

9.4 Developing Program Guidelines Office Spaces for California Community Colleges

Prepared for consideration by Gavilan College

Developing Program Guidelines

Office Spaces for California Community Colleges

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Office Space in Community Colleges

Office space is a function of many factors: however, the major ones are the number of persons, number of persons per office or office area, financial resources, organizational pattern and special program/functional needs. Planning for office space requirements can best be done by addressing the user's expressed needs.

The State Standard (an aggregate allocation)

State standards provide for an aggregate allocation of office space at 140 ASF per FTE Instructional and specifically mandated staff (referred to as IFTE); for small colleges (new campus or center) the allocation is at 160 ASF per IFTE until the site reaches the enrollment threshold of 35,000 WSCH. The computation of the IFTE is detailed in Appendix A). The computed aggregate allocation of ASF must be used as the "allowance" for ALL offices, office services spaces, "conference" rooms, registration and records areas, and business offices (instructional and non-instructional uses). A reconciliation of the expressed need of the entire campus with the aggregate allocation must occur. As a starting point the definition of the office space room type category must be understood. The *Space Inventory Guide for California Community Colleges* defines offices spaces:

310 Office

A room used by faculty, staff or student officers working at a desk (or table). An office is typically equipped with one or more desks, chairs, tables, bookcases and/or filing cabinets. Included in this category are rooms generally referred to as faculty (*and counselor*) offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices or space assigned to an individual as office.

315 Office Service

A room that directly serves an office or group of offices as an extension of the activities in those rooms. Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, office supply rooms, PBX switchboards and internal corridors within office suites.

350 Conference Room (Office Related)

A room serving offices and used primarily for staff meetings and departmental activities other than instructional. A conference room may be equipped with tables and chairs and/or tablet armchairs. Normally it is used by a specific organizational unit, in contrast to meeting rooms (680) which are used for general purposes such as community group meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms (110) because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principal use.

355 Conference Room Service (Office Related)

A room that directly serves on or more conference rooms as an extension of the activities in those rooms. Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Planning for Individual Office Spaces

There are no State standards related to the size of individual offices. Districts find it necessary to develop "local" office space standards to assure consistency while working within the aggregate allocation of space allowed by the State. An example of such a set of standards shows how much space is deemed appropriate for the type of occupant. It is important to emphasize that each district is and should be free to develop the standards that fit its local circumstances.

Office Standards for Planning Purposes *(for example only)*

<u>Occupant</u>	<u>Net Assignable Square Feet</u>
Chancellor-Superintendent (Multi-unit District)	330
President	280
Vice-Chancellor	250
Vice-President	200
Deans/Directors	150
Supervisors/Assistants to....	120
Confidential	110
Professional Technical	100
Faculty/Counselor	90
Counselor	100
Administrative Secretary/Division Secretary	100
Secretary/Clerk	75
Part-Time faculty/Student Assistant	60
Conference Rooms (5-10 persons)	< 200
Conference Rooms (15-20 persons)	< 450

Note: Some offices may necessarily deviate from the standard where special equipment, storage or reception areas are required as part of the space.

**Computing FTE Instructional and Statutory Staff
For use in the Five Year Construction Plan**

**Completing the form "FTE Instructional and Statutory Staff "
for use in the Five Year Construction Plan**

FTE staff as defined below is the factor that is used to compute the space requirements for the office category in the Five Year Plan. This component is prepared on the basis of the current year staffing. The form to be completed for each site including the District Office (if appropriate) requires the following information:

Computation of FTE Instructional and Statutory Staff	Total Certificated Instructional And Statutory Staff FTE (b)	Non- Instructional Portion FTE (c)	Net Total Instructional and Statutory Staff (b) minus (c) FTE (d)
(a)			
Instructors:	_____	_____	_____
Counselors: Includes certificated special program coordinators, Economic Opportunity program coordinators, statutory And Title 5 required staff, et. al.	_____	_____	_____
Department Administrators:	_____	_____	_____
Librarians: Include certificated director of audio/visual, et. al.	_____	_____	_____
Institutional Administrators: Include certificated persons with responsibilities Covering the entire institution, such as Supt., Asst. Supt., Pres., Dean of Instruction, Director of Data Processing, et. al.	_____	_____	_____
TOTAL	_____	_____	_____

Column (b) is the total number of Column (a) distributed to categories.

Column © is the fraction of time expressed as full-time equivalents devoted to non-instructional work

Counselors, department administrators, and statutorily required staff are counted as if they had no non-instructional duties

Some other "guidelines" that can be used:

Use college/campus instructional staff for ALL of a fall semester

Include all certificated staff for day, extended day and adult education except those whose office is located off-campus.

Guidelines for Completing the Form:

In the absence of any specific instructions in the Capital Outlay Handbook or State regulations, guidelines or instructions, the following guidelines are suggested in preparing the FTE Instructional and Mandated Staff for use in the 5YCP:

First, some guiding premises:

- Each District submits its official FTE enrollment information in the form of the CCFS320. The staff requirements necessary for meeting this enrollment throughout the time period should serve as the basis for completing this form. Enrollment activity is therefore meant to include regular census, daily census, reportable non-credit, and independent studies.
- The time period should represent a complete semester or complete year. Summer session is not included. It is important to include full-time and the FTE equivalency of all part-timers required to meet the enrollment period.
- In general, the form includes identification of all CERTIFICATED staff except in the case of “special mandated” positions. For the purposes of completing this form, include positions not currently staffed that are anticipated to be filled.
- Mandated staff is meant to include such positions as EOP&S coordinators, DSPS coordinators, matriculation officers, etc. These positions are “statutory” or Title 5 requirements.

Completing the form:

INSTRUCTORS

Compute the total FTE instructional staff required to deliver a full term (or year) of the instructional activity reported in the CCFS320. This includes part-time, non-credit, overload hours. A general test of the reasonableness of the number entered for this category is to divide the number into the total annualized WSCH for the same year. If this number is greater than 475 it is likely to be reliable. If it is less than 475, then it infers that the college has small class sizes. If that isn't the case, then the number is probably not accurate.

It is suggested that the actual instructional FTE be computed in a way as to not include sabbatical or other non-instructional assignments. Using this approach results in the ability to enter "0" in column (c).

COUNSELORS

Identify the FTE equivalency of all program counselors, EOP&S, DSPS, and other statutory and Title 5 positions. Do not include the teaching portions of their assignments. (Teaching portions belong in the "INSTRUCTOR" category above.) If you use the rule of identifying only the FTE equivalency of the positions to the extent that they are described in column (b), then column (c) will be "0".

DEPARTMENT ADMINISTRATORS

Identify the FTE equivalency of the "administrative" portion of all department and division chairs. Since all instructional portions of their assignment have already been included in INSTRUCTORS earlier and only their "administrative" FTE has been included here, column (c) will be the same number as column (b).

LIBRARIANS

Identify the FTE equivalency of all positions classified as "Librarian". Certificated positions in AV/TV (aka, Media) can also be included. Be sure to exclude any instructional portion of the assignment that has been entered in INSTRUCTORS above. In this case, a "0" can be entered for column (c).

INSTITUTIONAL ADMINISTRATORS

Identify the FTE equivalency of all certificated positions whose responsibility covers the entire institution – Superintendent, Assistant Superintendent, Chancellor, Vice Chancellor, Associate Vice Chancellors, Director of Human Resources (if certificated), Director of Computer Services (if certificated), etc. Again, since any instructional assignment has already been included in INSTRUCTORS earlier, the number in column (b) will be repeated in column (c).

To reiterate, this is an attempt to provide some consistent instruction in the absence of any other procedure, guideline, or instruction. Questions or suggestions in improving the methods for completing the form are welcomed. For example, to what extent the "Full Time Faculty Obligation" information reported to state can be used in completing the INSTRUCTORS information depends on the extent of the compatibility of the information used in that report to that requested in completing this form