



Hartnell Community College District Request for New or Additional Space

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

Main ☒ Alisal ☐ Castroville ☐ Soledad ☐ King City ☐

I. CONTACT INFORMATION:	
Requesting Program and/or Service: College Pathways Team (CPT)	Date: 4/30/2025
Name: Carla Johnson	Phone: 759-6006
Email: cjohnson@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. The College Pathways Team works with local high schools to provide guidance and assistance to students with the required steps to enroll known as the "Steps to Success".	
C. Number of full-time faculty _____, Number of part-time faculty _____, Number of staff <u>2</u> , Number of student workers _____	
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"/>
E. If yes, indicate anticipated growth: Number of full-time faculty _____, Number of part-time faculty _____, Number of staff _____, Number of student workers _____	
F. How much space do you currently have? (total assignable square feet) C-135	
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. Office space for new COM professor, Dr. Jason Hough, and Hartnell's Debate Team is needed. Recommending the move of the College Pathways Team staff in C135 as follows: program specialist to move to the desk at the Welcome Center in B building, and the Program Coordinator would move to building B (possible A&R open cubicle).	
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? In looking at space on main campus, C135 was determined to be the best option for the new COM professor, Dr. Jason Hough (COM professor and Coach of Debate Team) and Debate Team members. Dean of Student Success is seeking to move the program specialist to the front desk area of Building B, and has coordinated with the acting Dean of Enrollment Services to house the program coordinator in A&R.	
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. One space at the Welcome Center in Building B and one cubicle in A&R.	
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?	
Moves would benefit all parties. New COM professor & Dr. Hough would each have an office and space to share with the Debate Team, plus storage for the team's supplies. CPT staff would move to Building B to support students.	

G. Date Needed	Summer 2025
H. Provide information on any time constraints that may affect the timing of allocation of the space. The new professor will start at Hartnell the week before Fall 2025 classes begin, and Dr. Hough and the Debate Team will need to move as well. We need to vacate C-135 to give Maintenance time to prep the space. Also, the CPT needs to be in Building B before the Fall semester begins in order to be ready to support students.	
I. What are the costs associated with this proposal? If approved, what is the source of funds for this proposal? Unknown	

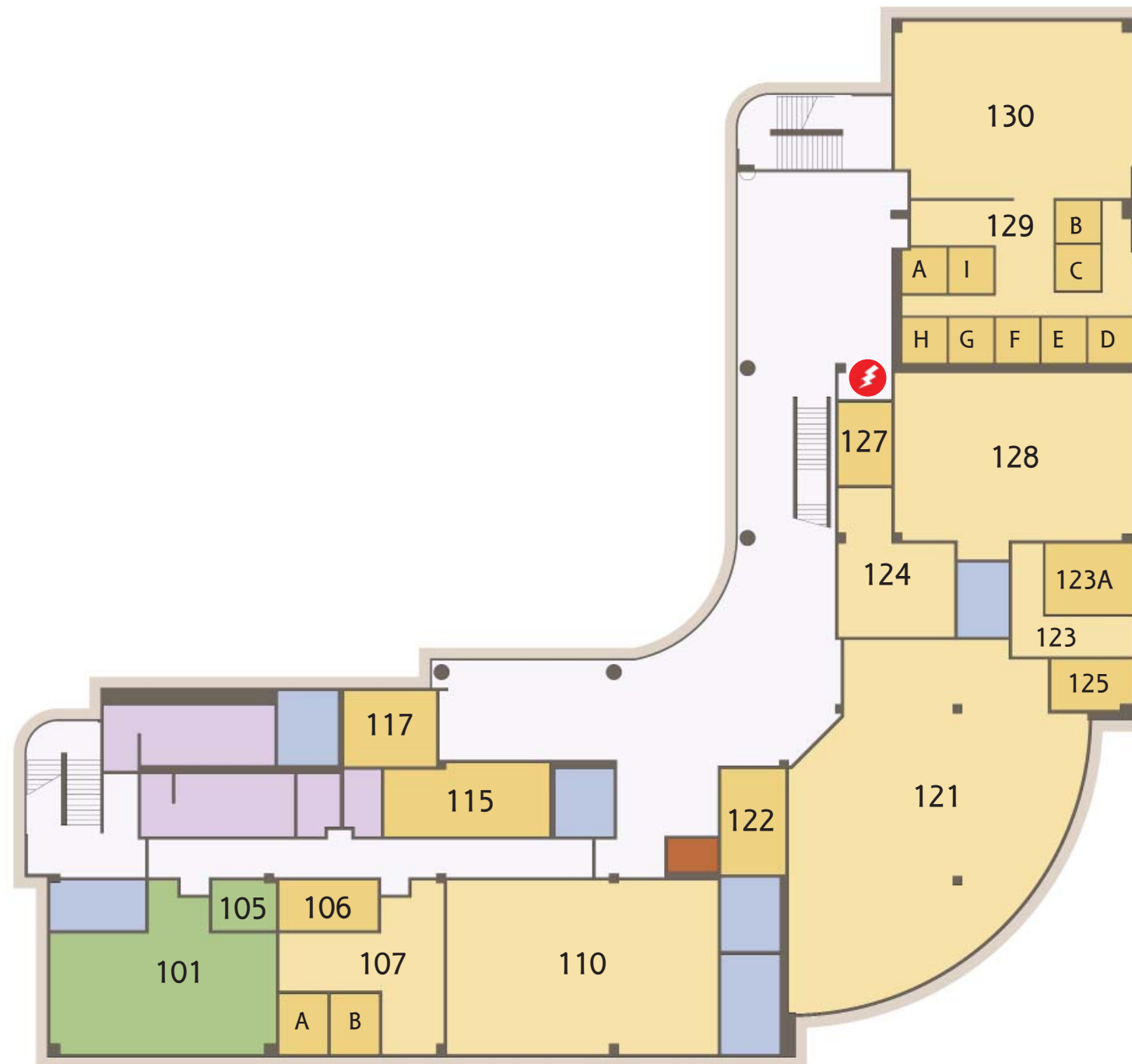
RECOMMENDATION SIGNATURES (The signatures below indicate agreement that the space request should be considered. Recommendation to proceed does not indicate a guarantee of space for the purpose outlined in this request.)		
Director/Dean: Carla Johnson	Signature: 	Date: 04/30/2025
Comments:		
Vice President: Dr. Ram Subramaniam	Signature: 	Date: 04/30/2025
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, and to our Information Technology Department at ITHelp@hartnell.edu

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





SUPERINTENDENT/PRESIDENT DECISION
Decision by Superintendent/President: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Signature:
Date of Decision:

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