

Submitted on Friday, February 19, 2021 - 10:57am

Submitted by user: ent14

Request: 82

Request Date: February 19, 2021

Request Name: Enrollment Management Cross Departmental Space Request

Request Contact Name: Dr. Eboni Turnbow

Request Contact Email Address: ent14@humboldt.edu

Request Contact Phone: 707-826-5694

Division Submitting Request: Enrollment Management

Enrollment Management Office of the Dean of Students

Nature of Request: Requesting a change to an existing space

Is this change expected to be temporary: No

Preferred Allocation Date: August 1, 2021

#### Request Funding

Has Funding for this Request Already Been Identified? Yes

##### Proposed Funding:

Partially. This is also associated with a space request Associated Students is planning to submit to have their space moved. AS would outline funding for their move if approved, the University Center Director is also involved with this project and has been on board to support this request within reason of expenses. The remaining aspects of this request are to be presented to the senior leadership for identification of funds as this was an initial charge from the university President.

Proposed Funding exactly is hard to say considering it is across so many departments, and we do not have an estimate of what the space needs would cost. However, again I am confident that we have the administrative support for implementing as needed.

Has the Chartfield String Already Been Identified? No

#### Space Allocation Details

## Change Existing Space

### Building Location

- Nelson Hall East
- University Center

Room Number(s) NHE first floor, UC 242, 246F, 246E, 246D, 246C, 246B, 246, 246A, 244, 242A, 250 and upper level old bookstore

### Current Use, Square Footage, & Capacity

NHE First floor and old book store is not being used to our understanding.

UC 250 is currently a lounge area. Associated Students Offices Rooms UC 242, 246F, 246E, 246D, 246C, 246B, 246, 246A, 244, 242A

The Office of Student Life [OSL] primary offices, storage rooms and meeting spaces are currently spread between 2 buildings (University Center and NHE 115). They have a student organization storage space in NHE 115, additional office storage in UC 122 (1st floor in dining space), and then our office is located throughout the 2nd floor of the UC (240, 240A, 240B, 250C, and 250A).

### Proposed Use, Square Footage, & Capacity

Here is the proposal in a snapshot:

Shift the Office of Student Life from NHE 115, UC 122, and the UC 240 rooms to the old AS office space (Rooms UC 242, 246F, 246E, 246D, 246C, 246B, 246, 246A, 244, 242A)

Student organization storage from NHE 115 to UC 246 E & D to open up additional space for the Associated Students

This will provide space for student staffing for campus programs to hold office hours in UC 246F instead of the UC Lounge UC 250

UC Lounge 250 could then become a "student hub" being worked on with the student task force

UC 244 would be the Student Life Coordinator Office

UC 246A would be the Student Life ASC Office

UC 246B would be the Social Justice Center Coordinator Remote office

UC 242 would be the Front Desk Staff for Student Organizations

UC Lounge 250 and UC 240 space can then be transformed to a student center hub that is currently being worked on by the task force.

The NHE first floor and old bookstore location on the UC upper level would then

be able to be mapped out as part of the student center plan in a cohesive manner. Exact locations of what would be where is not yet determined, but this is TBD is allocated.

#### Request Importance - Needs Analysis:

In 2020 President Jackson charged Vice President Meriwether and Dean Turnbow to re-imagine ways to create a more student centered University Center and/or NHE. This request is a big picture overview of what this looks like across numerous areas within the division. This is a combination of movements for additional or alternate square footage without a specific room/space/location already identified.

The Associated Students currently as they are house do not have enough space for their operations with the staffing they have. Their core programs are spread across campus, making it difficult for them to manage and support students. If they moved to NHE, it would allow for them to be in one location with their sponsored groups, as well as frees up the opportunity for the Office of Student Life to move to this larger space to better support student organizations.

The OSL does not have the ability to ensure the security of Student Organization supplies because there is no staff stationed in NHE 115, as well as the staff members do not have access to the storage space in UC 122 when the dining area is closed. This impacts campus programming greatly when sound equipment for late night events are needed with no way of accessing it.

University Center 250, the remaining areas of NHE, and the old bookstore location on the upper level are connected to transforming the space to be more student centered. Currently, our students use our library as the “hang out” space because there is no designated space on our campus for student engagement in this capacity. We are proposing using UC 250, NHE and the bookstore location to establish a true HSU student center experience. Currently, a taskforce of 8 students (AS, RHA, Y.E.S., Fraternity & Sorority, Athletics, Club sports, El Centro, ERC and OSL) is being Co-Chaired by the Dean of Students and UC Director to establish what these spaces shall become. A survey is in progress and should disseminate next month for more student input and votes. Thus far, discussions from students have been but not limited to: a student commuter lounge, gaming space, unique style programming space, student club meeting spaces, hangout music hub.

#### Recent History:

- Workload Increase

- Increased Regulation

#### Recent History Details:

Workload Increase; with the UC dissolved into Enrollment Management the division is now needed to expand on enhancing these services. Increased Regulation: Student Organization Storage requirements

#### MBU/Division Outcomes and Objectives Related to this Request:

At the large university level, Vice President Meriwether and Dean Turnbow are both Chairs of the Student Experience & Success subcommittee of the 2021-2026 strategic planning group. Below are initiatives that we feel are directly related to this proposal that have been set forth in phase 1 of that planning process:

Guiding principles on the plan: students first, aspirational and future oriented, inclusive

Values of the plan: Collaboration, connection, serving

Goals related to Community Collaboration & Shared Success Theme

GOAL 1 - Safe and supportive community for students: help nurture a safe, supportive, and inclusive community for all students and develop opportunities for students within the community that contribute to academic and personal growth.

Goals Corresponding to the Resources Stewardship & Sustainability Theme

GOAL 1 - Prioritization of student need: demonstrate decision making that prioritizes the alignment of resources with diverse student needs including basic needs, safety, belonging, quality education, and career success.

Goals Corresponding to the Student Experience & Success Theme

GOAL 4 - Integrated curricular and co-curricular activities: strategically integrate experiences for students inside and outside of the classroom by promoting and elevating things like peer-to-peer mentoring in courses identified as barriers to success, comprehensive career-curricular integration, and engaging students in events with alumni.

GOAL 5 - HSU identity and sense of community: Actively create opportunities for students to feel part of the HSU identity and empowered to create and embrace their personal HSU student experience. Students will have the opportunity to engage with targeted 'community making,' on our campus as well as helping students to explore, connect and incorporate into a Humboldt Community.

Simultaneously, the division of Enrollment Management has also established priorities that are directly related to this request:

Goal 1 - Increase Recruitment of Targeted Populations

Refine & improve campus visit and Preview Plus experience.

Goal 2 - Demonstrate Commitment to a Culture of Student Completion

Honor the inherent value of all students by being available and accessible, developing meaningful relationships with students, and acting ethically with a

caring, individualized approach that integrates academic, personal, and professional growth.

Goal 5 - Enhance Student Experience

Expand weekend & community-focused programming model.

Develop a transfer mentoring hub (physical and virtual) to support the onboarding and retention of new transfer students.

Lastly, this request will increase a sense of belonging, community building, and affinity for HSU. Students have expressed time and time again they feel they are missing a “traditional” student experience. This renewed student center could fill that void.

It will also increase access for students interested in getting involved in student clubs and those who are already involved in Student Clubs at HSU by enhancing the student experience through creating a centralized involvement hub where students can go to get connected to campus resources. Additionally, having a centralized location for all supplies for Student Life campus programs will provide easier opportunity to student organizations and the Office of Student life to host weekend and evening programming without having to coordinate with HSU dining services or the University Center to access storage spaces. Finally, it will also provide much needed and ample office space for the ever growing OSL student staff to meet the needs of increased student programs.

Additional Document Upload [student\\_life\\_space\\_request.pdf](#)

Additional Document Upload

Additional Document Upload

Additional Relevant Information Not Previously Addressed:

Routed for Review

Dean of Students Eboni Turnbow - Dean of Students

## **Enrollment Management Cross Departmental Space Request:**

Office of Student Life, University Center, & NHE First Floor

The University Space and Facilities Advisory Committee (USFAC) has extended the deadline to submit space requests one week, from February 12, 2021 to February 19, 2021, 5:00 PM. The space request form is located [here](#). For more information, please refer to the [USFAC website](#).

All questions about the space request process or form should be sent to [space@humboldt.edu](mailto:space@humboldt.edu). Note that the USFAC is hosting an upcoming training for MBU and Division leads to review the space request process and roles and responsibilities. Please contact [space@humboldt.edu](mailto:space@humboldt.edu) for additional information.

**Nature of request:** In 2020 President Jackson charged Vice President Meriwether and Dean Turnbow to re-imagine ways to create a more student centered University Center and/or NHE. This request is a big picture overview of what this looks like across numerous areas within the division. This is a combination of movements for additional or alternate square footage without a specific room/space/location already identified.

**Is the change expected to be temporary:** No

**Preferred Allocation Date:** Fall 2021

**Has funding for this request already been identified:** Partially. This is also associated with a space request Associated Students is planning to submit to have their space moved. AS would outline funding for their move if approved, the University Center Director is also involved with this project and has been on board to support this request within reason of expenses. The remaining aspects of this request are to be presented to the senior leadership for identification of funds as this was an initial charge from the university President.

**Proposed Funding:** This is hard to say considering it is across so many departments, and we do not have an estimate of what the space needs would cost. However, again I am confident that we have the administrative support for implementing as needed.

**Space Allocation Details:** NHE first floor, current AS Office- Rooms UC 242, 246F, 246E, 246D, 246C, 246B, 246, 246A, 244, 242A, and University Center 250 and old bookstore location on the upper level.

### **Request Importance:**

The Associated Students currently as they are housed do not have enough space for their operations with the staffing they have. Their core programs are spread across campus, making

it difficult for them to manage and support students. If they moved to NHE, it would allow for them to be in one location with their sponsored groups, as well as frees up the opportunity for the Office of Student Life to move to this larger space to better support student organizations.

The Office of Student Life [OSL] primary offices, storage rooms and meeting spaces are currently spread between 2 buildings (University Center and NHE 115). They have a student organization storage space in NHE 115, additional office storage in UC 122 (1st floor in dining space), and then our office is located throughout the 2nd floor of the UC (240, 240A, 240B, 250C, and 250A).

The OSL does not have the ability to ensure the security of Student Organization supplies because there is no staff stationed in NHE 115, as well as the staff members do not have access to the storage space in UC 122 when the dining area is closed. This impacts campus programming greatly when sound equipment for late night events are needed with no way of accessing it.

University Center 250, the remaining areas of NHE, and the old bookstore location on the upper level are connected to transforming the space to be more student centered. Currently, our students use our library as the “hang out” space because there is no designated space on our campus for student engagement in this capacity. We are proposing using UC 250, NHE and the bookstore location to establish a true HSU student center experience. Currently, a taskforce of 8 students (AS, RHA, Y.E.S., Fraternity & Sorority, Athletics, Club sports, El Centro, ERC and OSL) is being Co-Chaired by the Dean of Students and UC Director to establish what these spaces shall become. A survey is in progress and should disseminate next month for more student input and votes. Thus far, discussions from students have been but not limited to: a student commuter lounge, gaming space, unique style programming space, student club meeting spaces, hangout music hub.

Here is the proposal in a snapshot:

- Shift the Office of Student Life from NHE 115, UC 122, and the UC 240 rooms to the old AS office space (Rooms UC 242, 246F, 246E, 246D, 246C, 246B, 246, 246A, 244, 242A)
  - Student organization storage from NHE 115 to UC 246 E & D to open up additional space for the Associated Students
  - This will provide space for student staffing for campus programs to hold office hours in UC 246F instead of the UC Lounge UC 250
  - UC Lounge 250 could then become a “student hub” being worked on with the student task force
  - UC 244 would be the Student Life Coordinator Office
  - UC 246A would be the Student Life ASC Office
  - UC 246B would be the Social Justice Center Coordinator Remote office
  - UC 242 would be the Front Desk Staff for Student Organizations
- UC Lounge 250 and UC 240 space can then be transformed to a student center hub that is currently being worked on by the task force.

- The NHE first floor and old bookstore location on the UC upper level would then be able to be mapped out as part of the student center plan in a cohesive manner. Exact locations of what would be where is not yet determined, but this is TBD is allocated.

**Recent History:** Workload Increase; Increased Regulation (Student Organization Storage)

**MBU/Division Outcomes and Objectives related to this request:**

At the large university level, Vice President Meriwether and Dean Turnbow are both Chairs of the Student Experience & Success subcommittee of the 2021-2026 strategic planning group. Below are initiatives that we feel are directly related to this proposal that have been set forth in phase 1 of that planning process:

- **Guiding principles on the plan:** students first, aspirational and future oriented, inclusive
- **Values of the plan:** Collaboration, connection, serving
- **Goals related to Community Collaboration & Shared Success Theme**
  - GOAL 1 - Safe and supportive community for students: help nurture a safe, supportive, and inclusive community for all students and develop opportunities for students within the community that contribute to academic and personal growth.
- **Goals Corresponding to the Resources Stewardship & Sustainability Theme**
  - GOAL 1 - Prioritization of student need: demonstrate decision making that prioritizes the alignment of resources with diverse student needs including basic needs, safety, belonging, quality education, and career success.
- **Goals Corresponding to the Student Experience & Success Theme**
  - GOAL 4 -Integrated curricular and co-curricular activities: strategically integrate experiences for students inside and outside of the classroom by promoting and elevating things like peer-to-peer mentoring in courses identified as barriers to success, comprehensive career-curricular integration, and engaging students in events with alumni.
  - GOAL 5 - HSU identity and sense of community: Actively create opportunities for students to feel part of the HSU identity and empowered to create and embrace their personal HSU student experience. Students will have the opportunity to engage with targeted 'community making,' on our campus as well as helping students to explore, connect and incorporate into a Humboldt Community.

Simultaneously, the division of Enrollment Management has also established priorities that are directly related to this request:

- **Goal 1 - Increase Recruitment of Targeted Populations**
  - Refine & improve campus visit and Preview Plus experience.
- **Goal 2 - Demonstrate Commitment to a Culture of Student Completion**
  - Honor the inherent value of all students by being available and accessible, developing meaningful relationships with students, and acting ethically with a



caring, individualized approach that integrates academic, personal, and professional growth.

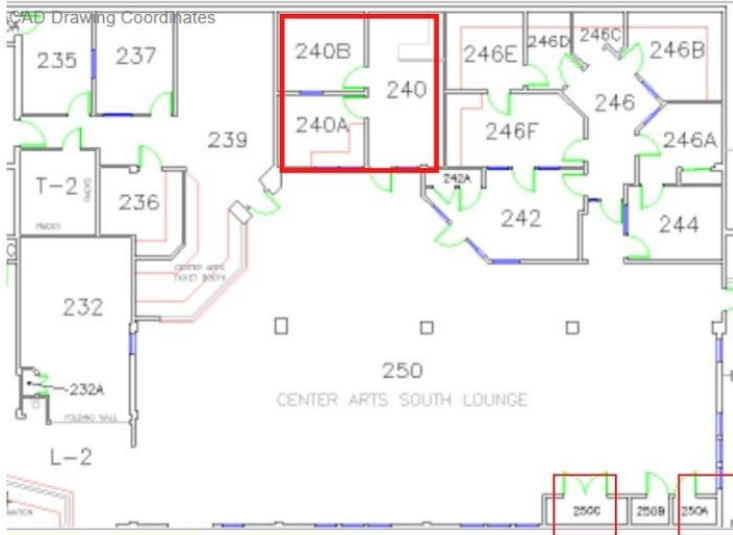
- **Goal 5 – Enhance Student Experience**

- Expand weekend & community-focused programming model.
- Develop a transfer mentoring hub (physical and virtual) to support the onboarding and retention of new transfer students.

Lastly, this request will increase a sense of belonging, community building, and affinity for HSU. Students have expressed time and time again they feel they are missing a “traditional” student experience. This renewed student center could fill that void.

It will also increase access for students interested in getting involved in student clubs and those who are already involved in Student Clubs at HSU by enhancing the student experience through creating a centralized involvement hub where students can go to get connected to campus resources. Additionally, having a centralized location for all supplies for Student Life campus programs will provide easier opportunity to student organizations and the Office of Student life to host weekend and evening programming without having to coordinate with HSU dining services or the University Center to access storage spaces. Finally, it will also provide much needed and ample office space for the ever growing OSL student staff to meet the needs of increased student programs.

# Current Spaces Occupied by the Office of Student Life



## University Center 2nd Floor

- UC 240- 3 Desks (1 ASC & 2 student Staff Work spaces)
- UC240A- Student Life Coordinator Work Space
- UC 240B- Remote work space for SJEIC Coordinator
- UC250C- Storage for Supplies we check out to Clubs
- UC250A- Storage for files we need to maintain for 7 years and general office supplies



## University Center 1st Floor

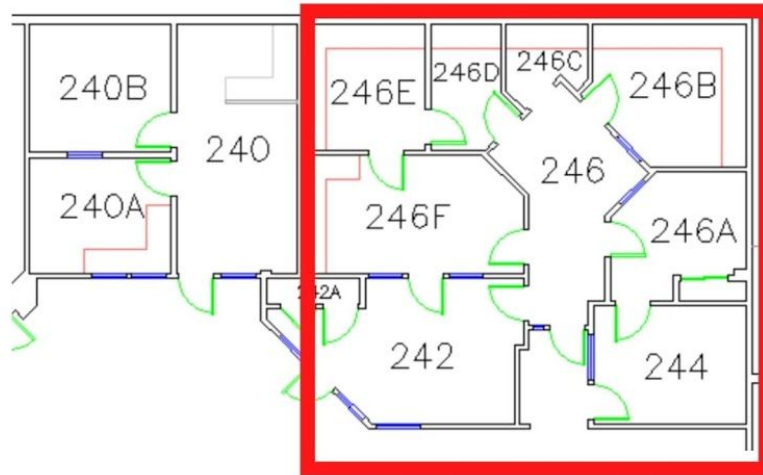
- UC 122- Storage for sound equipment



## Nelson Hall East 1st Floor

- NHE 115- Student Organization Storage Space

# Proposed Spaces Occupied by the Office of Student Life



## University Center 2nd Floor

- UC244- Student Life Coordinator Office Space
- UC246A- ASC for Office of Student Life
- UC246B- SJEIC Coordinator Remote Work Space
- UC242- Student Life Front Desk Staff
- UC 246F- Student Life Event Staff
- 246E- Student Organization Storage
- 346D & C- Student Life Storage

### This would free up:

- UC 240 A,B,C: Office Space
- UC 250 A,C: Storage
- UC 122: Storage
- NHE 115: Meeting Room