



# Meeting Agenda

## Space Allocation Workgroup

Date:	Start:	End:	Next Meeting:	Next Time:
Feb 21, 2017	11:00 am	12:00 pm	TBD	TBD

Purpose:	Location:
Discuss space allocation processes at Cañada and next steps for PBC	Building 8, Room 119 (Conference Room)

Workgroup Members:	
Rachel Corrales, Senior Accounting Coordinator Erik Gaspar, Faculty Max Hartman, Director of Disability Resource Center Lorena Silva, Student Representative Janet Stringer, Dean of Science and Technology	Diana Tedone, Librarian Diva Ward, Director of Student Support Michelle Marquez, VP Administrative Services Katie Osborne, Faculty Karen Pinkham, Facilities Manager Gohar Momjian, Interim Director of Operations

Item	Description	Lead	Time	Follow up needed?
<b>New Items</b>				
1.0	<b>Review Space Allocation Guiding Principles and direction from PBC</b> Refresher on adopted guiding principles <ul style="list-style-type: none"> <li>• Discussion – when and how are these principles applied?</li> <li>• PBC direction – document current space allocation practices, identify gaps and areas where new practices and processes would be beneficial. Report back to PBC.</li> </ul>	MM	5 min	
1.2	<b>Review examples at other institutions</b> <ul style="list-style-type: none"> <li>• Stanford</li> <li>• Portland</li> <li>• Draft principles for Cañada</li> </ul>	MM	5 min	
1.3	<b>Discuss current practices</b> <ul style="list-style-type: none"> <li>• Process for identifying current practices</li> <li>• Identified gaps</li> <li>• Discussion – what is the most effective way to address space allocation gaps and perceived inequities?</li> </ul>	MM/ GM	30 min	
1.4	<b>Next steps</b> <ul style="list-style-type: none"> <li>• Space inventory</li> <li>• Develop space standards material aligned with guiding principles</li> <li>• Create a rubric/method of evaluating and prioritizing space needs that promotes transparency and equity in space utilization and space availability</li> </ul>	MM	20 min	