

# **Space Allocation Request 102 - Career Development Center - Space Moves**

## **Space Allocation Request Basics**

**Request Name:** Cal Poly Career Development Center - Space Moves

**Contact Name(s):** Jason Garza and Chrissy Holliday

**Contact Email Address(es):** jdg61@humboldt.edu

**Contact Phone:** x 5222

**Division Submitting Request:** Enrollment Management and Student Success

**MBU:** 590/Career Development

**Department Name:** Career Development Center

**Department ID:** D40005

### **Nature of Request:**

Requesting approval to convert NHE 120 into office space for the Career Development Center. Following the split of the Academic and Career Advising Center (ACAC), The Career Development Center (CDC), currently houses two career advisors in Nelson Hall East 116, one employer relations coordinator and one student staff in Nelson Hall East 118, and 1 Career Director (interim)/Advisor and 2 student staff members in the Jolly Giant Commons. The result of this decision has led to students not being able to have direct access to a front-desk or services. It also makes it difficult for Career Development to have a branded identity and centralized location for students to identify when looking for career support. In January, a permanent Director will be hired, and we will need space for both that Director and the existing Advisor role, as well as students, to relocate to NHE. Eventually, we need to release the JGC space back to housing use.

This request is for a temporary allocation of NHE 120 for an undetermined amount of time as we await discussion on permanent spaces. We are seeking to secure this space so that we have a clear and centralized location where students can obtain career development services, at the level expected from a

polytechnic institution. It should also be noted that VP Holliday has discussed this potential change with AS President Singleton, since 120 is currently reservable by student orgs. The plan would call for the shift to allow NHE 113 to be reservable to students during regular business hours, and to return to a 24-hour study space after 5 p.m. This has also been vetted with Conference and Event Services, to determine impact to students, based off reservation patterns, and this plan should limit the negative impact.

- **Community Collaboration & Shared Success:** Many students, staff, and faculty are unaware of the split between Academic and Career Advising departments and the ones who are aware of the split are often unsure of where CDC ends up. This move contributes to knowledge of the department, collaboration, and ultimately the success of our students as it reestablishes a clear access point.
- **Student Experience & Success:** Much like the information shared above, we attribute this move to the goal of experience and success as we (the Career Development Center) can present as a formal and united department with clear access points. As well, by having NHE 120, we are no longer directing students to different/confusing parts of campus that are out of the way. It will also allow the Director to be near the team they oversee, resulting in enhanced proficiency, collaboration, and oversight, that is hindered now by having parts of the team in disparate locations.

**Is this change expected to be temporary?:** Yes, until other building renovations and campus priorities allow us to move permanently into another student-facing space

**Preferred Move-in Date:** January 2025

### **Type of Space Needed**

The space needed is for office space and front-desk use for the Career Development Center. With the addition of 120, the new Director position, as well as 1 advisor and 2 student staff, can move to NHE alongside other staff.

### **Space Allocation Request Details**

#### **Alignment with University Principles**

1. **How does this request support Cal Poly Humboldt's Strategic Plan?**

- 1: Community Collaboration & Shared Success,
- 2: Future Proofing Cal Poly Humboldt,
- 3: Student Experience & Success

**2. How does this request support each of the goals selected above?**

1. This supports Community Collaboration & Shared Success, through regular career programming including but not limited to Part-Time Job Fair, Graduate School Fair, Engineering Fair, and the Career Expo and Volunteer Fair. As well, Career Advisors regularly host Career Success Workshops and Skillshops. The location of these offices open up opportunities for partnerships and collaborations which have already begun. An example of an existing partnership is with the Project Rebound. Future partnerships could be with Umoja, El Centro and ADPIMENA as well as Student Life.
2. Future Proofing Cal Poly Humboldt, by providing enhanced access to career development services, with anticipated positive impact on both recruitment and retention. Cal Poly Humboldt is in the midst of expanding its Career Development efforts to better align with the expectations of a polytechnic university. Students and families grow ever-more interested in career outcomes as part of the college decision-making process, and our career supports should be integral to our outreach and recruitment efforts. Creating a location that allows us to provide one-stop career services for students, as well as one that allows them to begin associating a specific physical space with that assistance, is an important first step on this path. Poly funds are supporting a new Career Director position, and that person will be charged with building out additional strategic programming - an impossible task without a centralized career space, with co-located staff. This strategic opportunity supports our long-term enrollment goals through both new student enrollment and retention, as students see the strong connection between their enrollment and their ultimate career.
3. Student Experience & Success by ensuring that students have a clear and identifiable location for career development support. It will include a front desk space where students may be able to drop-in to schedule appointments or ask about upcoming events. While this move is temporary as

the CDC awaits discussion on permanent space, this is a step toward ensuring students know the resource exists.

Additionally, a centralized and accessible location on campus can enhance student retention and graduation rates. As our department expands its programming, research by Clayton et al. (2019) highlights the positive impact of career development initiatives. Specifically, freshman students who participated in these programs from 2011 to 2014 experienced a 1-year retention rate that was 8.8% higher and a 4-year graduation rate that was 15% higher compared to those who did not engage in career development activities.

Ref: <https://journals-sagepub-com.ezproxy.humboldt.edu/doi/epub/10.1177/0894845318763972>

**3. How does this request support, sustain, or enhance current initiatives with proven patterns of success?**

This space request comes as a result of the inefficient placement of the Career Development Center, following the split between CDC and Academic Advising. By ensuring that all team members of CDC are centrally located (and clustered), it will boost team morale and collaboration, enables the team ease of preparation for large events, and provides students with a clear explanation of how to access these services. At present, to access our services, students must email or call.

## **Funding**

**1. Has funding been identified?**

Yes, any cost associated with moving will be supported through EMSS funding

**2. If funding has been identified, do you have an estimated cost?**

Phone and Ethernet Jacks - After speaking with TNS, it has been confirmed that as the Career Development Center is a Stateside Department, there is not cost accrued for the additions required there. While there is no anticipated cost for moving the furniture from JGC to NHE, if any cost is accrued, EMSS or Career Development Center has funding to cover any associated costs.

**3. If a chartfield has been identified, please provide.**

Funding will be sourced from a variety of funds including project funds and one time Poly funds from central commitments.

**4. Have you consulted with Planning, Design and Construction Unit?**

N/A

**Additional Relevant Information not Previously Addressed**

**Do you have additional information pertaining to your request that has not been previously addressed?**

**Would you like a colleague or colleagues to be provided a copy of your space request? If so, please provide their email address below.**

[ceh118@humboldt.edu](mailto:ceh118@humboldt.edu)