Submitted on Friday, November 1, 2019 - 10:45am
Submitted by user: ajs1068
Request: 46

Request Date: November 1, 2019

Request Name: Office Space- Research Analyst and Student Research Analysts

Request Contact Name: Alannah Smith

Request Contact Email Address: ajs1068@humboldt.edu

Request Contact Phone: (707) 826-3427

Division Submitting Request:

Nature of Request: Requesting a change to an existing space

Is this change expected to be temporary: No

Preferred Allocation Date: January 1, 2020

Request Funding

Has Funding for this Request Already Been Identified? N/A

Proposed Funding: All CCRP staff and student work stations are already based in LAPT.

Space Allocation Details

Change Existing Space

Building Location Little Apartments

Room Number(s)   107, 111

Current Use, Square Footage, & Capacity Office space with one desk/work station in each.

Proposed Use, Square Footage, & Capacity
Office work station for one full time Research Analysts and a shared space for Student Research Analysts. No changes to room configuration.

Request Importance - Needs Analysis:
We currently share a building with the SBDC. Due to their expansion of staff last year, they took over our conference room, 1 office, and part of our student computer lab. With limited office space, one of our full time Research Analysts is currently using the computer lab in the building as his main work station. This computer lab was originally intended as a collaborative work space for our Student Research Assistants. With expansion into LAPT 107 and 111, our Research Analyst could have his own work space and there would be more work stations for our five student assistant to analyze data and collectively work on research projects.

Recent History:

Department Outcomes and Objectives Related to this Request:
Full time Research Analyst would have his own office space and our Student Research Analysts could better utilize the computer lab as a collaborative work space to analyze data and collectively work on research projects.

Additional Document Upload

Additional Document Upload

Additional Document Upload

Additional Relevant Information Not Previously Addressed:

Routed for Review