



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: Basic Needs Center	Date: February 8, 2022	
Name: Augustine Nevarez.	Phone: ext. 6825	Email: anevarez@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> <p>Prior to the onset of the COVID pandemic, over half of California community college student survey respondents reported some form of basic needs insecurity (Goldrick Rabb, 2018). The COVID pandemic has exacerbated existing inequities, compounded basic needs insecurity for many California community college students and further hindered their educational success.</p> <p>Senate Bill 129 (Budget Act of 2021) requires each California community college campus to establish and/or expand a Basic Needs Center and designate at least one staff person as the Basic Needs Coordinator to provide holistic, comprehensive basic needs services and resources to students to support their successful matriculation through the California community colleges system and beyond.</p> <p>To address the above needs Hartnell College applied for and was selected to receive a federal grant in December 2021. The amount of the grant was \$990,000 or \$330,000 per year for three years.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<p>B. Briefly describe the function of your program and/or service.</p> <p>The Basic Needs Center is intended to be a one-stop, single location and point of contact for students to more easily access and gain awareness of basic needs services and resources, including food and housing assistance.</p>		
<p>C. Number of full-time faculty _____, Number of part-time faculty _____, Number of staff <u> 2 </u>, Number of student workers <u> 6-8 </u> (rotational)</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: N/A</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) 0</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>The space will be utilized as a multifunctional space: Provide a comfortable, welcoming space for students seeking assistance; provide staff workspace for coordination and follow up services; provide confidential space for student intake and case management services.</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	
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? The Division of Student Affairs has located a space previously assigned to the Pathways Program. This is a new Center funded from a federal grant secured by Hartnell College in December 2021. Discussions with Joseph Reyes to locate a suitable room was undertaken in January 2022. It was suggested the best scenario would be to move Pathways from C-135 into C-133 and utilize C-135 as the Basic Needs Center to provide basic needs services to students in early February 2022.	
D. Have you identified a suitable location for this new space that may be available?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
E. If yes, describe, identify building/room #s or attach drawing/floor plans/diagrams. Attach additional supporting documents if appropriate. C-135	
F. Does the request impact space currently being utilized by other programs and/or services? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, in what ways does the request impact other programs and/or services? The Pathways program is currently utilizing the space in C-135. The plan is to relocate Pathways to C-133.	
G. Date Needed: Week of May 9, 2022 at the earliest.	
H. Provide information on any time constraints that may affect the timing of allocation of the space. The Pathways Team needs to use C-135 through May 6 to support the annual Panther Prep Days.	
I. What are the costs associated with this proposal? If approved, what is the source of funds for this proposal? Little cost will be incurred to create four workstations in an office (C-135) that currently contains 3 workstations.	

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: Augustine Nevarez	Signature: 	Date: Feb 9, 2022
Comments:		
Vice President: Romero Jalomo, Ph.D.	Signature: 	Date: Feb 9, 2022
Comments:		

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

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

COLLEGE PLANNING COUNCIL ACTION
Date reviewed by Council:
Action recommended by Council:
Date Forwarded to Superintendent/President for Decision:

SUPERINTENDENT/PRESIDENT DECISION
Decision by Superintendent/President: ___Approved ___Not Approved
Signature:
Date of Decision:









Space Request_Basic Needs Center

Final Audit Report

2022-02-10

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