



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: Pathways	Date: February 8, 2022
Name: Carla Johnson	Phone: Ext. 6006
Email: cjohnson@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>This is not a new program/service, the College Pathways Office is being moved to accommodate a state-mandated Basic Needs Center; moving from C135 to C133.</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>B. Briefly describe the function of your program and/or service.</p> <p>The College Pathways Team serves to support incoming high school students, parents, high school partners, continuation schools, private educations and county education in onboarding initiatives to Hartnell College. Prospective and incoming students seek the assistance of the College Pathways team while on campus. In addition, K-12 partners meet with the College Pathways Team on campus.</p>	
<p>C. Number of full-time faculty <u> 0 </u>, Number of part-time faculty <u> 0 </u>, Number of staff <u> 3 </u>, Number of student workers <u> 5 </u></p>	
D. Do you anticipate the number of people in your program and/or service increasing within the next two years?	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) C135 square footage: 240 sq. ft. (appx.) C133 square footage: 240 sq. ft. (appx.)</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 College Pathways Team will need to move into C-133 in order to accommodate the new Basic Needs Center (C-135) which provides basic needs services and resources to students.</p>	
<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</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>Discussions with Joseph Reyes resulted in the decision to move the College Pathways team from C135 to C-133 because C-135 is the best space to add the Basic Needs Center for students.</p>	
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-133 (former adjunct offices) and adjoining storage area would be next best space for the College Pathways team given the proximity to student center and Panther Prep and Outreach event materials.
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? C133 is currently one of several locations designated for adjunct faculty use. However, the space will be relocated to the Professional Development Center in Building A, first floor.
G. Date Needed After May 9, 2022
H. Provide information on any time constraints that may affect the timing of allocation of the space. Office moves should occur AFTER April 29-30, 2022 Panther Prep events district-wide. This would allow for minimal disruptions to the Pathways Team preparing to host 1,500+incoming students and parents.
I. What are the costs associated with this proposal? If approved, what is the source of funds for this proposal? Some remodeling of current cubicle areas to create a reception/welcome space upon entering. Some furniture in R building (purchased by SSSP) could be moved to C133.

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: Carla Johnson	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_ Pathways Relocation

Final Audit Report

2022-02-10

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"Space Request_ Pathways Relocation" History

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