Facilities Planning Committee

Space Allocation Process – Common Space Area Request

(Long Term Consistent or Recurring Usage – Non Rental Fee)

DRAFT 11/19/2015

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 Facilities Planning Committee makes 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, or special requests for usage of common areas. These recommendations will be derived through the Facility Planning Committee’s Space Allocation Processes.

**Facility Space Allocation Process – Requests for Common Space (Consistent/ Recurring Usage)**

Common spaces are areas of the campus that are non-instructional spaces such as non-departmental hallways, atriums, quad spaces, cafeteria, and general campus grounds. In the event of an entity requesting long term consistent or recurring usage of common space areas (not through fee based facility rentals), the following process applies. Requesting entities may include, but are not limited to: Students, Student Services, Non-Profit and For-Profit Organizations, Clubs, and other community programs and services.

1. **Initial Request**

To request the usage of a common space area, an entity needs complete the application process for Common Space Areas. Requests must be non-rentals (no fee involved), and the request is for consistent/ recurring usage of common space areas.

* The first step in that process is to fill out an **Application for Facilities – Common Space Areas**.
* The application then must go to the Laney College Business Office – to the Director of Business and Administrative Services.
* Timeline: **All applications must be received by** **January 15th** to be considered for the Following Academic year.

1. **Assessment of Request**

The Director of Business and Administrative Services, shall assess the application within one week of receiving the application. The application will be assessed for initial legality, viability and safety of the request. The Director of Business and Administrative services will then communicate with the entity to ensure that any missing information or content gaps in the application are addressed and the application contains all content needed.

If the completed application request is considered within reasonable and feasible parameters, the Director of Business and Administrative Services will consult with the co-chair of the Facilities Planning committee and the requesting entity and schedule a review date for the Facilities Planning Committee to review the request. If the request is not considered reasonable, the Director of Business and Administrative Services will respond to the requesting entity and cite the reasons for denying a committee review of the request. The Director of Business and Administrative Services will bring a list of any denied requests to the Facilities Planning Committee with justifications for denial. The committee will review denials and if the committee disagrees with the denial and would like to re-entertain the request, they may forward the common space request through the next step in the process.

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

1. **Review of Request**

The Director of Business and Administrative Services will provide the application request to the Facilities Planning Committee for review at the established review date. The requesting entities 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 frame to review and rank any requests in a future regular or special meeting. It will be up to the discretion of the committee if they need representation from the entity to be present for any review discussions. After the presentation, the committee may request additional information or content needed, or follow up responses to questions/ concerns the committee may have. Those requests/ responses can be made via email/ phone discussions or an additional meeting if needed.

1. **Ranking Requests**

The Facilities Planning Committee will then evaluate any applications and rank the requests according to the following Benefit and Risk criteria:

**Benefit Ranking Scale** - ( 4=Highest Benefit/ 3=Important Benefit/ 2=Moderate Benefit /1=Minor Benefit/ 0 = No Benefit):

* Inst. Effectiveness (Impact on students: access, success, equity, # impacted)
* Aligns with Institutional Planning (Ed Master Plan, Facility Master Plan, College goals)
* Collaboration with other Programs/ Dept.’s
* Instructional Support – Faculty/Personnel/ Resources to support vision of space
* Benefit to College (financial, academic, relational…)
* Funding/ Cost Factors – Does project have a supporting funding source? (grants/etc.)

**Risk Ranking Scale** - ( 4=Lowest Risk/ 3=Moderate Risk / 2=Elevated Risk/1=High Risk/ 0 = Prohibitive Risk):

* Immediate or General Safety Considerations – Does the request generate safety concerns?
* Liability Considerations – Does the request generate liability issues?
* Legal Considerations- Does the request generate legal considerations?
* Security Considerations – Does the request generate security issues?
* Parking/ Traffic Impact – Does the request create an increase in Parking or Traffic issues?
* Detrimental Program Impacts?
* Support Services Impact? – are additional custodial, or other support services generated?
* Impact according to State Space Allocation Status (overbuilt/ available)

The Benefit and Risk rankings will be evaluated on their scores, and the overall benefit and impact to the college, the student population and community. The committee will discuss their evaluations and come to a consensus to make a recommendation to the College President with justifications as to their decision regarding the request for common space.

1. **Recommendation**

Once the Facilities Planning Committee (FPC) ranks and evaluates the Common Space Request, the committee co-chairs will submit the FPC recommendations and justifications to the Laney College President in writing along with a copy of the Common Space Application. The FPC may also give a conditional recommendation pending certain criteria or rectifications that must be made prior to full approval. The Director of Business and Administrative Services may act as a liaison between the FPC, the President, and the requesting entity to communicate the rectifications needed and to follow up on compliance from the requesting entity.

It will then be up to the College President to consider the common space request and either deny the request, or move it forward to the appropriate district or college entities to further the request. Those entities may include the Planning and Budget Implementation Committee, general council, and the Department of General Services for an initial project analysis. The requesting entity and the FPC should be notified of the Laney College President’s decision through the Office of the President or the FPC committee chairs within 3 weeks of receiving the FPC’s recommendation.

1. **Follow-Up**

If the requested project is approved by the President and the request is moved forward to next college or district entity, the Facilities Planning Committee should establish a 3-6 month follow-up date to check on the status and progression of the Requested Common Space Project to ensure that the project is being acted on appropriately. If the FPc finds that the process has been slowed/stopped, the FPC may take appropriate action to get the process moving again.