

## 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:	Date: 3/12/2021	
Name: Mostafa Ghous	Phone: (831) 386-7101	Email: mghous@hartnell.edu
II. DESCRIPTION OF DEPARTMENT:		
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.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
B. Briefly describe the function of your program and/or service. To provide administrative, instructional, and student support services for the <b>Salinas Valley Adult Education Consortium (SVAEC)</b> at Hartnell College.		
C. Number of full-time faculty _____, Number of part-time faculty _____, Number of staff <u>3</u> ____, Number of student workers <u>1</u> ____		
D. Do you anticipate the number of people in your program and/or service increasing within the next two years?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
E. If yes, indicate anticipated growth:  Number of full-time faculty _____, Number of part-time faculty _____, Number of staff <u>1</u> ____, Number of student workers <u>1</u> ____		
F. How much space do you currently have? (total assignable square feet) 520 square feet		
III. REQUEST FOR SPACE:		
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.  We would like to move the SVAEC team to Building R from the current Building C, Room 135.  New space is needed for the following reasons: 1. Building R provides room for future growth; Building C, Room 135 does not. 2. Building R has a meeting room; Building C, Room 135 does not. The meeting room will be used for the following: steering committee meetings, hosting prospective community partners, adult education regional meetings, team/staff meetings, meetings of professional learning communities, essential work with students and their families, etc. The SVAEC is working on a major consortium-wide project to transition more students into Hartnell College from the adult schools with a goal of completion to include transferring to a four-year university. (Goal 3: Increase Student Transfer to 4-Year Institutions; Goal 4: Improve Student Employment Subsequent to Training or Completion; and Goal 1: Increase Student Completion) 3. Building R has private rooms that are FERPA compliant. Students will be able to meet privately with a dedicated counselor to build a student education plan, discuss personal issues affecting their pursuit toward higher education, etc. (Goal 3: Increase Student Transfer to 4-Year Institutions; Goal 4: Improve Student Employment Subsequent to Training or Completion; and Goal 1: Increase Student Completion). The current Building C, Room 135 does not have a private soundproof space. 4. Building C, Room 135 is not as accessible to community members and the public. Building R is more accessible and easier to find in such a large campus. Most of the clients we work with are staff, faculty and administrators from the adult schools, non-profit organizations, industry and more importantly older adult students who are ESL students and may have a difficult time navigating a large campus. (Goal 1: Increase Student Completion and Goal 3: Increase Student Transfer to 4-Year Institutions)		
If the request is not approved, this will limit our ability to serve the members of the Consortium and older adult students in the future, which includes administrators, instructors, and, again, more importantly older adult students, some of whom will be potential Hartnell students. Please understand the current Building C, Room 135 space is very small and currently has a roof leak issue which may hinder		

the SVAEC's ability to work in the future. Currently the room is flooded with water and may not be ready to occupy by the mandatory return to work directive date of August 1.

B. New space will be used for: Instruction  Research/Grant  Administration  Storage  Student Support   
 Other, please specify: Instruction includes hosting workshops for students and adult school partners as required by the grant.

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?

Building R will be vacated and empty. It is currently being used by Inmate Education, Noncredit ESL and the continuing education team. They will be moving to the Soledad Education Center sometime in Summer 2021.

D. Have you identified a suitable location for this new space that may be available? Yes  No

E. If yes, describe, identify building/room #s or attach drawing/floor plans/diagrams. Attach additional supporting documents if appropriate.

Building R

F. Does the request impact space currently being utilized by other programs and/or services? Yes  No

If yes, in what ways does the request impact other programs and/or services?

G. Date Needed: June 1, 2021 (flexible and dependent on when the continuing education team will be moving out.)

H. Provide information on any time constraints that may affect the timing of allocation of the space.

**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: Mostafa Ghous Signature:  Date: 3/16/2021

Comments:

Vice President: Cathryn Wilkinson-Thompson Signature:  Date: Mar 17, 2021

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](mailto:jreyes@hartnell.edu) & Laura Warren, [lwarren@hartnell.edu](mailto:lwarren@hartnell.edu)

**FACILITIES DEVELOPMENT COUNCIL ACTION**

Date reviewed by Council:

Action recommended by Council:

Date Forwarded to Superintendent/President for Action:

**SUPERINTENDENT/PRESIDENT DECISION**

Date reviewed by Superintendent/President:

Decision by Superintendent/President:

Date of Decision:






# Request for New or Additional Space\_SVAEC\_31721

Final Audit Report

2021-03-17

Created:	2021-03-17
By:	Carolina Silveira (csilveira@hartnell.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKdBE4xjzcsq5MSBJofbZK9JAoxnkGaC

## "Request for New or Additional Space\_SVAEC\_31721" History

-  Document created by Carolina Silveira (csilveira@hartnell.edu)  
2021-03-17 - 9:52:44 PM GMT- IP address: 198.189.134.111
-  Document emailed to Cathryn Wilkinson-Thompson (cwilkinson@hartnell.edu) for signature  
2021-03-17 - 9:54:53 PM GMT
-  Email viewed by Cathryn Wilkinson-Thompson (cwilkinson@hartnell.edu)  
2021-03-17 - 11:42:29 PM GMT- IP address: 66.249.88.167
-  Document e-signed by Cathryn Wilkinson-Thompson (cwilkinson@hartnell.edu)  
Signature Date: 2021-03-17 - 11:45:11 PM GMT - Time Source: server- IP address: 108.194.47.238
-  Agreement completed.  
2021-03-17 - 11:45:11 PM GMT