

Cañada College
Space Allocation Guiding Principles
Planning and Budgeting Council
Adopted 05/18/2016

Guiding Principle Concept	Proposed Principle
1. Space is a resource of the college and is not owned	1. Space is a College resource allocated in alignment with the mission, vision, and goals of the institution.
2. Flexibility and adaptability	2. The College values flexibility and recognizes changing instructional needs, programs, and technologies. Space allocations can change based on current and emerging needs.
3. User experiences – focus on equitable distribution and students	3. Space allocations seek to improve the student, faculty, and staff experience at the College through an equitable distribution consistent with college processes.
4. Oversight and responsibility of space allocation	4. Responsibility for space assignments should follow program, department, divisional, and college organizational structures. Administrators are provided the flexibility to address the space needs of their division. Development of College space allocation policies is the responsibility of PBC, and implementation is the responsibility of the College President and Cabinet.
5. Fiscally responsible and sustainable	5. Space allocations are made using methods that are both fiscally responsible and sustainable through analysis of existing space utilization to identify efficient use, short- and long-term costs of ownership, and reuse of existing space.