



# Administration Tower

# Relocation Plan

**April 16, 2026**



# Background / Purpose

This report presents a comprehensive relocation strategy to facilitate the vacating of the Administration Tower at Laney College. Constructed in 1971, the Administration Tower has not undergone any major renovations since its original completion. As one of the founding facilities on the Laney College campus in Oakland, California, the building's structural, mechanical, and building systems are original and have reached the end of their functional life cycle. The nine-story facility houses instructional, student services, administrative and other functions. Users within the building occupy approximately 28,483 square feet.

In collaboration with the Laney College Business and Administrative Services Department, all room functions, occupants, and departmental uses were verified to ensure the accuracy of existing conditions. This detailed analysis formed the basis for practical and efficient relocation recommendations.

Proposed space reallocations align with the Peralta Community College District Building Design & Construction Standards (WLC Architects, Inc., March 2022 Edition) for defined office types. Where office types were not specified within district standards, comparable California community college office space guidelines were applied. Adjustments to non-office spaces were determined through an assessment of current utilization patterns and projected future needs.

# Relocation Plan Summary: Sections I & II

## Section I: Instructional

User	Existing SF	Proposed SF	SF Change	Proposed Relocation
Lang., Arts, Humanities, Econ, Bus., & CIS Faculty	3,492	1,949	-1,543	Building G - 2nd Floor - Rooms #271 & #272
Social Sciences Faculty	1,093	1,303	210	Eagle Village #4
Part-Time Faculty	1,347	1,349	2	Eagle Village #8
Math & Engineering Faculty	648	537	-111	Math Faculty: Building G - 2nd Floor - Rms #202A, #208 & #212 Engineering Faculty: Building B - 2nd Floor - RM#258
Graphic Arts Faculty	125	100	-25	Building A - 1st Floor - against window on right-side in RM #153
<b>TOTAL</b>	<b>6,705</b>	<b>5,238</b>	<b>-1,467</b>	

## Section II: Student Services

User	Existing SF	Proposed SF	SF Change	Proposed Relocation
Counseling	2,202	2,334	132	Library - 3rd Floor (NOTE: Transfer Reps. to L-108 & Athletic Counselor to Fieldhouse)
Undocumented Center	1,005	349	-656	Student Center - 4th Floor - Room #403
Mental Health	668	854	186	Student Center - 4th Floor - Rooms #402, #412, #414A/B & #417
<b>TOTAL</b>	<b>3,875</b>	<b>3,537</b>	<b>-338</b>	

# Relocation Plan Summary: Sections III & IV

## Section III: Administrative

User	Existing SF	Proposed SF	SF Change	Proposed Relocation
President's Office	2,103	967	-1,136	Eagle Village #5 (NOTE: Dean of Hum. & SS & Dean Assistant to share EV#5)
VP Instruction Office	2,551	1,715	-836	Eagle Village #3 & Building A - 1st Floor for Storage (RM# for Storage TBD)
VP Student Services Office	1,779	1,600	-179	Student Center - 1st Floor - Rooms/Layout TBD w/ Architect
Business & Admin. Services	903	1,065	162	Building A - 1st Floor - Rooms #109 & 109A
Fiscal Services	335	100	-235	Building A - 2nd Floor - within #201A suite (2 cubicles)
Information Technology	1,721	1,340	-381	Library - 1st Floor - Room #111 & #102
CTE Managers & Staff	454	490	36	Building E - 2nd Floor - Room #256
<b>TOTAL</b>	<b>9,846</b>	<b>7,277</b>	<b>-2,569</b>	

## Section IV: Other

User	Existing SF	Proposed SF	SF Change	Proposed Relocation
Mailroom	2,277	1,131	-1,146	Library - 1st Floor - #110C, #110B + window
Custodial	2,851	2,000	-851	Student Center - 1st Floor - Rooms #110A-D & Bldg. AA for Storage
Art Gallery	922	200	-722	District Service Center - Atrium (NOTE: set-up TBD based on exhibition)
<b>TOTAL</b>	<b>6,050</b>	<b>3,331</b>	<b>-2,719</b>	



# Section I: Instructional

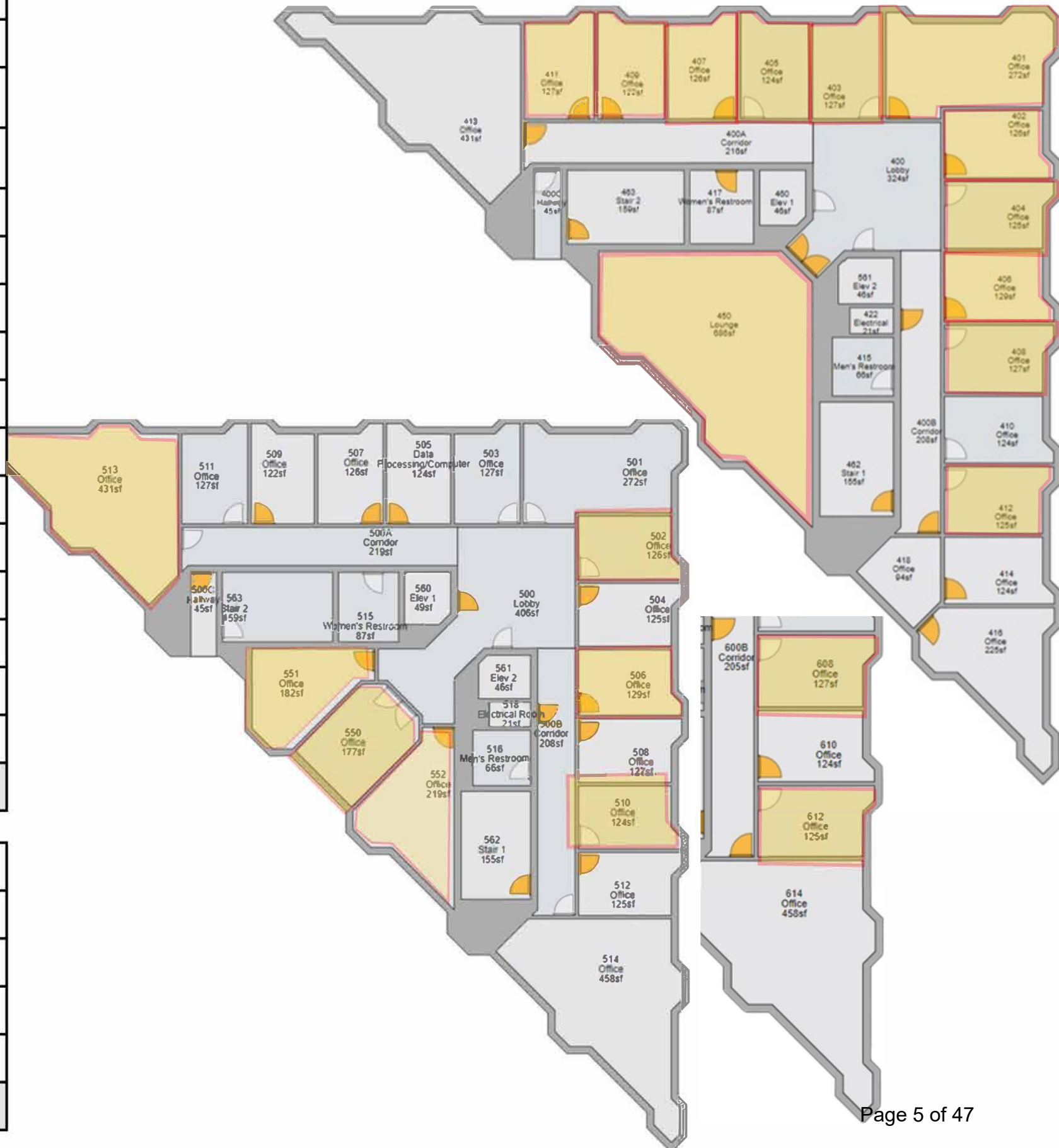
## Language, Arts & Humanities Faculty - EXISTING

Room #	Faculty	Existing ASF
401	Arturo Davila-Sanchez   Spanish Instructor & Lin Wang   Chinese Instructor	272
402	Amir Sabzevary   Humanities Instructor	126
403	Suzan Tiemroth-Zavala   ESOL Instructor & Beth Waddell   ESOL Dept. Chair	127
404	Marla Leech   Media Communications Instructor & <b>Andrea Lee   Dance Instructor</b> <i>Moving to Gym-107</i>	125
405	Judy Wong   ESOL Instructor	124
406	Mariella Thaning   Communications Co-Chair	129
407	Nancy Hunt   ESOL Instructor & Cheryl Eccles   ESOL Instructor	126
408	Anne Agard   ESOL Instructor	127
409	Steve Zetlan   ESOL Instructor	122
411	Chelsea Cohen   ESOL Instructor & Danitza Lopez   ESOL Instructor	127
412	Barbara Yasue   ESOL Instructor	125
450	Faculty Lounge / Breakroom	686
510	<b>Racquel Wanzo   PT English Instructor</b> <i>Moving to B-267</i>	124
550	<b>Chris Weidenbach   English Instructor</b> <i>Moving to B-267</i>	177
551	Daniel Devere   Communications Co-Chair	182
613	Part-Time Office Suite <b>NOTE: 2-PT Lang. Faculty moving to E-202C431</b>	431
	<b>TOTAL:</b>	<b>2,766</b>

## Business, Economics & CIS Faculty - EXISTING

502	Louis Flores   CIS Instructor	126
506	Fred Jackson   Business Instructor	129
552	Tuan Nguyen   AI Instructor	219
608	David Simon   Economics Instructor	127
612	Kim Glosson   Business Instructor	125
	<b>TOTAL:</b>	<b>726</b>

## Current Space - 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Floors



# Language, Arts & Humanities + Business, Econ. & CIS Faculty - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Faculty Offices	21	2,375	1,477	-898
Part-Time Office Suite	4	431	150	-281
Office Service	-	0	147	147
Lounge/Meeting	-	686	175	-511
<b>TOTALS:</b>		<b>3,492</b>	<b>1,949</b>	<b>-1,543</b>

**1,949 ASF**

### PROS:

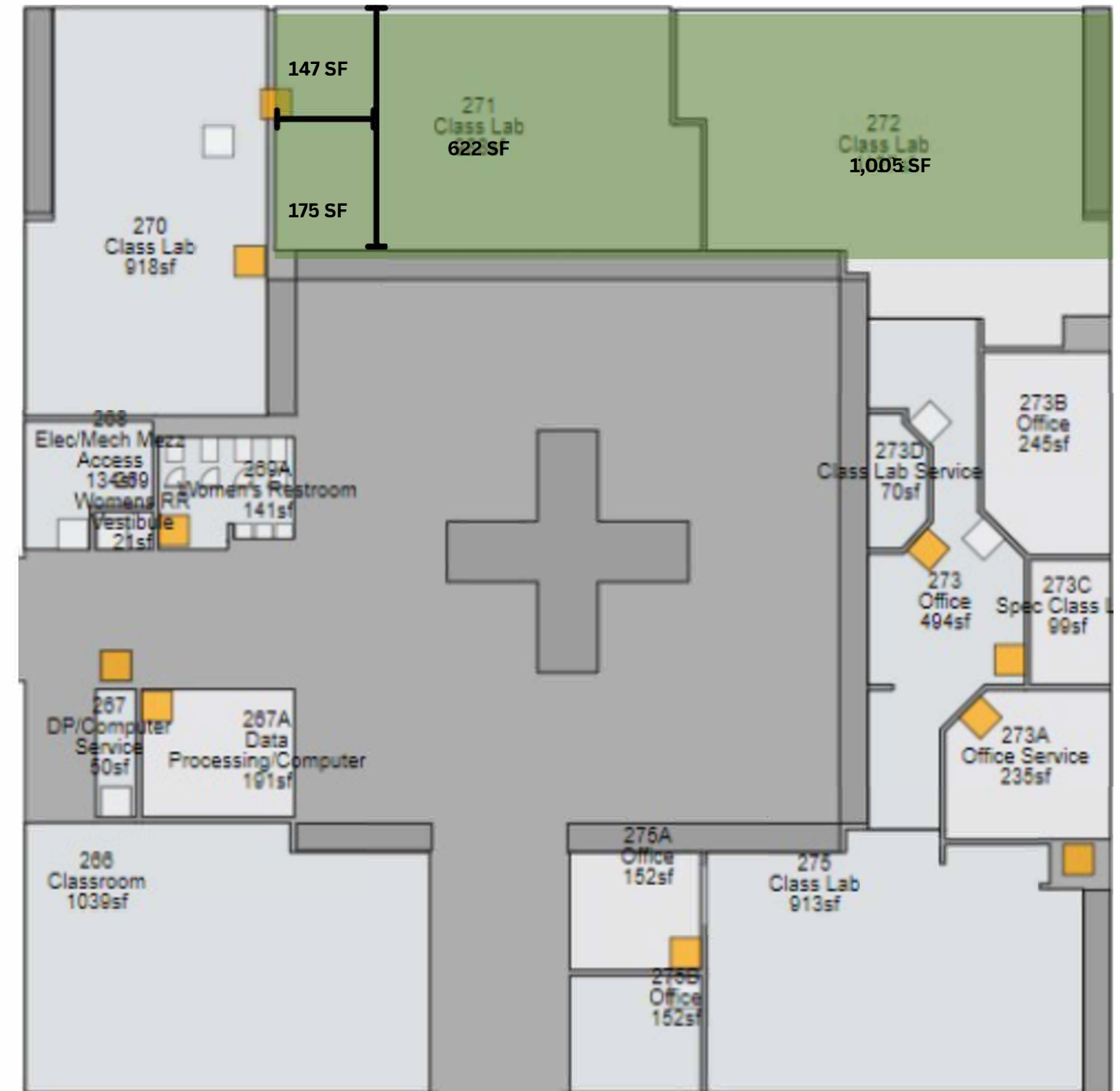
- Unification of ESOL faculty
- Repurpose of under-utilized lab/lab service
- Improves Lab Cap. Load

### CONS:

- Reduction of ESOL & CIS Computer Labs (current scheduling allows for reduced labs)

## Proposed New Location

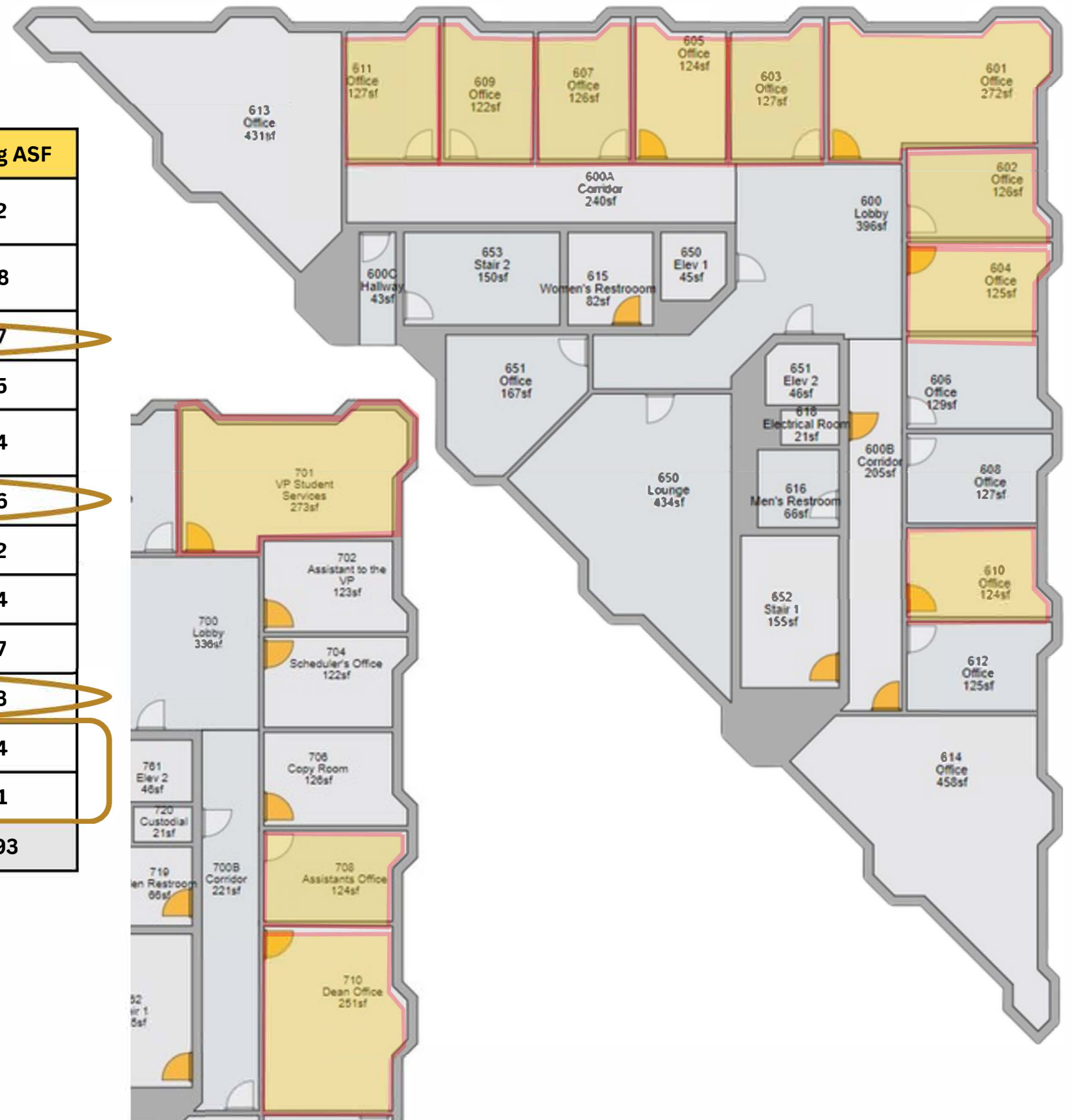
Building G - Rms. #271 & #272



# Social Sciences Faculty - EXISTING

## Current Space - 6<sup>th</sup> & 7<sup>th</sup> Floors

Room #	Faculty	Existing ASF
601	Blake Johnson   History Chair & Scott Godfrey   Political Science Instructor	272
602	Dana Grisby   African American Studies Instructor & Roger Chung   Restoring Our Communities Faculty Lead <b>Moving to Gym-109</b>	398
603	Paul Bolick-Mausi   History Instructor <b>Moving to Gym-109</b>	127
604	Alicia Cabellenro-Christenson   Ethnic Studies Instructor	125
605	Wilson Felipe   Political Science Co-Chair & Nathaniel Pyle   Sociology Instr.	124
607	Donald Moore   Geography Instructor <b>Moving to A-265</b>	126
609	Abhijeet Paul   Asian & Asian American Studies Instructor	122
610	Erica Williams   Ethnic Studies Chair	124
611	Kimberly King   Psychology Instructor	127
701	Inger Stark   Sociology Faculty <b>Moving to Gym-104</b>	273
708	Jane Decru   Math, Sciences & Engineering Staff Assistant <b>Moving to EV#5</b>	124
710	Tarek Eljarrari   Dean of Humanities, Social Sciences & Library	251
<b>TOTAL:</b>		<b>1,093</b>



# Social Sciences Faculty - PROPOSED

## Adjusted Space Need

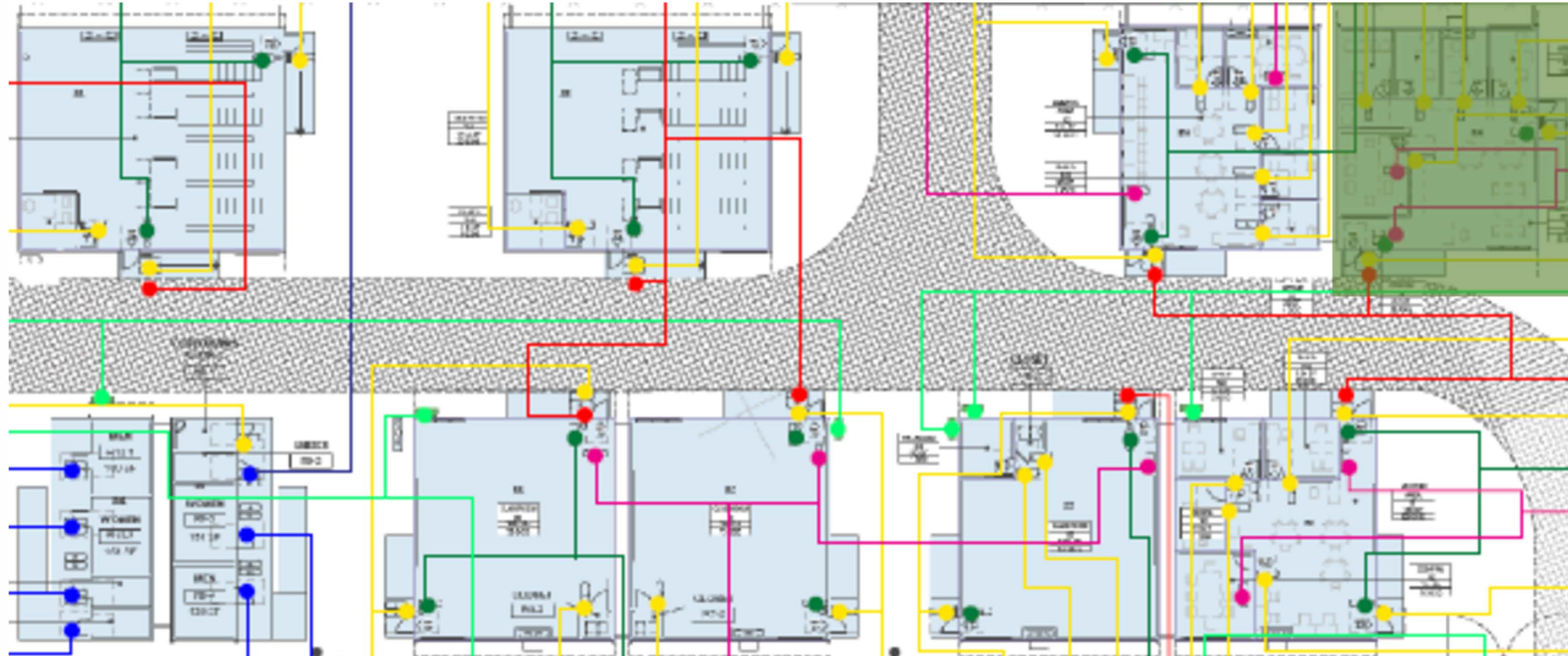
Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Private Offices (10qty.)	10	1,093	900	-193
Open Office Suite	-	0	223	223
Office Service/Lounge	-	0	180	180
<b>TOTALS:</b>		<b>1,093</b>	<b>1,303</b>	<b>-210</b>

**NOTE:**

Private Offices to include 1qty. office for Psychology New Hire

**1,303 ASF**

## Proposed New Location: Eagle Village #4



**PROS:**

- Independent suite
- Current layout ideal for offices

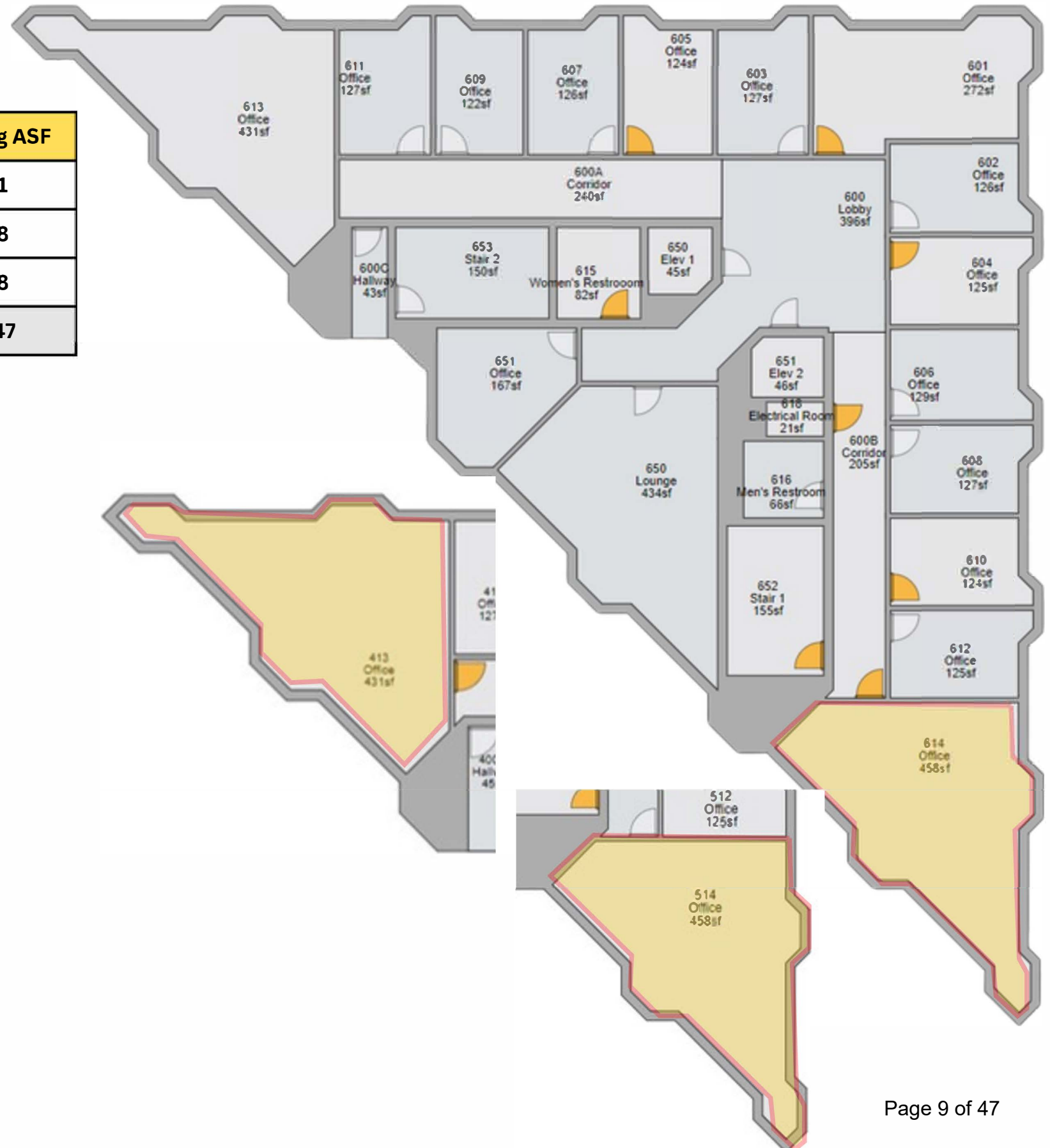
**CONS:**

- Modular building
- 2ndary relocation required (PM/CM Firm to move to room #F-250)

# Part-Time Faculty - EXISTING

## Current Space - 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Floors

Room #	Faculty	Existing ASF
413	Part Time Faculty - Office Suite	431
514	Part Time Faculty - Office Suite	458
614	Part Time Faculty - Office Suite	458
<b>TOTAL:</b>		<b>1,347</b>



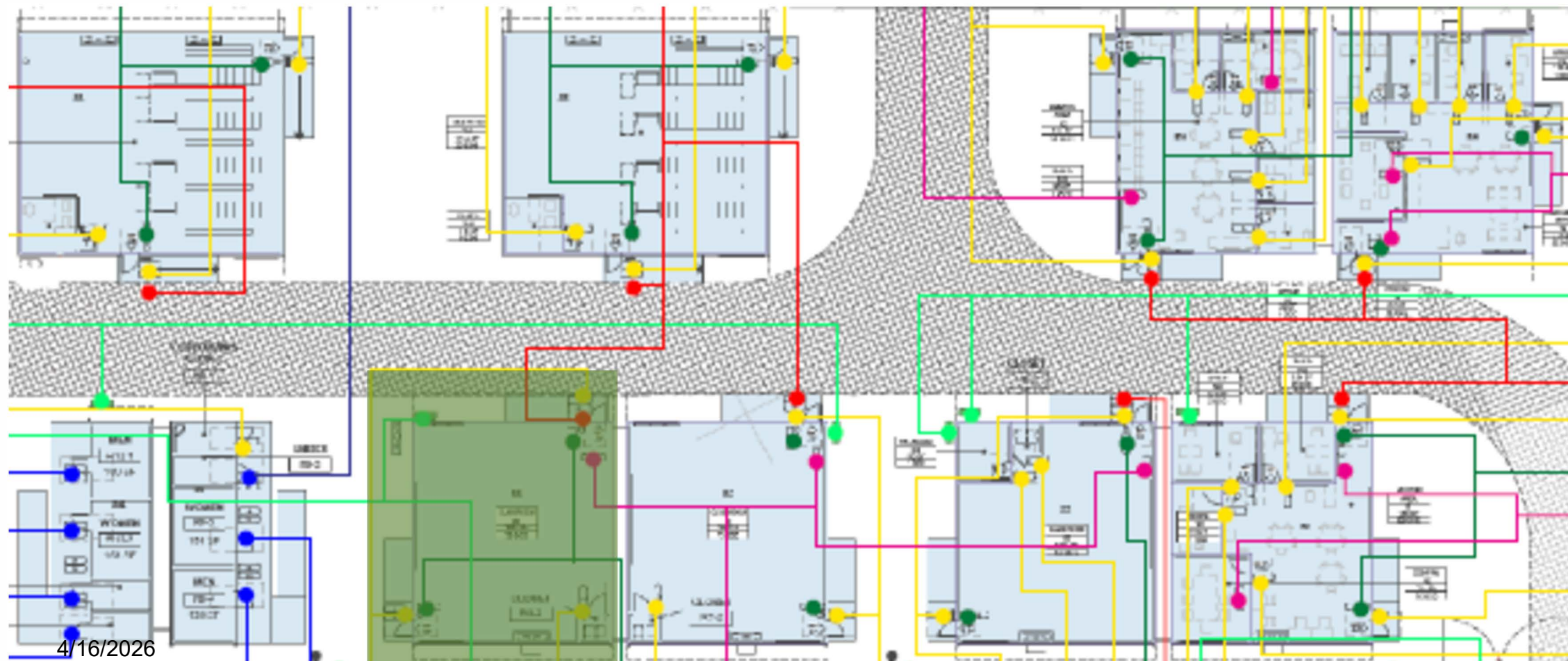
# Part-Time Faculty - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Open Office Suite	-	1,347	1,349	2
TOTALS:		1,347	1,349	2

**1,349 ASF**

## Proposed New Location: Eagle Village #8



### PROS:

- Independent suite
- Improves Classroom utilization/Lecture Cap. Load

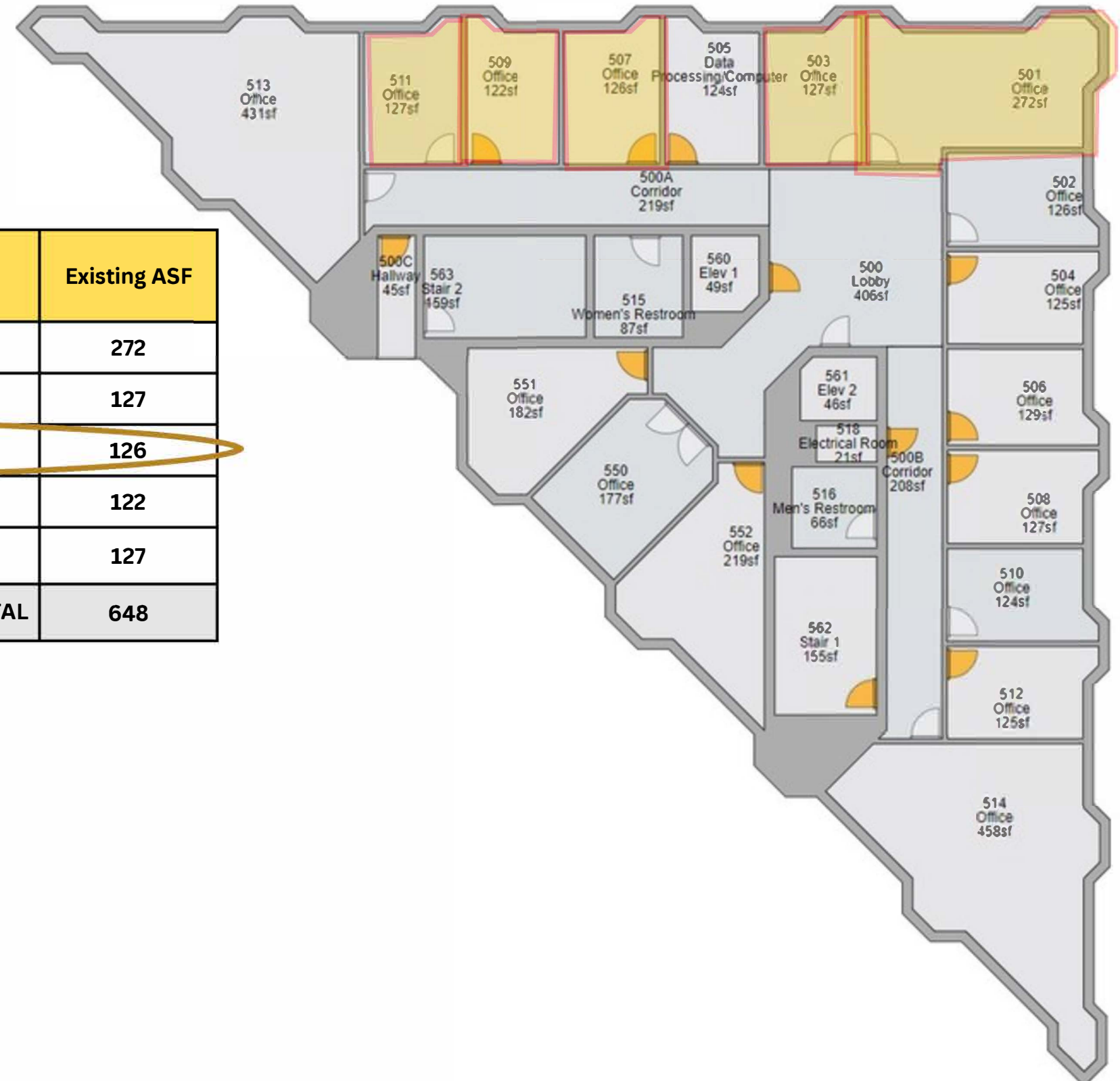
### CONS:

- Modular building

# Math & Engineering Faculty - EXISTING

## Current Space - 5<sup>th</sup> Floor

Room #	Faculty	Existing ASF
501	Fred Bourgin   Math Instructor & Kathy Williamson   Math Instructor	272
503	Nick Shaposhnikov   Math Instructor	127
507	Mallory Barkdull   Engineering Chair <b>Moving to B-258</b>	126
509	Christine Will   Math Instructor & Tracy Camp   Math Instructor	122
511	David Ross   Math Instructor & Derrick Smith   Math Instructor	127
	<b>TOTAL</b>	<b>648</b>



# Math Faculty - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Shared Offices (3-4 qty.)	7	648	537	-111
<b>TOTALS:</b>		<b>648</b>	<b>537</b>	<b>-111</b>

**537 ASF**

### PROS:

- Faculty adjacent to Classrooms/Labs

### CONS:

- Room set-up conducive for offices; vacant and available space

## Proposed New Location

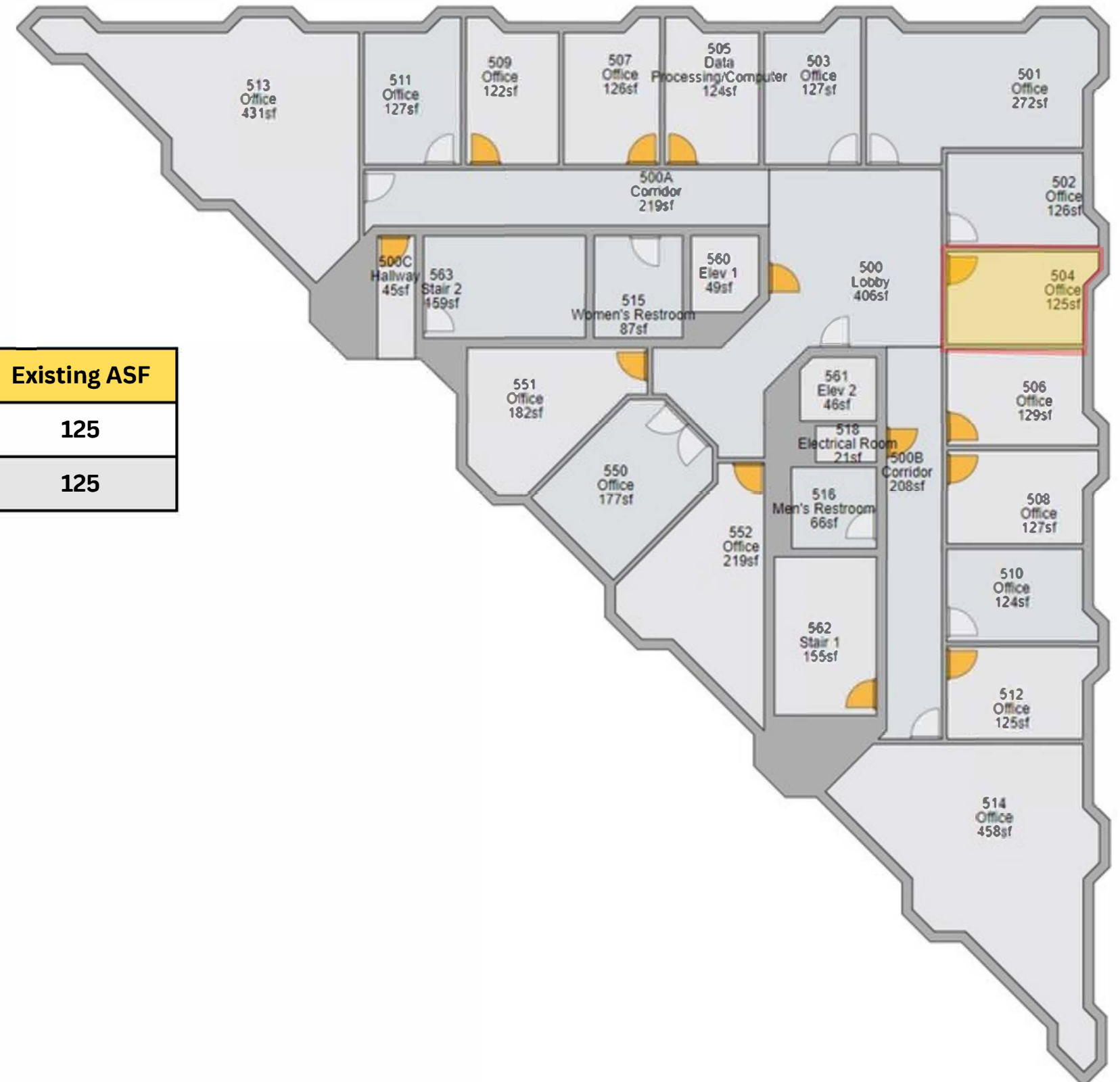
Building G - Rms. #202A, 208 & 212



# Graphic Arts Faculty - EXISTING

## Current Space - 5<sup>th</sup> Floor

Room #	Faculty	Existing ASF
504	David Santamaria   Graphic Arts Co-Chair	125
<b>TOTAL</b>		<b>125</b>



# Graphic Arts Faculty - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Private Offices	1	125	100	-25
<b>TOTALS:</b>		125	<b>100</b>	-25

**100 ASF**

### PROS:

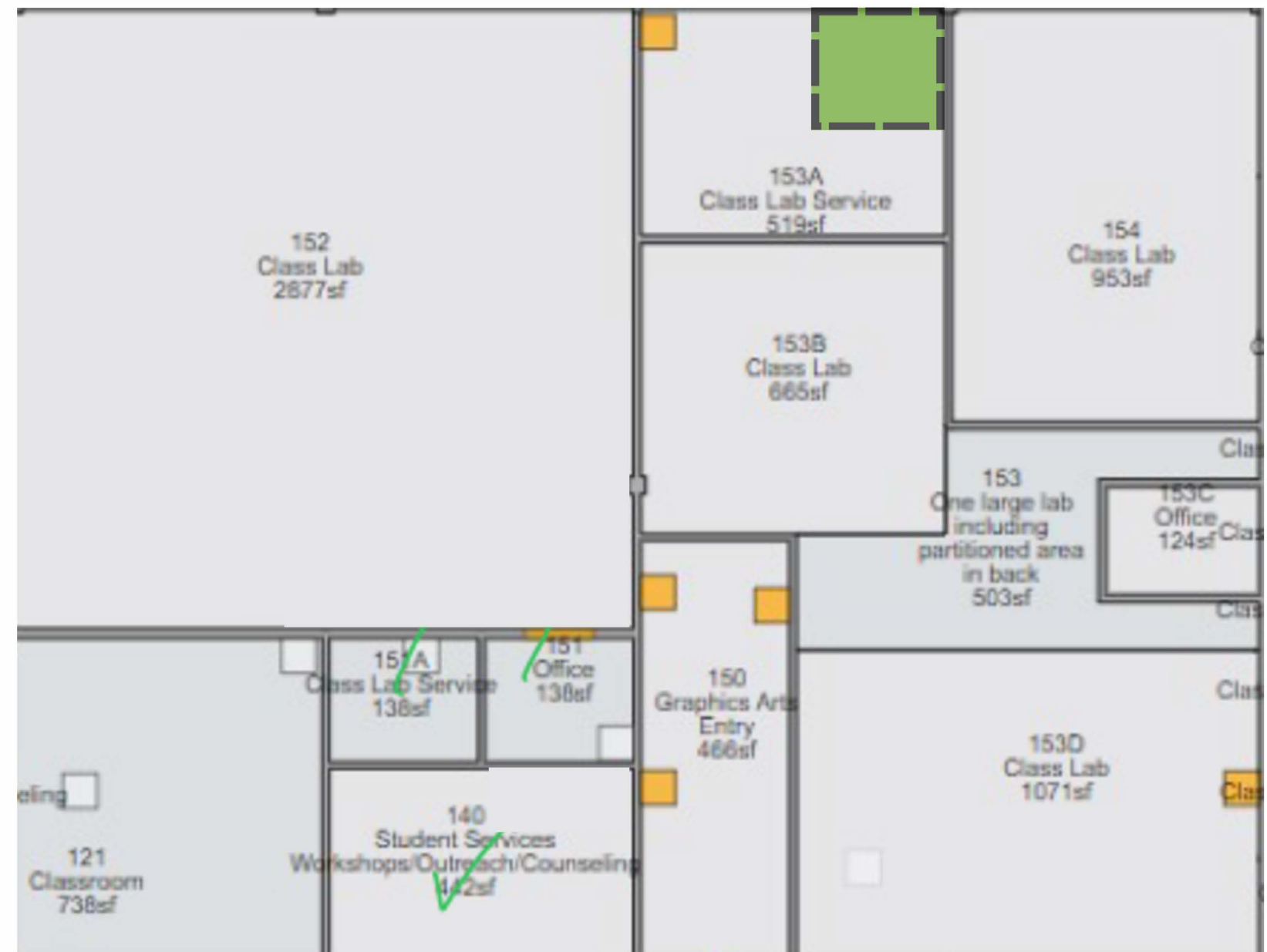
- Within Graphic Arts Lab
- Improves Lab Cap. Load

### CONS:

- Decreases dedicated lab support space

## Proposed New Location

Building A - within RM #153  
(back right corner, against window & wall)



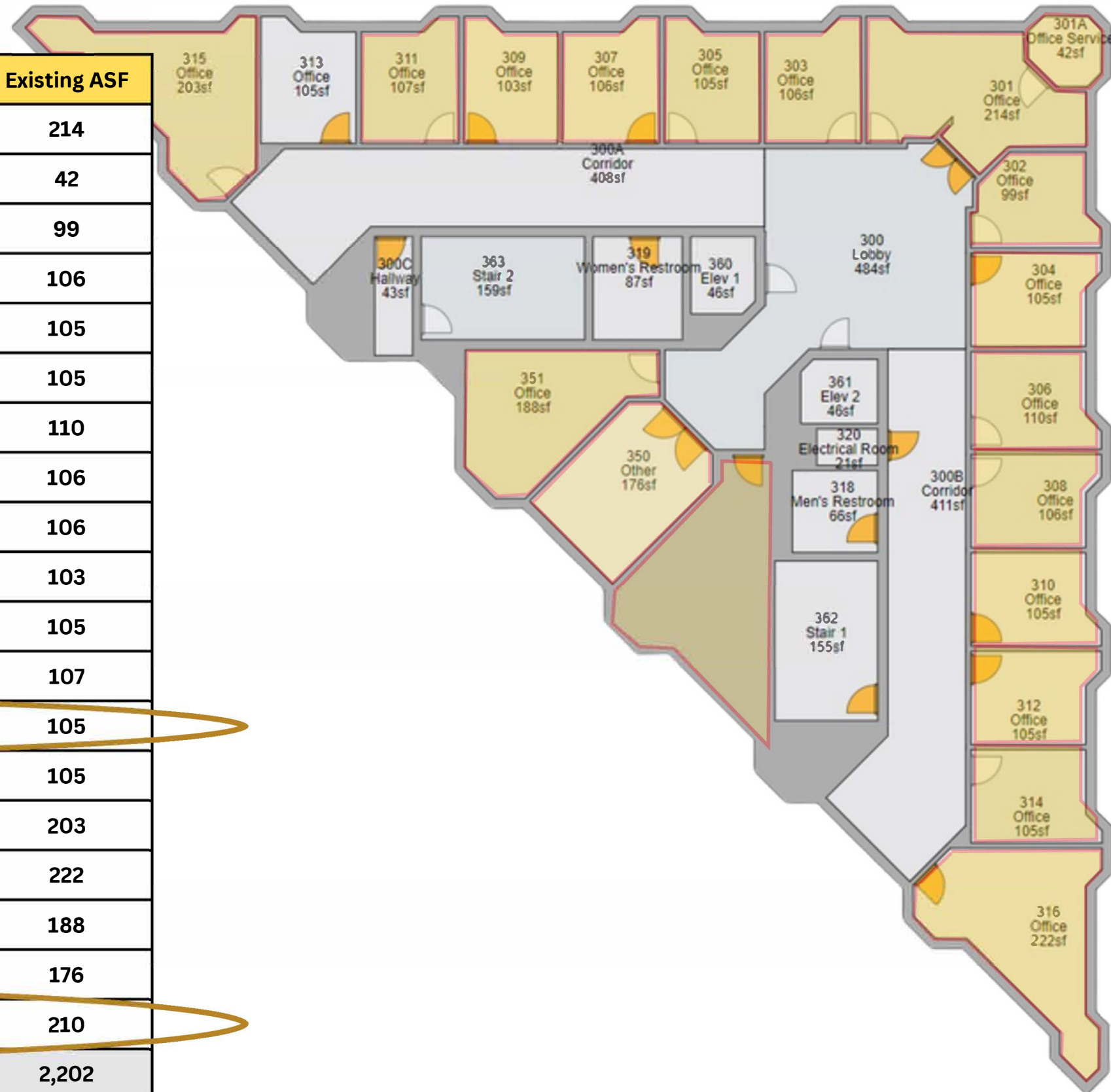


# Section II: Student Services

# Counseling Offices & Support - EXISTING

## Current Space - Admin. Tower 3<sup>rd</sup> Floor

Room #	Faculty	Existing ASF
301	Counseling - Main Reception	214
301-A	Office Service (Storage)	42
302	General Counseling - Part Timer	99
303	General Counseling - Part Timer	106
304	Jason Winton   General/Transition Counselor	105
305	Janelle Tillotson   General Counselor	105
306	Liliana Moncada   Dept. Co-Chair, General Counselor	110
307	Sara Backes-Diaz   Dept. Co-Chair, General/Career Counselor	106
308	Minhan Nguyen   General Counselor	106
309	Lilian Chow   General Counselor	103
310	Cynthia Taing   General Counselor	105
311	Kathy Ma   General Counselor	107
312	Doug Cobb   Athletics Counselor <b>Moving to Fieldhouse</b>	105
314	Ivy (Thao) Tran   Articulation Officer	105
315	Ann McMurdo   General Counselor	203
316	Terrence Greene   General Counselor	222
351	Alma Gomez   Staff Assistant	188
350	Counseling Dept. Breakroom	176
352	Transfer Center (Reception + LRC) <b>Moving to Library-108</b>	210
<b>TOTAL:</b>		<b>2,202</b>



# Counseling Offices & Support - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Private Office	11	1,565	1,494	-71
Shared Offices	1	205	100	-105
Reception/Lobby	2	214	577	363
Office Service & Breakroom	-	218	163	-55
<b>TOTALS:</b>		2,202	<b>2,334</b>	132

**2,334 ASF**

### PROS:

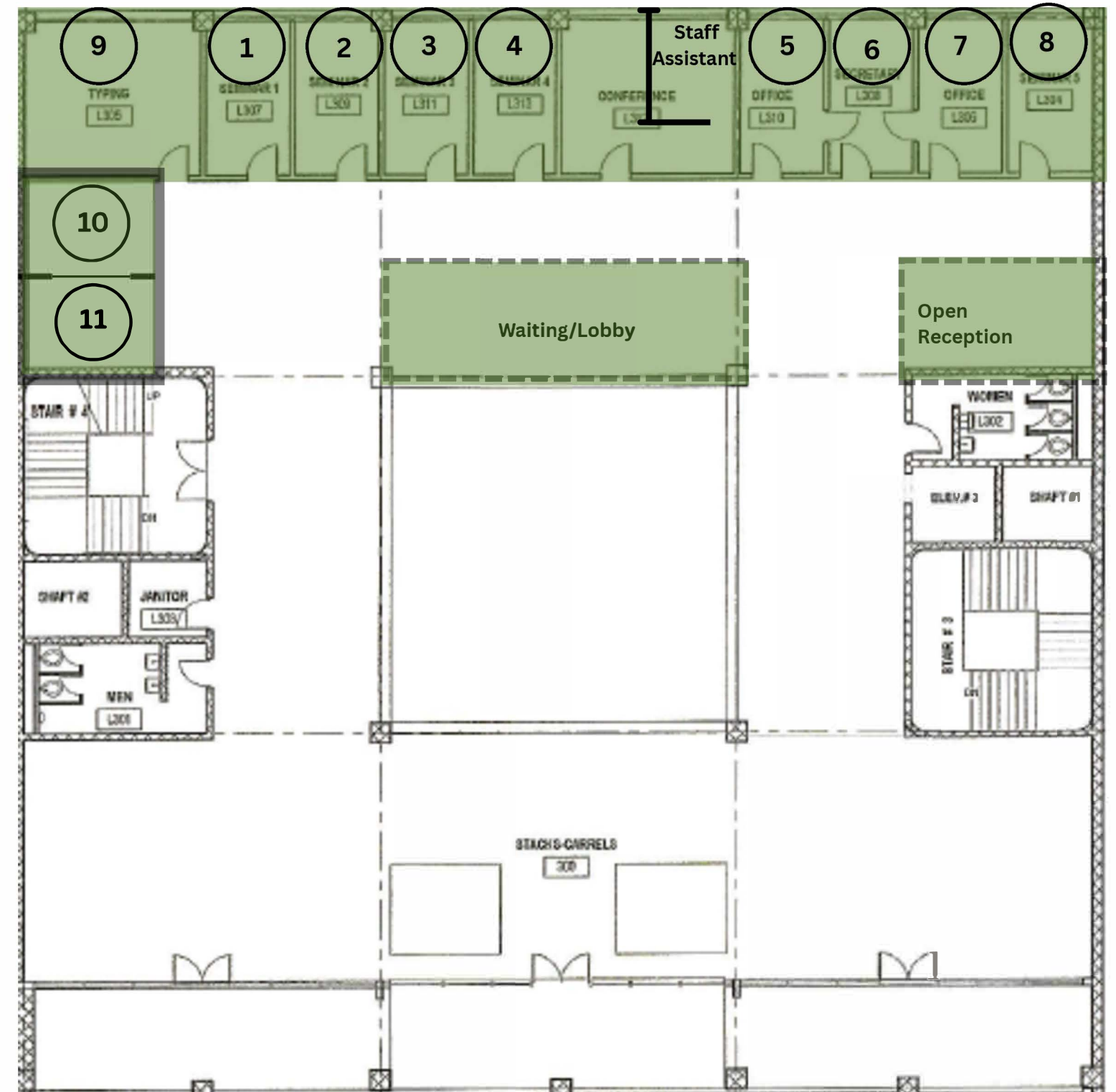
- Current layout is ideal for General Counseling Dept.
- Repurposes under-utilized library space
- Improves Library Cap. Load

### CONS:

- 2ndary relocation required (some offices to Library-1st Floor-Rm#114)
- Transfer Representatives disjointed (moving to Library-1st Floor-Rm#108)
- No dedicated private offices for Part-time counselors

## Proposed New Location

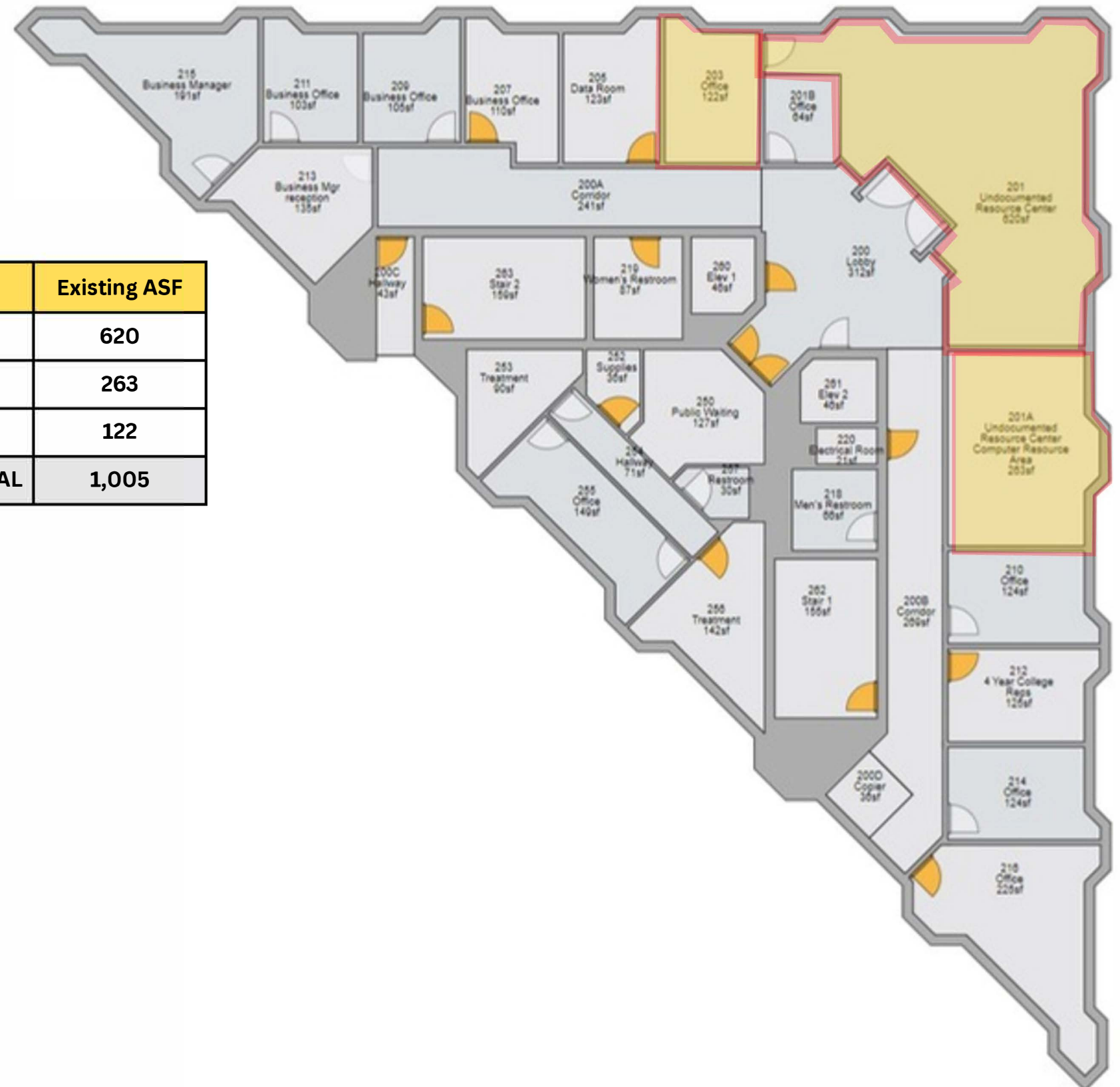
Library - 3rd Floor



# Undocumented Center - EXISTING

## Current Space - 2<sup>nd</sup> Floor

Room #	Faculty	Existing ASF
201	Undocumented Resource Center	620
201-A	Undocumented Resource Center Computer Resource Area	263
203	Aisata Camara, Undocumented Center Coordinator	122
	<b>TOTAL</b>	<b>1,005</b>



# Undocumented Center - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Office	1	122	70	-52
Learning Resource Center	-	883	279	-604
<b>TOTALS:</b>		<b>1,005</b>	<b>349</b>	<b>-656</b>

**349 ASF**

### PROS:

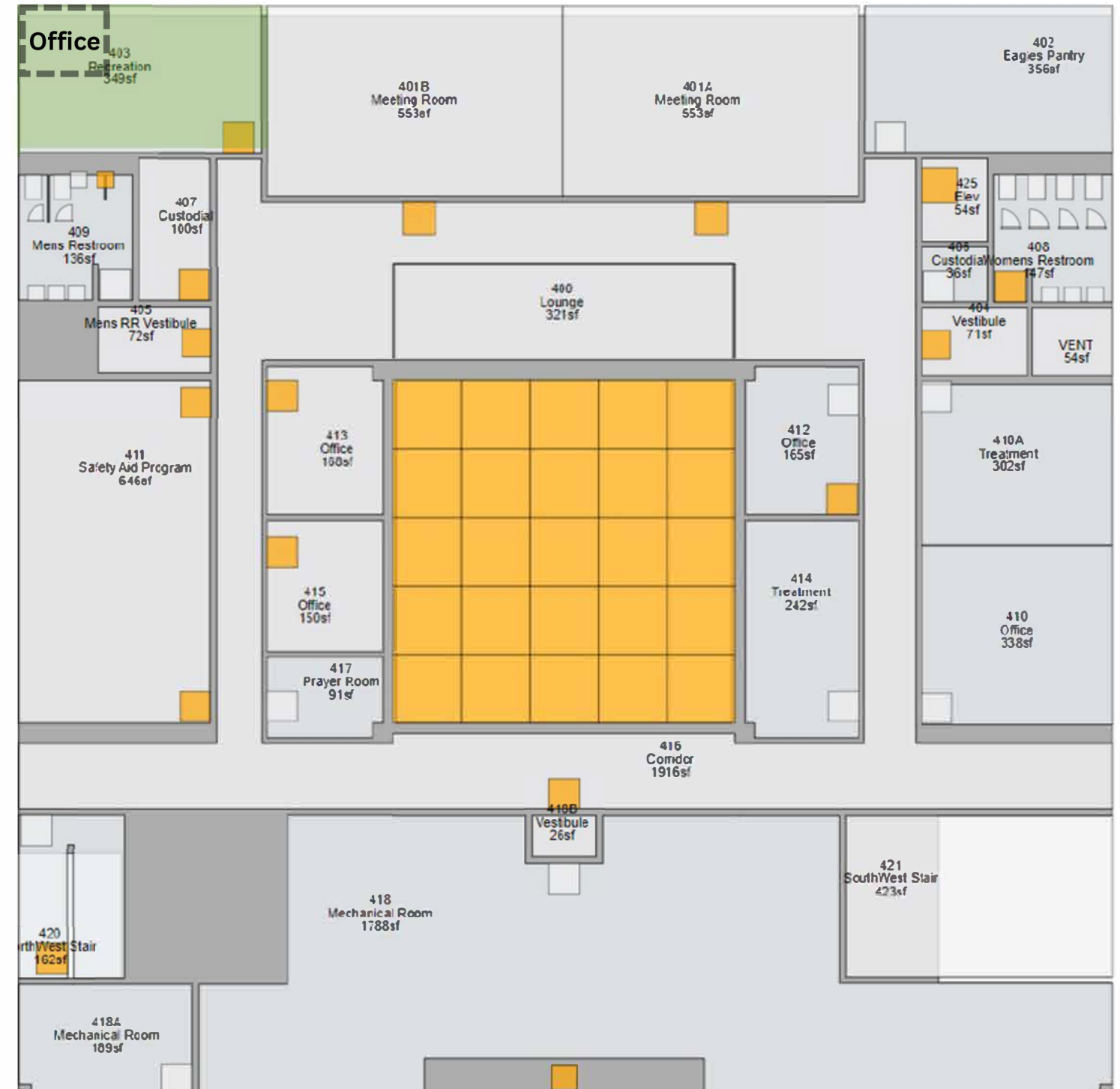
- Co-locate with ASLC, Student Life, Student Government, Club Space & Health Services
- Renovation of area scheduled to start in Spring 2026

### CONS:

- Occupancy anticipated in Fall 2026

## Proposed New Location

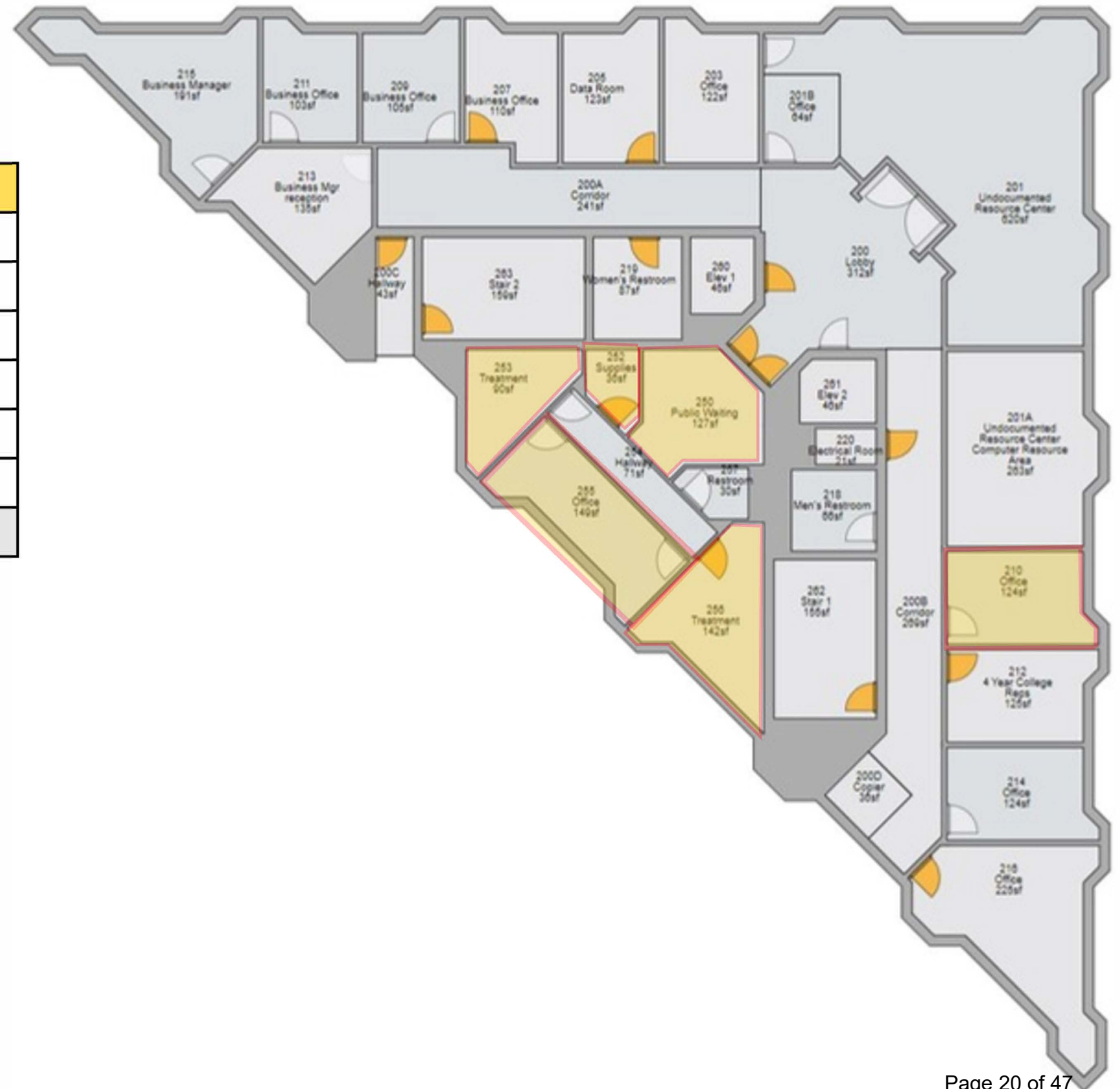
Student Center - 4<sup>th</sup> Floor - Rm #403



# Mental Health Offices & Support - EXISTING

## Current Space - 2<sup>nd</sup> Floor

Room #	Faculty	Existing ASF
210	Susan Yee   Mental Health Specialist	124
255	Health Service Office	149
250	Waiting Room	127
253	Treatment	90
256	Treatment	142
252	Supplies	36
	<b>TOTAL</b>	<b>668</b>



# Mental Health Offices & Support - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Private Office	3	273	407	134
Check-in; Waiting Room & Decompression	-	127	356	229
Treatment Room (2 qty.)	-	232	0	-232
Supplies	-	36	91	55
<b>TOTALS:</b>		<b>668</b>	<b>854</b>	<b>186</b>

**854 ASF**

### PROS:

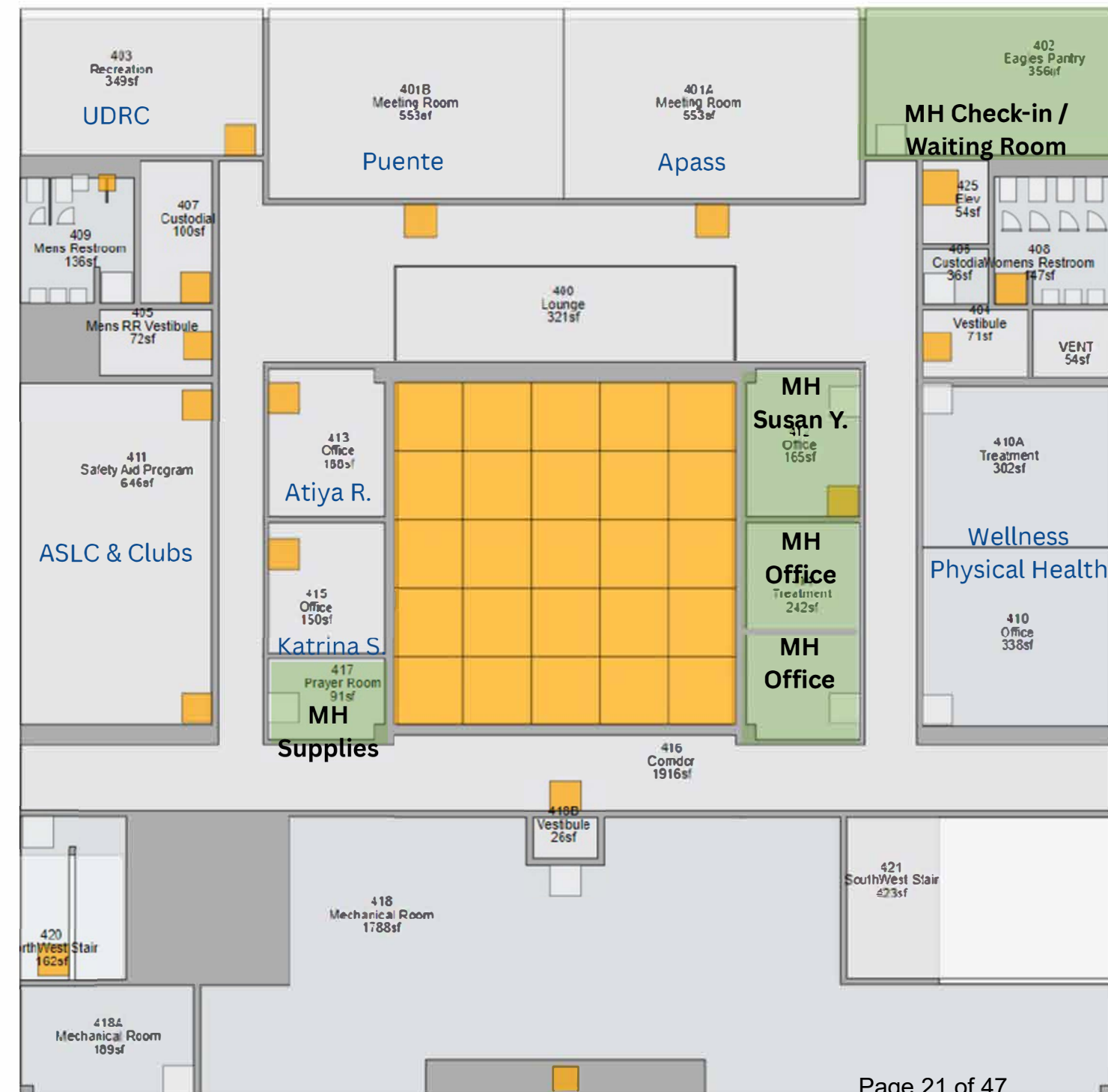
- Co-locate with other health offices
- 4<sup>th</sup> floor is for health services & other student support services

### CONS:

- 2ndary relocation required (Basic Needs Center & Storage to move to 1st floor & Part-time A2Men Leader to move to 3rd floor-RM#301-shared office)

## Proposed New Location

Student Center - 4<sup>th</sup> Floor  
(Rms. #402, #412, #414-A/B, #415 & #417)





# Section III: Administrative



# President's Office - PROPOSED

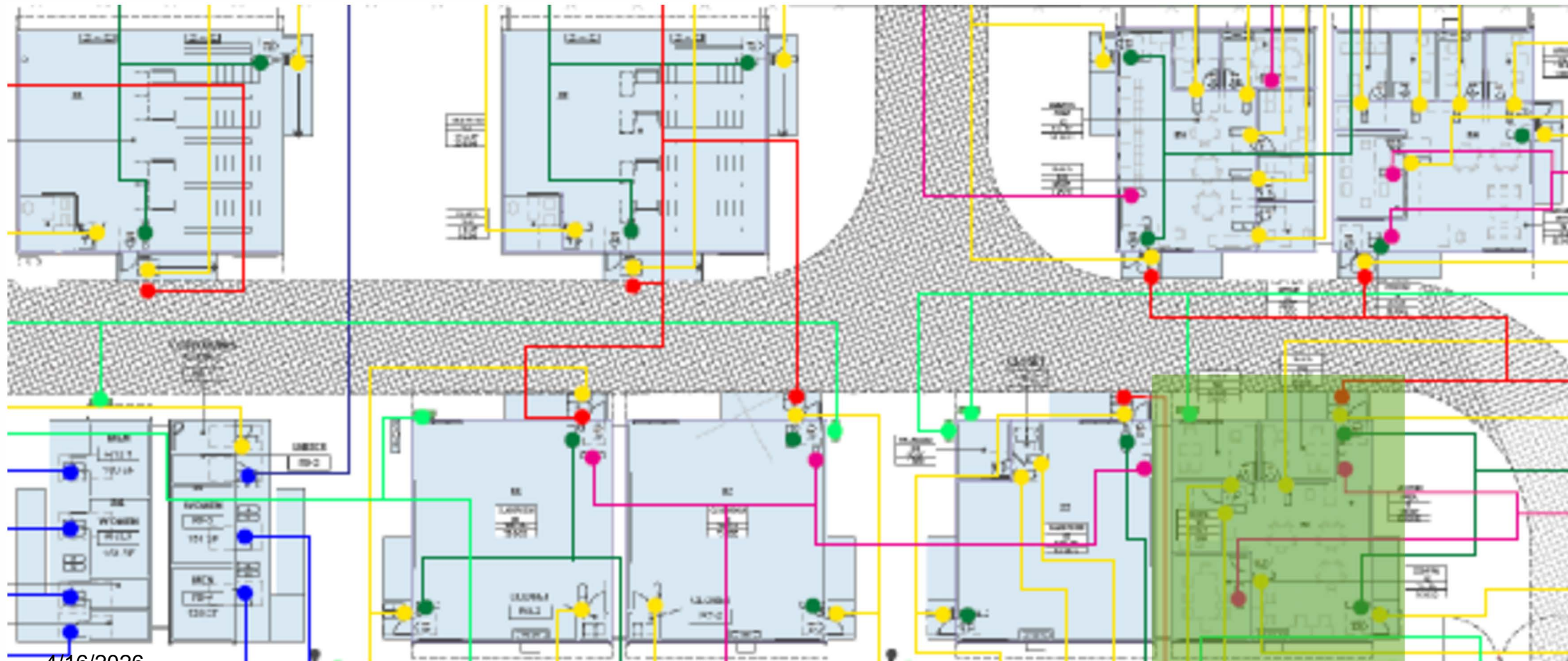
## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
President Office	1	278	153	-125
Shared Office	1	126	98	-28
Office Service	-	323	513	190
Lounge	-	96	0	-96
Meeting Room	-	685	203	-482
Storage	-	595	0	-595
<b>TOTAL:</b>		<b>2,103</b>	<b>967</b>	<b>-1,136</b>

**IMPORTANT NOTE:**  
 Eagle Village #5 will be shared with  
 Dean of Humanities & Social Sciences (Tarek El Jarrari)  
 & Dean's Assistant (Jane Decru)

**1,297 ASF**

## Proposed New Location: Eagle Village #5



**PROS:**

- Independent suite
- Current layout ideal for President's Office

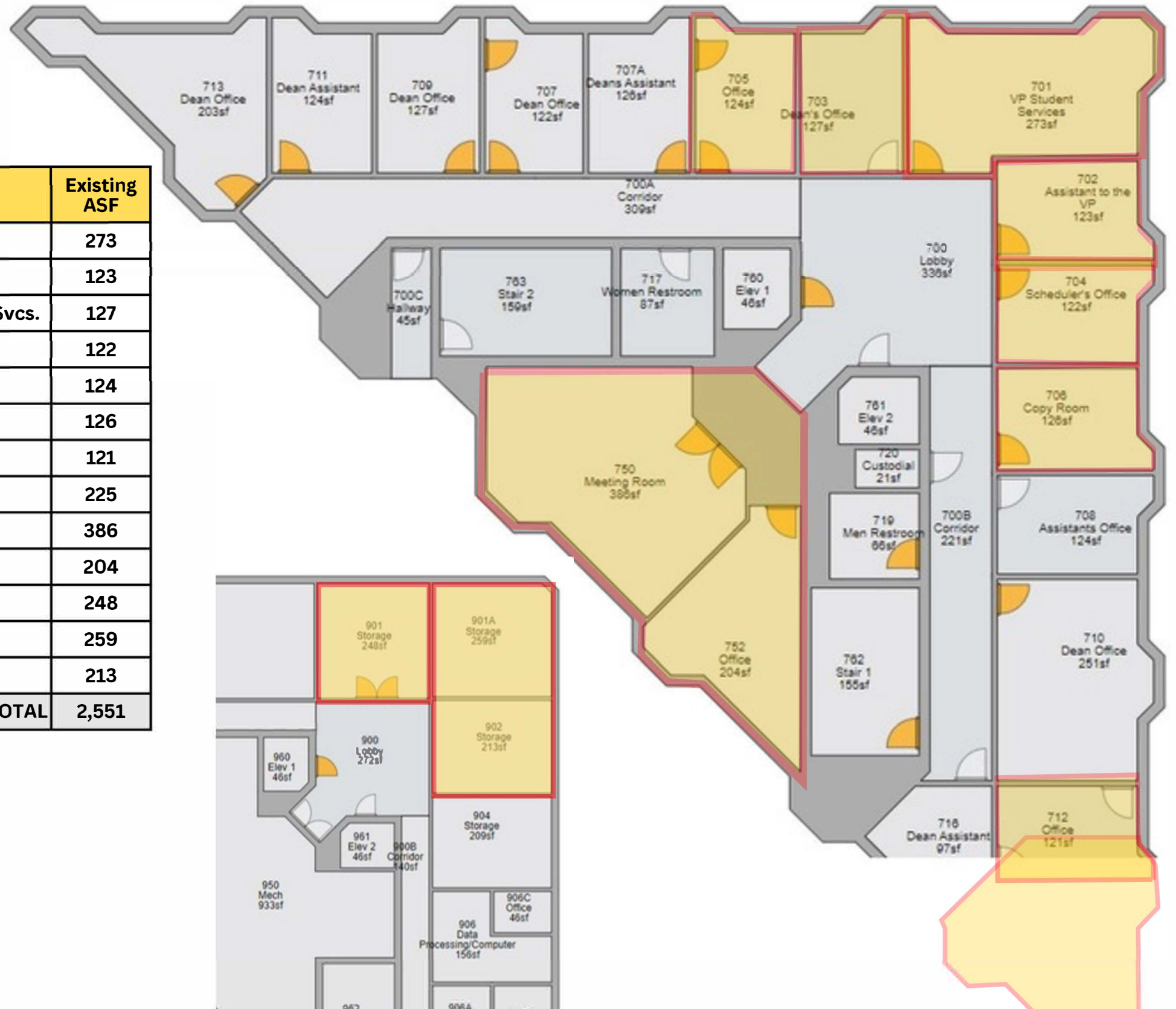
**CONS:**

- 2ndary relocation required: Latinx/Puente to move to Student Center-4th Floor-RM#401B (additionally, #401A for APASS)

# VP Instruction Office - EXISTING

## Current Space - 7<sup>th</sup> & 9<sup>th</sup> Floors

Room #	Faculty	Existing ASF
701	TBD   Executive VP	273
702	Derek Lee   Sr. Academic Support Services Specialist	123
703	Karen Tellegen   Executive Assistant-Office of Instructional Svcs.	127
704	Naa Harper   Academic Support Services Specialist	122
705	Grace Kwon   Staff Assistant	124
706	Office Service	126
712	Anh Nguyen   Language Arts & Humanities Staff Assistant	121
714	Elizabeth Maher   Dean of Liberal Arts	225
750	Meeting Room	386
752	Huizhen Joan Su   Staff Assistant	204
901	VPI & VPSS Storage	248
901-A	VPI & VPSS Storage	259
902	VPI & VPSS Storage	213
	<b>TOTAL</b>	<b>2,551</b>



# VP Instruction Office - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
VP Office	1	273	113	-160
Private Office	3	718	238	-480
Open Office Suite	2	454	797	343
Meeting Room	-	386	167	-219
Storage	-	720	400	-320
<b>TOTAL:</b>		<b>2,551</b>	<b>1,715</b>	<b>-836</b>

**1,315 ASF in EV#3**

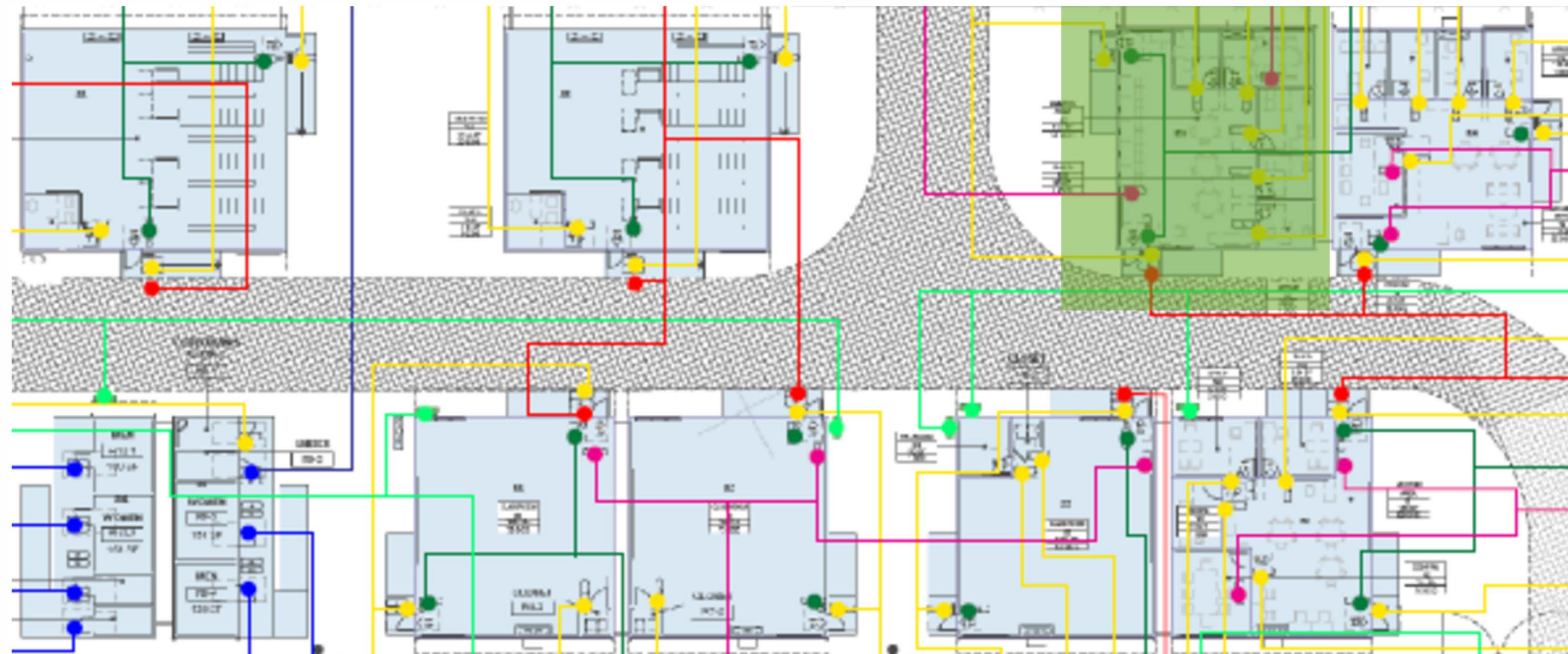
### PROS:

- Independent suite
- Current layout of EV#3 ideal for office space
- Reduces dedicated Photography space (Building A-Storage)
- Improves Lab Cap. Load (Building A-Storage)

### CONS:

- 2ndary relocation required: Umoja to move to Student Center-3rd Floor-RMs #301, #310A, #310B & #327 (Basic Needs Center to move to Student Center-1st Floor)

## Proposed New Location: Eagle Village #3 & Bldg. A - 1<sup>st</sup> Floor for Storage (TBD)

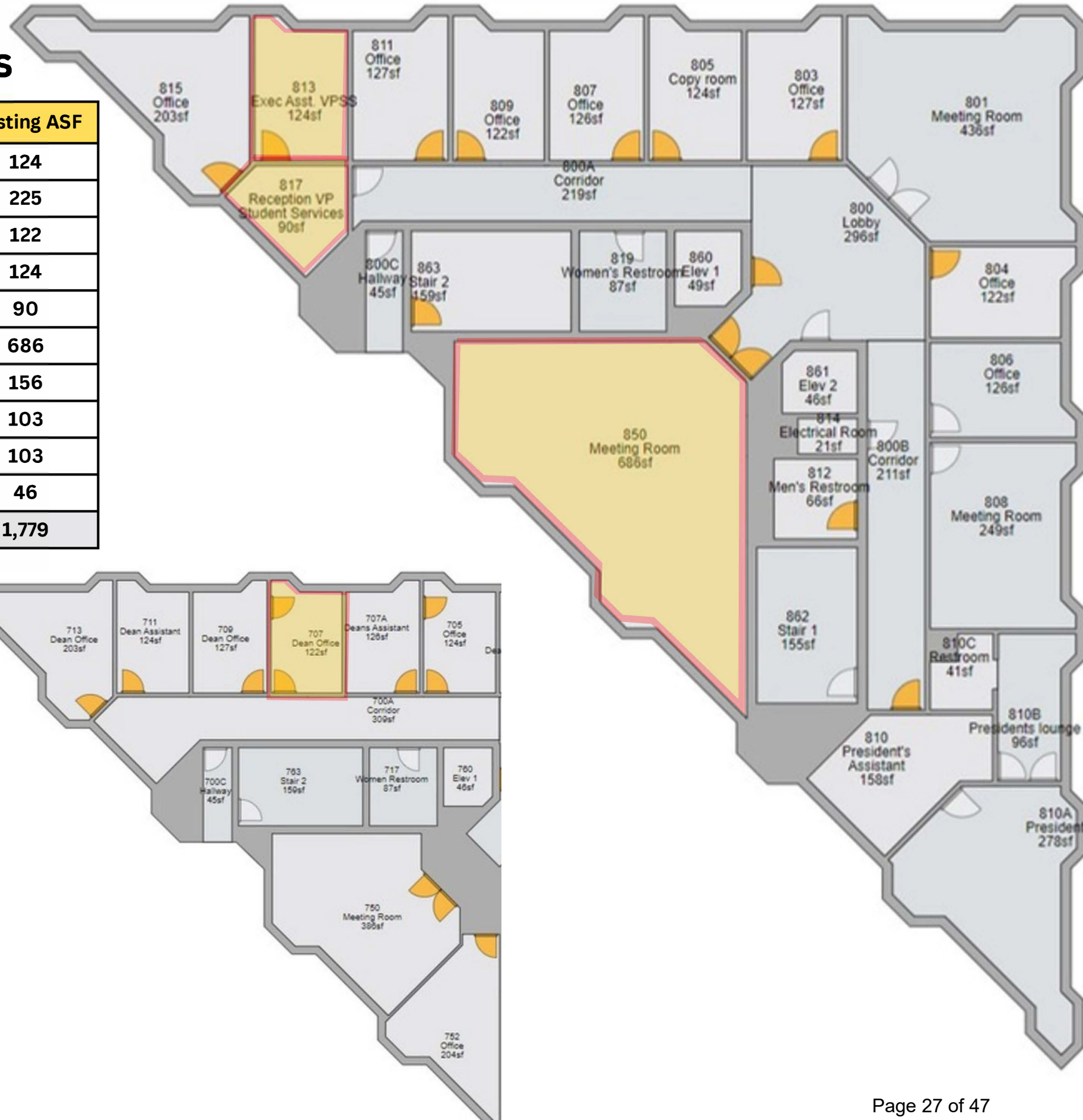


# VP Student Services Office - EXISTING

## Current Space - 4<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> Floors

Room #	Faculty	Existing ASF
414	Classified Senate <b>Katrina Santos - temp. office for 2026SU</b>	124
416	Faculty Senate <b>Atiya Rashada - temp. office for 2026SU</b>	225
707	Gary Albury   Dean of Student Services	122
813	Hope Lane   Executive Assistant , VPSS	124
817	Reception VP Student Services (Student Worker)	90
850	Meeting Room	686
906	VPI & VPSS Storage	156
906-A	VPI & VPSS Storage	103
906-B	VPI & VPSS Storage	103
906-C	VPI & VPSS Storage	46
<b>TOTAL</b>		<b>1,779</b>

~Plus, Staff Assistant, Evelyn Moreno  
(currently in EV#5; however, temp. office in T-811 for 2026SU)



# VP Student Services Office - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Dean Office	1	122	150	28
Private Office (Qty. 2)	3	473	200	-273
Open Office Suite	1	90	200	110
Office Service	-	0	100	100
Lounge	-	0	100	100
Meeting Room	-	686	400	-286
Storage	-	408	450	42
<b>TOTAL:</b>		<b>1,779</b>	<b>1,600</b>	<b>-179</b>

~Plus, Staff Assistant, Evelyn Moreno

(currently in EV#5; however, temp. office in T-811 for 2026SU)

**1,600 ASF**

### PROS:

- Co-locate in same building as student service activities

### CONS:

- Occupancy anticipated in Fall 2026

### ADDITIONAL NOTES for ARCHITECT:

- Front reception desk with Dean office behind reception
- Extra office w/ 2 stations for student workers or overflow
- Copier room, breakroom & small conference room (for employees only)
- Adequate storage space
- Area to be shared with Basic Needs Center (1 staff office, clothes closet & storage), Web Content Developer (1-private office) & Sr. Research & Planning Analyst (1-private office)

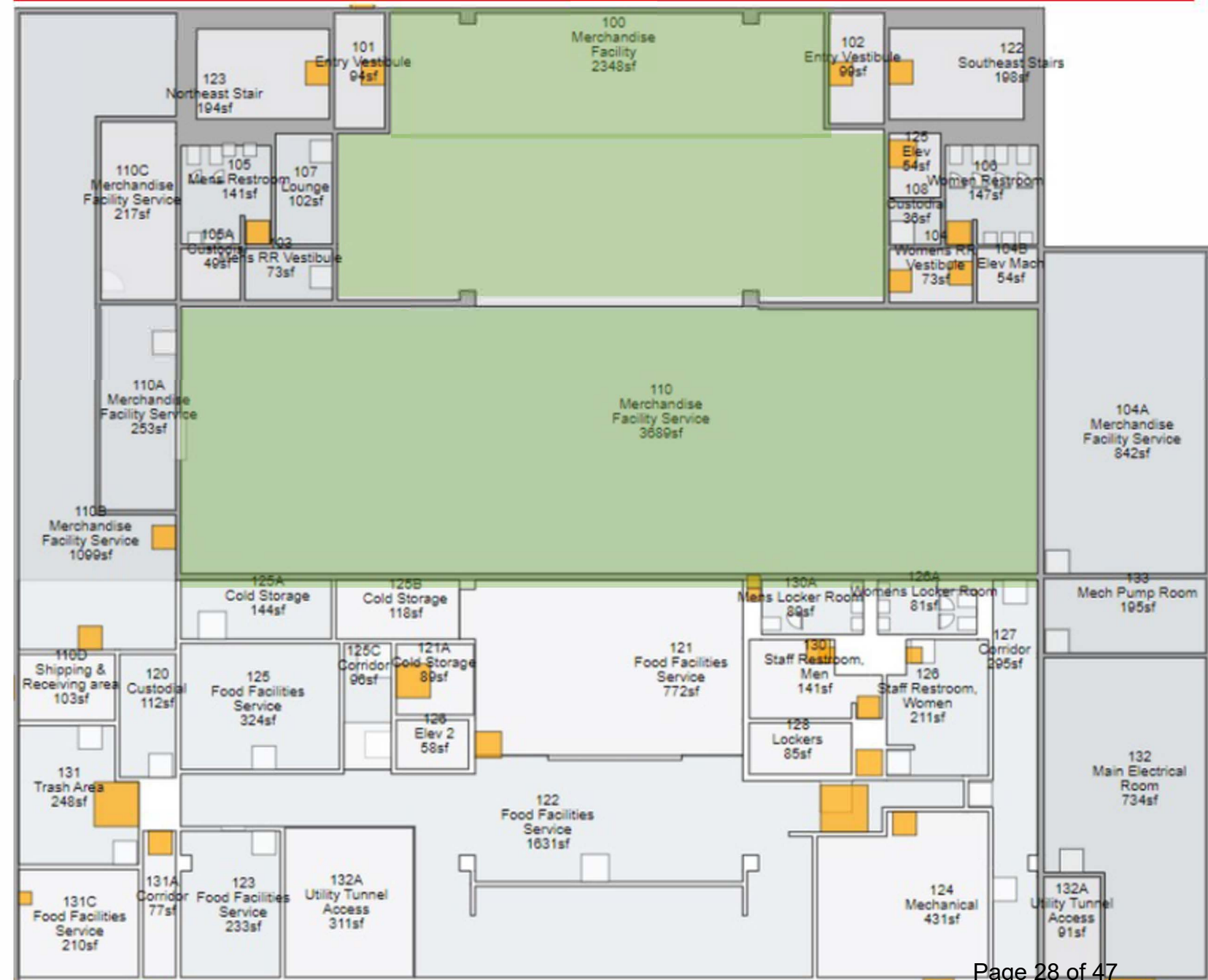
4/16/2026

## Proposed New Location

Student Center - 1<sup>th</sup> Floor  
(layout & furniture TBD w/ architect)

### IMPORTANT NOTE:

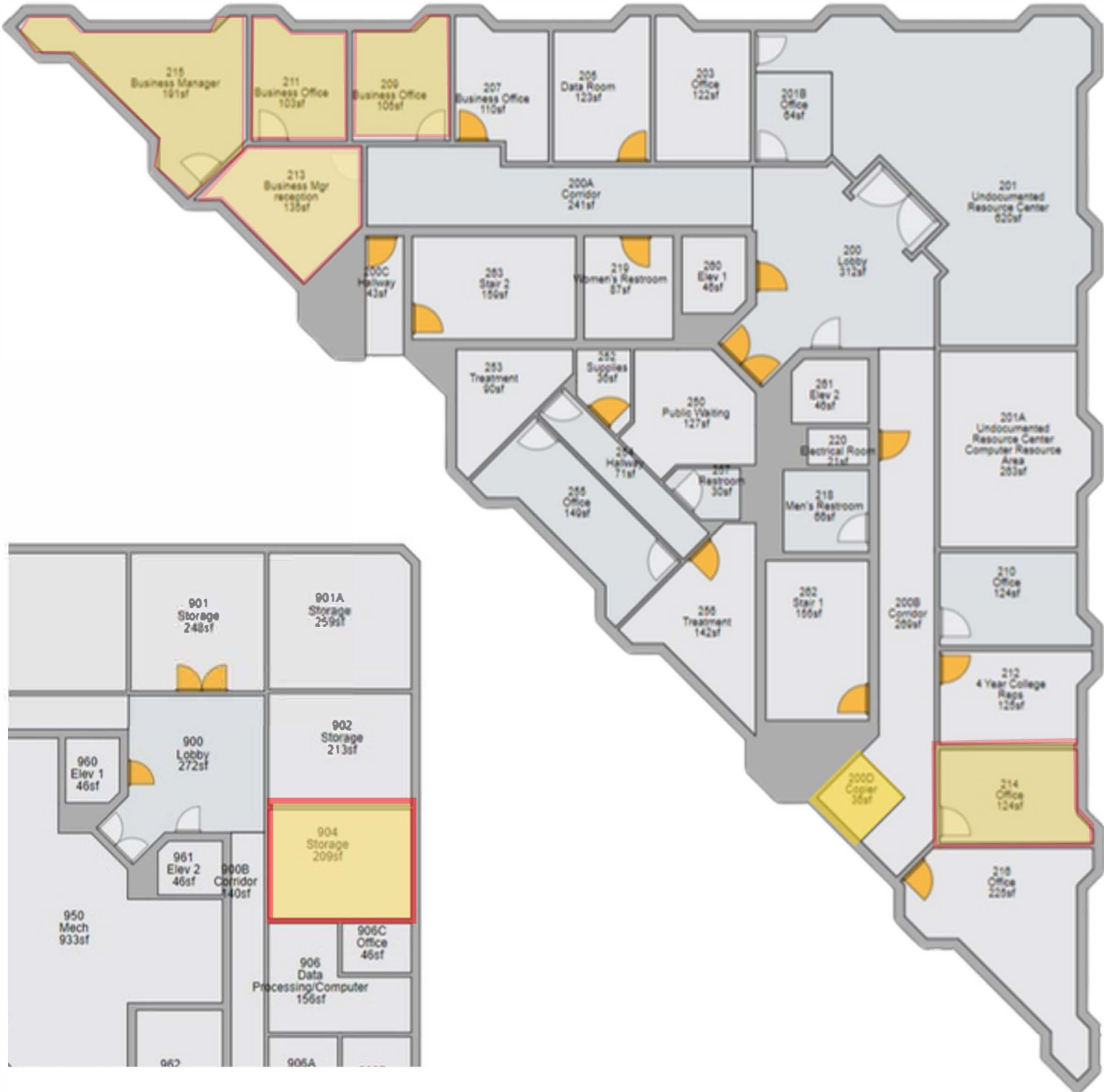
SC - Ground Floor to also include: Web Developer, Research Analyst, Lactation, Prayer, Student Workers, Office Service, Student Life Storage & Clothes Closet



# Business & Admin. Svcs. Offices & Support - EXISTING

## Current Space - 2<sup>nd</sup> Floor & 9<sup>th</sup> Floor

Room #	Faculty	Existing ASF
200-D	Office Service - Copier	36
209	Janice Browne   Facilities Service Specialist	105
211	Kevin Q Tran   Principal Financial Analyst	103
213	Bebe Phothyrah   Staff Assistant	135
215	TBD   Business Director	191
214	Kinetta Barnett   Facilities Project Coordinator	124
904	BAS Storage	209
<b>TOTAL</b>		<b>903</b>



# Business & Admin. Svcs. Offices & Support - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Private Office	1	191	200	9
Shared Offices	4	467	600	133
Office Service	-	245	265	20
<b>TOTALS:</b>		<b>903</b>	<b>1,065</b>	<b>162</b>

**1,065 ASF**

### PROS:

- Repurposes old Admissions & Records spaces with portion of space repurposed into a staff break room

### CONS:

- Requires room to be split out for BAS Office & Staff Lounge/Breakroom

## Proposed New Location

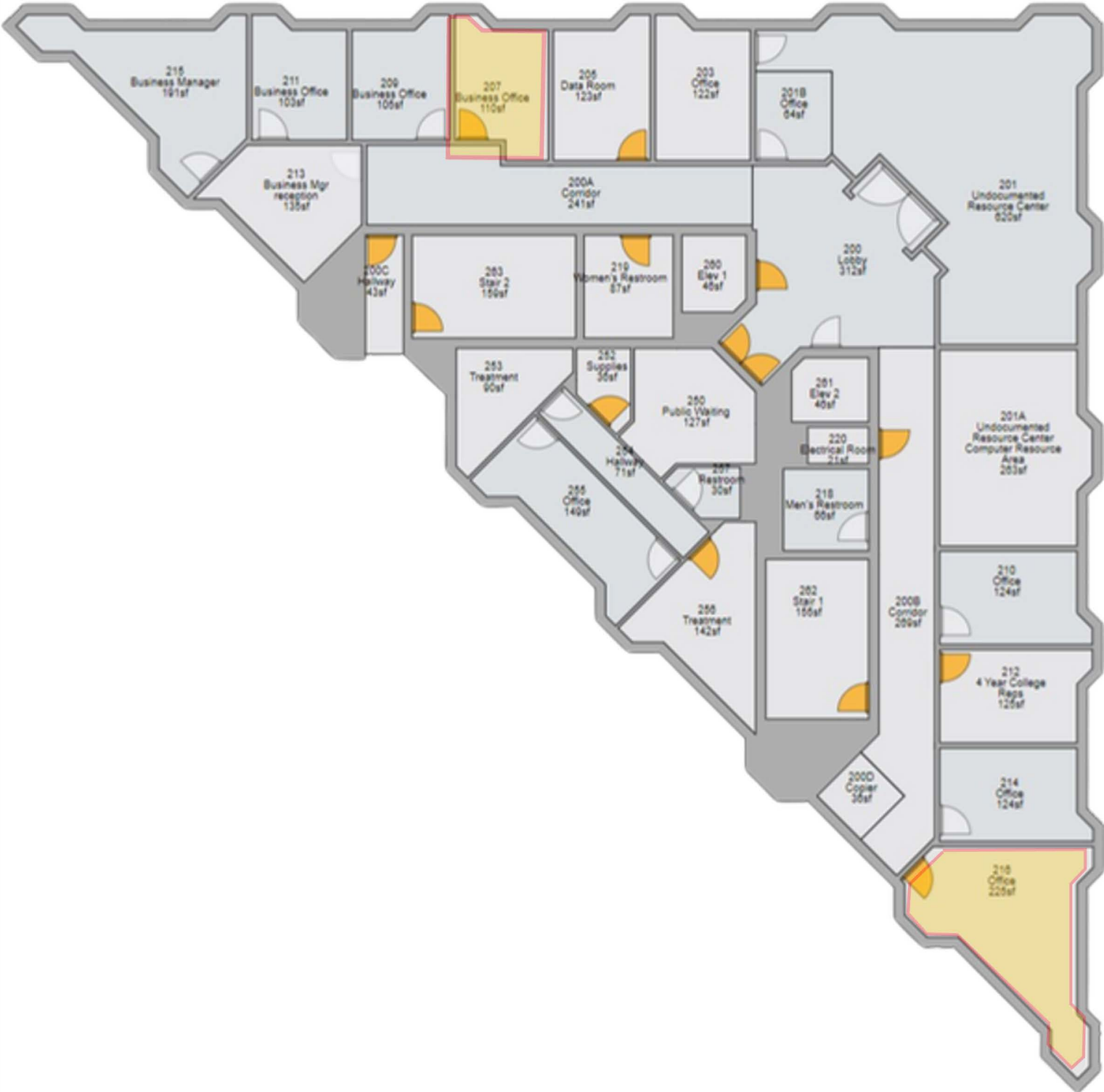
Building A - 1st Floor (RM #109 & #109A)



# Business & Admin. Services (Fiscal) - EXISTING

## Current Space - 2<sup>nd</sup> Floor

Room #	Faculty	Existing ASF
207	Diana Davaasuren   Staff Service Specialists	110
216	Pak Ho   Staff Services Specialist/Fiscal	225
<b>TOTAL</b>		<b>335</b>



# Business & Admin. Services (Fiscal) - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Private Office	2	335	100	-235
<b>TOTALS:</b>		<b>335</b>	<b>100</b>	<b>-235</b>

**100 ASF**

### PROS:

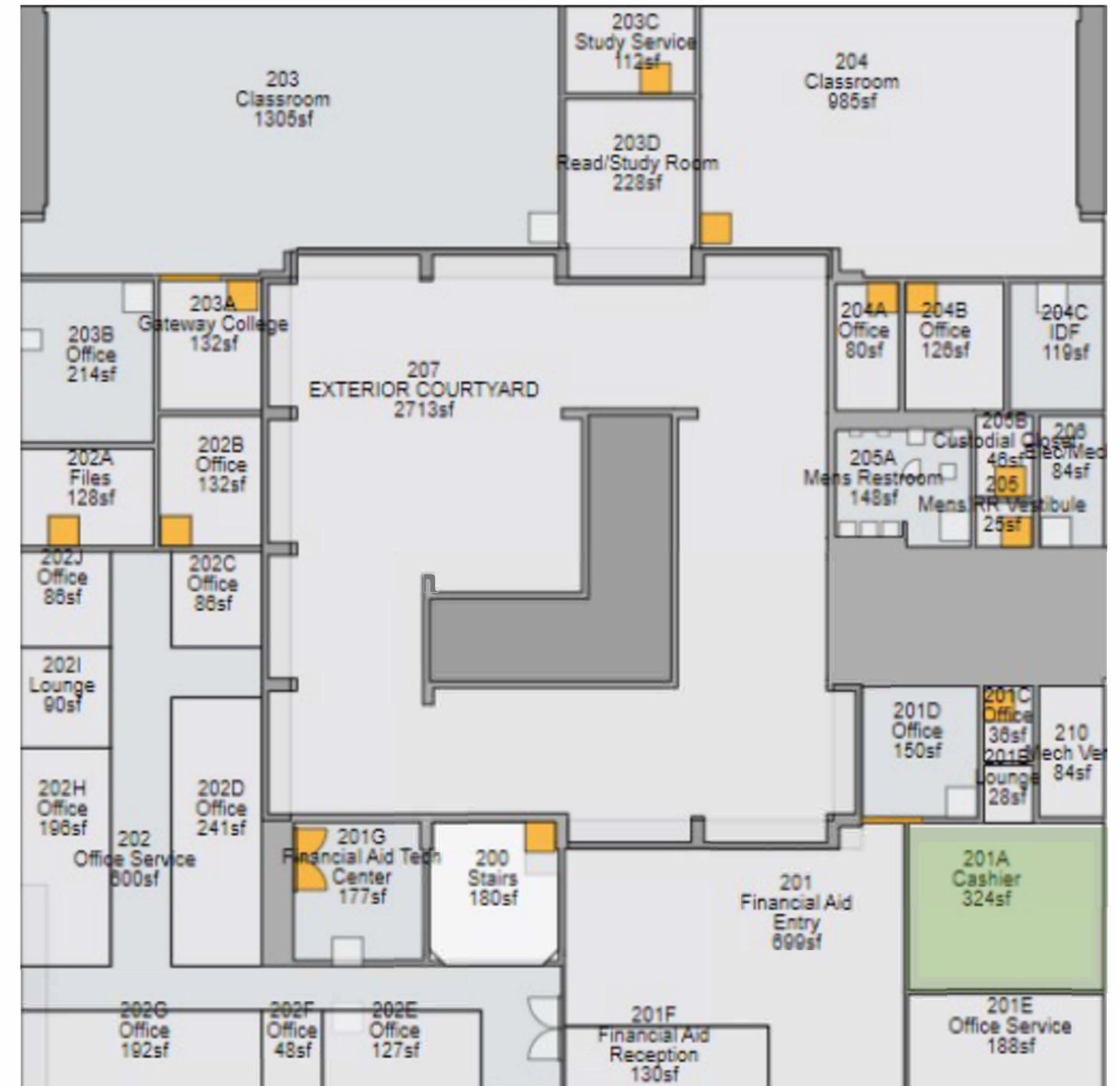
- Adjacent to Bursar's Office

### CONS:

- Disjointed adjacency from other BAS staff

## Proposed New Location

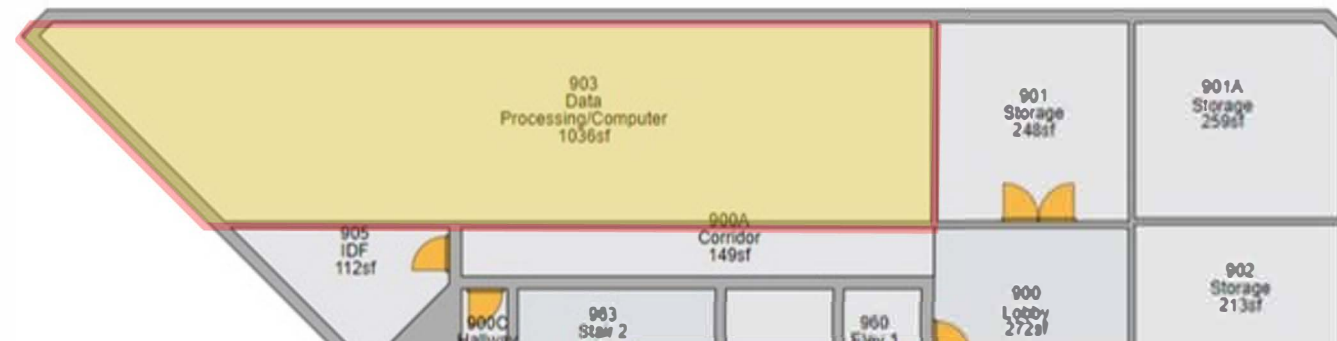
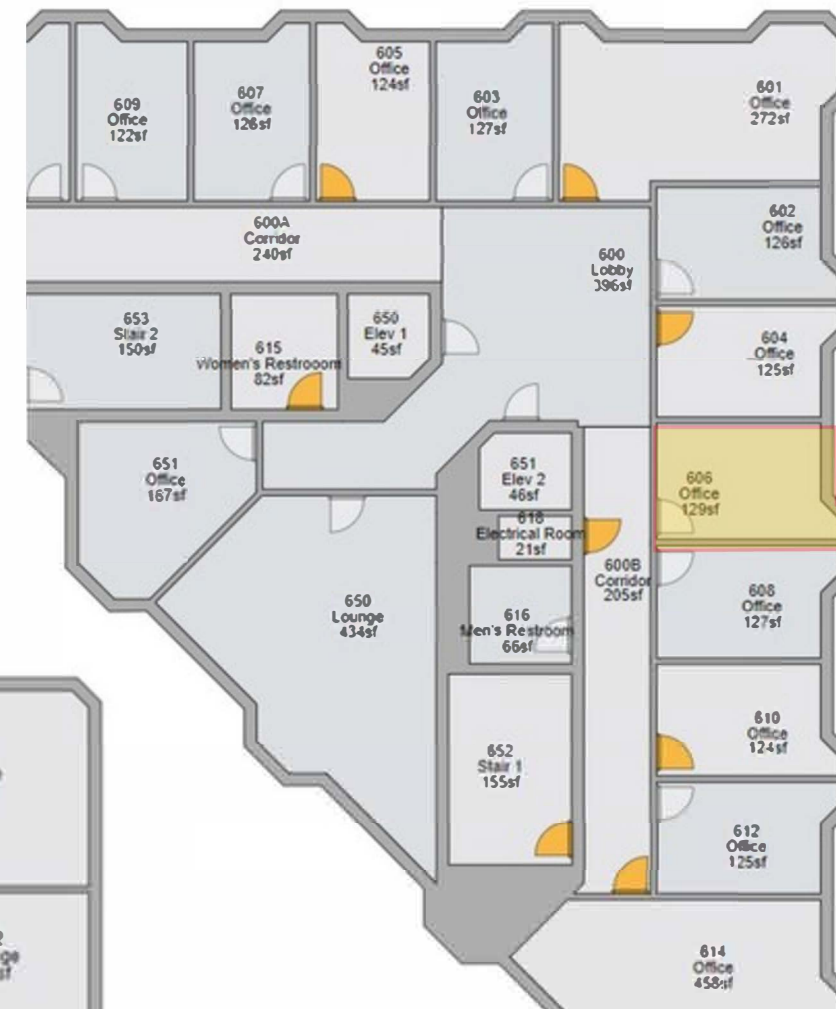
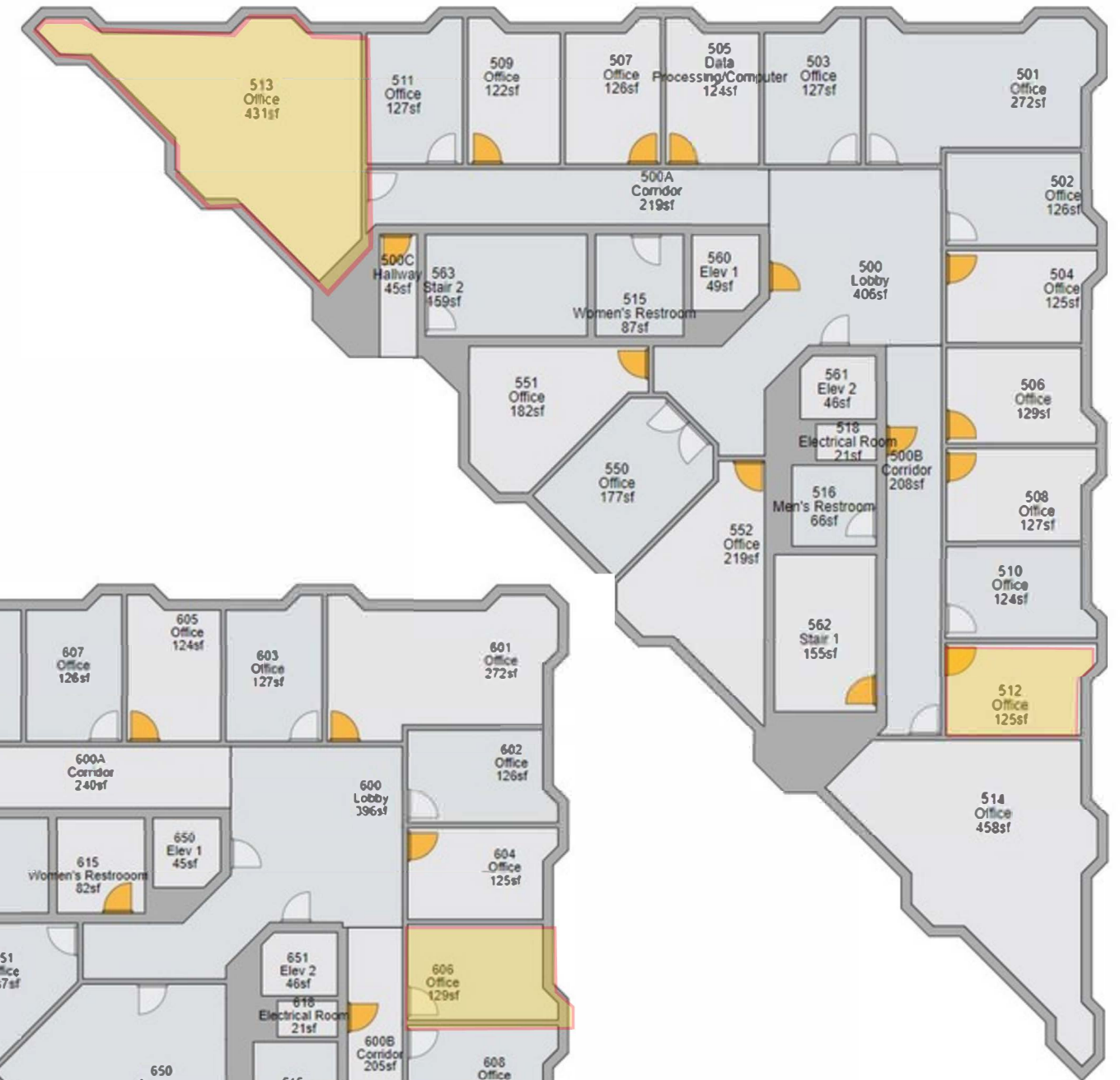
Building A - within #201A suite (2 cubicles)



# IT Offices & Support - EXISTING

## Current Space - 5<sup>th</sup>, 6<sup>th</sup> & 9<sup>th</sup> Floors

Room #	Faculty	Existing ASF
512	Vu Phan   IT Network Support Services Specialist	125
513	Will Jones   IT Network Support Services Specialist	431
606	Roxanna Post   IT Support Specialist	129
903	IT Storage	1,036
	<b>TOTAL</b>	<b>1,721</b>



# IT Offices & Support - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Shared Office	3	685	645	-40
IT Storage	-	1,036	695	-341
<b>TOTALS:</b>		<b>1,721</b>	<b>1,340</b>	<b>-381</b>

**1,340 ASF**

### PROS

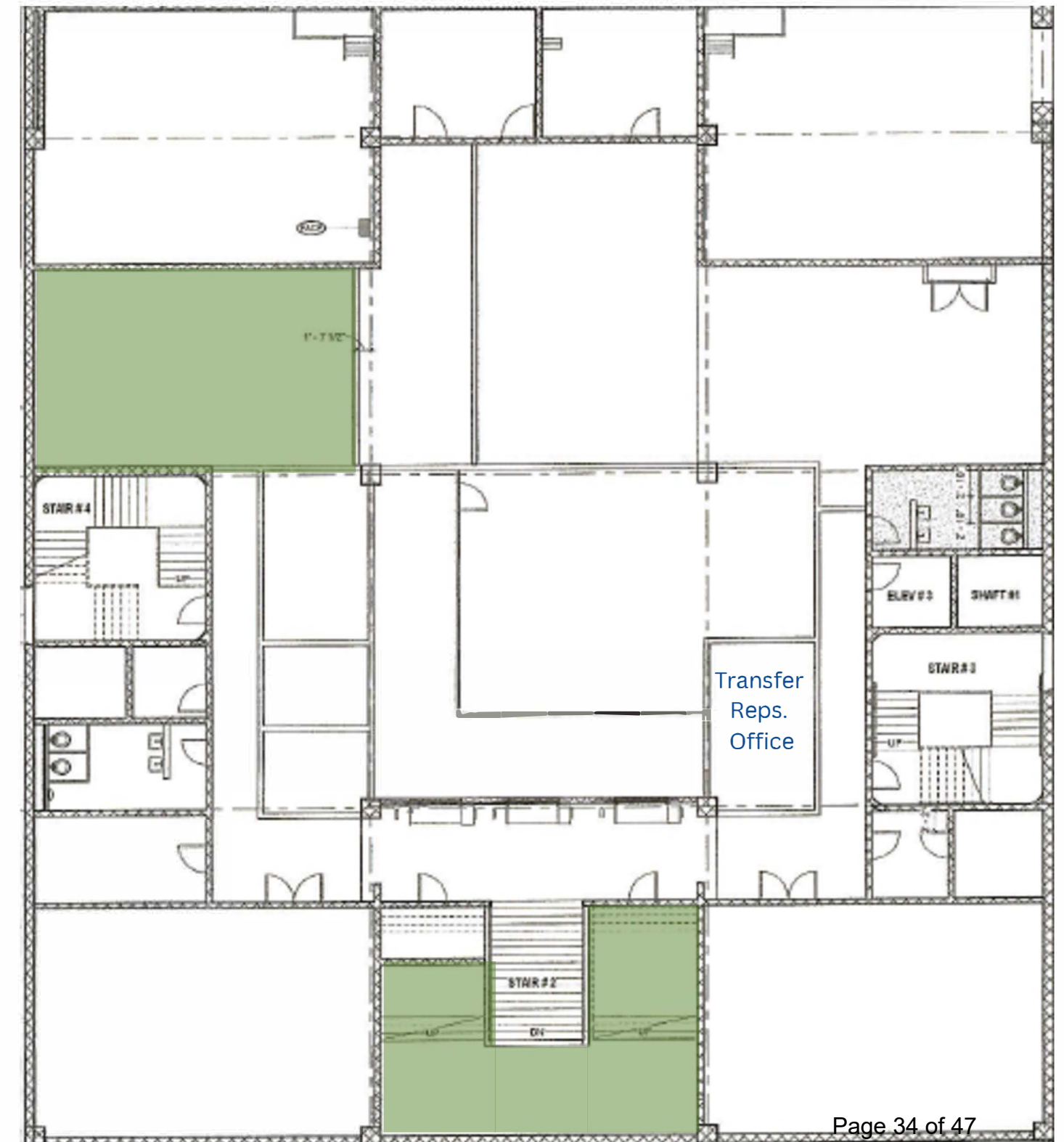
- Repurposes under-utilized Media space

### CONS:

- Reduces space dedicated to Library support functions

## Proposed New Location

Library - Rm. #111 & #102



# CTE Managers & Staff - EXISTING

## Current Space - 7<sup>th</sup> Floor

Room #	Faculty	Existing ASF
709	Crystal (Bolotuya) Baasanjav   CTE Staff Assistant	127
711	Fang (Alisa) Huang   CTE Senior Staff Specialist	124
713	Alejandria Tomas   Dean of CTE	203
	<b>TOTAL</b>	<b>454</b>



# CTE Managers & Staff - PROPOSED

## Adjusted Space Need

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Private Offices	1	203	112	-103
Shared Office (1 qty.)	2	251	378	127
<b>TOTALS:</b>		<b>454</b>	<b>490</b>	<b>24</b>

**490 ASF**

### PROS:

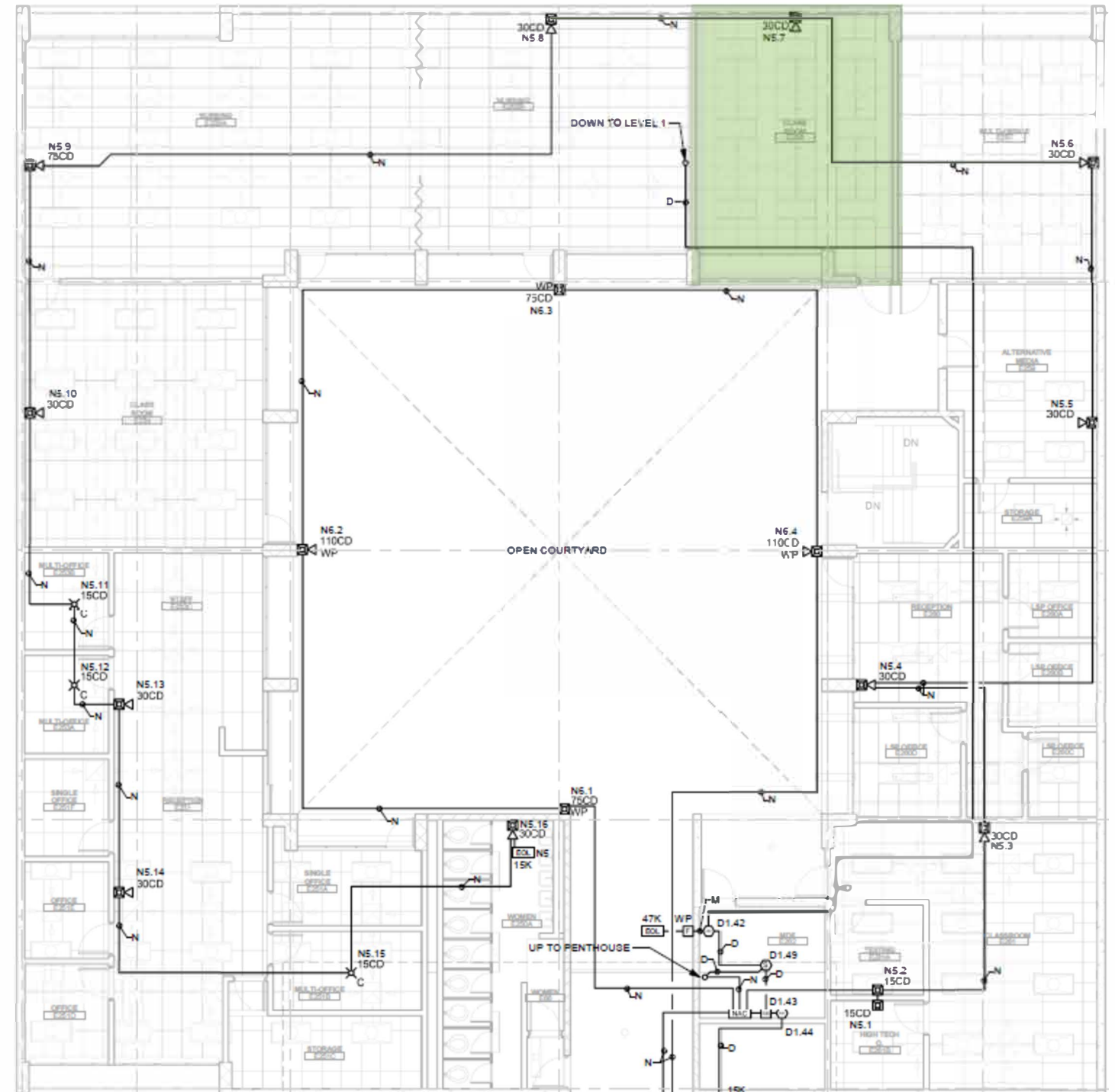
- Vacant space (previously occupied by OUSD)
- Close proximity to Employment Center (Rm#257)
- Previously, temporarily re-located to this section of Building E

### CONS:

- None

## Proposed New Location

Building E - Rms. #256



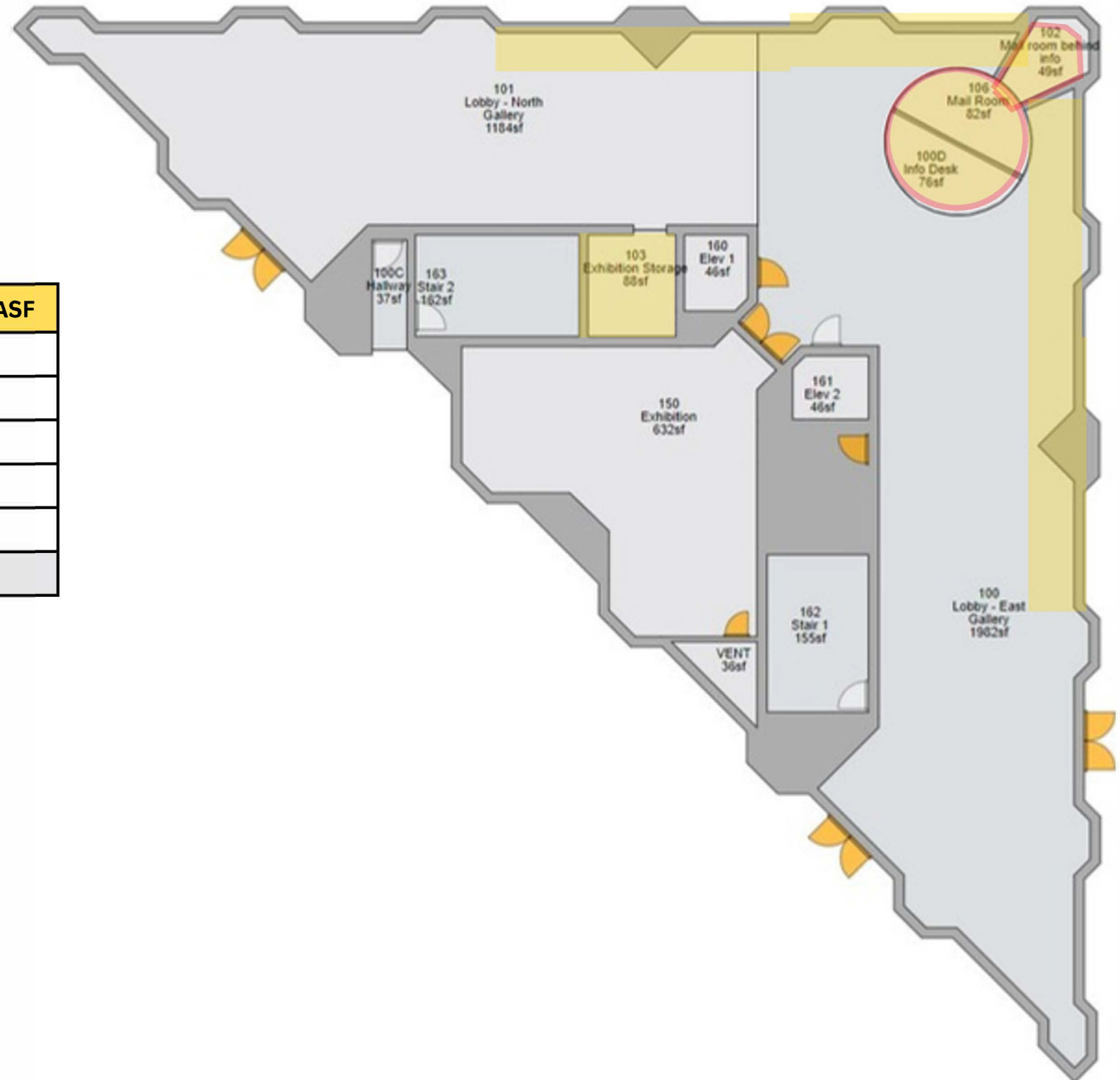


# Section IV: Other

# Campus Mailroom - EXISTING

## Current Space - 1<sup>st</sup> Floor

Room #	Faculty	Existing ASF
100-D	Admin Info Desk	76
100	Lobby (along walls of North & East Lobbies)	1,982
102	Office Service (Desk area in mailroom)	49
103	Old Telephone Room / Mailroom Storage	88
106	Office Service (Postage machine area in mailroom)	82
	TOTAL	2,277



# Campus Mailroom - PROPOSED

## Proposed Space

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Private Office	-	125	0	-125
Office Service + Window	-	170	109	-61
Mailboxes + Lounge	-	1,982	1022	-960
<b>TOTAL:</b>		<b>2,277</b>	<b>1,131</b>	<b>-1,146</b>

**1,131 ASF**

### PROS:

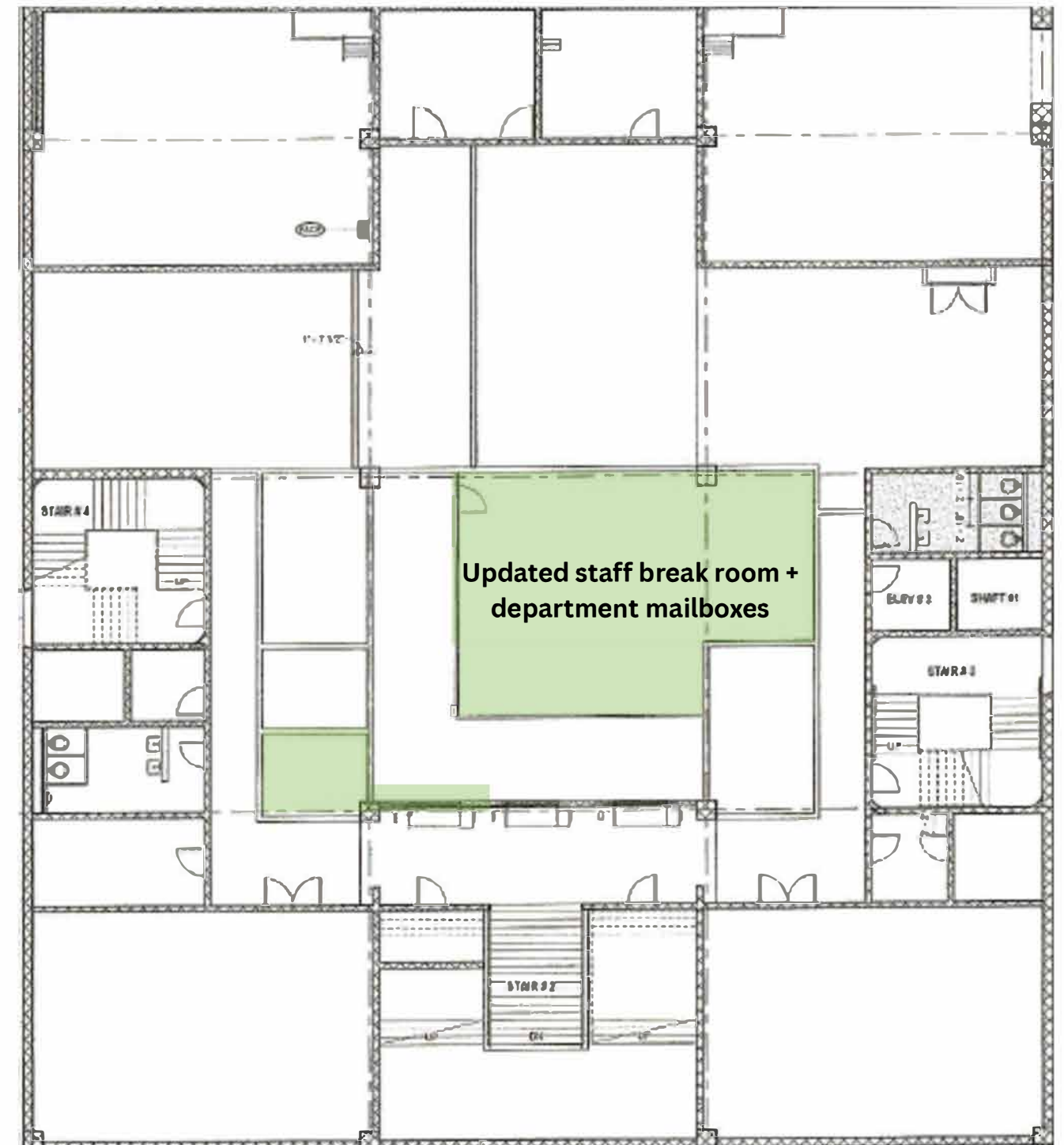
- Repurposes under-utilized space
- Current area ideal for mailboxes/mailroom functions
- Clean-up and build out RM#110C (library staff break room)

### CONS:

- Area shared with lounge/breakroom & IMC

## Proposed New Location

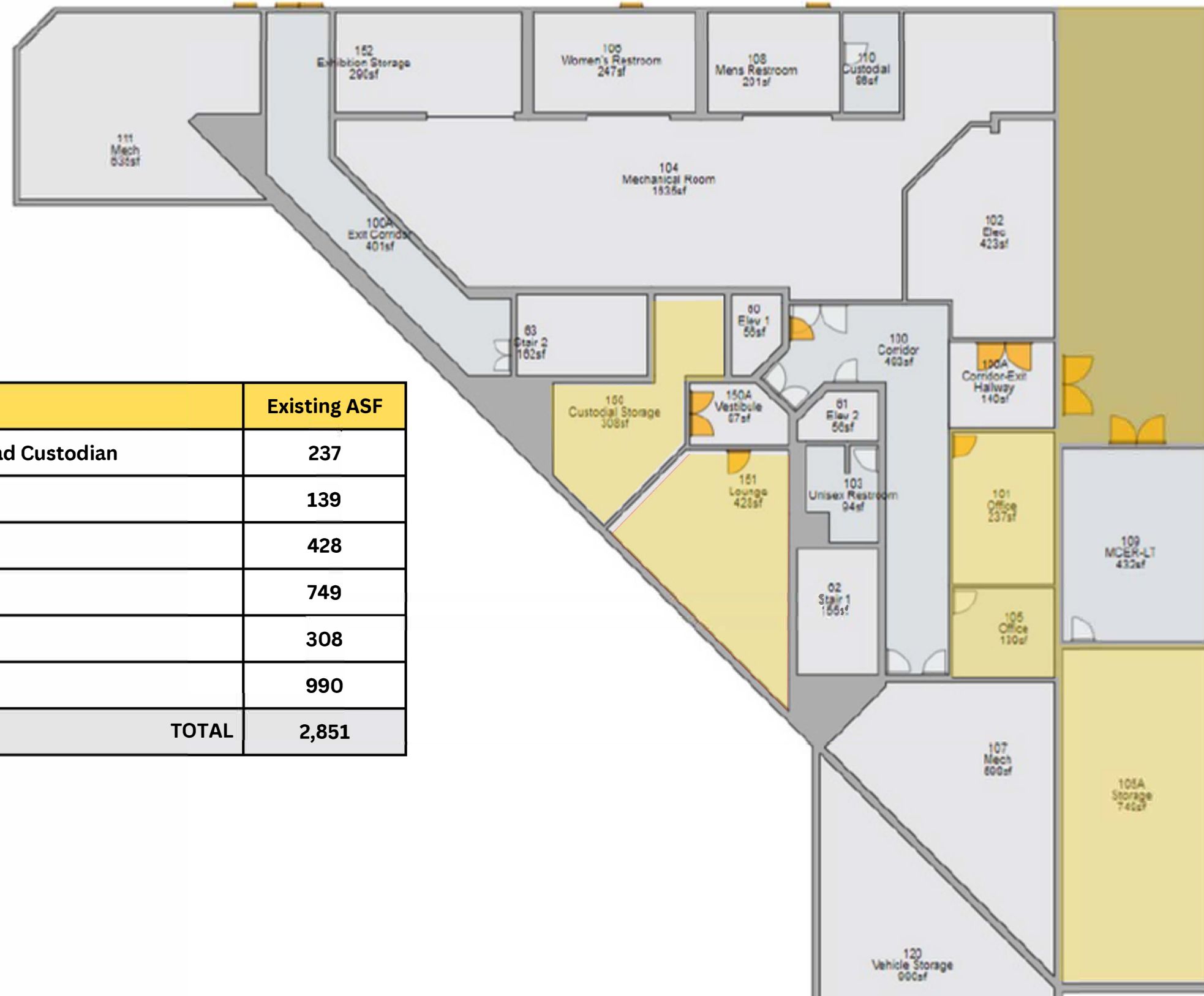
Library - RM #110C, #110B + window



# Custodial Offices & Support - EXISTING

## Current Space - Basement

Room #	Faculty	Existing ASF
B-101	Tyrone Hall   Head Custodian & Margaret Gonzales   Lead Custodian	237
B-105	Ramon Ramos, Warehouse Supervisor	139
B-151	Custodian Break Room / Lounge	428
B-105 A	M&O Storage	749
B-150	M&O Storage	308
B-120	Vehicle Storage	990
	<b>TOTAL</b>	<b>2,851</b>



# Custodial Offices & Support - PROPOSED

## Adjusted Space Needs

Room Type	Stations	Existing ASF	Proposed ASF	ASF Change
Private Office	1	119	120	1
Share Office	2	257	240	-17
Lounge	9	428	440	12
M&O Storage	-	1,057	1,200	143
Vehicle Storage	-	990	0	-990
<b>TOTALS:</b>		<b>2,851</b>	<b>2,000</b>	<b>-851</b>

**2,000 ASF**

### PROS:

- Adjacent to shipping/receiving with delivery truck access

### CONS:

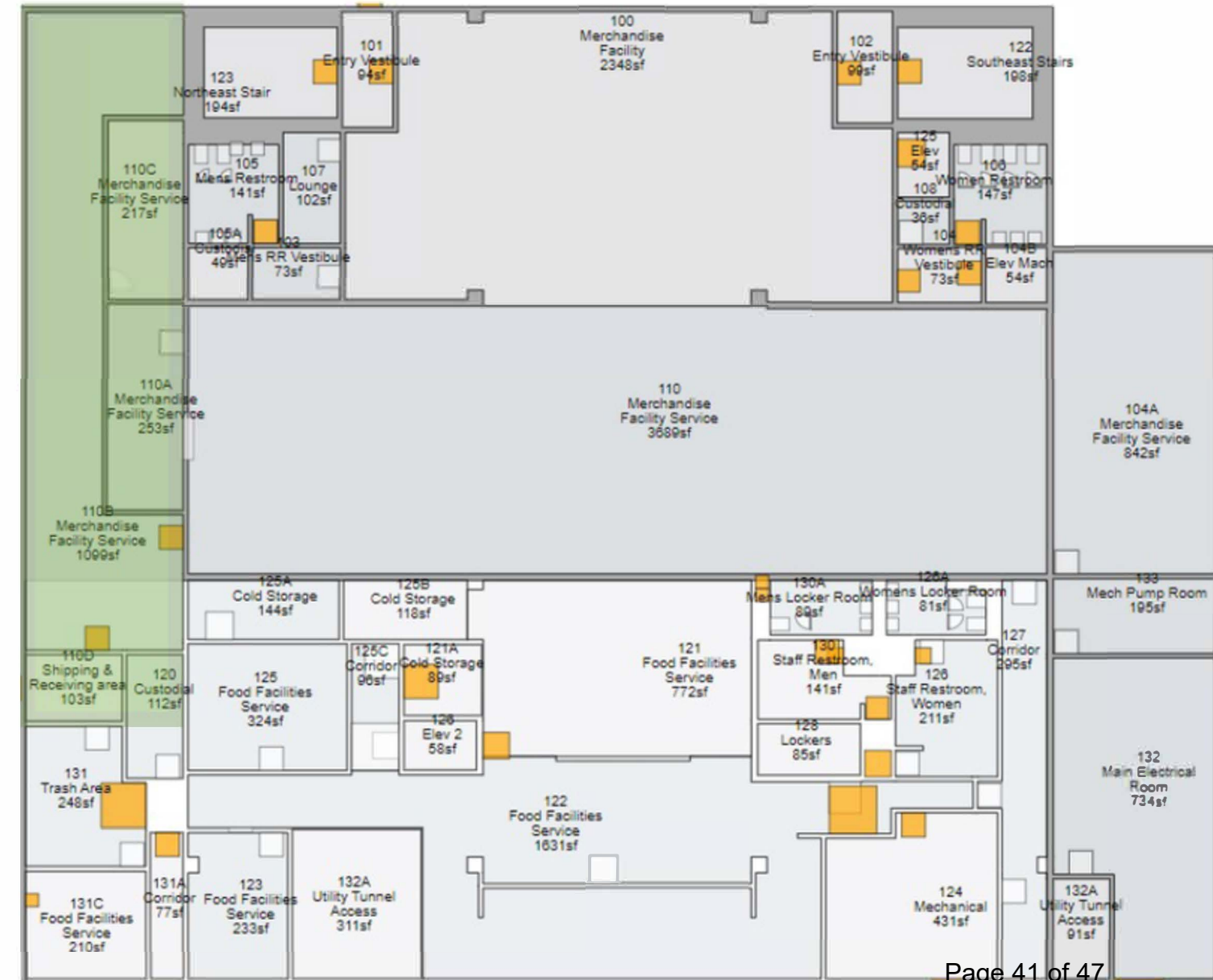
- Vehicle storage TBD

## Proposed New Location

Student Center - Rms. #110A-D

&

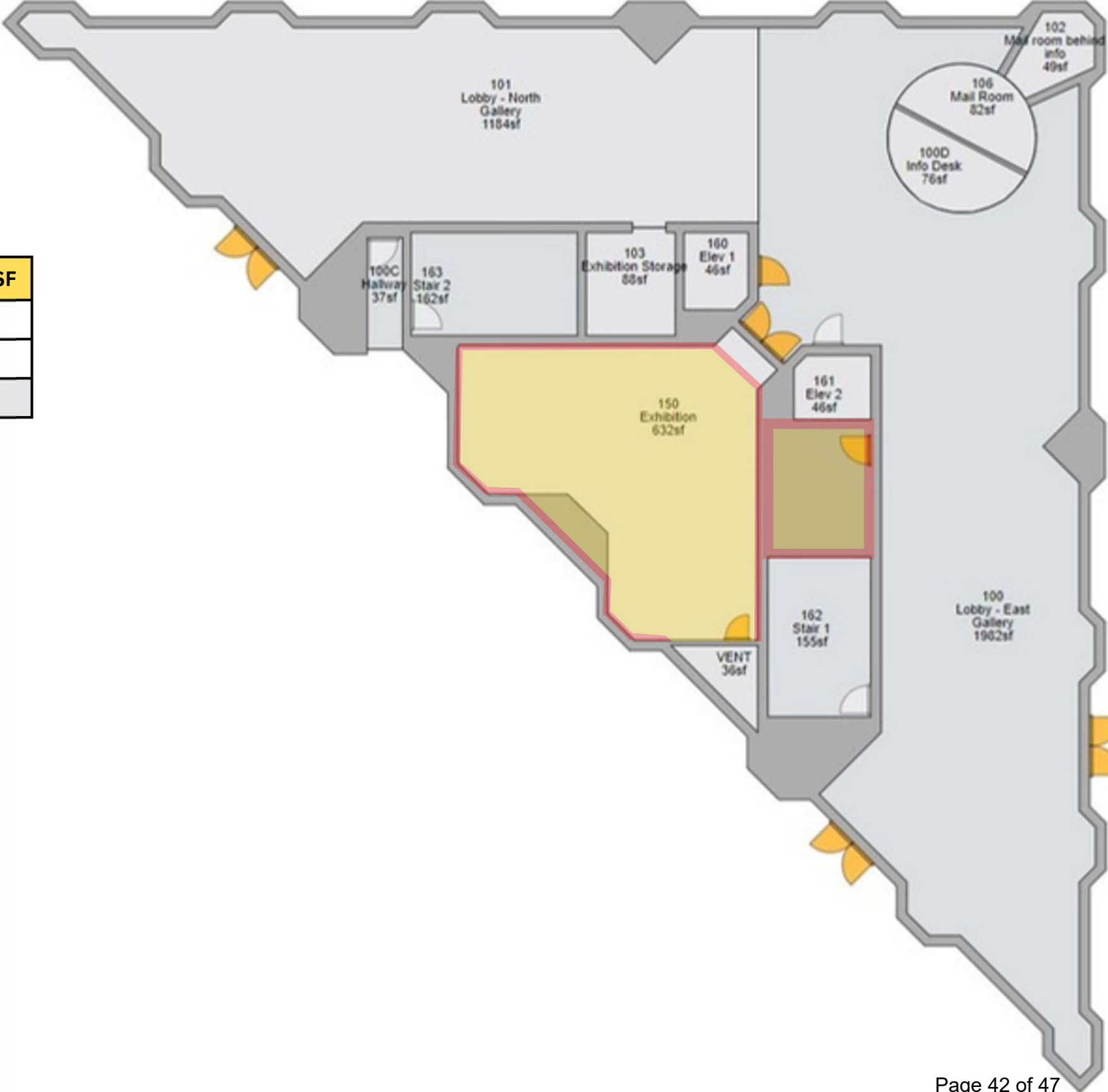
Bldg. AA (approx. 400sf of Storage Space)



# Art Gallery - EXISTING

## Current Space - 1<sup>st</sup> Floor

Room #	Faculty	Existing ASF
150	Exhibition (Art Gallery)	632
152	Exhibition Service (Art Gallery Storage)	290
TOTAL		922







# Phasing & Anticipated Schedule

# Administrative Preparation & Move Tasks (Phase I - Spring 2026)

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Discuss plan with governance committees</li> <li>• Develop detailed scope of work &amp; cost estimates</li> <li>• Prepare locations &amp; submit key requests</li> <li>• Faculty packing (all faculty who leave for summer to be packed by 5/22/2026)</li> </ul> | <ul style="list-style-type: none"> <li>• Deliver boxes and box labels to SC, Puente, Umoja, APASS and Tower occupants</li> <li>• Coordinate A&amp;R move to Welcome Center</li> <li>• Work with architect to develop layout &amp; furniture plans for Student Center renovations</li> </ul> |
|---|---|

## Phase I - Spring 2026 (March 2026 - May 2026)

<b>Information Technology</b>	Library - 1st Floor - Rooms #111 & #102
<b>Mailroom</b>	Library - 1st Floor - Rooms #110C, #110B + window

\*Plus, additional clean-up & room preparation on Library - 1<sup>st</sup> Floor

## Administrative Preparation & Move Tasks (Summer 2026)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Update schedule &amp; timeline (as needed)</li> <li>• Continue to refine plans &amp; coordination efforts</li> <li>• Continue to prepare locations &amp; submit key requests</li> </ul> | <ul style="list-style-type: none"> <li>• Coordinate Katrina, Atiya &amp; Evelyn temporary moves to Tower</li> <li>• Coordinate summer storage moves (Puente, Umoja, APASS, Student Center &amp; Art Gallery)</li> </ul> |
|--|---|

### Phase II: Summer 2026 (end of May)

<b>Fiscal Services</b>	Building A - 2nd Floor - within #201A suite (2 cubicles)
------------------------	--

**ADDITIONAL MOVES:** -Katrina, Atiya & Evelyn to temporary offices in Tower (T-414, T-416 & T-811, respectfully)  
 -Art Gallery supplies packed, labeled and moved to storage (gallery set-up TBD as exhibition requires)

### Phase III: Summer 2026 (June)

<b>Counseling</b>	Library - 3rd Floor (NOTE: Transfer Reps. moving to L-108 & Athletic Counselor moving to Fieldhouse)
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**\*Week of June 8th:** PT Counselors, Alma & reception desk moves to Library-3<sup>rd</sup> floor  
**\*\*Week of June 15th:** Start to move counseling offices to Library-3<sup>rd</sup> Floor

## Phase IV: Summer 2026 (as soon as spaces complete)

<b>Business &amp; Admin. Services</b>	Building A - 1st Floor - Rooms #109 & #109A
<b>President's Office</b>	Eagle Village #5
<b>VP Instruction Office</b>	Eagle Village #3 & Building A - 1st Floor for Storage
<b>CTE Managers &amp; Staff</b>	Building E - 2nd Floor - Rooms #256
<b>Lang., Arts &amp; Hum. + Busi., Econ &amp; CIS Faculty</b>	Building G - 2nd Floor - Rooms #271 & #272 (NOTE: 2-Part-timers moving to E-202C)
<b>Social Sciences</b>	Eagle Village #4 (NOTE: Dean & Dean Assistant moving to EV#5)
<b>Part-Time Faculty</b>	Eagle Village #8
<b>Math &amp; Engineering</b>	Math Faculty: Building G - 2nd Floor - Rooms #202A, #208 & #212   Engineering Faculty: Building B - 2nd Floor - Room #258
<b>Graphic Arts</b>	Building A - 1st Floor - within Room #153 (back right corner against window & wall)

## Phase V: End of Summary (when Student Center renovations complete)

<b>Undocumented Center</b>	Student Center - 4th Floor - Room #403
<b>Custodial</b>	Student Center - 1st Floor - Rooms 110A-D & Bldg. AA for Storage
<b>Mental Health</b>	Student Center - 4th Floor - Rooms #402, #412, #414A #414B & #417
<b>VP Student Services Office</b>	Student Center - 1st Floor - Rooms/Layout TBD w Architect

**ADDITIONAL MOVES:** -Katrina, Atiya, Evelyn, Clifton & Chanda to move to permanent offices in SC

-Umoja, Puente & APASS to move into SC

-Other SC office/room changes