

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: F 13.0
Procedure Name: Spaces Principles and Request Procedure
Relevant Board Policy:
Originating Unit: College Services
Maintenance Unit: Vice President of College Services

I. Purpose: To delineate the institution’s space use principles and the procedure to follow when requesting an allocation of space or a change in the way space is used.

II. Spaces Committee Information:

- A. Spaces Committee –Charge: All buildings and land belong to the Alamo Colleges as a whole and are subject to assignment and reassignment to meet the institution’s overall priorities and needs. The Spaces Committee is charged with the responsibility and authority for reviewing space requests that impact more than one unit and making recommendations to the President who makes the final decision on the use of college space.

- B. Spaces Committee –Membership: The Spaces Committee is co-chaired by the Vice President of College Services and the Dean of Arts & Sciences. Membership includes: Dean of Career and Technical Education, Dean of Student Success, Operations Manager, Director of Information Technology, Facilities Superintendent, Campus Budget Officer, four faculty representatives, four staff representatives, and two student representatives.

- C. Spaces Committee - Transparency: The committee will meet at least once a month and more frequently if needed. Meeting agendas, meeting minutes, and the status of all requests will be available for review on Alamoshare.

III. Spaces Committee Requests:

- A. The Spaces Committee will accept and review requests for changes in space assignment and usage throughout the year. These requests may involve:
 - 1. Transferring space when needed
 - 2. Changing the current use of space
 - 3. Proposing structural changes
 - 4. Reallocating vacated space
 - 5. Providing space for new programs or positions

- B. Specific requests that should be addressed to the Spaces Committee include:
1. Significant change to a common area requiring more than a minimum movement of furniture
 2. Installation of artwork
 3. Installing or removing walls and/or the relocation of doorways
 4. Significant change or restructuring of existing space
 5. New use for existing space
 6. Renovation of existing space
- C. Requests that do not need to be addressed to the Spaces Committee include:
1. Intradepartmental office moves that do not require any furniture be moved
 2. Interdepartmental office moves that do not require any furniture be moved and that are agreeable to all parties involved.
- D. Evaluation Criteria for Space Requests: Space requests will be reviewed according to the following criteria:
1. General Principles
 - a. Space assignments should support the overall educational mission of the college and be consistent with the Strategic Plan and the Campus Master Plan.
 - b. College space standards will be used as the benchmark for assessing the type and quantity of all space allocated.
 - c. Any space under evaluation must be efficiently suited to its intended purpose including its ability to meet accessibility, safety, design, construction, maintenance, and cost benefit standards.
 - d. Space is allocated to units of the college not to individuals. No space assignment is permanent.
 - e. Space assignments will strive to support the functional needs of all academic, administrative, and student support units.
 - f. To the greatest extent possible, programmatically connected activities will be located in close proximity to each other.
 - g. Priority will be given to space assignments with funding in place over those with pending or no funding.
 2. Evaluation of Requests for Instructional Space
 - a. The preservation of classrooms and other teaching facilities is given priority over all other uses of space. The reallocation of instructional spaces for other purposes is discouraged.
 - b. Availability of safe and accessible teaching space to meet course/curricular needs will be the highest priority.
 3. Evaluation of Requests for Office Space
 - a. Adequate office space should be provided to allow individuals to properly perform their duties.
 - b. Each full-time faculty member shall have no more than one private office.

- c. Faculty office priorities are: full-time faculty, full-time temporary faculty.
- d. Adjunct faculty are not assigned offices. Dedicated adjunct workspaces are located throughout the college.
- e. Supervisors will be located in close proximity to their staff.

IV. Request Procedure:

- A. All requests for new space, reallocation of space, or change in the use of space will be initiated by completing a “Space Request Form” (Exhibit 1) and submitting it to one of the Spaces Committee Co-Chairs.
- B. Individuals making requests may be asked to present the request at a Spaces Committee meeting.
- C. The Space Committee will assess the request and make a recommendation to the college President who makes the final decision on the use of college space.
- D. The Spaces Committee co-Chairs will keep individuals apprised of the status of their request.

V. Naming of a Space:

- A. All requests will follow board policy C.2.3.
- B. Naming/renaming requests will be considered by the Spaces Committee.
- C. The Spaces Committee will forward naming/renaming recommendation to the Executive Team for approval/submission to the Board of Trustees.

Issues: May 23, 2017

Approved: (signed: Dr. Mike Flores)

President

EXHIBIT 1
PALO ALTO COLLEGE
Space Request Form

Completed form should be submitted electronically to **either** Dr. Beatriz Joseph, Co-Chair, Spaces Committee & Vice President of College Services, EO 151, ijoseph@alamo.edu **or** to Patrick Lee, Co-Chair, Spaces Committee & Interim Dean of Arts and Sciences, Brazos 205, plee18@alamo.edu

- Name and Department of the requestor:

- Identify the space requested (i.e., location, type, adjacencies):

- Rationale for requesting the space (including a statement about how the proposed change will contribute to the fulfillment of the college's Strategic Plan initiatives):

- Is this request a temporary or permanent change to the space use?

- Are you seeking additional space or intending to move and vacate currently assigned space?

- Have alternatives to moving to new space been considered?

- Is the space currently occupied or in use and have the current occupants been consulted?
If the space requested is currently a classroom, please specifically address how the existing classes and students will otherwise be accommodated by providing detailed time, day, location of the displaced classes, and information that addresses the space amenities (technology, equipment) required.

- What adjacent departments/offices will be impacted by the proposed move and have they been consulted?

- Anticipated numbers of users per month, semester, or year:

- What renovations/remodeling do you anticipate as a result of this reallocation of space?
- Estimated costs, and proposed funding source for possible remodel/renovation, furnishings, equipment, and/or technology costs:
- Time frame required for remodel/renovation:

Signature below means the following individuals have reviewed the request. Comments may be attached at the end of the document.

Requestor Date

Department Head or Supervisor Date

Dean Date

Vice-President Date