

Hartnell Community College District Request for New or Additional Space

ALL SPACE REQUESTS REQUIRE APPROVAL BY THE SUPERVISING DEAN/DIRECTOR AND VICE PRESIDENT

I. CONTACT INFORMATION:		
Requesting Program and/or Service: TRIO - Upward Bound		Date: March 22, 2019
Name: Cesar Velazquez	Phone: (831) 759-6086	Email: cvelazquez@hartnell.edu
II. DESCRIPTION OF DEPARTMENT:		
<p>A. Is this Request for a new program and/or service? If yes, attach evidence that the new program and/or service has been approved through the procedures outlined in AP 4021. If available, attach evidence that the most recent annual or comprehensive program planning and assessment (PPA) addresses program/service growth and corresponding physical space needs.</p>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>B. Briefly describe the function of your program and/or service.</p> <p>Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves students from low-income families and from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.</p>		
<p>C. Number of full-time faculty <u> 0 </u>, Number of part-time faculty <u> 0 </u>, Number of staff <u> 4 </u>, Number of student workers <u> 8 </u></p>		
<p>D. Do you anticipate the number of people in your program and/or service increasing within the next two years?</p>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>E. If yes, indicate anticipated growth:</p> <p>Number of full-time faculty _____, Number of part-time faculty _____, Number of staff _____, Number of student workers _____</p>		
<p>F. How much space do you currently have? (total assignable square feet) 15' x 15' office space with two desks (1 for director and one for administrative assistant)</p>		
III. REQUEST FOR SPACE:		
<p>A. Describe why new/additional space is needed, including how this new/additional space will help the college achieve one or more goals in the strategic plan. Attach supporting documents if appropriate. Address the implications to your program/service if additional space is not approved.</p> <p>Currently the Upward Bound programs is working out of N-5. The program director and administrative assistant are currently using the office space. We currently do not have an assigned space for two PA 1 staff. Our two PA 1 staff currently have office space, Monday-Thursday, at one of our local high schools and have been advised to use the adjunct faculty office space (C-133) on Fridays while working on campus. PA 1 staff are scheduled to move back to main campus starting May 1, 2019. Beginning in the Summer session, we will be providing courses and academic support services to at least ninety students. We will also be hiring 8 student workers that will help guide our participants while enrolled at Hartnell. Currently, program does not have a space for our PA 1 staff and student workers.</p> <p>Students working with Upward Bound are students considered at-risk. These students have a high-level of need that requires multiple office visits (sometimes within the same day), there is no area set aside to meet with students, and this lack of privacy hinders academic Access (Strategic Goal 1A.4) and Success (Strategic Goal 2B). The lack of confidential space risks violating FERPA laws and student safety (Strategic Goal 4B, 4B.1, 4B.2); this is of great importance.</p> <p>Should additional space not be approved or provided we may continue to risk student access, success and confidentiality, jeopardize safety and potentially violate FERPA laws. Although the adjunct faculty space provides a better working environment for PA 1 staff, it is difficult maintain a productive work environment when program staff is scattered throughout the campus. It is difficult to form an identity on campus when staff feels like they don't have a place to welcome students.</p>		

B. New space will be used for: Instruction <input type="checkbox"/> Research/Grant <input type="checkbox"/> Administration <input type="checkbox"/> Storage <input type="checkbox"/> Student Support <input checked="" type="checkbox"/>	
Other, please specify <i>OFFICE SPACE FOR STAFF</i>	
C. What attempts have been made to locate space within your current space allocation? Has under utilized space been assessed to solve this need? Have shared space possibilities been explored?	
There is no under-utilized space in N-5. Currently several staff utilize the same desk, computer, and phone. The current office space also houses several file cabinets to secure student files. Student files need to be located in a secure locked space. Shared space has been explored but availability is limited and does not allow our staff to work with the large amount of students our program serves.	
D. Have you identified a suitable location for this new space that may be available?	<i>C-133</i> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
E. If yes, describe, identify building/room #s or attach drawing/floor plans/diagrams. Attach additional supporting documents if appropriate.	
F. Does the request impact space currently being utilized by other programs and/or services? If yes, in what ways does the request impact other programs and/or services?	<i>N/A</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
G. Date Needed As soon as possible.	
H. Provide information on any time constraints that may affect the timing of allocation of the space.	
I. What are the costs associated with this proposal? If approved, what is the source of funds for this proposal?	

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RECOMMENDATION SIGNATURES (The signatures below indicate agreement that the space request should be considered. Recommendation to proceed does not indicate a guarantee of space for the purpose outlined in this request.)		
Director/Dean: <i>Carla Tolosa</i>	Signature: <i>Carla Tolosa</i>	Date: <i>4/3/19</i>
Comments:		
Vice President: <i>Romero Jabon</i>	Signature: <i>Romero Jabon</i>	Date: <i>4/8/19</i>
Comments: <i>I support additional space for Upward Bound staff.</i>		

Forward this completed form with the proper signatures and supporting documents by email to the Facilities Development Council chair, Joseph Reyes, jreyes@hartnell.edu & Laura Warren, lwarren@hartnell.edu

FACILITIES DEVELOPMENT COUNCIL ACTION
Date reviewed by Council:
Action recommended by Council:
Date Forwarded to College Planning Council for Action:

SUPERINTENDENT/PRESIDENT DECISION
Decision by Superintendent/President: ___ Approved ___ Not Approved
Signature:
Date of Decision:



