

Date: May 10, 2018
To: Gail Mackin
From: Jeff Stinson
RE: Priority CB Office Needs

With CB requests for permanent occupancy on the second floor of Shaw Smyser pending, extended time horizons for potential move dates, and anticipated new faculty/staff hires for Summer/Fall 2018, the following office moves/needs are a high priority for the College of Business.

Office Moves:

1. Jenny Cravens to Shaw Smyser 338 (from Shaw Smyser 335)...SS338 is being vacated by Ron Tidd (retirement). This move allows Ms. Cravens to move into the Accounting suite of offices. This would be a permanent move.
2. Kathryn Martell to Shaw Smyser 335 (from Shaw Smyser 125)...Kathryn will vacate the Dean's Office in August and join the Management Department. This move would be a permanent move.
3. Jeff Stinson to Shaw Smyser 202 or 203 (from Shaw Smyser 126)...temporary move to allow new academic advisor (tbd) to temporarily occupy Shaw Smyser 126 so all advising staff is co-located.

New Space Needed:

1. Shaw Smyser 201...permanent location (hopefully) for new Personal Financial Planning faculty member-Steele Campbell.
2. Shaw Smyser 202...temporary for Jeff Stinson (see above).
3. Shaw Smyser 203...temporary space for I4IE program director (tbd) and CB development officer (tbd)

Office Turnover:

1. Shaw Smyser 402...vacated by Deepak Iyengar (leaving CWU), occupied by new Supply Chain Management faculty (tbd).
2. Shaw Smyser 301...vacated by Marv Bouillon (leaving CWU), occupied by new Accounting faculty member-Ryan Cahalan.
3. Shaw Smyser 306...vacated by Melissa Becker (retirement), occupied by new Accounting faculty member-Steven Hawkins.
4. Shaw Smyser 126...vacated by Kathryn Martell (return to faculty), occupied by new CB Dean (tbd).

Move expenses will be covered by College of Business carry-forward funds (148). Charges may be made to speedkey 4700100009.

Request for Allocation of Academic Space/ Change of Space Use

Please Submit this Form for One of the Following Reasons:

- Academic Space assigned under the RCM/ABB and long-term reassignments
- Reclassification of use (e.g., general classroom to department controlled classroom)
- Reassignment within internal administration (e.g., CEPS to COTS)
- Reassignment between external administration (e.g., ASL to BFA)

Part 1: Requestor/Unit Contact Information *(Person serving as primary contact)*

Name: Jeffrey Stinson Title: Associate Dean Phone: 963-1903

Department/Unit: Dean's Office College/Division: College of Business Email: stinsonj@cwu.edu

Part 2: Purpose of Request

CB has pending requests for permanent occupancy of the second floor of Shaw Smyser pending. With extended time horizons for potential permanent department move dates and full occupancy, and new faculty/staff hires scheduled to arrive Summer/Fall 2018, CB has a priority need for additional office space.

Part 3: Space Request Information

- A. Describe the type(s) of room requested and the intended use of each space. Attach a narrative, spreadsheet or other supporting materials as needed.

CB requests occupancy of Shaw Smyser 201, 202 and 203 when those offices are vacated by ITAM and deemed environmentally habitable.

- i. Room Use Description (e.g. reception, faculty or staff office, workroom, conference room, storage, teaching lab, research lab, research or teaching support space, departmental classroom, etc.).

The offices could be utilized for faculty/staff office space. A detailed list of associated office moves is attached.

- ii. Number of Occupants.

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- iii. Type of Occupants (e.g. faculty by rank, staff, T/A, R/A, or other non-CWU constituents, etc.; include occupant titles and whether new hire(s) or existing employee(s), etc.).

Shaw Smyser 201 would be permanent office location for new Personal Financial Planning faculty member-Steele Campbell.

Shaw Smyser 202 would be temporary office space for Associate Dean Jeff Stinson, who would move from Shaw Smyser 126 to allow the new CB Academic advisor to be located with the CB Advising staff.

Shaw Smyser 203 would be office space for a new program manager for the I4IE, and a new CB assigned Development Officer.

Long-term, the entire office suite would be dedicated to the Personal Financial Planning program faculty/staff when CB gains permanent occupancy of second floor Shaw Smyser Offices.

- B. If specific rooms are requested: 1) Provide the facility name and room number for each room, 2) If occupied, identify current occupant and proposed mitigation for the requested change, and 3) Identify whether the requested area will require modification, renovation or if any new infrastructure is required to support the proposed change in assignment or use

Shaw Smsyer 201, 202, 203. These offices will be vacated by ITAM when that department moves to Samuelson.

- C. List any special requirements of the space requested (e.g., location, access, equipment, adjacencies, etc.).

None

- D. What, if any, space will be vacated by your department/unit if a new allocation is made?

None

Part 4: Space Needs Assessment

- A. In what way is your current allocated space inadequate for the identified need?

CB does not have adequate office space to accommodate all new faculty/staff hires.

- B. Identify the effective date of the need. If the requested space is needed on a temporary basis, identify when the space will be vacated. Identify any other timing needs (e.g., need to move during a term break, in coordination with another activity, etc.). Assuming the space request is approved, provide a rough schedule of activities and timeline until space is fully occupied and functional.

Ideally, the space would be made available as soon as possible after it is vacated by ITAM.

- C. Describe how this request with the strategic plan, role and mission of the unit, college/division, and University.

CB has grown substantially in student credit hour generation and number of majors/minors since 2015. To date, investment in new faculty/staff to support that growth has been limited. The Personal Financial Planning program is a new program (started Fall 2017) supported by its first tenure track faculty line to begin Fall 2018. Long-term, the 3-office suite allows a centralized faculty/staff suite of offices dedicated to that program.

- D. How will you pay for furnishing, equipment, moving and/or renovation costs of the requested space? (Note: If using grant/award money, please confirm that this is an approved use of the funds and the maximum amount available. Please also note if space is a required match if this is a grant funded operation)

College carry-forward/reserves will cover associated expenses. A full list of priority moves is listed in the attached document.

Part 5: Approval to Submit Request

By signing, the dean/vice president/assoc. provost/Provost asserts that the requested need cannot be met within existing space currently allocated to the College/Division. Further, the signer acknowledges the applicability of budget model requirements concerning the distribution of operations and maintenance expenses for space based on unit space allocations.

Signature of Dean/Vice President/Assoc. Provost/ Provost:



Printed Name: Kathryn Miskell Date of Approval: 5 / 15 / 18

Part 6: Provost Council Recommendation:

Received by Committee; Date: ___/___/___ Disposition:

[Date: ___/___/___]

Notes:

Part 7: Space and Equipment Committee Recommendation:

Received by Committee; Date: ___/___/___ Disposition:

[Date: ___/___/___]

Notes:

Part 8: BEC Recommendation:

Received by Budget Executive Committee; Date: ___/___/___ Disposition:

[Date: ___/___/___]

Notes:

Part 9: Cabinet Approval:

Received by Cabinet; Date: ___/___/___ Disposition:

[Date: ___/___/___]

Notes: