

2.2 SPACE NEEDS SUMMARY  
 COMMUNITY AND STUDENT SERVICES CENTER  
 CHABOT STUDENT ACCESS CENTER

PROGRAM SUMMARY 2

\*Station Type Key:  
 PO=Private Office  
 WS\*: Workstation (Private)  
 WS: Workstation (Semi Private)  
 OS: Open Space

PROGRAM ELEMENT

Div	Prog. No.	Room No.	Department Name of Space	#Staff		Stations		Area (Station)		Total ASF	NOTES
				Current	Projected	No.	Type*	ASF	Total/Space ASF		
<b>1 INFORMATION COMMONS</b>											
			Welcome Counter			5	OS	60	300		Reception / info triage services / 5 student assis.
			Self-service computer kiosks			20	OS	50	1,000		Open areas, highly visible
			Switchboard	1	1	1	WS	80	80		
<b>2 OUTREACH</b>											
			Comm Outreach Liaison	1	1	1	WS*	110	110		
			Outreach Asst	0	1	1	WS	80	80		
			Student Ambassadors			3	OS	48	144		Staff the welcome center?
<b>3 ADMISSIONS AND RECORDS</b>											
			Director	1	1	1	PO	140	140		
			Administrative Assist	0	1	1	WS	80	80		Close proximity to Director's PO
			A&R II (Registration)	5	6	6	WS	80	480		FT registration assistants in addition to workstation duties
			A&R III	1	1	1	WS	80	80		Liaison with faculty; attend data maint., day lead
			St Records Evaluator	2	2	2	WS	80	160		Close to Director
			Registration Counter	6	7	4	OS	60	240		Staffed by hourly and FT
			Student Assistants/Hourlies	6	8	6	OS	48	288		Clerical support for ft staff
			Veterans Specialist	1	1	1	WS*	110	110		Adj to A&R, Works with Financial Aid & Counseling
			Special Admissions & Int'l	1	1	1	WS*	110	110		Adjacent to the Director
			Special Admissions & Int'l/Asst	0	0.5	1	OS	60	60		Adjacent to the Director
			Storage Room			1	PO	400	400		Shared Workrooms with designated secure storage with fire protection
			Cashier position	0	1	1	WS	80	80		Secure room needed for cashiering duties
			Photo ID	1	1	2	WS	100	200		Lines need to be accounted for

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<b>4 FINANCIAL AID</b>												
			Director	1	1	1	PO	140	140			
			Administrative Assistant	0	1	1	WS	80	80			
			Financial Aid Systems Coord	1	1	1	WS*	120	120			Computer intensive
			Student Services Specialist 3	0	1	1	WS*	110	110			FA acct'g/reconciliation, advisemnt spec. to repaymts/acct'g probs
			Student Services Specialist 2	5	7	7	WS*	110	770			St. advisement, determine elig. specialty/2 student chairs
			Student Services Specialist 1	3	2	2	WS*	110	220			St. advisement, determine elig. clerical functions, 2 student chairs
			Student Assistants/Hourlies			6	OS	48	288			floating stations
			Counter			2	OS	60	120			
			Storage			1	PO	200	200			Within Workroom
			Work Room			1	PO	200	200			Shared Workrooms with designated storage
										2,248		

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<b>5 FOUNDATION/MARKETING/COMMUNITY/ED</b>												
		Dean, Comm. Affairs & Planning	0	1	1	PO	140	140				
		Admin. Assistant	0	1	1	WS	80	80				
		<b>Foundation Director</b>	1	1	1	PO	120	120				
		Assistant Director	0	1	1	WS*	100	100				
		Admin Assistant	0	1	1	WS	80	80				
		<b>Marketing Director</b>	1	1	1	PO	120	120				
		Marketing Staff	0	1	1	WS	80	80				
		Admin. Asst.	0	1	1	WS	80	80				
		<b>Community Ed Director</b>	1	1	1	PO	120	120				
		Asst Comm Ed Director	0	1	1	WS*	100	100				
		Comm Ed Asst	1	1	1	WS	80	80				
		Admin. Asst.	1	1	1	WS	80	80				
		P/T Staff Asst	2	4	4	OS	48	192				
		<b>Contract Ed Director</b>	0	1	1	PO	100	100				
		Contract Ed Asst	0	1	1	WS	80	80				
<b>9 VICE PRESIDENT OF STUDENT SERVICES</b>												
		Vice President	1	1	1	PO	180	180				with conference table
		Exec Assistant	1	1	1	PO	100	100				?add waiting?
										280		

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<b>6 FLEXIBLE COMPUTER LAB / CAREER-TRANS-EMPL/ PLACEMENT</b>												
			Flexible Computer Lab			30	OS	30	900			30 computer stations: subdivided into 20 station area + 10 open
			Stu Srv Tech Specialist	1	1	1	WS*	110	110			Will be located in or adjacent to the flexible computer lab space
			Student Assistants	3	5	3	OS	48	144			Assists students/staff with online access
			Career/Transfer/Employment			30	OS	40	1,200			30 seats - tables and computers
			Interview Rooms			3	WS*	100	300			Univ Reps and employers
			Student Assistants		2	0	-	48	0			Cluster with others in Flexible Computer Lab
			Transfer Specialist	1	1	1	WS	80	80			and Employment Center
			Career/Employment Spec.	0	1	1	WS	80	80			
			Coordinator	0	1	1	WS*	110	110			
			Articulation Specialist	1	1	1	WS*	110	110			
			Counselor Assistant I	0.5	1	1	WS	80	80			
			Storage			1	PO	110	110			
			Placement Center			40	PO	30	1,200			Paper and computer - 40 stations
			Assessment/Orientation Spec.	1	1	1	WS*	80	80			
			Storage			1	PO	110	110			
<b>7 COUNSELING</b>												
			Counselors-FT Faculty	15	17	17	PO	120	2,040			Including International Counsellor
			Counselors -PT Faculty	0	5	3	PO	120	360			
			Counseling Assistant II	1	1	1	WS*	80	80			
			Dean	1	1	1	PO	140	140			
			Admin. Asst.	1	1	1	WS	80	80			
			Reception Counter	2	2	6	OS	60	360			CA I, SCA I + 4 additional (including C2 QuAC Booths with counter dividers)
			Storage/Work/Mail Room			1	PO	400	400			Shared Workrooms with designated storage
			Student Assistants		4	4	OS	48	192			Could be in work room
									<b>3,652</b>			

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<b>8 SPECIAL PROGRAMS</b>											
			Dean of Special Programs								
			Dean	1		1	PO	140		140	
			Administrative Assistant	1		1	WS	80		80	Adjoining PO to Dean's Office
			Student Assistant	0.5		1	OS	48		48	
			<b>EOPS/CARE/CaIWORKS</b>								
			Counselor/Coordinator	1	1	1	PO	120		120	
			Counselors	2	2	2	PO	120		240	
			Counselor Assistant II	1	1	1	WS*	110		110	
			Counselor Assistant I	1	1	1	WS*	110		110	
			Student Services Assistant	2	2	2	WS*	110		220	
			Adjunct Counselor	1	1	1	PO	120		120	
			Student Assistant(Peer advisor)	6	6	6	OS	48		288	Student assistants
			Study Space			15	OS	30		450	SHARED Lounge/study area for students (10-15)
			Storage			1	PO	200		200	Shared Workrooms with designated storage
			<b>International Students/English Language School</b>								
			Coordinator	0	1	1	PO	140		140	Adjacent to International Students Counselor
			Program Assistant	1	1	1	WS*	80		80	Adjacent to International Students Counselor
			ELS Director	1	1	1	PO	140		140	Adjacent to International Students Admissions
			ELS Program Assistant	1	2	2	WS	80		160	Adjacent to International Students Admissions
			The Center			1	OS	800		800	Lounge, study, social activities, Acs privacy btwn stations
			Storage								ADD: dedicated need

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			<b>Learning Communities (Daraja, Puente, Flexible Space)</b>									
			Counselor/Coordinator (Daraja)	1	1	1	PO	120	120			
			Program Assistant	1	1	1	WS	80	80			
			Counselor/Coordinator (Puente)	1	1	1	PO	120	120			
			Program Assistant	1	1	1	WS	80	80			
			Counselor (PACE, flex)	1	1	1	PO	120	120			
			Program Assistant	1	1	1	WS	80	80			
			Counselor/Coordinator (flex)	1	1	1	PO	120	120			
			Program Assistant	1	1	1	WS	80	80			
			Student Assistants			4	OS	48	192			FKCE/Bay/TANF-CDC/CARI
			Study Space			1	OS	1,200	1,200			Shared with Learning Comm., sub-alcoves
			Counselor/Coordinator (flex)	0	1	1	PO	120	120			Upward Bound/Talent Search or other new Grant Programs
			Program Assistant	0	1	1	WS	80	80			
			<b>TRIO/Student Support Services/ASPIRE</b>									
			Counselor/Coordinator	1	1	1	PO	120	120			
			Adjunct Counselor	1	1	1	PO	120	120			
			Program Assistant	1	1	1	WS	80	80			
			Student Assistants	2	2	2	OS	48	96			Shared adjacent to EOPS with possible sub alcoves
			Study Space									
			<b>Experiential Ed (includes service learning)</b>									
			Student Intake			5	OS	60	300			adj to Career Center
			Coordinator	0	1	1	PO	100	100			Computers, tables, files, shelving- up to 5 sf.
			Program Asst	0	2	2	OS	60	120			

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			Current	Projected	No.	Type*					
<b>10 SHARED SPACES</b>											
									11,100	11,100	
		Waiting Areas				1	OS	5,000	5,000		Shared: Fin Aid (peak 25-30), A&R (peak 30-50), Couns. (peak? )
		Meeting Room - large				1	PO	2,000	2,000		120 seats, divide into 2 60s
		Meeting Room - small				1	PO	900	900		seating for 30
		Conference Rooms				2	PO	600	1,200		1 per floor
		Staff Break Rooms				2	PO	600	1,200		1 per floor
		Central Copy Rooms				2	PO	400	800		1 per floor, in addition to unit work rooms
		Staff Toilet Rooms				4		64	256		2 per floor within break rooms

### 11 BUILDING SUPPORT PROGRAM

0 included in the grossing factor below											
		Circulation									included in the GSF
		Public									
		Suite									
		Egress (stairs, etc)									
		Restrooms									included in the GSF
		Male									
		Female									
		Custodial Closets				2					included in the GSF, 1/ft min.
		Mechanical Rooms									included in the GSF
		Electrical Closets									included in the GSF
		Telecomm Closets				2					included in the GSF
		AV Room/Closet									included in the GSF
		Elevator + Machine Rooms									included in the GSF
		Service Areas / Docks									included in the GSF

### SUMMARY

		Total ASF									34,362
		Efficiency Factor									65%
		Total GSF									52,865