Board of Governors of the California Community Colleges

Policy on Utilization and Space Standards

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INTRODUCTION

California plans its development of public higher education facilities using "utilization and space" standards. These standards are budgetary planning tools that can measure existing and future need for academic spaces such as classrooms, laboratories, library & technology space, and faculty offices. These measurements help determine the amount of physical space to be allocated state funding for capital outlay on a per-student or per faculty member basis in buildings, specific to program need. Our system's current utilization and space standards date back to 1966 and were last updated in 1971, 1973, 1975 and 1991, 2010. Enclosed is a statement of policy by the Board of Governors of the California Community Colleges on the standards currently in use for determination of utilization and space of state funded facilities in our system. The computed existing and projected utilization and space standards listed in this document shall apply unless it is determined by the Chancellor in consultation with the Department of Finance that extraordinary conditions exist. Any change to the standards contained in this policy will be first reviewed and approved by the Department of Finance.

BACKGROUND TO THE 2020 REVISION

With the adoption of the *Vision for Success* and at the direction of the Board of Governors, the Chancellor's Office with the help of the Association of Chief Business Officials' Facilities Task Force has aligned the capital outlay program with statewide efforts to improve student success. These improvements include simplifying the project categories and aligning the project scoring metrics with the student-centered goals identified in the *Vision for Success*.

An important component of aligning the BOG priority-criteria and -funding categories scoring system with the *Vision for Success* also entails updating the Board of Governors Policy on Utilization and Space Standards, which the BOG last adopted in 2010. The proposed new policy increases Office Room Type standards by 25 percent and increases Lecture Room Type standards by 33 percent. These updates to the space standards will provide local community colleges with the flexibility to serve their students with the goal of improving student success and aligning with both the Division of the State Architect and California Fire Marshal safety codes.

2010 REVISION TO TITLE 5 STANDARDS

§ 57020. Standards.

(a) The Board of Governors hereby adopts and incorporates by reference, into this provision of the California Code of Regulations, the California Community Colleges Policy on Utilization and Space Standards as established September 2010.

(b) Revisions made to the Policy on Utilization and Space Standards after September 2010 shall be considered incorporated by reference into this provision when they have been adopted by the Board.
Note: Authority cited: Sections 66700, 70901, 81805 and 81836, Education Code.
Reference: Section 81805, Education Code.

UTILIZATION STANDARDS

The Board of Governors will adopt the following Policy on Utilization and Space Standards at its September 2020 meeting.

Utilization standards refer to the amount of time rooms and "stations" (such as a desk, laboratory bench, or computer terminal) should be used. "Utilization" is the amount of time rooms and stations are actually used. Utilization standards used address utilization on an "hours-per-week" basis.

CURRENT UTILIZATION STANDARDS

There are different standards for utilization of space for the many instructional and administrative activities that take place at a campus. Our standards assume classrooms are available 53 hours a week and that they will be occupied—on average—two-thirds of the time. (That occupancy percentage might actually be achieved, for example, by having full classrooms two-thirds of the time and empty classrooms the remaining time.) Thus, the classroom utilization standard is 35 weekly hours station use. The utilization standards for laboratories are less than the levels of classroom standards.

- **Classroom Use.** (57021) Classrooms and seminar room use shall be not less than 48 hours per 70-hour week for a campus of less than 140,000 weekly student contact hours per week, and not less than 53 hours per 70-hour week for a campus with 140,000, or more, weekly student contact hours.
- **Laboratory Use.** (57022) Laboratory room use shall be not less than 27.5 hours per 70-hour week.
- **Classroom Occupancy.** (57023) Classroom and seminar room station occupancy shall be not less than 66 percent of capacity.
- **Laboratory Occupancy.** (57024) Laboratory room station occupancy shall be not less than 85 percent of capacity.
- Abbreviations. (57031)
  - ASF/STN = Assignable square feet per student station
  - ***Classrooms*:** Hrs./Wk. = Number of hours out of a 70-hour week, 8 a.m. to 10 p.m., a classroom, on the average, should be used.
- **Class Laboratories:**
  - Hrs./Wk. = Number of hours out of a 70-hour week, 8 a.m. to 10 p.m., a class laboratory, on the average, should be used

- STN. Occ. = The percentage of expected student station occupancy when rooms are in use
- STN. Use = The number of hours per week (out of the 70-hour week for classrooms and class laboratories) which a student station, on the average, should be used
- WSCH = Weekly Student Contact Hours-8 a.m. to 10 p.m. WSCH for non-laboratory (lecture) and laboratory hours.

Formula for Deriving the Standards. (57032)

(ASF/STN) ÷ (Hrs./Wk. x STN. Occ.) x 100 = ASF/100 WSCH

Example A. For determining ASF/WSCH in Classrooms and Seminars on an 8 a.m. to 10 p.m. basis:
ASF/STN. = 20
Hrs./Wk. = 53
STN./Occ. = 0.66

20 ÷ (53.0 x .66) x 100 = 57.2 ASF/100 WSCH

Example B. For determining ASF/WSCH in Biological Science Laboratory on an 8 a.m. to 10 p.m. basis:
ASF/STN = 55
Hrs./Wk. = 27.5
STN./Occ. = .85

55 ÷ (27.5 x .85) x 100 = 235 ASF/100 WSCH

SPACE STANDARDS

Space standards are used to determine the amount of space needed in buildings to suit programmatic needs. They are the amount of space measured in assignable square feet ASF allocated on a per student or per faculty member basis in buildings.

REVISED SPACE STANDARDS

There are different standards for space of the many instructional and administrative activities that take place at a campus.

Classroom Space Per Station. (57025)
The computed average space per station in both existing and future classroom, seminar room, and service areas shall be 20 square feet per student station.

Capacity of Future Assignable Space. (57027)
The formula for determining the assignable space for future classrooms and seminar rooms per projected 100 weekly student contact hours is as follows:
Assignable square feet per station ÷ (Room use standard X station occupancy standard) x 100

Capacity of Future Laboratory and Service Areas. (57028)
In determining the computed capacity of future laboratory and service area facilities, the following space allocations by standard classification of subject matter shall be applied on a campus-wide basis:

Assignable square feet per station and per 100 weekly student contact hours, California Community Colleges.

1. Classroom and Seminars
(Including Classroom Service) 8 a.m. to 10 p.m.

Campus Weekly Student Contact Hours (WSCH)	ASF/STN	ASF/100 WSCH
Less than 140,000	20	63.1
140,000 or more	20	57.2

2. Teaching Laboratories
(Including Teaching Laboratory Service) 8 a.m. to 10 p.m.

TAXONOMY	ASF/100 SUBJECT GROUPING	WSCH	ASF per STATION
0100	Agriculture and Natural Resources	492	115
0115	Agricultural & Forestry Power/Machinery	856	200
0200	Architecture and Environmental Design	257	60
0400	Biological Sciences	235	55
0500	Business and Management	128	30
0600	Communications	214	50
0700	Computer and Information Science	171	40
0800	Education	321	75
0936	printing and Lithography	342	80
0937	Tool and Machine	385	90
0945	Mechanical Technology	556	130
0947	Diesel Technology	856	200

TAXONOMY	ASF/100 SUBJECT GROUPING	WSCH	ASF per STATION
0948	Automotive Technology	856	200
0950	Aeronautical and Aviation Technology	749	175
0952	Construction Crafts/Trades Technology	749	175
0954	Chemical Technology	556	130
0956	Industrial Technology	385	90
All other 900s	(Engineering)	321	75
1000	Fine and Applied Arts	257	60
1100	Foreign Language	150	35
1200	Health Services	214	50
1300	Consumer Education/Home Economics	257	60
1400	Law	150	35
1500	Humanities	150	35
1600	Library Science	150	35
1700	Mathematics	150	35
1800	Military Studies	214	50
1900	Physical Sciences	257	60
2000	Psychology	150	35
2100	Public Affairs and Service	214	50
2200	Social Sciences	150	35
3000	Commercial Services	214	50
4900	Interdisciplinary	257	60

Based on following utilization components for space standards computation:

Campus WSCH	Hrs./Wks (A)	Stn. Occ. % (B)	Stn. Use (A x B)
Classrooms and Seminars:	-	-	-
Less than 140,000	48	0.66	31.68
140,000 or more	53	0.66	34.98
Laboratories LD	27.5	0.85	23.375

Office Space. (57029)

All office space (academic offices, administrative and clerical office service rooms, and conference rooms) shall be computed at 175 assignable square feet for each full-time equivalent instructional staff member. Office space for a small Community College district shall be computed at 200 assignable square feet for each full-time equivalent instructional staff member.

Library Space. (57030)

All library space shall be computed by assignable square feet for library functions as specified in the subdivisions of this section. Square feet are “assignable” only if they are usable for the function described. Areas such as the main lobby (excluding card catalogue area), elevators, stairs, walled corridors, rest rooms, and areas accommodating building maintenance services are not deemed usable for any of the described functions.

Stack Space = 0.1 ASF x Number of Bound Volumes
Number of Volumes
Initial Increment = 16,000 volumes
Additional Increments
(a) Under 3,000 Day – Graded Enrollment (DGE) = +8 volumes per Day – Graded Student (DGS)
(b) 3,000-9,000 DGE = +7 volumes per DGS
(c) Above 9,000 DGE = +6 volumes per DGS

Staff Space = (140 ASF x Number of FTE Staff) + 400 ASF
Number of FTE Staff
Initial Increment = 3.0 FTE
Additional Increments
(a) Under 3,000 DGE = +.0020 FTE Staff per DGS
(b) 3,000-9,000 DGE = +.0015 FTE Staff per DGS
(c) Above 9,000 DGE = +.0010 FTE Staff per DGS

Reader Station Space = 27.5 ASF x Number of Reader Stations

Number of Reader Stations
Initial Increment = 50 Stations
Additional Increments
(a) Under 3,000 DGE = +.10 Stations per DGS
(b) 3,000-9,000 DGE= +.09 Stations per DGS
(c) Above 9,000 DGE = +.08 Stations per DGS

Total Space = Initial Increment = 3,795 ASF
Additional Increments
(a) Under 3,000 DGE = +3.83 ASF per DGS
(b) 3,000-9,000 DGE = +3.39 ASF per DGS
(c) Above 9,000 DGE = +2.94 ASF per DGS

For audio-visual and programmed instruction activities associated with library learning resource functions, additional areas sized for individual needs but not exceeding the following totals for the district as a whole.

Total Space = Initial Increment = 3,500 ASF
Additional Increments
(a) Under 3,000 DGE* = 1.50 ASF per DGS
(b) 3,000-9,000 DGE = 0.75 ASF per DGS
(c) Above 9,000 DGE = 0.25 ASF per DGS