

When newly constructed facilities are completed resulting in vacated space in temporary buildings, and when, during the normal course of business, there is space that becomes available in permanent buildings, the following guidelines and procedures are set forth to assist in the management of vacated space.

Procedure for Request to Use/Re-purpose Vacated Space

As soon as it is known a program, department, or function requests the use or re-purposing of vacated space that is not for faculty offices, the need must be communicated to the Director of Facilities. If the request pertains to a space previously dedicated as a faculty office, the request goes through the existing Academic Senate procedure for the assignment of faculty offices. If the Academic Senate cannot house the request using the existing inventory of faculty offices, the Academic Senate president will submit the request through the process outlined below.

Any program or department can initiate a request for use of a vacant space through program review. The Director of Facilities will maintain a standardized form available on the Facilities Department website to be used to request the use/re-purposing of vacant space.

Criteria

The facilities master plan is clear that an institutional value is to replace all temporary buildings with safe, secure, and technologically current facilities. Therefore, no request to occupy a temporary building on the district's current space inventory may create or perpetuate an ongoing function for which permanent housing has not been identified and funded. When a program or service is moved into a temporary building, it is with the understanding there is a planned, permanent space for the program or it is a short-term program with a firm and nonnegotiable ending date.

Any proposed use must be congruent with the academic, facilities, and/or technology master plans, as well as identified as part of program review. The actual space allocated for a program or function shall be congruent with the assignable-space standards published by the facilities unit of the California Community Colleges. No proposal shall be considered for a space that must be relocated in order to make way for a planned permanent structure for which there is identified budget.

Upon receiving the form, the director of facilities will recommend a decision to the vice president, administrative services who will bring it to the Executive Management Team (EMT) for review .