

Submitted on Friday, November 1, 2019 - 2:08pm

Submitted by user: mch78

Request: 51

Request Date: November 1, 2019

Request Name: Dean of Students Office Space

Request Contact Name: Marissa Holguin

Request Contact Email Address: mch78@humboldt.edu

Request Contact Phone: 7078263504

Division Submitting Request: Enrollment Management

Enrollment Management Office of the Dean of Students

Nature of Request: Requesting additional or alternate square footage without a specific room/space/location already identified.

Is this change expected to be temporary: No

Preferred Allocation Date: May 1, 2020

#### Request Funding

Has Funding for this Request Already Been Identified? No

Proposed Funding:

Not sure if we have the funding anymore, but we did have funding for a remodel, but not sure if that funding has been used.

#### Space Allocation Details

Type of Space Needed

We need an extra office for our current Dean of Students. We would need a big enough office to host meetings with individuals.

#### Alignment with University Principles

## [HSU Strategic Plan](#)

Strategic Plan Goals: None of the above

### Collective Impact:

The Office of the Dean of Students is currently separated in two offices, which makes it confusing for students in crisis when they have meetings with DOS employees. I would be beneficial to have everyone in one location.

### Request Importance - Needs Analysis:

The Office of the Dean of Students is currently separated in two offices, which makes it confusing for students in crisis when they have meetings with DOS employees. I would be beneficial to have everyone in one location.

Recent History: Other

Other Changes: Coverage issues

### Recent History Details:

We have had to hire 3 student assistants since our front desk employee (myself) had to be moved to another location to be the new Dean of Student's assistant. There was not room for another office in Siemens Hall 211, so when the interim dean Eboni Turnbow started, she was moved down to an open office space in Siemens Hall 221. Our front desk employee was moved to that same office, which left our front desk empty. We get walk ins constantly, usually students in crisis, and we need someone to be at the front at all times.

### Department Outcomes and Objectives Related to this Request:

We would really like to have everyone in one office location. Our Dean is currently in another office which makes communication difficult and makes it confusing for students when they need to come in and meet with the DOS employees.

## Assessment Plan

### Assessment Plan:

I believe that a plan was already submitted to remodel our current office to have another office created to create space for Eboni.

Additional Document Upload

Additional Document Upload

Additional Document Upload

Additional Relevant Information Not Previously Addressed:

Routed for Review

Dean of Students Eboni Turnbow - Dean of Students