

SPACE ALLOCATION GUIDELINES

ADMINISTRATIVE RULE NUMBER: B017

LAST APPROVED: December 02, 2011, January 2017, January 30, 2019

RELATED TO POLICY SERIES NUMBER: 210

BACKGROUND: B017.1

The overarching goals of this administrative rule are to (1) maintain a productive and programmatically balanced use of all TBCC work space, (2) be responsive to diverse office space needs for: teaching and learning, administration, and outreach commitments, and (3) provide fair, transparent and consistent procedures that aid planning and promote community and connectivity.

Space is a limited resource. The space needs of departments are constantly changing. New initiatives, changing curricula or instructional methods, staff changes, remodeling or construction projects, or shifting enrollment patterns can all affect the need for space.

PURPOSE: B017.2

The purpose of this rule is to ensure that space resources are assigned appropriately and used efficiently to accomplish the work of the College.

SCOPE: B017.3

This rule applies to all College-managed office spaces. The rule is intended to guide space assignment, not space scheduling. Space scheduling for classes is the responsibility of the Office of Instruction. Space scheduling for events and guest groups is the responsibility of the TBCC Store and Facilities.

This rule is not meant to preclude alternative prudent or necessary space allocation assignments. Exceptions will be considered on a case-by-case basis when need for doing so is clearly demonstrated.

PRINCIPLES: B017.4

Space will be assigned and used in view of these principles, subject to the availability of assignable space:

- A. Space assignments, like all College actions, are grounded in the college mission, core values and strategic directions.
- B. All space is either owned or controlled by the College and assigned for a particular work-related need.
- C. Space no longer used for its original or intended purpose reverts to the College for reassignment when the original need changes.

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- D. Space will be assigned to functions in the following priority order: a) instruction; b) student services; c) operations; d) administration; and e) community uses, unless a necessary exception can be clearly identified and thoroughly evaluated.
- E. To the extent possible, each work group and instructional program will have sufficient space to carry out its mission.
- F. Assigned space is adequate and appropriate for the intended function or proposed use. Space is suitable in terms of size, quality, and location.
- G. Space is used efficiently. Duplication is avoided; sharing of support space is encouraged.
- H. Space assignments will be based on functional space needs and work-flow relationships.
- I. Some space allocations will promote interdisciplinary communities; others will promote discipline-specific communities of practice. Decisions about which outcome to promote in particular instructional and support-space assignments will be based on evaluation of the needs and potentials of the individual situation.
- J. Space assignments will be made with full attention to health, safety and accessibility issues.

SPACE ALLOCATION AND SPACE ASSIGNMENTS: B017.5

Space needs and assignments will be reviewed periodically by the Leadership Team which will make any necessary reallocations based upon the current needs of the College.

All departments (organizational units) will use the following procedure to request additional facilities or a change in use of the facilities currently assigned.

- A. Request. The department will initiate a written request in which it must justify the need for additional space or change in use based upon such factors as growth, significant changes in program/personnel, inadequacy of present facilities, etc.
- B. All requests must be approved by the Unit's manager and vetted by the appropriate executive administrator to whom the Unit reports.
- C. When completed, the request is submitted to the College's Leadership Team for consideration for review/approval-denial.
- D. An approved assignment of space must be obtained before any change in the use of a space can occur.

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Space is assigned according to its highest and best use from the perspective of the College as a whole using the following criteria:

ASSIGNMENT CRITERIA: B017.6

The office assignment standards and guidelines apply to spaces that include office stations (closed offices), open office work stations (open offices), and office related service areas (shared space). It is defined as a room or suite of rooms equipped with necessary desks, chairs, files, bookcases, computers, photo copiers, etc., that is assigned to one or more persons primarily for the performance of administrative, clerical or faculty duties, other than the meeting of classes.

The office allocation guidelines include active office service areas such as reception-waiting areas, conference rooms directly associated with instructional and administrative office, file rooms and work rooms.

An office related service area is defined as an area which directly supports an office (or group of offices) as an extension of the activities in an office. Included would be conference rooms, waiting areas, work rooms, file rooms, etc.

An office station is defined as a room or area furnished with office type equipment primarily assigned to accommodate an individual(s) to perform administrative, clerical or faculty duties in private – as necessary. It is distinguished from an open office work station which may be available for use, or shared with, a number of individuals.

ALLOCATION STANDARD: B017.7

The standard for office utilization is a minimum of 1-2 FTE occupants (generally, M-F, 8am-5pm) per area.

Allocation Guidelines:

A. Work Stations (non-academic):

Presidents – closed office

Directors – closed office

Professional/Technical/Management – open/shared/closed office

Clerical/Support Staff – open/shared/closed office

Student Employees – open office

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B. Work Stations (academic):

Regular Faculty – closed office

Non-regular Faculty – open/shared

Student Employees – open office