

# **Space Allocation Request 110#: Cal Poly Strategic Space Moves**

## **Space Allocation Request Basics**

**Request Name:** Cal Poly Strategic Space Moves

**Contact Name(s):** Michael Fisher

**Contact Email Address(es):** Cal Poly Implementation - Space Moves

**Contact Phone:** x 4444

**Division Submitting Request:** Administrative Affairs

**MBU:** Facilities Management

**Department Name:** Facilities Management

**Department ID:** D30035

### **Nature of Request:**

Requesting approval for planned space moves supporting the Cal Poly program needs related to previous space requests and other high priority space issues on campus.

**Is this change expected to be temporary?:** No

**Preferred Move-in Date:** Sequence Beginning 6/1/2026

### **Type of Space Needed**

The move strategy identified in this request is centered largely around administrative office space. This request is to allocate vacated space resulting in the relocation of the campus bookstore from the Campus Store building on the south east corner on the Arcata plaza (697 8th Street) to the existing book store location in the Gutsurrak Student Activities Center 3rd floor, as well as the Small Business Development Center's (SBDC) move from the Little Apartments to Start Up Humboldt (876 7th Street, Arcata), and the contraction of the School of Business department in Siemens Hall.

## **Space Allocation Request Details**

### **Alignment with University Principles**

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

##### 1: Academic Roadmap

This proposal aligns the academic department to the space and size needed to support their current condition (Communications) and expansion (Extended Education). This proposal also aligns Place Based Learning Communities in a more prominent location close to other student success programs.

##### 2: Community Collaboration & Shared Success

The proposal places OLLi and Extended Education in a more prominent community-facing location which will promote easier access to these programs from community members.

##### 3: Employee Engagement & Success

Placing Human Resources in the SBS Building will align services supporting employees in one location. This will promote access and lead to a more efficient experience.

##### 4: Future Proofing Cal Poly Humboldt

The space move sequence will address accessibility concerns which alleviate risk into the future. Additionally, moving Extended education will establish a dynamic space within the community that is flexible and adaptive which will be supported by the right program to be able to cater to the needs of the community.

##### 5: Resources Stewardship & Sustainability

Moving the Communications Department will vacate the Telonicher House which will then have the opportunity to be demolished. This will eliminate an inaccessible and inefficient building on campus which is expensive to support in maintenance and utility.

##### 6: Student Experience & Success

Relocating HR to SBS and Communications to Siemens Hall will place the respective program in better locations which promote natural wayfinding and ease of access.

Additionally students engaged with Extended Education will be able to access service

and courses in a much more accessible way in their new location. Creating a new dedicated office for both Title IX and PBLC's will promote visibility and accessibility.

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

Explanations are included in the previous section.

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

Planning, Design and Construction along with campus leadership have identified the programs included in this proposal to be in need of consideration for space realignments. This includes those programs included in previous space requests (Title IX and PBLC) and those that have exhibited long standing space issues (Communications and Human Resources). Extended Education has always been an important part of our university and this relocation will establish the program as a prominent, community based, asset.

**Needs Analysis**

The following summary is organized in chronological order. In other words, some moves will need to happen prior to others creating a "sequence". There are three distinct "sequences".

**Sequence 1 (Campus Store - vacated space, Extended Education, Human Resources, Communications, PBLC's, Sustainability)**

**1A - The Campus Store will contract to their original location on the third floor of the Gutswurrak Student Activities Center.** The space in the GSAC is currently allocated to the bookstore and contraction to this space does not require any USFAC action. This move will vacate the Campus store on the Arcata Plaza. This contraction is motivated by financial performance and business planning for Follett.

**1B - Extended Education (Student & Business Services suite 211) to the Campus Store on Arcata Plaza.** Extended Ed includes all office space currently located in the SBS building, Stewart Building, and related instruction spaces. The former Campus Store space will be outfitted with a furniture project that creates sufficient office space, a large multipurpose classroom,

flexible conference spaces, and common areas. The project will have limited impact on the existing building with space configurations being created by furniture partitions similar to those found on the 3rd floor of the Library (Center for Teaching and Learning space). 1B will vacate the Stewart Building (OLLI office space room 106 and large classroom room 213) and SBS Suite 211. Vacating Stewart Building is essential to continue progress with the Health Education Hub project.

**1C - Human Resources (Siemens Hall suites 212 and 213) to Extended Education (SBS Suite 211).** This move will place Human resources adjacent to payroll and benefits which is also located in SBS. This will provide for a single location for our employees to access human resource services and lead to operational efficiencies.

**1D - Communications (Telonicher House) to the Human Resources (Siemens Hall Suite 212 and 213).** Communications has been located in a legacy home on campus for years and has been impacted by accessibility issues as well as the problems that come with old buildings way past its useful life. Additionally, this move will vacate the house which will give the university an opportunity to demolish the asset alleviating costly maintenance issues and inefficient utility usage. This will also place the academic department in a highly visible and accessible area adjacent to other academic core activities.

**1E - Place Based Learning Communities offices (SBS 305, 307) to Human Resources (213B and C).** This move will take a small portion of the existing Human Resources suite 213 and segment it with walls from the larger suite and construct independent access from the hall. PBLC being co-located with academic leadership and other student success programs in this area will bring aligned services.

**1F - Office of Sustainability (Facilities Management 113) to Place Based Learning Community offices (SBS 305, 307).** With the 25/26 FY, the Office of Sustainability was organizationally moved from Facilities Management to the Office of the Vice President of Administration & Finance. With this re-organization, the relocation will promote visibility and decouple sustainability from Facilities Management and elevate the program to better reflect the areas it currently services which is University wide.

### **Sequence 2 (School of Business Offices - vacated space, Title IX)**

The School of Business has contracted to use Siemens Hall suite 129 and 130 as their main department office. This has left Siemens Hall suite 111 available which is right sized to accommodate the Title IX department's four permanent staff and confidential meeting space requirements. Finding a separate, confidential space for Title IX has been a priority from former audit findings and higher education best practices. Its location will also provide for discrete access for those in need of their services.

### **Sequence 3 (SBDC - vacated space, North Coast Rape Crises Team, Inclusive Student Success)**

The Little Apartments located off Library Circle has a portion of the building that has become vacated with the Small Business Development Center (SBDC) move to Start Up Humboldt in the Arcata community. This space has two distinct areas.

**3A - North Coast Rape Crisis to Little Apartment.** Vacated spaces 116 and 117 in Little Apartments can be used for North Coast Rape Crisis currently in the basement level of the Feuerwerker House. This will give the program close proximity to the Student Health Center, where some of their cases originate, and establish an accessible entrance.

**3B - Inclusive Student Success to Little Apartments.** The remaining vacated spaces including 110-115 will be used to accommodate staffing for inclusive student success. The Division of Enrollment Management and Student Success has reorganized Inclusive Student Success to include the cultural centers (UMOJA, El Centro, SJEIC, and ITEPP), the veterans center, the Q Center, Transfer center and Career Advising. There are some positions that will be relocated to this location from the centers themselves creating more usable space within the centers and the potential for co-location. The proximity keeps them close to existing student programs in their umbrella in Nelson Hall East and the Library.

## **Funding**

### **1. Has funding been identified?**

Yes, from various funding sources

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

Estimated costs are around \$950,000

**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?**

Yes

**Additional Relevant Information not Previously Addressed**

N/A

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

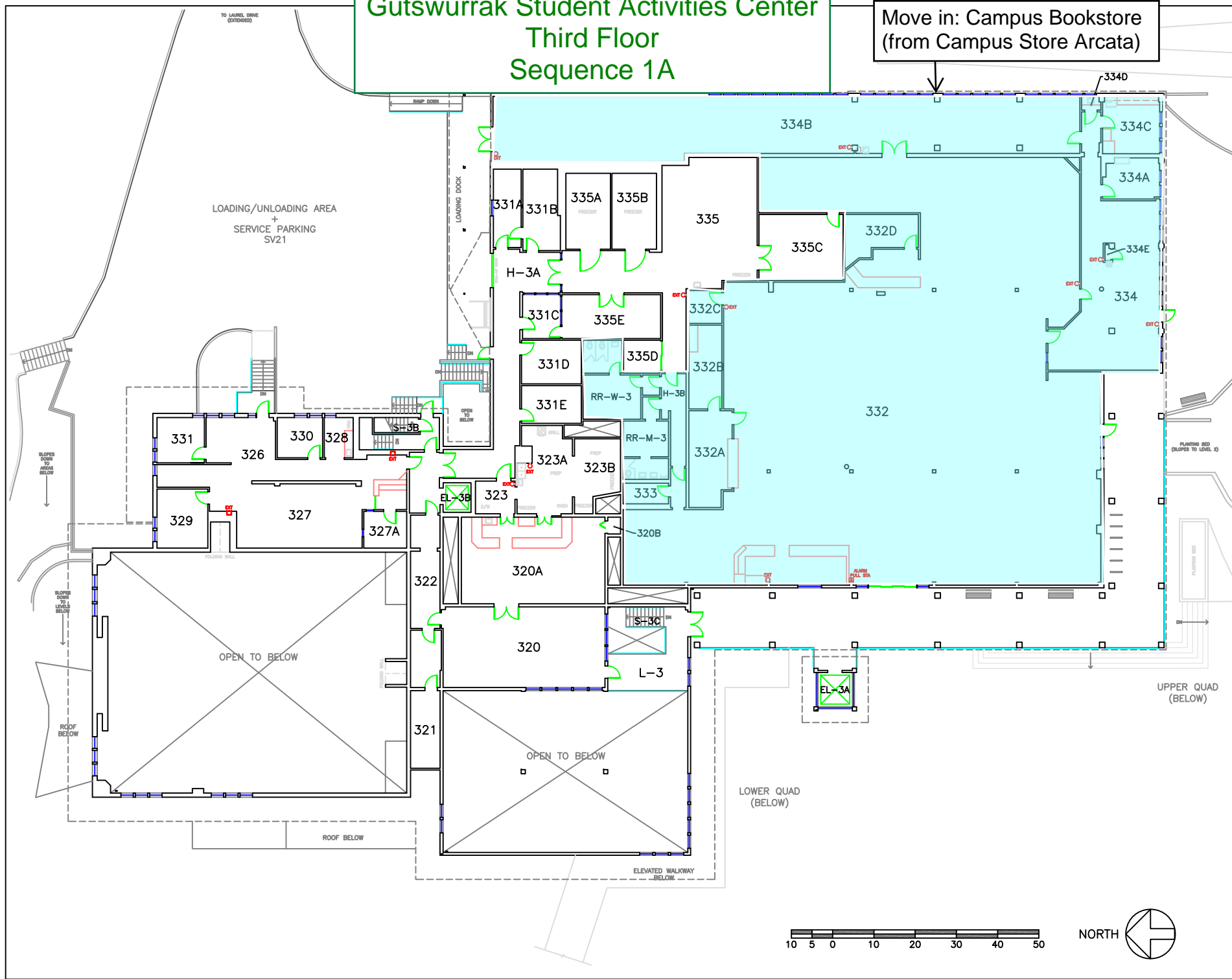
Please see the attached floor plans mapping the sequences.

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

N/A

# Gutswurrak Student Activities Center Third Floor Sequence 1A

Move in: Campus Bookstore  
(from Campus Store Arcata)



Humboldt FacilitiesLink  
<https://humboldt.digitality.com/>

PUBLISHED BY:  
Administration  
07/02/2024

CAMPUS: 30  
CODE: 045  
ASSET:

Gutswurrak Student Activities Center  
THIRD FLOOR  
NOT TO SCALE  
DIGITAL PLOT

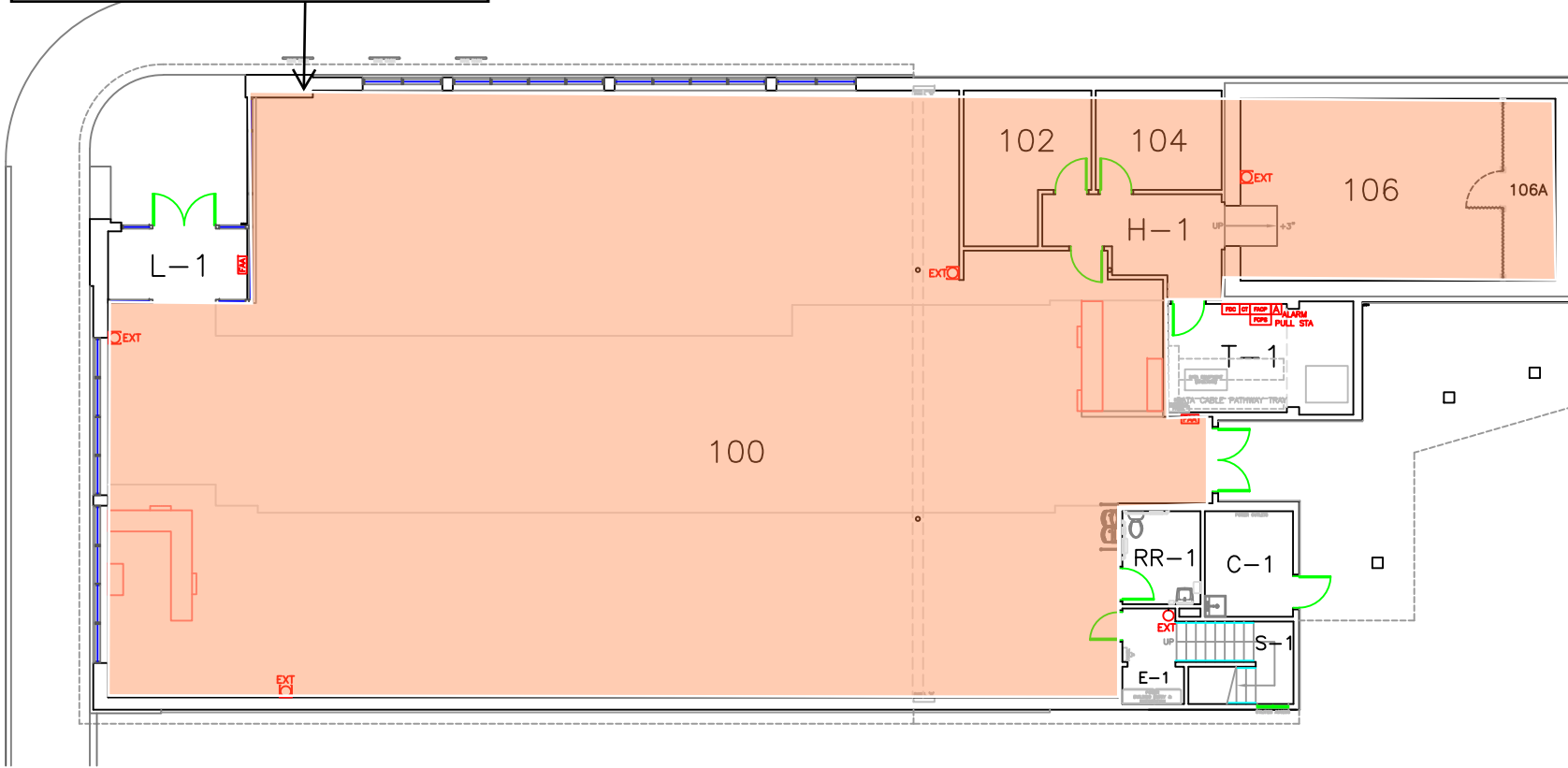
A3

# Campus Store Arcata First Floor Sequence 1B

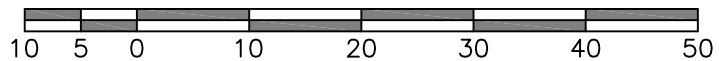
Move out: Campus Bookstore  
Move in: Extended Education and  
OLLI (from SBS Suite 211 and  
Stewart Building 106 & 213)

8th STREET

G STREET



PARKING AREA



NORTH



Humboldt FacilitiesLink  
<https://humboldt.metabim.com/>

PUBLISHED BY:  
Administration  
12/06/2023

CAMPUS: 30  
CODE: -  
ASSET: 176

Campus Store - 697 8th Street  
FIRST FLOOR  
NOT TO SCALE  
DIGITAL PLOT

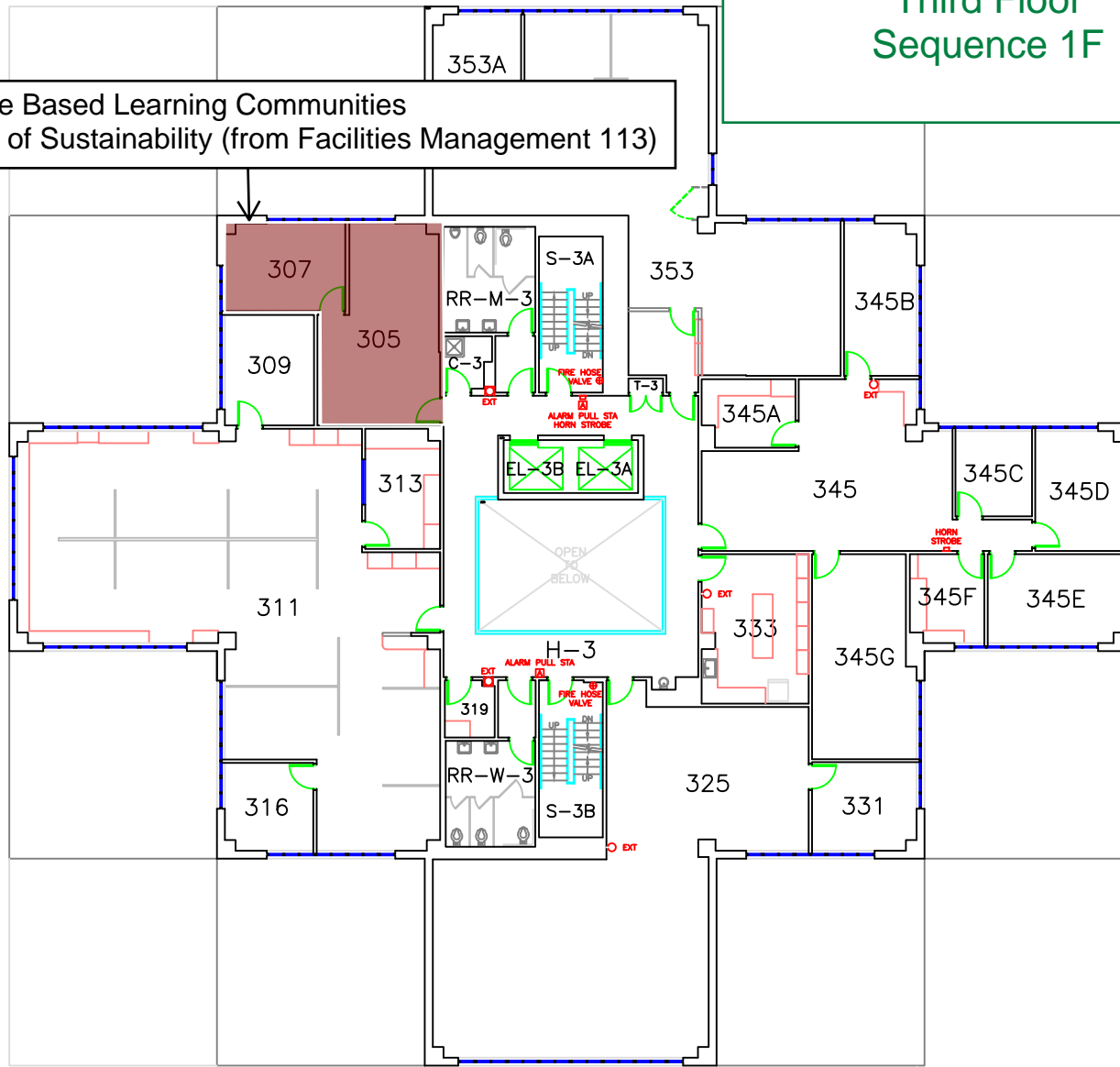
A1





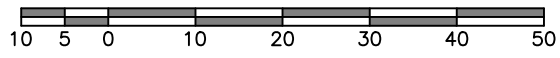
# Student & Business Services Third Floor Sequence 1F

Move out: Place Based Learning Communities  
Move in: Office of Sustainability (from Facilities Management 113)



HARPST STREET SOUTH

ROSSOW STREET WEST



Humboldt FacilitiesLink  
<https://humboldt.digicality.com/>

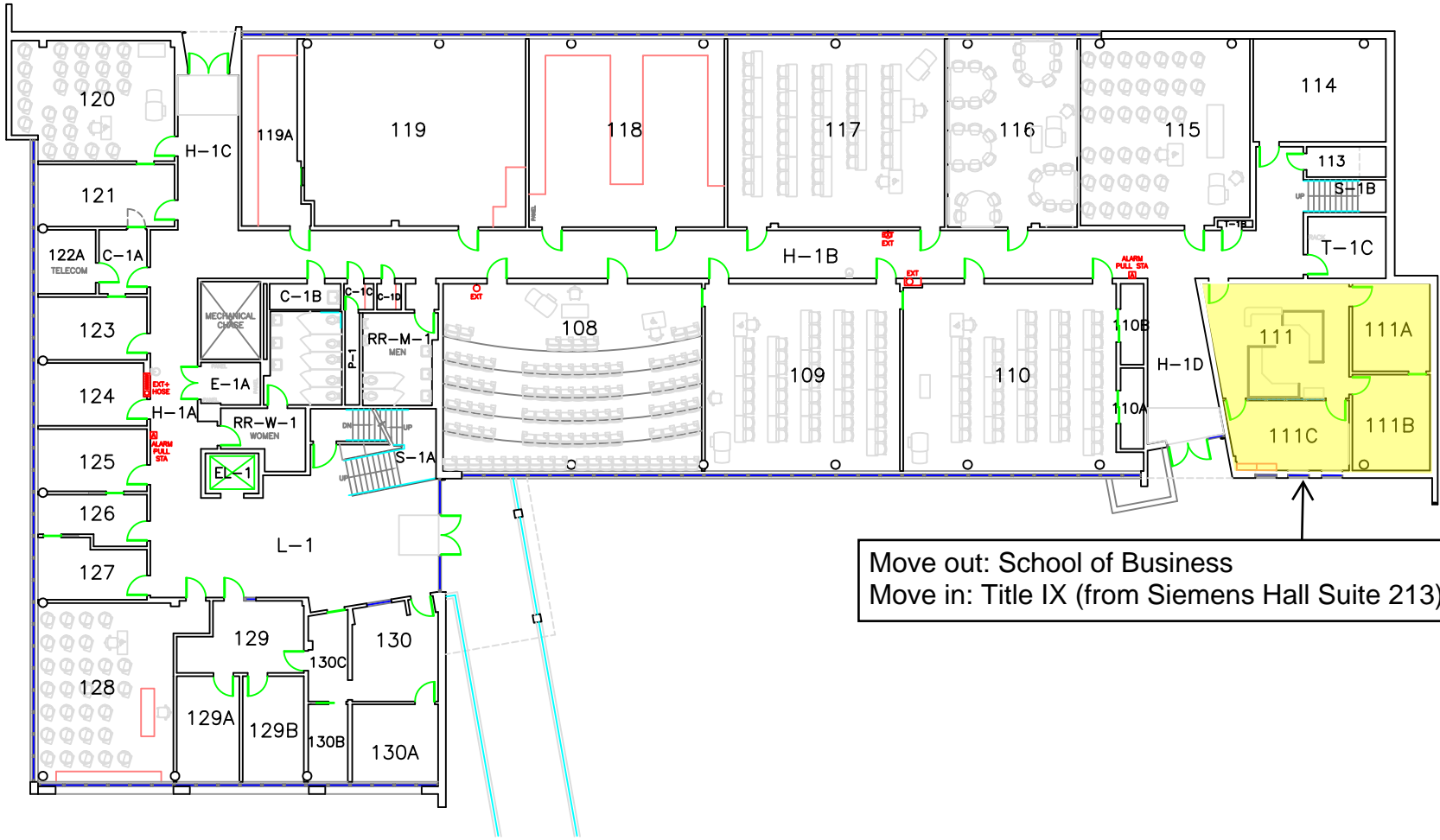
PUBLISHED BY:  
Administration  
11/21/2025

CAMPUS: 30  
CODE:  
ASSET: 100

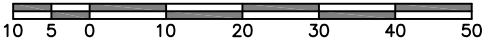
Student & Business Services  
THIRD FLOOR  
NOT TO SCALE  
DIGITAL PLOT

A3

# Siemens Hall First Floor Sequence 2



Move out: School of Business  
Move in: Title IX (from Siemens Hall Suite 213)

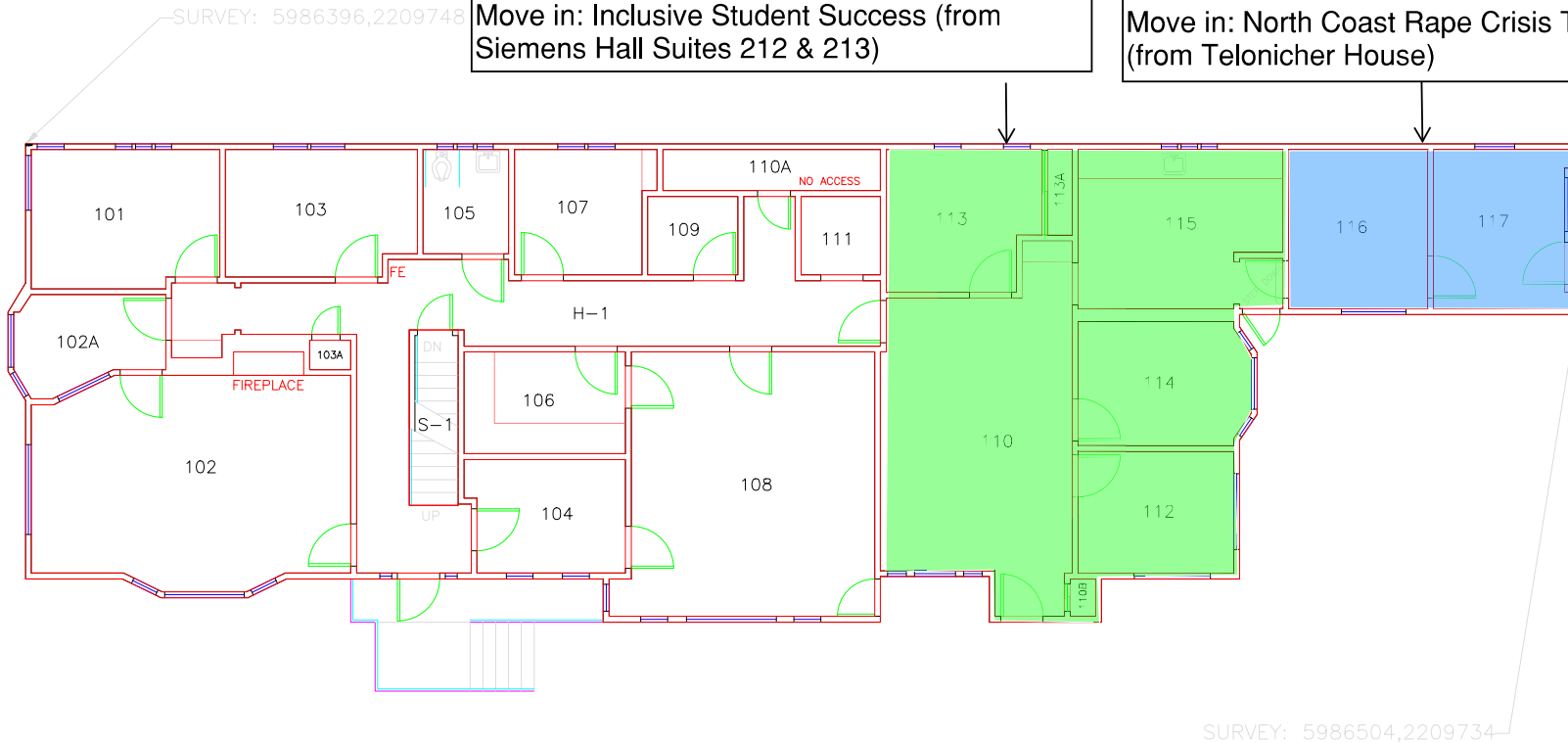


Building ID: 2  
Floor Code: 1

## Little Apartments First Floor Sequence 3 (3A & 3B)

Move out: Small Business Development Center  
Move in: Inclusive Student Success (from Siemens Hall Suites 212 & 213)

Move out: Small Business Development Center  
Move in: North Coast Rape Crisis Team (from Telonicher House)



Humboldt FacilitiesLink  
<https://humboldt.digitality.com/>

PUBLISHED BY:  
Administration  
04/13/2013

CAMPUS: 30  
CODE: -  
ASSET: 071

NOT TO SCALE  
DIGITAL PLOT

Little Apartments  
FIRST FLOOR

A1