

## HARTNELL COMMUNITY COLLEGE DISTRICT

Operational Memorandum # \_\_\_\_\_

(# issued by President's Office)

### Space Request

#### Purpose

The purpose of this policy is to ensure that space resources are assigned equitably, appropriately and used efficiently to accomplish the work of the college, and delineates the principles by which assignments are made. It applies to all district-managed spaces.

Space is a limited resource. The space needs of departments are constantly changing. New initiatives, changing curricula or instructional methods, staff changes, remodeling or construction projects, or shifting enrollment patterns can all affect the need for space.

This policy is intended to guide space assignment, not space scheduling. Space scheduling is the responsibility of the Scheduling Office and the Facilities Events Booking operations.

All changes in space use shall go through the Facilities Sub-Committee. Committee membership will consist of one Administrator, at least one manager, two classified/faculty and one student. Recommendations from Facilities Sub-Committee will be forwarded to the Institutional Resource Council (IRC), and if approved forwarded to the President and the Cabinet. Final space assignment decisions are made by the President.

#### Process

The space assignment procedure consists of four distinct phases as outlined below. The procedure starts with receipt of a completed Space Request Form and ends, when an administrative decision is made.

1. The Requestor completes a Space Request Form and routes it to their direct Manager and overseeing VP for signature.
2. The Space Request form is then submitted to the Executive Director of Facilities, Planning, & Construction Management and the Executive Assistant of Administrative Services.
3. The office of Administrative Services will forward the request to the IRC's Facilities Sub-committee where they will undertake some, or all of following tasks as needed:

- a. Meet with the requestor to understand the rationale for the request and its physical consequences. This meeting may include discussion about other ways to satisfy the needs and funds available to complete the request.
  - b. Review "budget level" cost estimates and time schedules.
  - c. Discuss the space request with administrators of units impacted by a potential space assignment, especially those who currently use the space to be assigned.
  - d. Prepare a Recommendation Report and submit it in the comments section of the Facilities Committee Action on the Space Request Form.
4. The Facilities Sub-Committee then forwards the recommendation(s) to IRC for review and input, before IRC forwards its recommendation to the Presidents and Cabinet. As previously mentioned, approval of final space assignment decisions is made by the President.
  5. If approved, Space Request form will then be forwarded to IT for removal or addition of any electronic devices and to the Office of the Executive Director of Facilities, Planning & Construction Management.