Facilities Planning Committee

Space Allocation Process

2015

Space Allocation is the process of distributing available facility spaces in an equitable manner that will best serve the needs of the students and college as a whole.

**Scope of Facilities Planning Committee in Space Allocation**

The Laney College Planning Committee will make recommendations about facility space allocation to the President of the College in the event of recently identified Vacant or Assignable space, or a change of space. These recommendations will be generated from the Facility Planning Committee’s Space Allocation Process.

**Facility Space Allocation Process**

1. Facility Space Needs Identified – Facility Space Needs are identified from the following:
   1. Program Review Process/ APU - from the **Form C (space allocation box checked)**
   2. Through the Urgent Request for Facilities Application Process (**Application for Facilities Request Form**)

These facilities space needs will be compiled by the Facilities Planning Committee into a master list of Facility Space Needs by department/ service area and dated with the request date.

1. Space Inventory Becomes Available

The Director of Business and Administrative Services, in consultation with the Laney College President, shall maintain an inventory process that will include managing:

* List of Classroom Assignments
* Storage Spaces
* Swing Spaces
* New Space
* Repurposed Space

When space inventory becomes available, the Director of Business and Administrative Services or the College President will notify the Facilities Planning Committee of the available space.

If the Facilities Planning Committee is not available (i.e.: summer session), and there is an urgent need to address the available space, the College President in conjunction with the Director of Business and Administrative Services will carry out the rest of the Space Allocation Process in lieu of the Facilities Planning Committee.

1. Facility Space Needs List Consulted

Once an available space is identified, the Facilities Planning Committee Co-chairs will consult the Master list of Facilities Space Request Needs and evaluate which needs are potentially applicable for the available space.

1. Notification to Department/ Service Area

Those departments/service areas that have a request that is applicable to the available space, will be notified via email and invited to “apply” for that available space. The application process will include filling out an **“Application for Facility Space” form** and an invitation to present their request/ justification to the Facilities Planning Committee. The Facilities Planning Committee will define the appropriate deadlines for the application form and the presentations may be presented at a regular or special convening of the committee.

1. Department/ Service Area Presentations & Committee Review of Application for Facility Space Forms.

Department/ Service Areas must turn in their application forms to the Facility Planning Committee co-chairs by the deadline established. They may then make their presentations to the committee (but are not required to – as the form will suffice for their application). The Facility Planning Committee will then set an appropriate time to review and rank requests.

1. Facilities Planning Committee Ranks Facility Space Requests

The Facilities Planning Committee will evaluate all applications and rank the requests according to the following criteria using a 0-4 ranking scale ( 4=Critical / 3=Important / 2=Moderate/1=Minor):

* Immediate Health or Safety Risk
* Legal Mandate (Health Code, ADA)
* Indicated in Institutional Planning (Prog. Rev, Ed Mast Plan, Facility Master Plan)
* Inst. Effectiveness (Impact on students: access, success, # impacted)
* Collaboration with other Programs/ Depts.

Other considerations may include:

* Date of original request - How long request has been generated
* Funding/ Cost Factors – Does project have a funding source? (grants/etc)
* Instructional Support – Faculty/ Resources to support vision of space
* Impact according to State Space Allocation Status (overbuilt/ available)

1. Facility Planning Committee will send 1-3 Recommendations to the College President for the Allocation of the current Available Space.

Once the Facilities Planning Committee (FPC) evaluates and ranks the Facility Space Requests, the committee co-chairs will send 1-3 recommendations and FPC justifications to the Laney College President for the best allocation of the available space. It will then be up to the President to consider that request and move it forward to the Planning and Budget Implementation Committee and the Department of General Services for an initial project analysis. The President’s selection for the available space will be notified by the President or the FPC committee chairs.

1. Follow-Up

The Facilities Planning Committee should establish a 3-6 month follow-up on the status and progression of the Space Allocation Project.