

ROLLINS COLLEGE

MEMORANDUM

TO: Faculty and Staff
FROM: George Herbst and Jim Malek
DATE: February 6, 2003
RE: Space Reallocation Plan

In May 2003, we will celebrate the dedication of the beautiful new Marshall and Vera Lea Rinker Building, adjacent to the McKean Gateway at 100 West Fairbanks Avenue. The move of Arts and Sciences Admission and Financial Aid to the new Rinker Building will afford us the opportunity to address long- and short-term facilities needs at the College.

Consistent with our Facilities Master Plan and developing strategic plan, we will begin to reallocate and upgrade existing areas for additional classroom and office space, to integrate student support services for the enhancement of student life, and to consolidate College support functions for increased access and effectiveness. This will be accomplished on a schedule that will give the highest priority to preparing space needed for the fall 2003 academic term.

Highlights of the space reallocation plan include the following:

- Installing an elevator in Carnegie Hall and reallocating space for academic and administrative functions (i.e., relocating English faculty offices from Mills to Carnegie Hall to position them adjacent to Orlando Hall and moving Public Relations and Human Resources from Warren to Carnegie Hall to provide better access and suitable space for these College services).
- Reallocating space in Mills, Chase Hall, and Hauck Hall for faculty offices and classrooms.
- Reallocating student residential space from Chase Hall to other campus housing.
- Moving and consolidating Student Affairs offices to Chase Hall to integrate the student services staff and to unify our focus on student life issues.
- Dividing the Olin Library 24-Hour Study Room into two rooms: a classroom and a study room.
- Relocating Purchasing, R-Card, and Loans and Collections to the Warren Administration Building.
- Relocating Institutional Advancement from Dubois and Rosen Family Center to 120 E. Comstock.
- Possibly relocating staff offices and storage space temporarily to Chase Hall and the Lawrence Center during the Cornell Fine Arts Museum expansion.
- Temporarily relocating Music faculty offices and studios to Dubois and the Campus Safety Building during the expansion of Keene Hall.
- Relocating Campus Safety to the former Business Services area.
- Exploring opportunities to relocate a department from the Cornell Social Science Center to relieve current overcrowding.

These changes, in response to longstanding needs at the College, will complement the planned upgrades and improvements slated this summer for the Cahall-Sandspur Field and various classrooms and residence halls. A great deal of thought has gone into this plan (attached see the comprehensive plan approved to date). More details will follow as a timeline and further plans are developed. In the meantime, if you have questions about the space reallocation plan, please contact George Herbst (ext. 2117, g Herbst@rollins.edu) or Jim Malek (ext. 2355, jmalek@rollins.edu).

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Space Reallocation Plan

Carnegie Hall

- After Arts and Science Admission and Financial Aid move to the Rinker Building in late May, install an elevator to serve the first and second floors. Also install a unisex restroom on the first floor.
- Relocate Human Resources to the second floor.
- Relocate Public Relations to the balance of space on the second floor.
- Career Services to expand on the west side of the first floor.
- Multicultural Affairs and Community Engagement offices on the west side of the first floor to be relocated to Chase Hall.
- East side of the first floor assigned for English Department faculty offices.

Warren Administration Building

- Relocate Purchasing and Accounts Payable to the lower level.
- Relocate R-Card and Loans & Collections Counselor to the second floor.
- Locate Institutional Research Associate on the lower level.

Facilities Management Building

- Relocate Purchasing and R-Card to the Warren Administration Building.
- Locate Campus Safety in former Business Services area on the lower level.
- Relocate Housekeeping Supervisor to the lower level to supervise Central Receiving.

Chase Hall

- Relocate student residential space to other campus housing.
- Convert to an office building (primarily Student Affairs).
- Relocate Dean of Student Affairs from Mills, Leadership and Student Involvement staff from Cornell Campus Center, Multicultural Affairs and Community Engagement from Carnegie, and several other Student Affairs staff to the first floor and part of the second floor.
- Possibly make a classroom or seminar room in a section of the second floor.
- Possibly locate Cornell Fine Arts Museum staff on second floor during CFAM renovation and expansion.

Cornell Campus Center

- All-Campus Events and Cornell Campus Center Building managers to use lower level office suite.
- Food Service to use former All-Campus Events Office off lower level lobby.

Campus Safety Building

- Hold for use by Music Department during the Keene Hall renovation and expansion (May 2004 to August 2005).

120 E. Comstock

- Relocate Institutional Advancement from Dubois and Rosen Family Center to the first and second floors.

550 Osceola Avenue

- Continue using as rental apartments during the 2003-04 academic year.
- Possible use by Music Department during 2004-05.

Dubois

- Use by Music Department during 2004-05 during the renovation and expansion of Keene Hall.
- Determine future use as part of a planning study on the property.

Mills Building

- Relocate English faculty offices to the first floor of Carnegie Hall.
- Associate Dean of Faculty to move to office vacated by the Dean of Student Affairs.
- Use of offices vacated by the Associate Dean of Faculty and English faculty to be determined.

Rosen Family Center

- Relocate Institutional Advancement staff on second floor to 120 E. Comstock.
- Second floor assigned to Pre Collegiate Programs (use of vacated space in the Holt School Building needs to be resolved).

Alumni House

- Relocate Public Relations to the second floor of the Carnegie Building.
- Renovate former PR, create an additional office for Alumni and construct restroom facilities.

Olin Library

- Schedule seminars and classes in the Van Houten Conference Room.
- Divide 24-Hour Study Room into two rooms, one of which can be used during the day as a classroom. This room can be used as a student study room when not scheduled for classes.

Approved by the President's Staff on January 27, 2003.