



## 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: Jill Hernandez

Title: Dean

Phone:  
X2247

**Part 2: Purpose of Request**

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

CAH's current space is insufficient for the CAH Dean Team, featuring only four offices in industrial-style, non-student friendly Hebel space. It also disallows for colocation of student support staff. The move allows for all Dean Team staff to be collocated, along with advising, alumni relations, and Career Services.

**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.

CAH would be moving into the empty, College-ready suite space on the 1<sup>st</sup> Floor of Black Hall (areas 100/126/127), as follows:

127 (kitchen)

127-1 Reception, Kindra Martin (administrative)

127-2 this isn't a room, but an entry into 127-5

127-4- Katharine Reed (Senior DO)

127-5 –Conference room

127-6- Mark Meister (AD)

127-7- Rebecca Seilstad (budget)

127-8- Veratta Pegram-Floyd (new director, Advising)

127-9- Ashlie Crawford (administrative specialist)

126-1 – Jill Hernandez (dean)

Hallway, 100J Advising: (Katherine Greene, Mayra Nambo, Greg Rankin); Jessika Roe (Alumni Relations Coordinator) and Aaron Woods (Career Services)

- B. The 100J spaces only need L-type partitions, which Doug Ryder's team has already identified as available for use. None of the other spaces will require modification or renovation.
- C. List any special requirements of the space requested (e.g., location, access, equipment, adjacencies, etc.). n/a
- D. What, if any, space will be vacated by your department/unit if a new allocation is made? Hebel office space currently occupied by Dean; two offices in Hebel hallway.

**Part 4: Space Needs Assessment**

- A. In what way is your current allocated space inadequate for the identified need?  
The Dean's staff is not en suite (for example, our Budget Manager's office is outside of the space because there are only four offices in the "suite". Historically, this has caused operational and relational difficulties with administrative staff.) We also are not able to have advisors and support staff accessible in one place to students. With the new advising model, almost all of our advisors have more than one department, and yet they are not able to physically be imbedded in those offices. One co-located office will dramatically improve services to students.
- 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.

We want to be in for the staged moves this summer, and are ready to be in by Sept 1. Describe how this

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

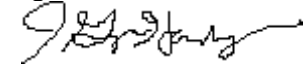
- C. How will you pay for furnishing, equipment, moving and/or renovation costs of the requested space? (Note: If using grant/award money, please confirm that this is an approved use of the funds and the maximum amount available. Please also note if space is a required match if this is a grant funded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

The offices are currently furnished and do not need renovation. (CEPS will need to move the files out of 127-5.) Moving will come out of G&S, and we are dramatically reducing the use of landlines.

**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: 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,  
0 nay, 0 abstain



[Date: 5 / 12 / 2021]

Notes:

**Part 8: BEC (PBAC) Recommendation:**

Received by Budget Executive Committee; Date:

5 / 25 / 2021 Disposition:



[Date: 6 / 7 / 2021]

Notes: Passed -10 yay, 0 nay, 3 abstain

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

Received by Cabinet; Date:      /      /      Disposition:

[Date:      /      /     ]

Notes: