



## Request for Release of Academic Space

### Please Submit this Form for One of the Following Reasons:

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

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

Name: Jill Hernandez Title: Dean Phone: x2247  
 Department/Unit; CAH College/Division: CAH Email: jill.hernandez2@cwu.edu

### Part 2: Description of Space to be Released:

CAH Dean Space (200 offices, 1-4); two offices elsewhere in Hebel 214 D, 214 E. *We will be keeping the CAH Conference Room, since we were not approved for additional space and need it for EthicsLab and cross-unit computer lab space.*

### Part 3: Reason for Release:

CAH dean staff and student support service staff will be co-located in 1<sup>st</sup> Floor, Black Hall.

### Part 4: Timing and Condition of Space to be Released:

- A. Proposed date for release of space. Assuming the space release request is approved, provide a rough schedule of activities and timeline until space is fully vacated and ready to move-in by another stakeholder, if any. We are currently working remotely. Most items are already boxed and ready to be moved.
- B. List any fixed or specialized equipment in the space that will need to be removed. Who will provide funding to vacate the space? We will only be moving computers (for equipment). CAH is funding the move.

### Part 5: Approval to Submit Request to Release Space:

*By signing, the dean/vice president/assoc. provost/provost agrees to release this space for redistribution.*

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

Printed Name: Jill Hernandez

Date of Approval: 5.5.21

### Part 6: Provost Council Recommendation:

Received by Committee; Date: 5 / 25 / 2021 Disposition: [Date: 6 / 4 / 2021]

Notes: passed unanimously

### Part 7: Space and Equipment Committee Recommendation:

Received by Committee; Date: 5 / 5 / 2021 Disposition: Passed - 10 yay, [Date: 5 / 12 / 2021]  
 0 nay, 0 abstain

Notes:

**Part 7: BEC (PBAC)  
Recommendation:**

Received by Budget Executive Committee; Date: 5 /25 /2021 Disposition:



[Date: 6/ 7/ 2021]

Notes: Motion passed 10 yay, 0 nay, 3 abstentions

**Part 9: Cabinet (President) Approval:**

Received by Cabinet; Date:       /      /       Disposition:

[Date:       /      /      ]

Notes: