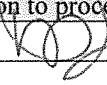
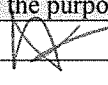



**HARTNELL COMMUNITY COLLEGE DISTRICT**  
**Request for New or Additional Space**

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

<b>I. CONTACT INFORMATION:</b>		
Requesting Program and/or Service: DSPS		Date: 11.29.2021
Name: Michelle Peters	Phone: x7012	Email: mpeters@hartnell.edu
<b>II. DESCRIPTION OF DEPARTMENT:</b>		
<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>DSPS has the requirement of providing confidential counseling and services for DSPS students. We have exceeded the current space allocation to the extent that we are not able to schedule all team members to work at the same time. Please see attached, as provided under the Request for Services below.</p>		
<p>C. Number of full-time faculty <u>  1  </u>, Number of part-time faculty <u>  2  </u>, Number of staff <u>  4  </u>,          Number of student workers <u>  2  </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 checked="" type="checkbox"/> No <input type="checkbox"/>
<p>E. If yes, indicate anticipated growth:</p> <p>Number of full-time faculty <u>  1  </u>, Number of part-time faculty <u>      </u>, Number of staff <u>      </u>, Number of student workers <u>  2  </u></p>		
<p>F. How much space do you currently have? (total assignable square feet)          See attached. Joseph Reyes hasn't been able to provide the exact square footage. DSPS currently has Rooms 101 (lab/testing area), 105, 107, and rooms A and B.</p>		
<b>III. REQUEST FOR SPACE:</b>		
<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>Please see attached.</p>		
<p>B. New space will be used for:   Instruction <input type="checkbox"/>   Research/Grant <input type="checkbox"/>   Administration <input type="checkbox"/>   Storage <input checked="" type="checkbox"/>   Student Support <input checked="" type="checkbox"/>          Other, please specify</p>		
<p>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?</p> <p>DSPS currently has no under utilized space. The DSPS lab and testing area for proctoring, that consumes a large proportion of the DSPS's current allocated space, was physically renovated and updated in 2017 to maximize space for specialized services for students with disabilities who are using the DSPS lab and Testing area.</p>		
<p>D. Have you identified a suitable location for this new space that may be available?</p>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>E. If yes, describe, identify building/room #s or attach drawing/floor plans/diagrams. Attach additional supporting documents if appropriate.</p> <p>DSPS is requesting to have the existing space allocation of the Placement office, in room 106 returned to DSPS. Please see</p>		

attached.	
F. Does the request impact space currently being utilized by other programs and/or services? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, in what ways does the request impact other programs and/or services? DSPS currently does not have an office for the approved full-time DSPS counselor position.
G. Date Needed: When the Placement Office vacates the space (as soon as possible to fill an approved additional full-time DSPS counselor position)	
H. Provide information on any time constraints that may affect the timing of allocation of the space.  DSPS needs to recruit, hire, and onboard a new full-time position, leading to the need for a fairly firm plan to be in place. The person that is hired will also need to complete specialized training through the Chancellor's office in order to conduct assessments for students with suspected learning disabilities, which also requires planning ahead.	

<b>RECOMMENDATION SIGNATURES</b> (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:  MICHELE PETERS	Signature: 	Date: 11/30/2021
Comments:		
Romero Jalomo	 <small>Romero Jalomo (Nov 30, 2021 15:55 PST)</small>	Nov 30, 2021
Vice President:	Signature:	Date:
Comments:		

Forward this completed form with the proper signatures and supporting documents by email to the Administrative Council  
Vanessa Meldahl [vmeldahi@hartnell.edu](mailto:vmeldahi@hartnell.edu)

<b>FACILITIES DEVELOPMENT COUNCIL ACTION</b>
Date reviewed by Council:
Action recommended by Council:
Date Forwarded to Superintendent/President for Action:

<b>SUPERINTENDENT/PRESIDENT DECISION</b>
Date reviewed by Superintendent/President:
Decision by Superintendent/President:
Date of Decision:

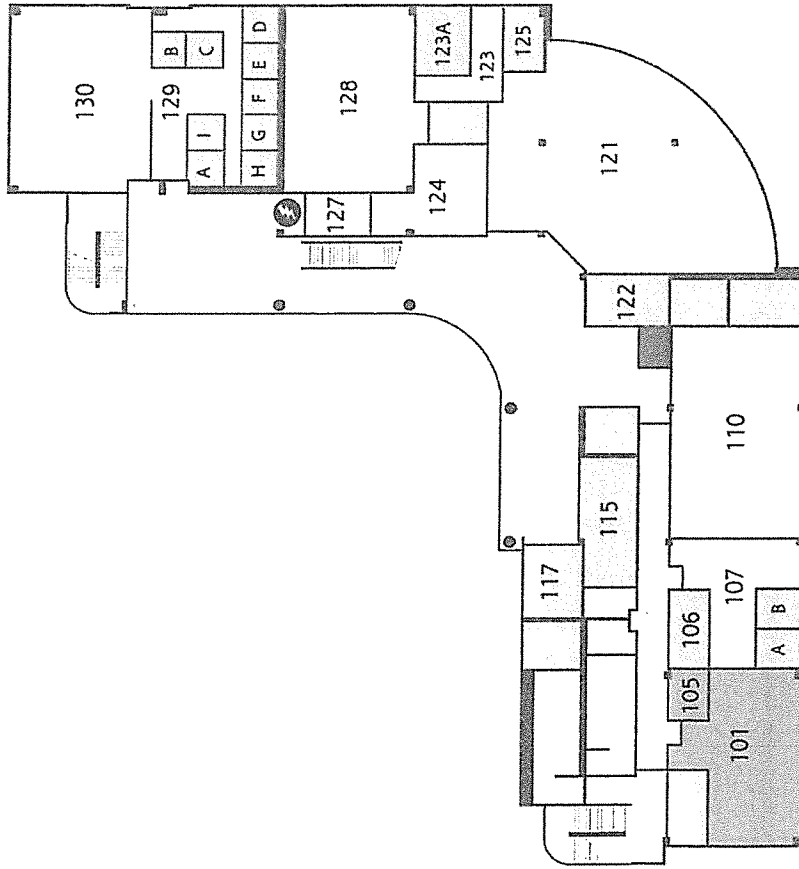
## Placement Office – Space Allocation DSPS Proposal

DSPS is submitting a request to have the office space, originally allocated to DSPS, returned to DSPS when the Placement office relocates. DSPS's plans for the use of the space is as follows:

1. DSPS is currently limited in having all of its staff work at the same time, due to a shortage of offices, which hinders in-person communication and discussion. The additional space will allow all DSPS counselors to have 'overlapping' schedules, which also increases student access to counselors (currently 1 FT counselor and 2 Adjuncts). Currently, DSPS has space for only 2 counselors to be working at any one time. The DSPS Admin Assistant I works only 24 hours/week, which also complicates these issues, by working half days only.
2. For DSPS test-takers, the noise generated from the existing Placement Office can be problematic, especially for students who are eligible for a reduced distraction testing environment. Allowing the space to be dedicated to DSPS, supports our department providing effective and reasonable accommodations to our students.
3. In May, 2021, Cabinet approved a new position for DSPS, a Non-Tenured Full Time DSPS Bilingual Learning Disability Specialist/Counselor. Moving forward, DSPS will need an enclosed office space (for confidentiality and respect to students) that meets ADA accessible design requirements to serve our students.
4. DSPS has limited storage space, largely due to the expansive space that the DSPS lab and test taking areas consume. It results in boxes of equipment stacked in corners, creating obstacles, and safety hazards for our students and staff. For example, when DSPS purchased additional Dell and Macintosh laptops for DSPS student check-out/loans that can access assistive/adaptive technology system requirements, carry cases also had to be ordered which we have exhausted space to store, yet need to remain readily available for daily check outs. The devices have served our students especially well, during the pandemic.
5. The temperature of DSPS is contingent on the thermostat that is located in the area the Placement office currently resides. Due to confidentiality for DSPS, the door between the existing Placement office and DSPS is closed, limiting airflow. A very comfortable Placement office equates to a cool temperature in DSPS, which results in staff wearing warm-weather coats most of the year, and student test-takers reporting being cold. This has been a contentious issue for the DSPS staff.
6. The allocation of the space would equate to zero additional costs to the district, as the cost of the return of the space to DSPS and re-set up would be absorbed by the existing DSPS budget.







# MAIN LEVEL INFORMATION



- 101 Department of Supportive Programs & Services Lab
- 102 DSPS Lab
- 105 Office: Director of Categorical Programs
- 106 Assessment Office
- 107 DSPS
- 107A Office: DSPS
- 107B Office: DSPS
- 110 Assessment & Testing Room
- 115 Mail Room
- 117 Cashier
- 121 Admissions, Records & Financial Aid
- 122 Office: DEAN Student Affairs
- 123 Office: Student Affairs
- 123A Office: VP Student Affairs
- 124 Student Affairs
- 125 Conference Room
- 127 Office: DEAN
- 128 Student Affairs
- 129 Counseling Services
- 130 EOPS, CARE & CalWORKS

## LEGEND

-  You Are Here
-  Defibrillator
-  Restrooms
-  Elevator



**BUILDING B - STUDENT SERVICES**  
HARTNELL COLLEGE

