

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 Palo Alto College's 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 Academic Success. Membership includes: Dean of Career and Technical Education, Dean of Student Success, Director of College Services, 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 as necessary and/or at least once a month. Meeting agendas, meeting minutes, and the status of all requests will be available for review on Alamoshare. Electronic review and voting will be utilized as needed.

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
 - 6. Building name change

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 (e.g. permanent decorative pieces, permanent window/door clings, any posters to be installed for a period beyond three months and/or to be installed across campus, directional signage and/or signage that will be permanently fixed)
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
7. Temporary relocation
8. Participatory Budget (PB)
9. Dedicated space to support external partnerships (to be submitted for informational purposes after approval by the President).
10. Increase in classroom capacity that requires addition of furniture and/or changes to the layout.
11. Reserved Parking Spaces

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 plan 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 requestor should include any individual(s) emails affected by the change (e.g., student faculty or staff), on the spaces committee request form. The initiator of the form should then include a summary statement of feedback from those affected. The committee will then review this information when the form is presented. If additional information is needed, the Co-Chairs will reach out to those affected and bring summary to the next meeting.
- D. 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.
- E. 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. Naming of College District Property (alamo.edu) Recommendation for the Naming of Alamo Colleges Property

VI. In- Kind Donations:

- A. All requests will follow board policy C.1.3.1 and the Alamo Colleges Foundation Donation Form should be submitted in conjunction with the Spaces Committee Request Form
- B. Information that must be included within the submission is as follows:
Description and size of donation, proposed location of donation on campus, plan and fund plan to maintain donation, how the donation aligns with and supports the curricular offering of the program(s), and any additional information as appropriate.

- C. In-Kind donations will be reviewed by the Spaces Committee and a recommendation to accept or not accept the donation will be made to the President
- B. The Spaces Committee will forward the request to the President for final decision.

Attachments:

Space Request Form

Cash and In-Kind Gifts Donation Form

Date Created: May 23, 2017

Date Updated/ Approved: August 2, 2022

Approved:

(signed: Katherine Doss)

Interim Vice President of College Services

(signed: Dr. Robert Garza)

President

