

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: Michael Marchand Title: Director, Enterprise Tech Services Phone: (509) 963-2934

Department/Unit: Enterprise Technology Services College/Division: Information Services Email: michael.marchand@cwu.edu

Part 2: Purpose of Request

Briefly describe the need for space and the reason your unit is requesting 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.

IS staff are being moved out of their offices in Bouillon Hall to accommodate Student Services. One of these staff members is a Network Engineer and no other space has been identified for him. This location is ideal because of its proximity to the Samuelson Data Center and other Network staff.

- 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.).

Staff office.

- ii. Number of Occupants.

One.

- 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.).

CWU Staff - Chris Timmons, Sr. Network Engineer. Existing employee.

- 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.

Samuelson 155A. Currently a Computer Science space but not occupied. No renovation or new infrastructure required to support the change.

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

Proximity to Samuelson Data Center & Network staff.

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

Chris Timmons currently occupies Bouillon Hall 202C. This space will be vacated and made available to the Student Services relocation project.

Part 4: Space Needs Assessment

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

Current space is being given to a different unit, otherwise it would be adequate.

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.

Timeline is not currently known, but we would like to make the change as soon as possible.

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

Establishing a comprehensive Student Services Center in Bouillion Hall is a strategic initiative of the University. Relocation of Information Services to allow for Admissions and other student-centric services to relocate to Bouillion Hall is directly related to this initiative.

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)

Any expenses related to this move will be incurred by the CWU Operations department.

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: Joseph G. Deet

Date of Approval: 10/28/2019

Part 6: Provost Council Recommendation:

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

Notes:

[Date: ___/___/___]

Part 7: Space and Equipment Committee Recommendation:

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

Notes:

[Date: ___/___/___]

Part 8: BEC Recommendation:

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

Notes:

[Date: ___/___/___]

Part 9: Cabinet Approval:

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

Notes:

[Date: ___/___/___]