

## **SPACE ASSIGNMENT GUIDELINES**

In some ways the college is a living organism that adjusts in response to internal and external stimuli. The adjustments concern personnel, equipment and the ways in which they work and this affects the use of space. The guidelines that shape the assignment of space must be sensitive and flexible to meet the current needs of the college. The Guidelines listed below are currently in effect. Changes to these guidelines will be made as they are received.

The assignment of space is guided by the Vision, Mission, Core Values, Strategic Directions and Learning-Centered Principles of the college, the policies set forth by the Governance Councils , Administrative Directives and Principles listed below.

### **Administrative Directives:**

1. The Health & Wellness project is a top priority for the college that will contain additional instructional space including general use classrooms, special purpose rooms, offices and conference rooms.
2. Programs and services are likely to be reduced or eliminated and space vacated by 6/30/07 and again by 6/30/08 due to budget reductions.
3. A new Bond Project will be voted on in Nov. 2008. Bond Project will include remodel of Forum building #17.
4. The Space Standards dated Dec. 11, 1996 are in effect.
5. All new construction projects shall meet the minimum LEED requirements for Silver Certification.

### **Principles:**

1. General purpose, schedulable classrooms and Conference rooms will continue to be disbursed throughout the main campus.
2. Faculty offices should be located as close to the Department's main office as possible.
3. There should not be more than two faculty members in a standard size office.
4. Preserve the neighborhood concept as it applies to locating instructional units with similar functions.