October 31, 2008

To: Dennis Vanairsdale, Vice-Chair KapCC Faculty Senate  
From: LaVaché Scanlan, Chair Budget Committee  
Re: Budget Committee Recommendations on the Report by the Chancellor’s Task Force on Space Allocation and Management Implementation

The Budget Committee met on October 20, 2008 to review the Report by the Chancellor’s Task Force on Space Allocation and Management Implementation. The Committee members present were: Kay Gushiken, Kris Ito-Lambert, Leonard Nelson, John Rand, Martin Risard, Barbara Ross, LaVaché Scanlan, and Cheryl Souza. The Committee has responded to the four parts of this report and the recommendations made by its’ members.

1. **Centralization of Scheduling (Space Committee Recommendations 3 & 4; Phase One #1)**

   **Recommendation 1:**
   - The Committee agrees with the use of the campus scheduler for conference rooms and that the Honda Center should be added to the inventory.
   - The Committee recommends that Administrative Services provide instructions to the entire campus on how to schedule these rooms for meetings.

   **Recommendation 2:**
   - The Committee agrees with centralized scheduling and maximizing efficient use of space by scheduling classes in appropriate-sized rooms.
   - The Committee recommends that input from faculty and students be sought regarding changes to course offerings during off-peak hours. The Committee feels this change is a much bigger issue than just space allocation and should solicit campus feedback.
   - The Committee recommends that a detailed inventory of all campus classrooms with maximum seat capacity be published for use in effective scheduling by departments chairs.
   - The Committee recommends that classroom size be limited to the maximum seat capacity allowed.
   - The Committee recommends that the seat availability in each room be posted (as required by law).

2. **Usage of Office Space (Space Committee Recommendations 1 & 8; Phase Two #2)**

   **Recommendation 1:**
   - The Committee agrees that full-time faculty be in offices no larger than 100 square feet, unless shared by lecturers.
   - The Committee recommends that “Lecturers should be placed in the larger offices,” be changed to say “Larger offices should be shared by lecturers.”
   - The Committee recommends that the definition of “college-issued furnishings” be clarified and that a list of appropriate furnishings be created.
   - The Committee recommends that if the college limits office space to “college-issued furnishings,” that the college provides adequate and suitable furnishings to all offices
and solicits feedback from faculty and staff as to what type of furnishings should be considered.

**Recommendation 2:**
- The Committee agrees that all faculty and staff should reside in one office only; however, it recommends that “administrators” be added to this statement.

3. **Usage of Workrooms (Space Committee Recommendation 5; Phase Two #3)**
   **Recommendation 1:**
   - The Committee agrees large workrooms could be reallocated for other uses and that analysis should be based on current classroom use.
   - The Committee recommends that “gang-office” be changed to “multiple lecturer offices” or some other similar language.

4. **Usage of Computer Labs (Space Committee Recommendation 7; Phase Two #4)**
   **Recommendation 1:**
   - The Committee agrees that open lab access should be discontinued in Olona 209 and the available times (low usage times as indicated on the lab usage data) used for instruction.
   - The Committee agrees that open lab access should be discontinued in Olapa 113 during Monday and Friday afternoons.
   - The Committee agrees that scheduling in Kopiko 101 and 202 should be re-examined to see if instruction could be accommodated on Fridays.