

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 (Absent) 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

Agenda Item	Meeting Notes
1. Review purpose of workgroup	<ul style="list-style-type: none"> Reviewed the space allocation presentation from PBC, specifically highlighting the purpose of the workgroup (develop a proposed set of guiding principles for space allocation). Discussed focus for the meeting: Develop guiding principles and suggestions for next steps.
2. Develop guiding principles	<ul style="list-style-type: none"> Reviewed the sample space allocation principles from Normandale, Stanford, SJ State, and Portland State to identify general concepts for the College principles. The group had a robust discussion regarding the implementation and operation of the space allocation principles. Some of the topics include: <ul style="list-style-type: none"> How will the college allocate space? What are the processes/procedures/policies for allocating space? Who is the 'decision-making' body or person? There may be difficulty in implementing the principles without an operational direction (process/procedures) We need to review what is working well, and identify where we have gaps in process Currently we have processes that work well, and do not need to change them. However, there is a need to document them to create a level of transparency We want to design principles that allow for autonomy in what is currently working well Six broad concepts of space allocation principles were identified and agreed upon by the group (see next page).
Next steps	<ul style="list-style-type: none"> The group wrapped up the meeting with the following next steps identified: <ul style="list-style-type: none"> Finalize space allocation guiding principles through email. Michelle will send out a 'starter' set of principles and meeting notes, then the group will work together virtually to finalize the wording of the principles. Next steps <ul style="list-style-type: none"> Present proposed space allocation to PBC in May Identify recommendations for next steps to PBC Proposed next steps (recommendations) for PBC <ul style="list-style-type: none"> Document current space allocation practices, identify gaps and identify areas where new practices or processes would be beneficial Compile into a space allocation process/procedure/guideline and present to PBC

Cañada College
Space Allocation Guiding Principles
DRAFT 1

Guiding Principle Concept	Proposed Principle
1. Space is not owned	1. Space is a College resource allocated in a manner that best advances the College mission and priorities. Allocation of space as well as location does not imply permanence. Accordingly, space allocations can adjust based on need.
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. Oversight and responsibility of space allocation	3. Responsibility for space assignments will generally follow program, department, divisional, and college organizational hierarchies. The President has the authority to assign and reassign space, and can delegate authority to the Vice Presidents. However, Deans are provided the flexibility to address the space needs of their division. Oversight for the development and implementation of space allocation policies is the joint responsibility of (a committee/workgroup? PBC?) and college cabinet (?)
4. Responsibility (fiscal, sustainability)	4. Space allocations promote fiscal responsibility and sustainability through efficient use, short-and long-term costs of ownership, and reuse of existing space.
5. User experiences – focus on equitable distribution and students	5. Space allocations seek to improve the student, faculty, and staff experience at the College through an equitable distribution consistent with college processes.
6. Evaluative focus – review use and efficiencies	6. Space allocations promote the academic mission of the College through rigorous analysis of existing space utilization and efficiency.