coordinator Erik Gaspar, Faculty Max Hartman, Director of Disability Resource Center James Ford, Student Janet Stringer, Dean of Science and Technology		Diana Tedone, Librarian Diva Ward, Director of Student Support Michelle Marquez, VP Administrative Services Facilities Manager, TBD

Item	Description	Lead	First Noted	Status
New Items				
1.0	<p>Review purpose of workgroup From PBC: The space allocation workgroup will develop a set of guiding principles and recommendations for moving forward.</p> <ul style="list-style-type: none"> • Review info from PBC meeting 	MM	2/17/16	
1.2	<p>First workgroup task: Develop guiding principles</p> <ul style="list-style-type: none"> • Initial decision point – broad or focused? How many? • Review examples • Draft principles for Cañada 	MM	2/17/16	
1.3	<p>Next steps</p> <ul style="list-style-type: none"> • Prioritizing other space allocation areas identified in PBC discussion (what can be addressed within the workgroup?): <ul style="list-style-type: none"> ○ Space planning vs. space allocation ○ What do we need for the college? ○ Evaluating current space ○ Processes • Future meeting(s)? • Report progress to PBC at May 18th meeting 			
Future Items				