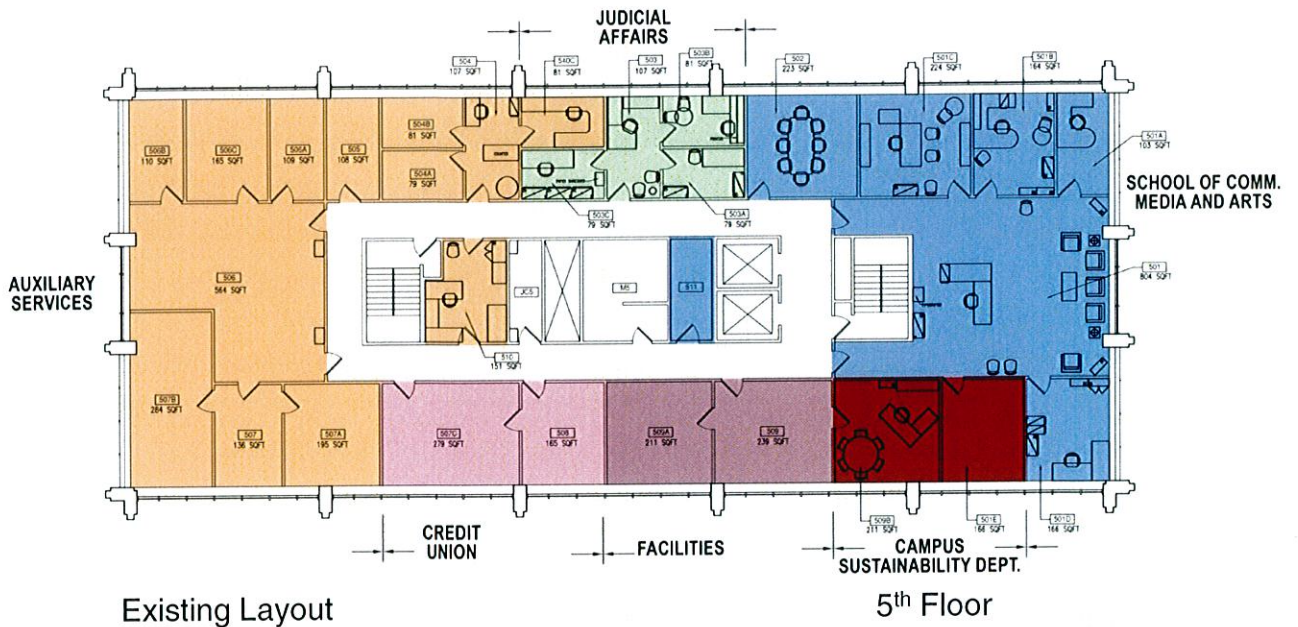


1

TABLE OF CONTENTS

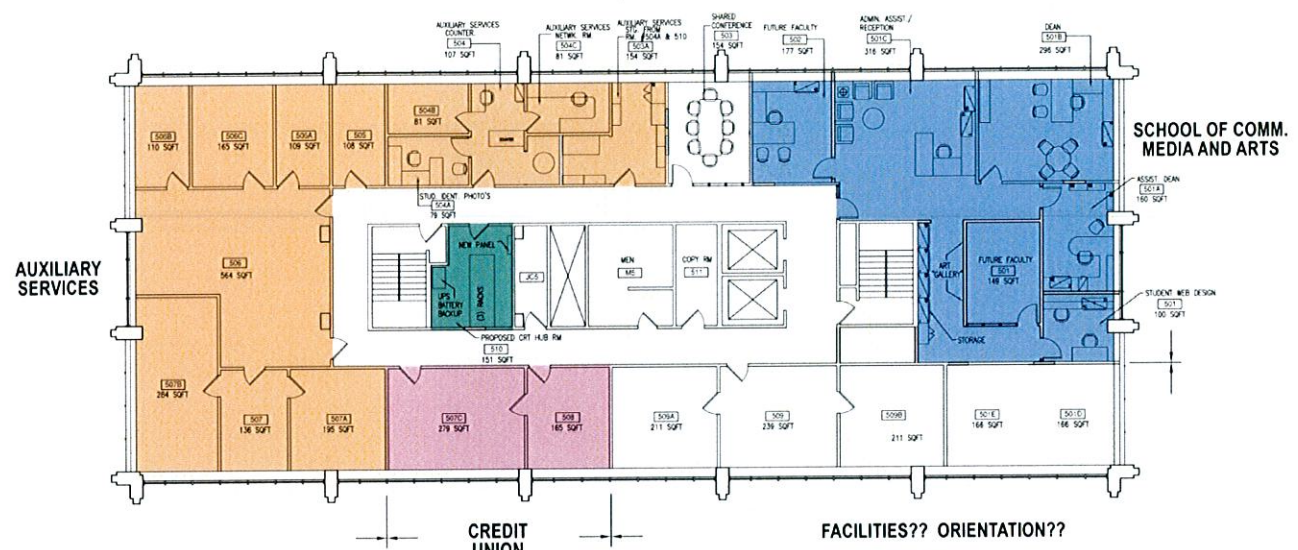
Culkin Hall Study Narrative/Summary	2
School of Communications, Media and The Arts Dean Suite Program	3 – 4
CTS HUB / Auxiliary Service Modifications Program	5 – 6
Facilities Services Program	7 – 8
Financial Aid Program	9 – 10
Human Resources / Payroll Program	11 – 12
Judicial Affairs Program	13 – 14
Orientation Program	15 – 16
Public Affairs Program	17 – 18
Student Accounts Program	19 – 20
Scenario 1 – Schematic Drawings	
- 2 nd Floor	21
- 4 th Floor	22
- 5 th Floor	23
Scenario 2 – Schematic Drawings	
- 1 st Floor	24
- 2 nd Floor	25
- 4 th Floor	26
- 5 th Floor	27
Cost Analysis Summary	28

Progress Set
July 29, 2009



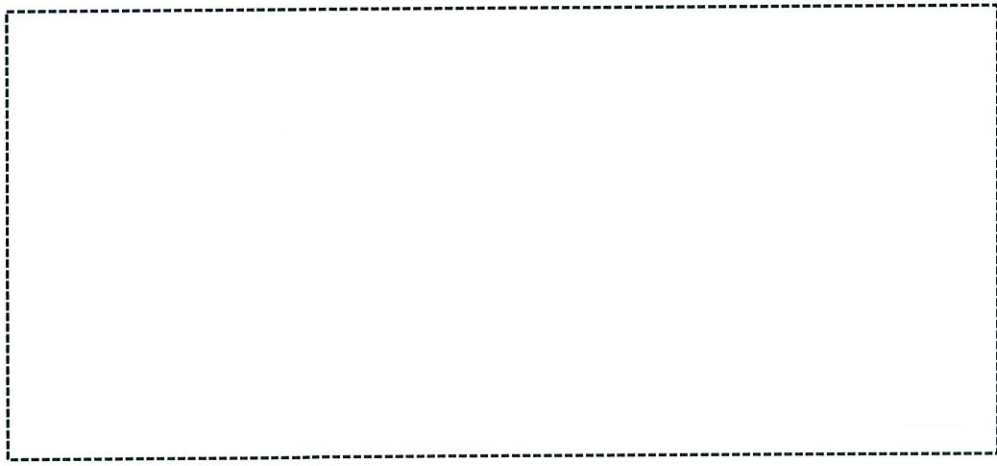
Existing Layout

5th Floor



Scenario 1 Layout

5th Floor



Scenario 2 Layout

1.000

School of Communications, Media and
The Arts Program (standard NSF)

Management
Offices
(standard based on mullion
spacing – 165 SF)

Staff Offices

Meeting Areas

Waiting Area

Student Interns

Storage

Misc.

Total NSF

1,841

Summary Scenario 1

•Pro's/Con's:

•
•

•Schematic Cost Estimate:

Summary Scenario 2

•Pro's/Con's:

•
•

•Schematic Cost Estimate:

3
SCHOOL OF
COMM., MEDIA
AND THE ARTS
PROGRAM

Progress Set
July 29, 2009

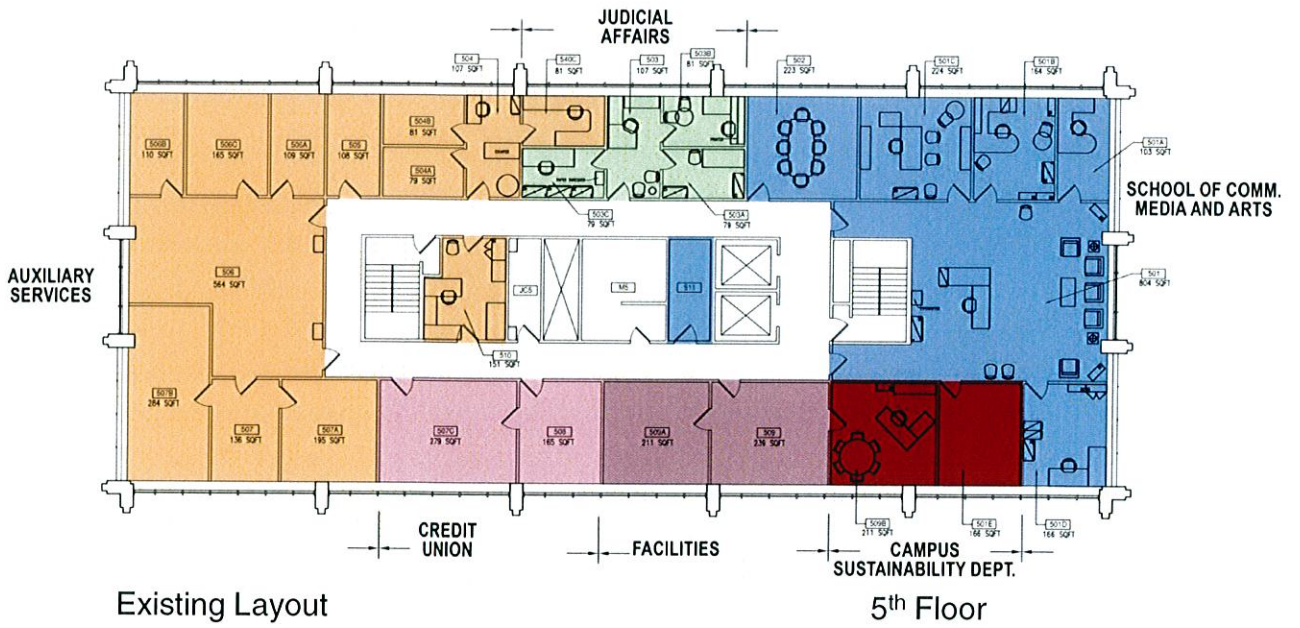
Notes:

- Culkin Hall is a temporary location. The existing office layout and furnishings have been inherited.
- The department works most closely with the School of Liberal Arts and Sciences

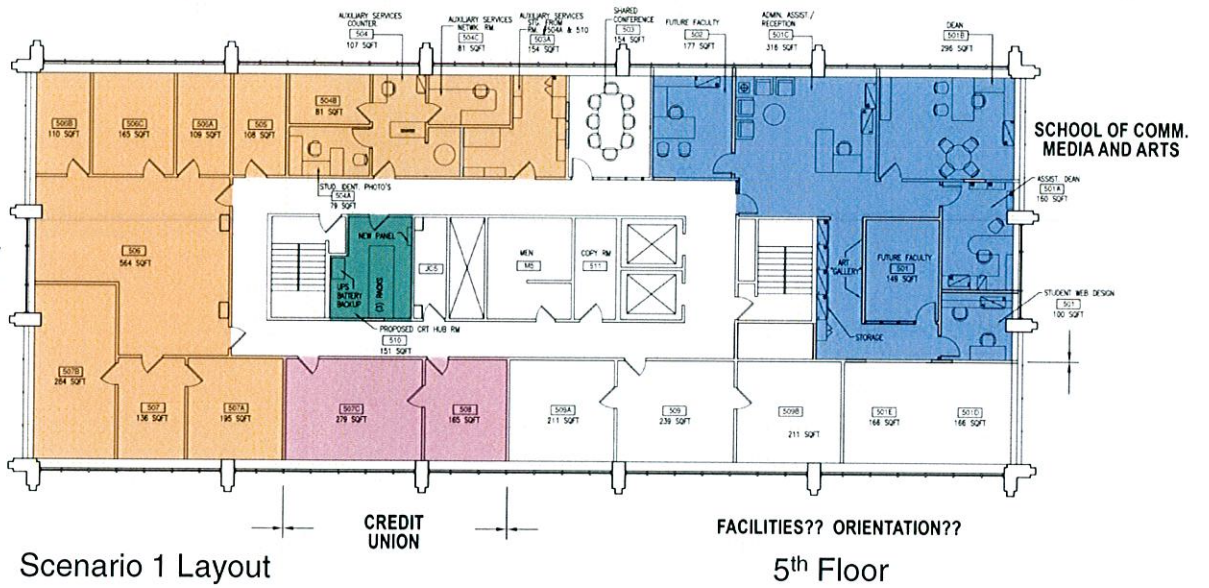
4
SCHOOL OF COMM., MEDIA AND THE ARTS PROGRAM

School of Communication, Media and The Arts Program				
Description	Existing		Proposed Scenario 1	Proposed Scenario 2
	Net SF	Location	SF	SF
School of Communication, Media and The Arts Program				
Conference Room (Shared)	220	502		
Dean's Office	220	501C		
Assistant Dean's Office	165	501B		
Student Web Designer (3 Students)	100	501A		
Reception	--	501		
Admin. Assistant	165	501D		
Subtotal:	870		0	
Future:				
Faculty Office				
Faculty Office				
Total Gross Existing:	1,841		1,841	1,841
Total Gross Proposed:	--		1,588	1,588
Delta:			253	

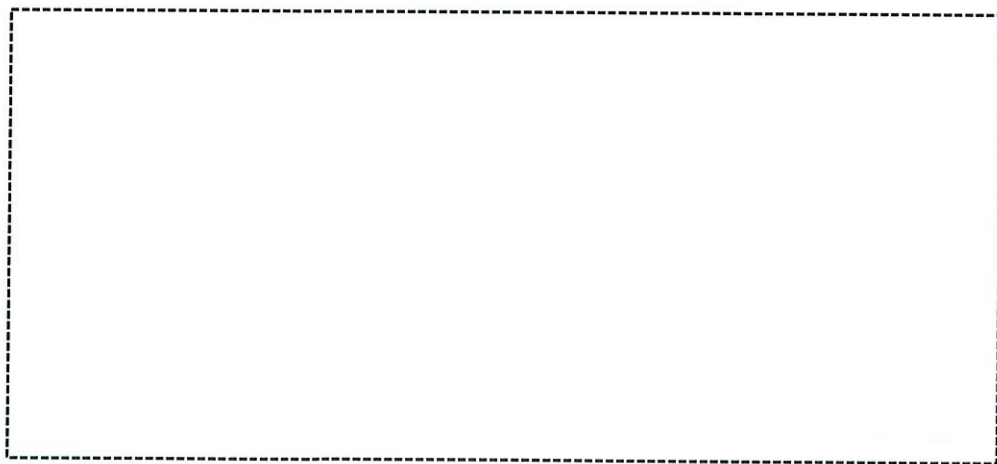
Progress Set
 July 29, 2009



Existing Layout



Scenario 1 Layout



Scenario 2 Layout

CTs HUB/Auxiliary Services Program
(standard NSF)

1.000

5
**CTS HUB/
AUXILIARY
SERVICES
PROGRAM**

Management
Offices
(standard based on million
spacing – 165 SF)

Staff Offices

Meeting Areas

Waiting Area

Student Interns

Storage

Misc.

Total NSF

151

Summary Scenario 1

•Pro's/Con's:

•
•

•Schematic Cost Estimate:

Summary Scenario 2

•Pro's/Con's:

•
•

•Schematic Cost Estimate:

Progress Set
July 29, 2009

1.000

CTs HUB/Auxiliary Services Program

(standard NSF)

5 CTS HUB/ AUXILIARY SERVICES PROGRAM

Management
Offices
(standard based on mullion
spacing – 165 SF)

Staff Offices

Meeting Areas

Waiting Area

Student Interns

Storage

Misc.

Total NSF

151

Summary Scenario 1

•Pro's/Con's:

•
•

•Schematic Cost Estimate:

Summary Scenario 2

•Pro's/Con's:

•
•

•Schematic Cost Estimate:

Progress Set
July 29, 2009

Notes:

- Modifications to Auxiliary services necessitated due to CTS's requirement for a centralized data hub.
- Existing data files are moved in the janitors closets. These panels are at capacity. Room #510 was selected due to it's central location. Cables would pass vertically Through the building in the Janitor's closet.
- An additional 5 circuits are required, 1/floor. (Confirm 7 floors)
- Mechanical modifications are required.
- A 2 circuit generator can be located in the basement.

CTS HUB/Auxiliary Services Program

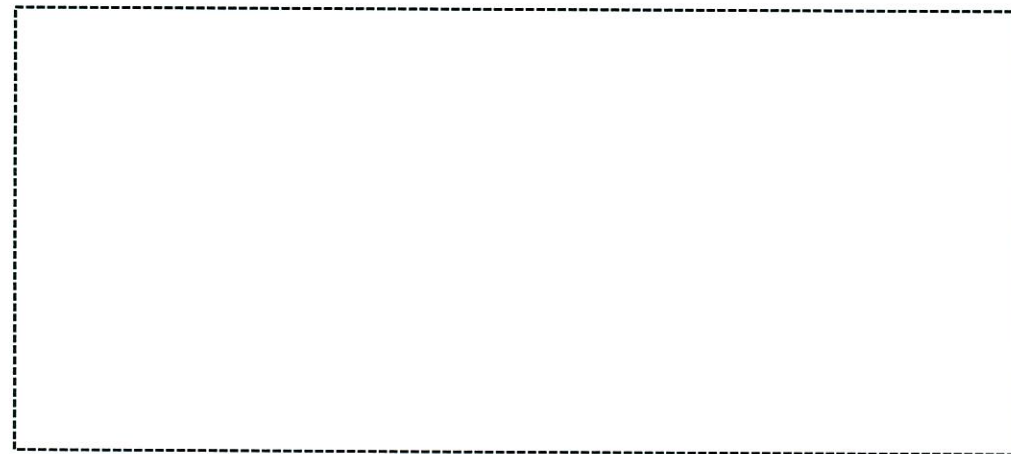
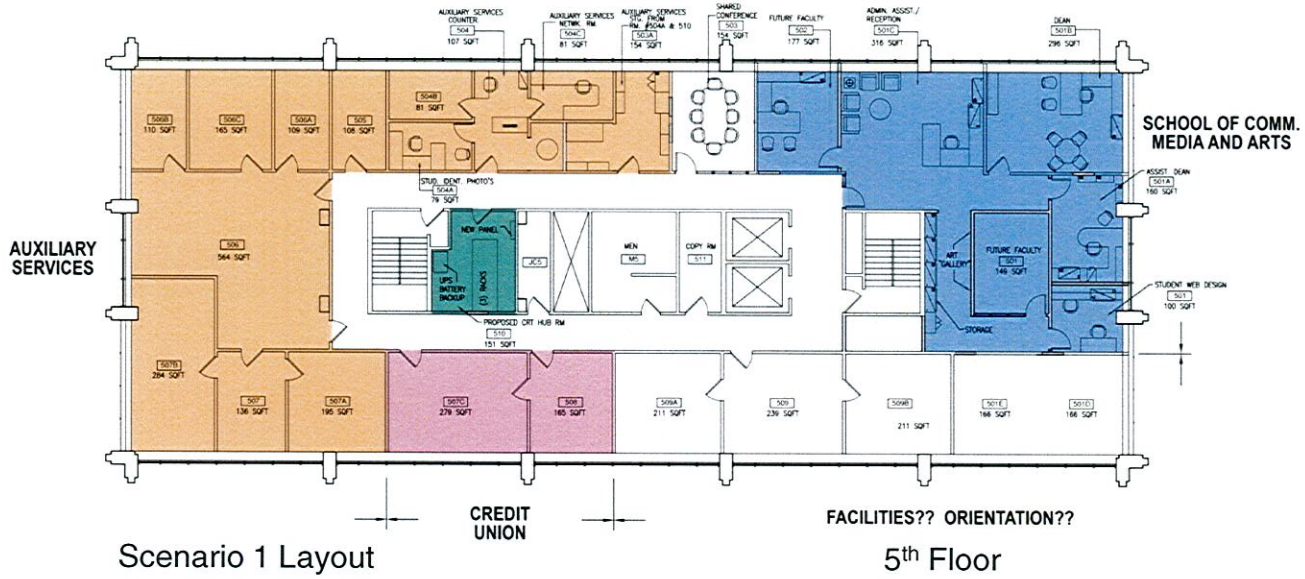
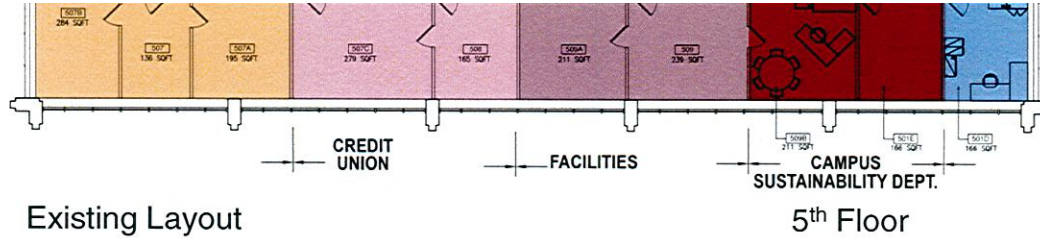
Description	Existing Net SF	Existing Location	Proposed Scenario	Proposed Scenario
			1 SF	2 SF
CTS HUB Program				
HUB Room				
Subtotal:	0			
Future:				
Req. Modifications to Auxiliary Services:				
Photo Room				
Storage area				
Total Gross Existing:	151		151	151
Total Gross Proposed:	--		--	
Delta:				

6
**CTS HUB/
AUXILIARY
SERVICES
PROGRAM**

Progress Set
July 29, 2009

Future:				
Req. Modifications to Auxiliary Services:				
Photo Room				
Storage area				
Total Gross Existing:	151		151	151
Total Gross Proposed:	--		--	
Delta:				

Progress Set
July 29, 2009



Staff Offices	
Meeting Areas	
Waiting Area	
Student Interns	
Storage	
Misc.	
Total NSF	151

Summary Scenario 1

- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

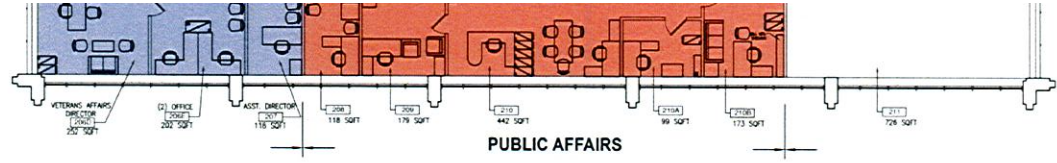
Summary Scenario 2

- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Progress Set
July 29, 2009

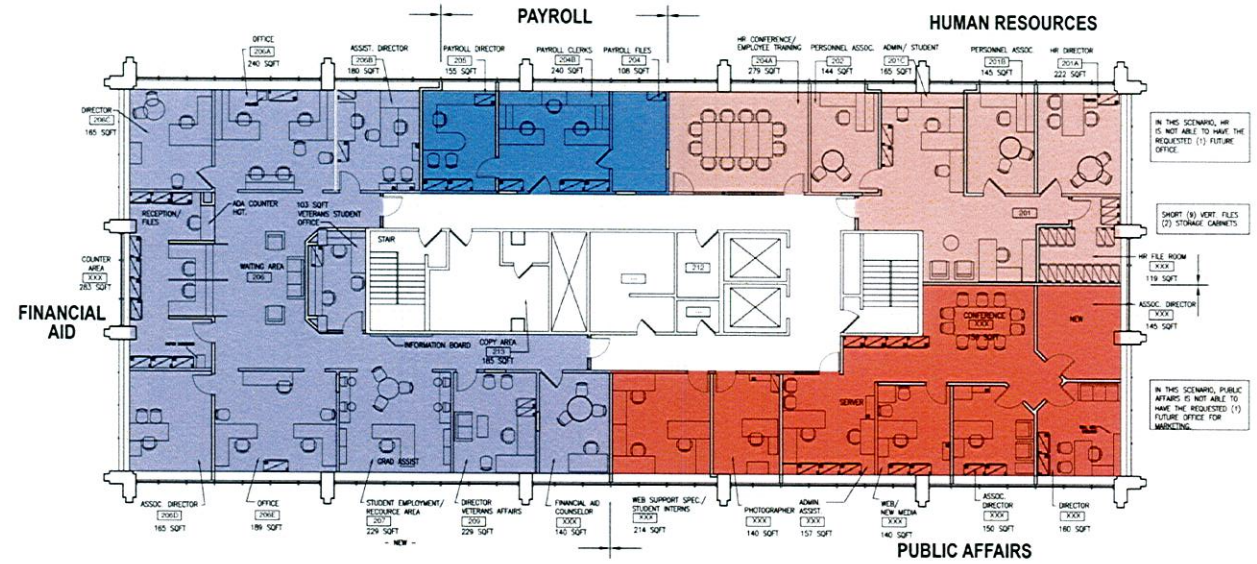
Progress Set
July 29, 2009





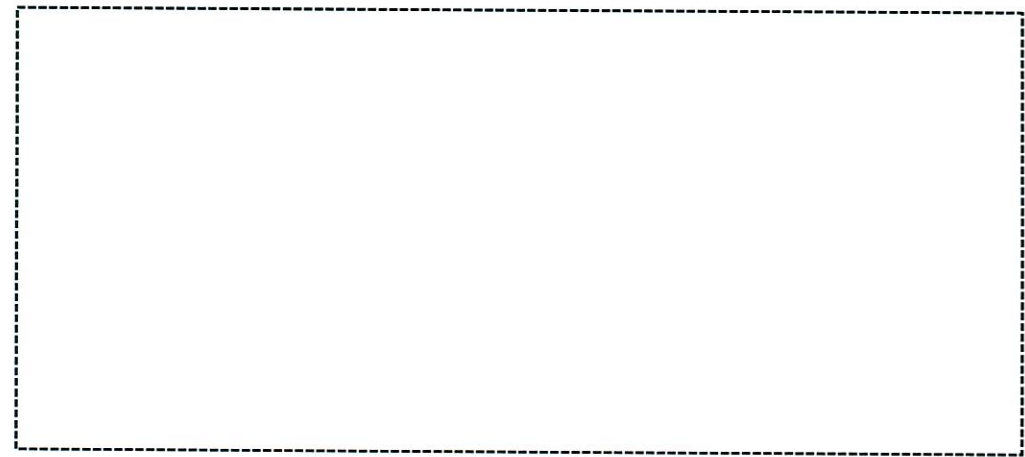
Existing Layout

2nd Floor

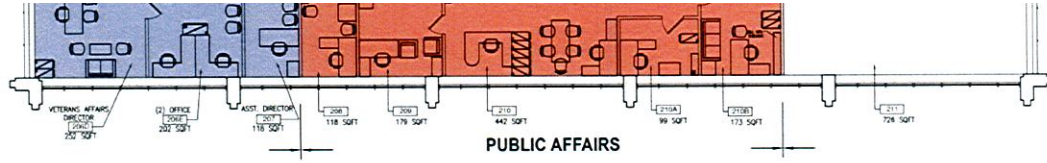


Scenario 1 Layout

2nd Floor

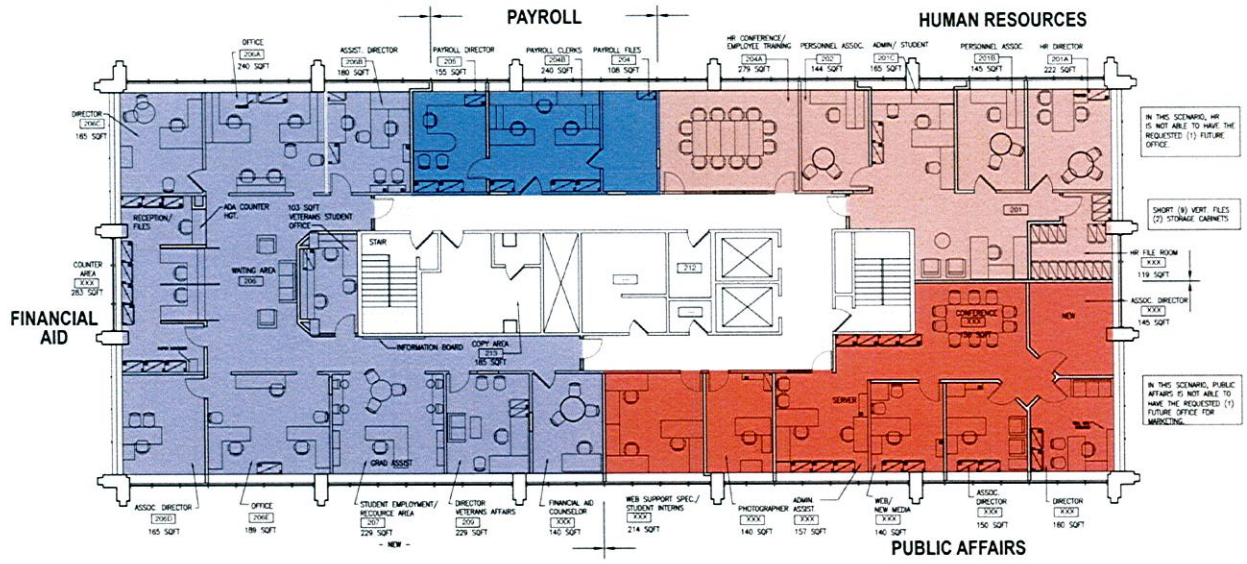


Scenario 2 Layout



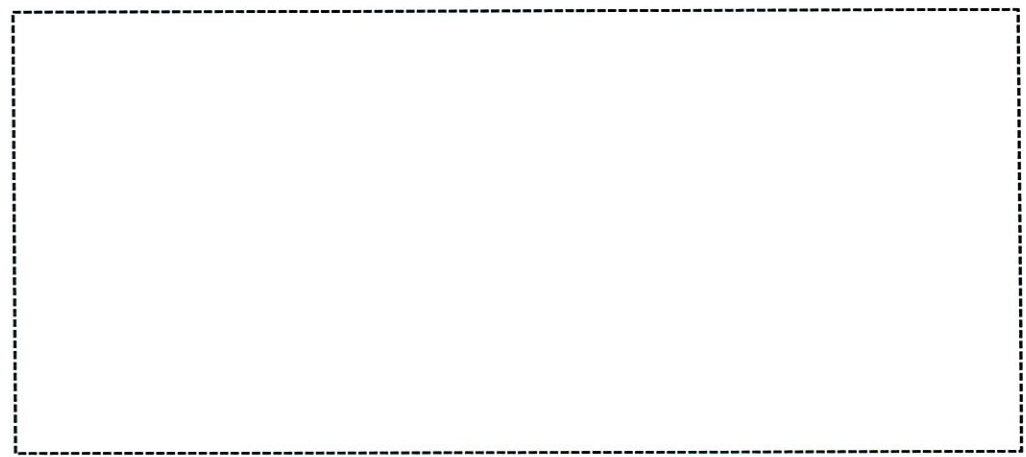
Existing Layout

2nd Floor



Scenario 1 Layout

2nd Floor



Scenario 2 Layout

Staff Offices	 120 120 120 120 120
Meeting Areas	
Waiting Area	 75
Student Interns	 36 36 36
Storage	 75
Misc.	
Total NSF	2,117

Summary Scenario 1

- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Summary Scenario 2

- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

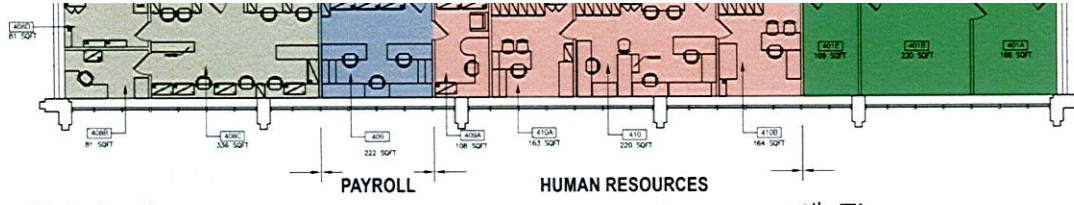
Progress Set
July 29, 2009

- Student Accounts
- Human Resources

- Growth in Student Employment space desired. (Presently no allocated space exists.)
- No Employee Growth Anticipated.

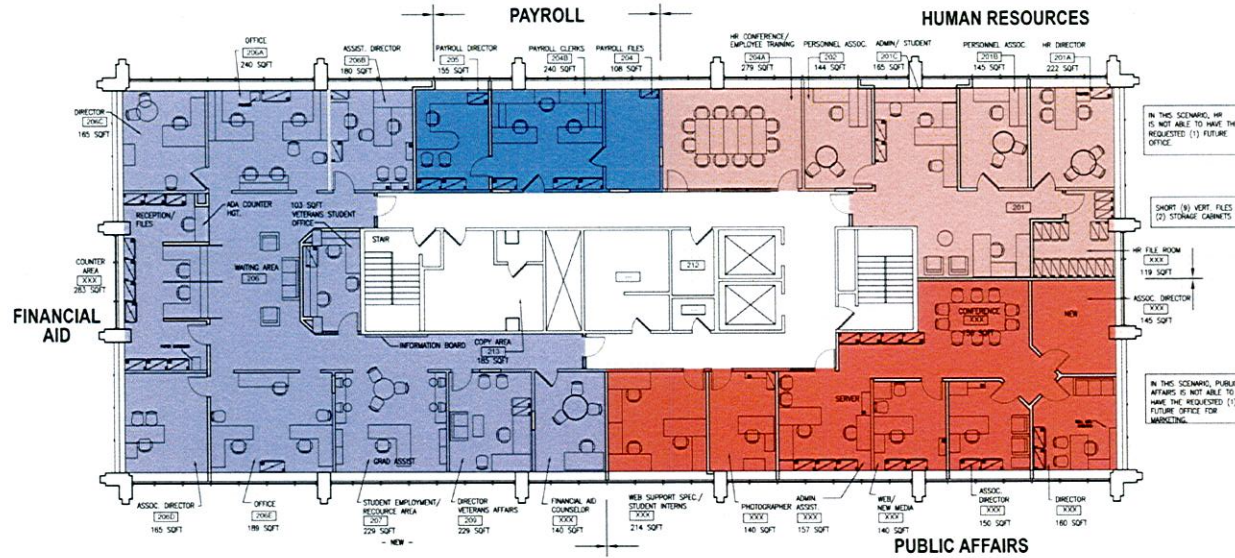
Shared Office (inc. 2 Student Support)	501	200A	259	
Office - Asst. Director	180	206B	182	
File Room/Coffee	181	206F	Inc. Below	
Common Space/Front Desk	396	206	618	
Office - Veterans Affairs (2)	118	206G	103	
Office - Veterans Affairs	252	206D	178	
Office - Assoc. Director	202	206E	179	
Office - Shared	118	207	261	
Office - Councilor's Office	179	205	153	
Subtotal:	2,117		2,112	0
Future:				
Student Resource Area	243		243	
Grad Office - Student Employment Support	(Inc. Above)		(Inc. Above)	
Subtotal Net:	243		243	
Subtotal Exist/Future:	2,360		2,355	
Total Gross Existing:	2,210		2,210	2,210
Total Gross Proposed:	--		2,770	
Delta:			560	

Progress Set
July 29, 2009



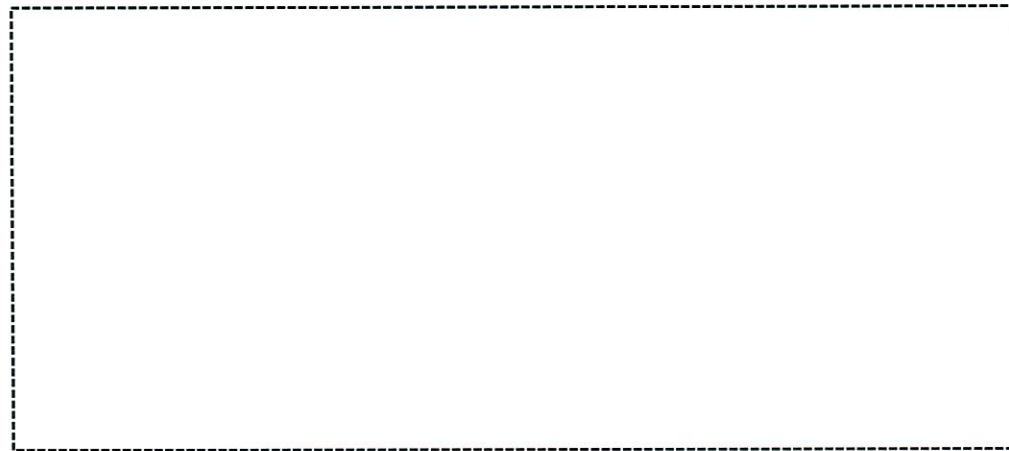
Existing Layout

4th Floor



Scenario 1 Layout

2nd Floor



Scenario 2 Layout

Meeting Areas	
Waiting Area	
Student Interns	
Storage	
Misc.	
Total NSF HR	1,033
Total NSF Payroll	343

Summary Scenario 1

- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Summary Scenario 2

- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Progress Set
July 29, 2009

•Security is a great concern for this department.

•There is approximately 275-300 linear feet of shelving in the basement. (Approx. 18 36"width metal shelves.

•Security is a great concern for this department.

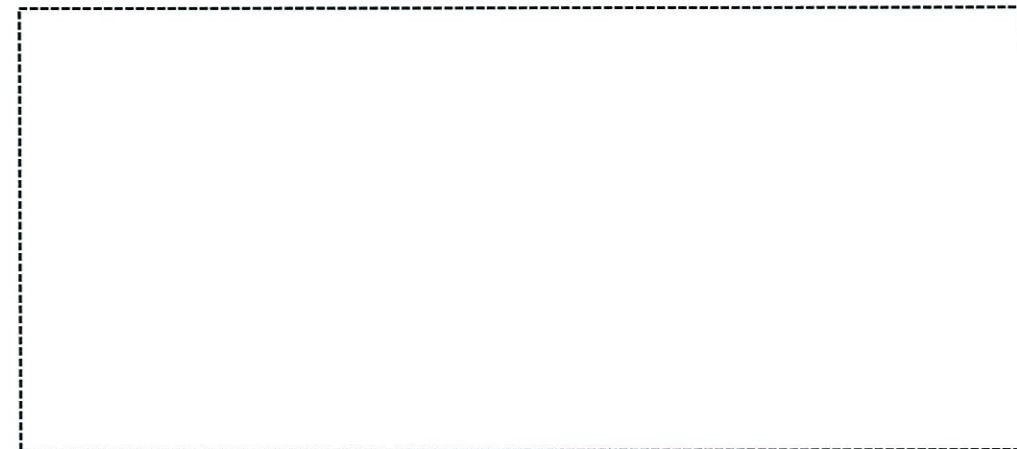
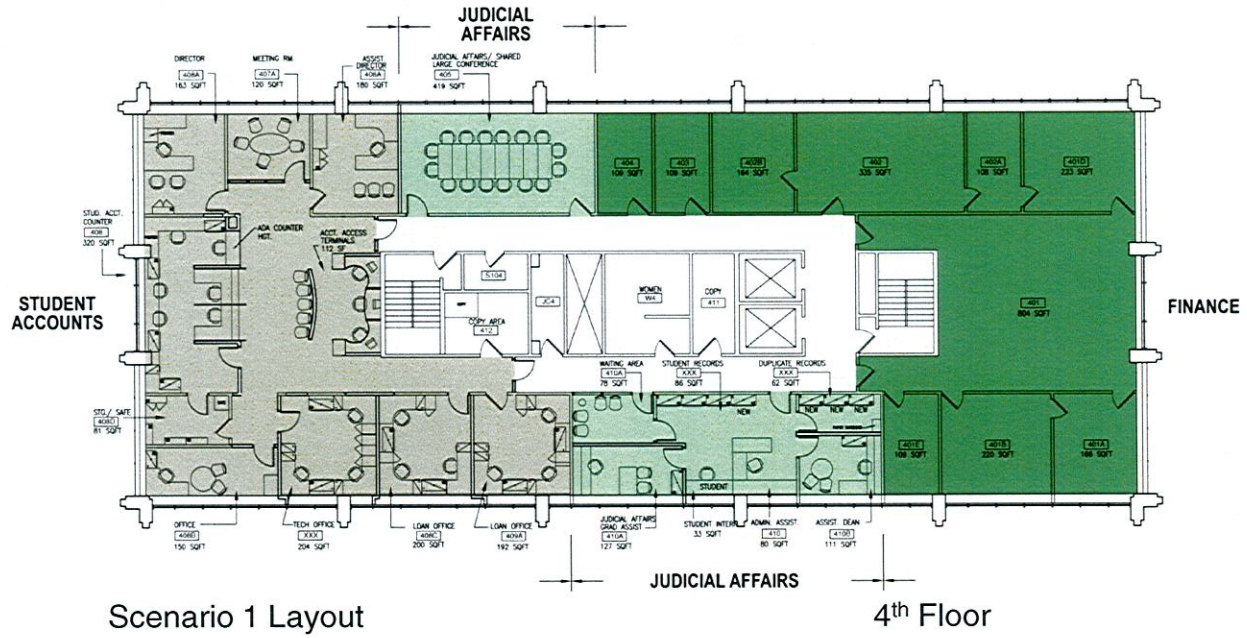
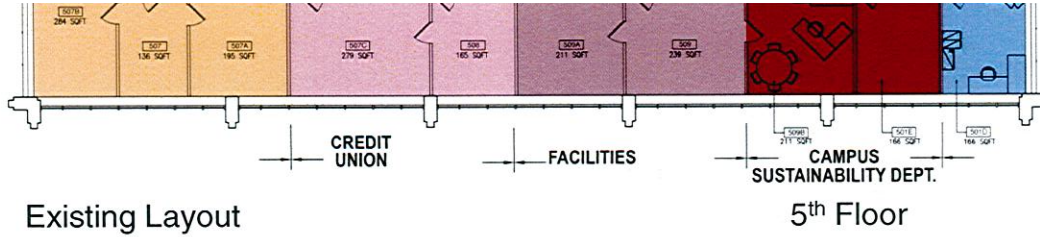
•There is approximately 275-300 linear feet of shelving in the basement. (Approx. 18 36"width metal shelves.

HR Director/Files	220	405		
Files	200+	Base.		
Civil service mailing				
Subtotal:	770			
Future:				
(5) Office Staff	--			
Student Intern	--			
Conference Room - Large (10-12)	--			
Dedicated File Room	--			
Supply Room	--			
Subtotal Net:				
Subtotal Exist/Future:				
Total Gross Existing: 1,033				
Total Gross Proposed: --				
Delta: 369				

Human Resources/Payroll Program

Description	Existing		Proposed Scenario	Proposed Scenario
	Net SF	Location	1 SF	2 SF
Payroll Program				
Shared Office (2) Clerks	220	409		
Storage/File Room (Timesheets)	100	412		
Director of payroll	110	409A		
Subtotal:	430			
Future:				
Total Gross Existing:	324		324	324
Total Gross Proposed:	--		526	
Delta:			202	

Progress Set
July 29, 2009



Staff Offices	
Meeting Areas	
Waiting Area	
Student Interns	
Storage	
Misc.	
Total NSF	382

Summary Scenario 1

- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Summary Scenario 2

- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Progress Set
July 29, 2009

people)

- File space for duplicate student confidential files. (Based on Ferpa requirements)

- Basement storage assumed to remain in Scenario 1.

(2) Student File Storage	80	503C	86	
Basement Storage	80		80	
Waiting Area				
Student Work Area				
Subtotal:	320		484	

Notes:

(2) Grad Assistant				
(1) Admin. Assistant				
Separate Waiting room (2-4)				
Hearing Room (10-12)				
Filing area				
Copy area				
Total Gross Existing:	382		382	382
Total Gross Proposed:	--		1,091	
Delta:			709	

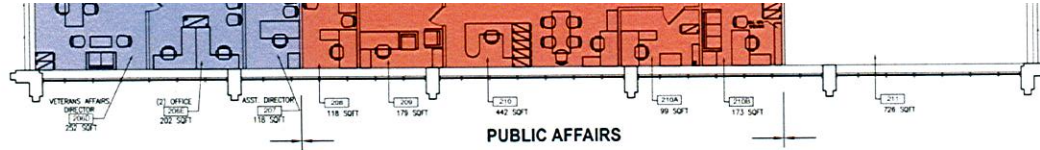
Progress Set
July 29, 2009

5

Subtotal:	320		0	
Notes:				
(1) Staff Office - Parents Program	120		120	
(1) Multi-Purpose training room (25 people)	550			? SUMMER ONLY / SHARED?
ORIENTATIONAL LEADERS				
Total Gross Existing:				
Total Gross Proposed:	--			
Delta:				

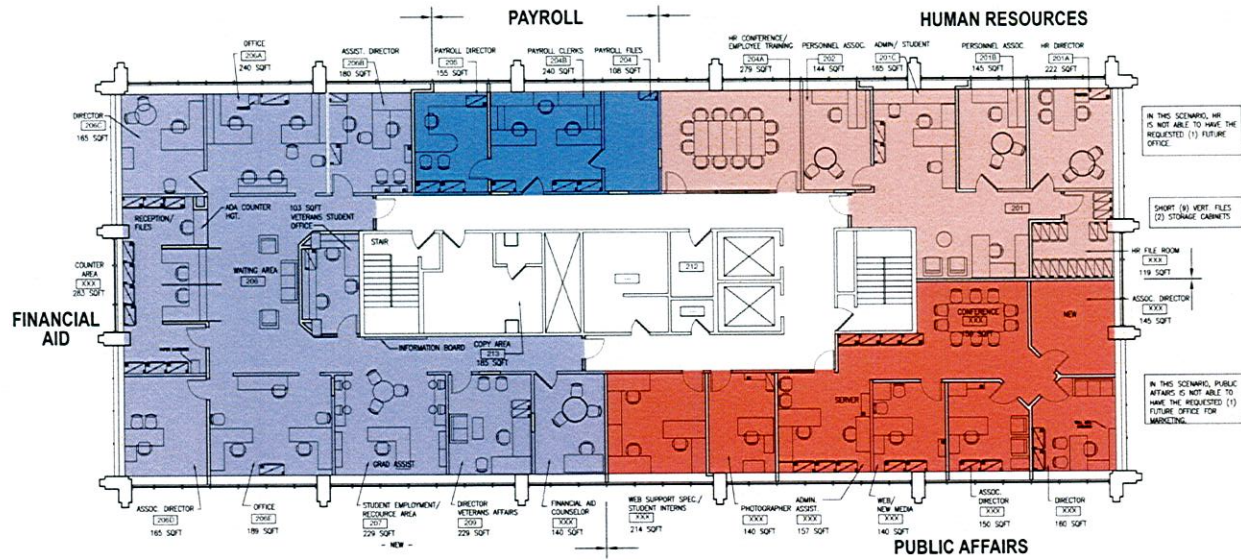
FULLY OCCUPIED WHEN USED

Progress Set
July 29, 2009



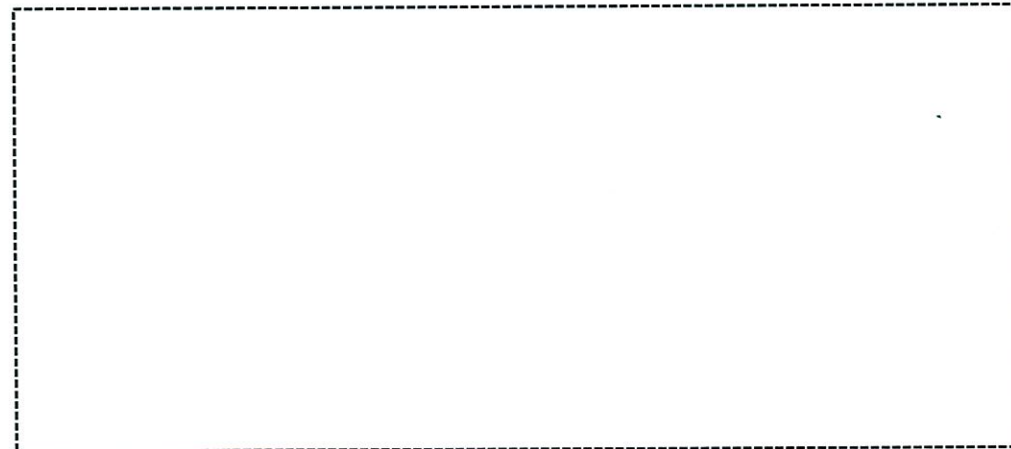
Existing Layout

2nd Floor



Scenario 1 Layout

2nd Floor



Scenario 2 Layout

Staff Offices	
Meeting Areas	
Waiting Area	
Student Interns	
Storage	
Misc.	
Total NSF	1,162

Summary Scenario 1

- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Summary Scenario 2

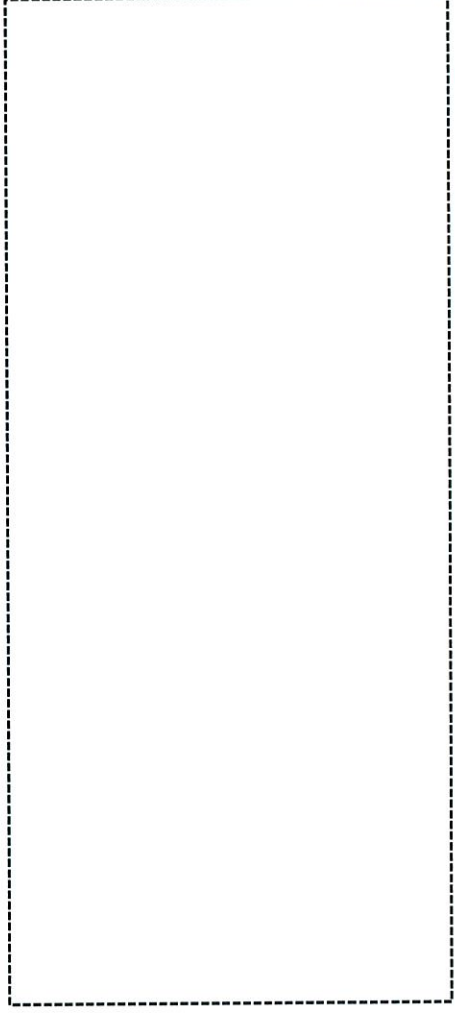
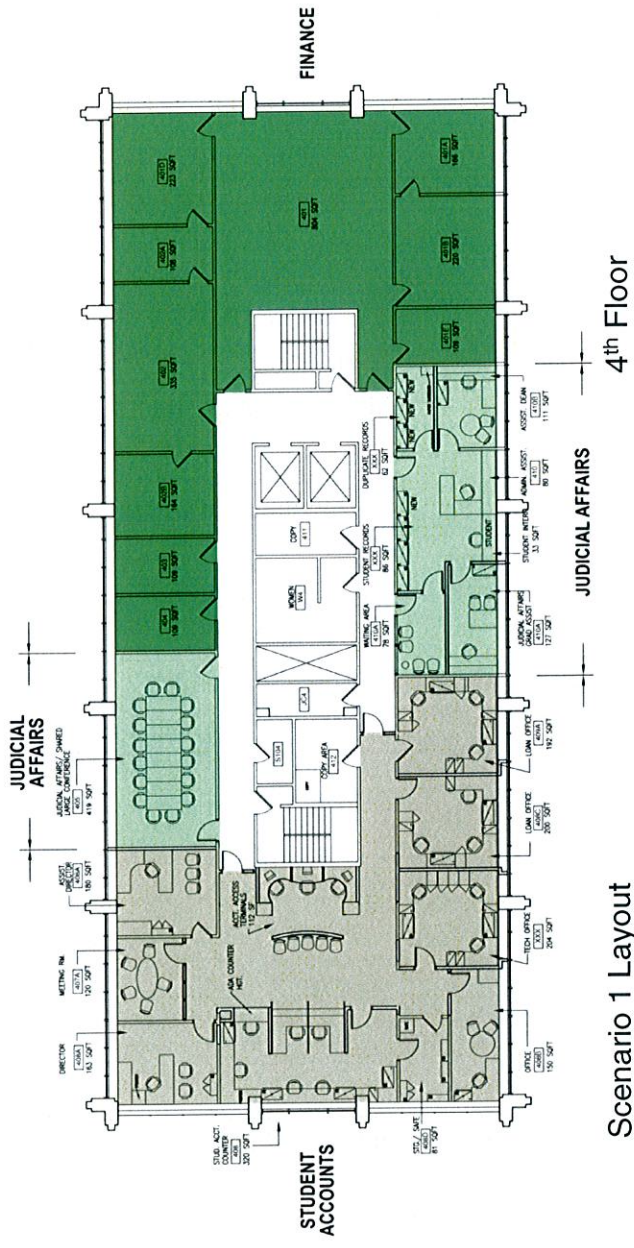
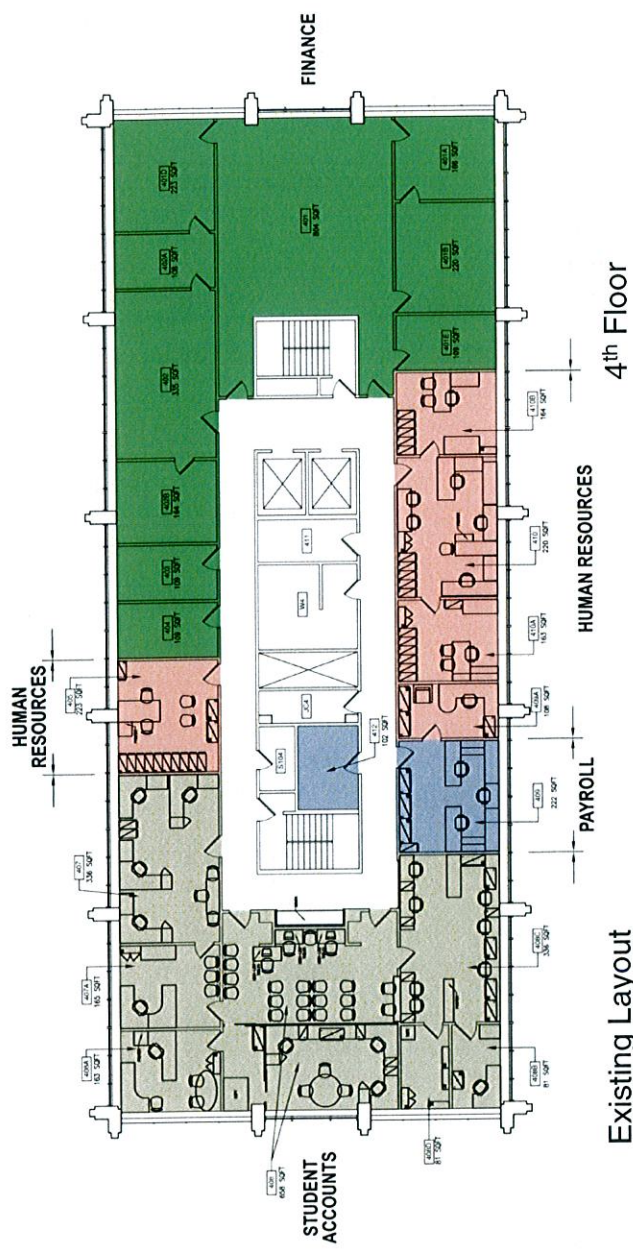
- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Progress Set
July 29, 2009

- Most reporting is done remote from offices.
- Conferencing capability enhancements desired.
- Future staff requirements.

Associate Director (Tim)	166	209	150	
Administrative Assistant	60	210	182	
Web/New Media	109	208	140	
Web Support Specialist	110	202	214	
Photographer	88	-	140	
(2) Interns	-	210	Inc. with Web Server	
Server	-	-		
Waiting Area	30	-		
Conference room	60	210		
Storage	60	210		
Subtotal:	842		986	
Future:				
Associate Director	165		145	
Marketing Assistant	165		Not Included	
Large Conference (11-12 People)	270			
Subtotal Net:	600		145	
Subtotal Exist/Future:	1,442		1,131	
Total Gross Existing:	1,162		1,162	1,162
Total Gross Proposed:	--		1,537	
Delta:			375	

Progress Set
July 29, 2009



Scenario 2 Layout

1.000 Student Accounts (standard NSF)

Management Offices
(standard based on million spacing – 165 SF)

Staff Offices

Meeting Areas

Waiting Area

Student Interns

Storage

Misc.

Total NSF 2,041

Summary Scenario 1

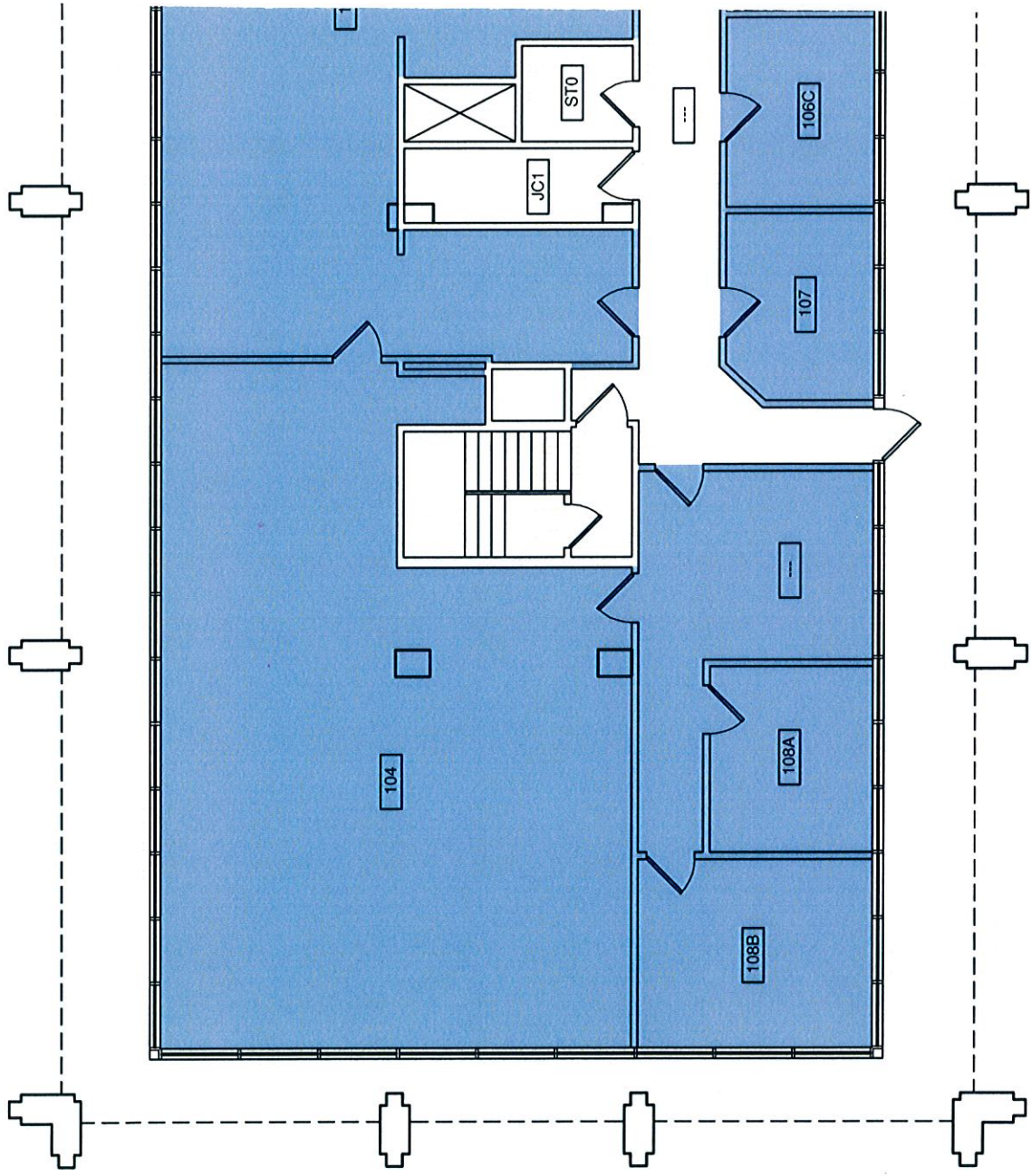
- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Summary Scenario 2

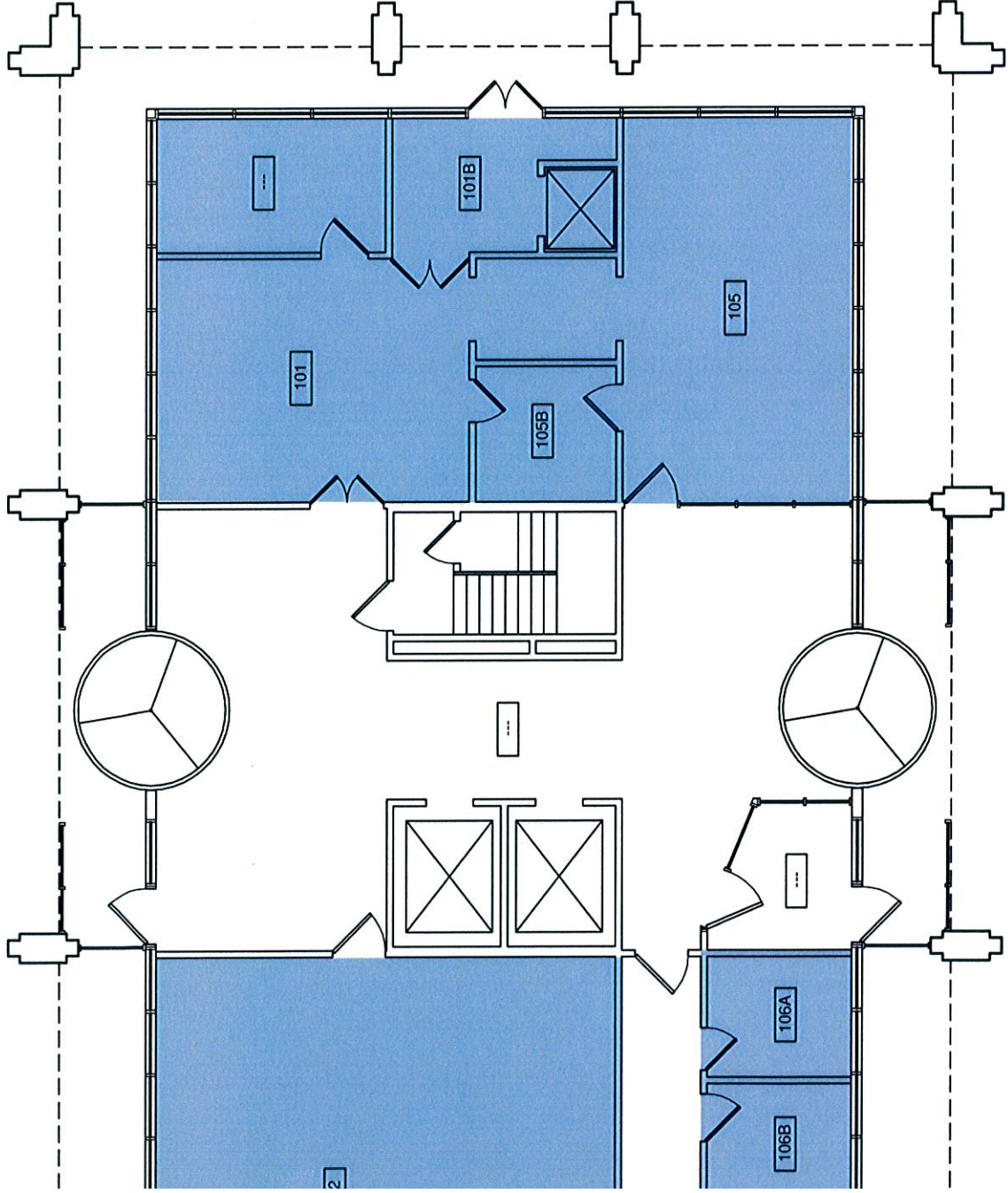
- Pro's/Con's:
 -
 -
- Schematic Cost Estimate:

Notes:

- Would prefer to divide open office environments into two smaller enclosed offices due to acoustical environmental issues.
- Modifications to the counter are required:
 - No window barrier
 - ADA compliant
 - Lock boxes at each window
 - Visual backup by other employees
- Process student paychecks.
- Smaller waiting area.
- Meeting area.
- Adjacency to HR is most efficient.
- Account access terminals for students – Privacy concerns.



INFO

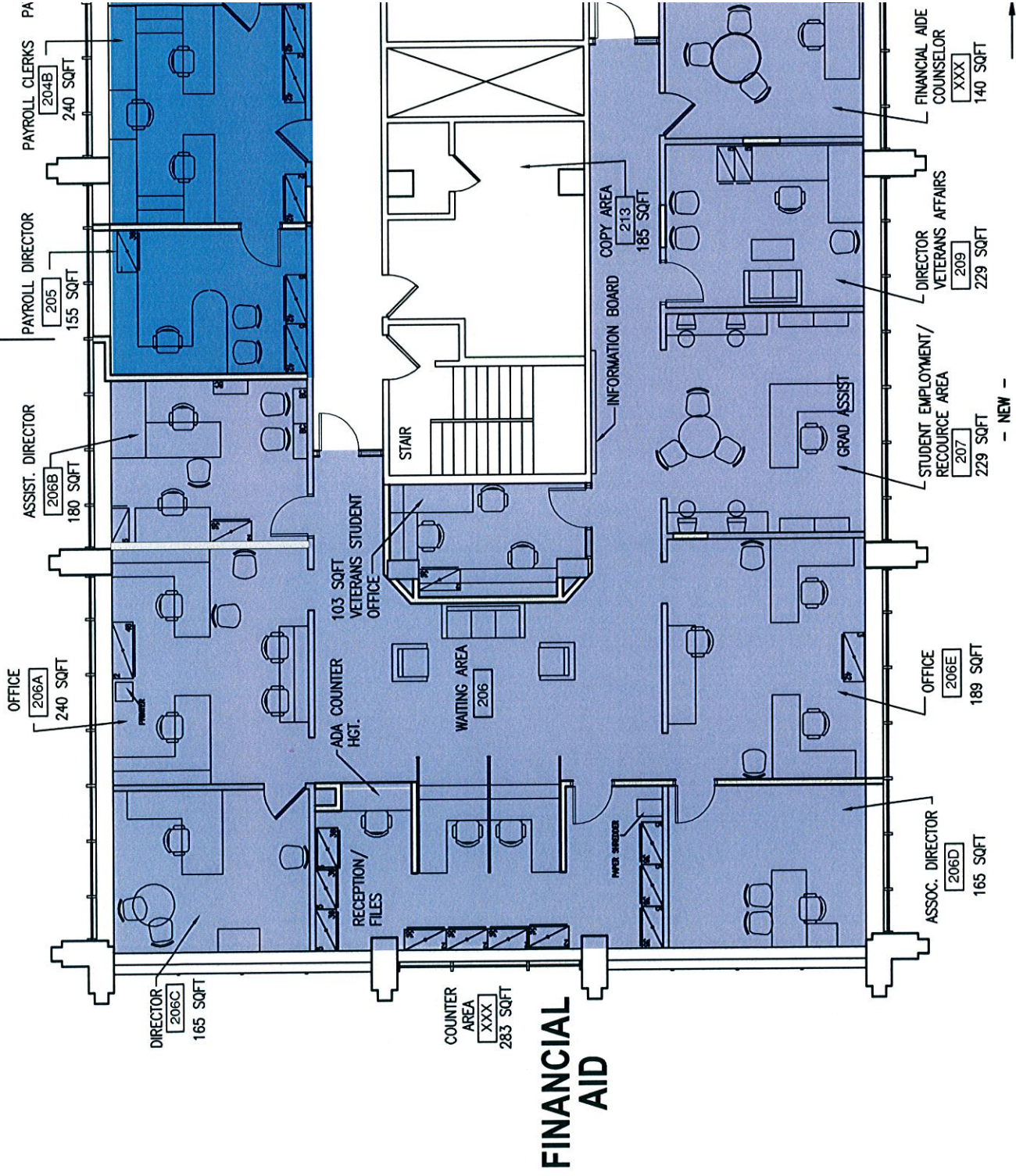


TELECOM

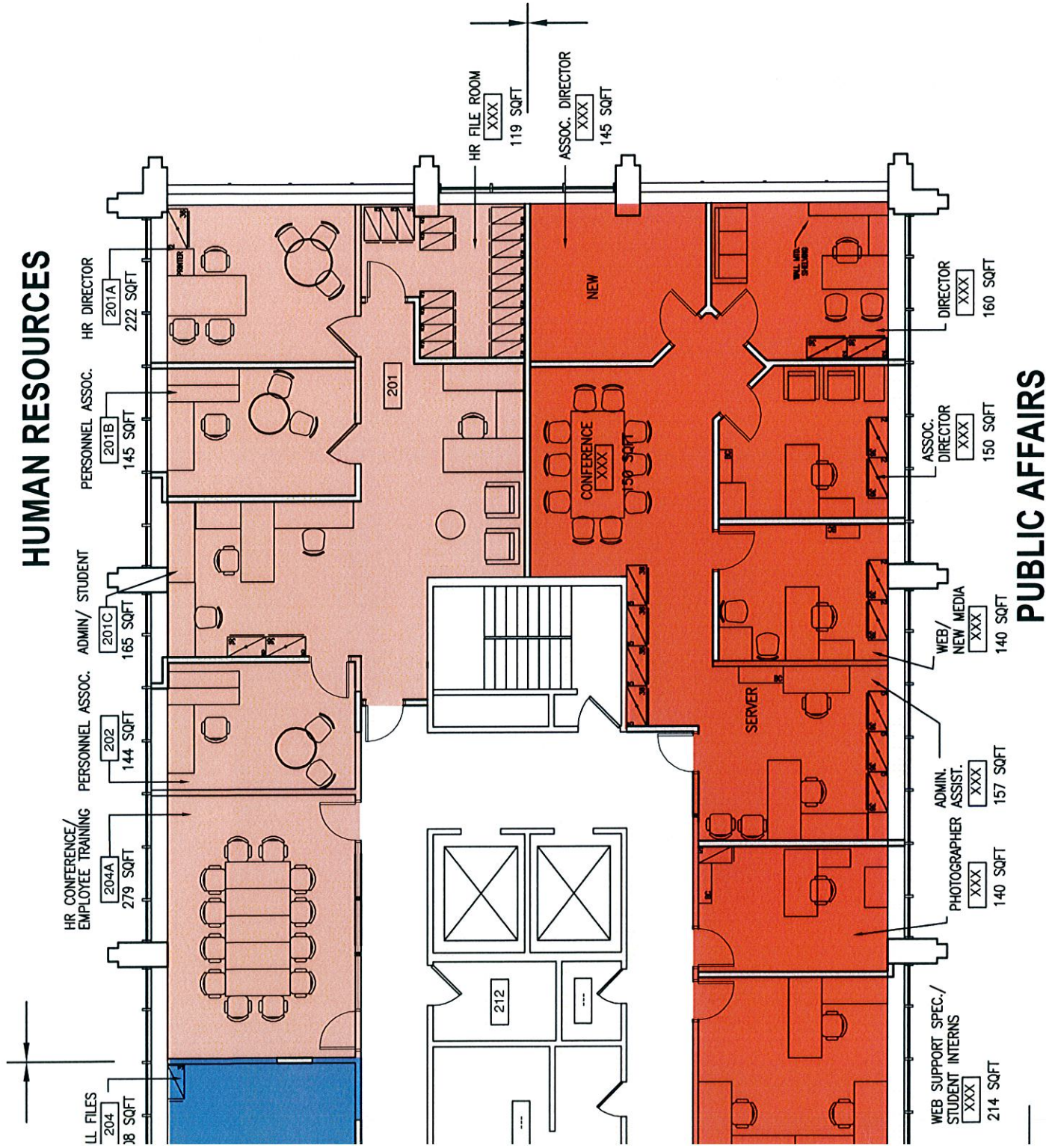
CULKIN HALL - FIRST FLOOR

SCALE: 1/8" = 1'-0"

PAYROLL



HUMAN RESOURCES



LL FILES
204
108 SQFT

HR CONFERENCE/
EMPLOYEE TRAINING
204A
279 SQFT

PERSONNEL ASSOC.
202
144 SQFT

ADMIN/ STUDENT
201C
165 SQFT

PERSONNEL ASSOC.
201B
145 SQFT

HR DIRECTOR
201A
222 SQFT

WEB SUPPORT SPEC./
STUDENT INTERNS
214
214 SQFT

PHOTOGRAPHER
215
140 SQFT

ADMIN.
ASSIST.
216
157 SQFT

WEB/
NEW MEDIA
217
140 SQFT

ASSOC.
DIRECTOR
218
150 SQFT

DIRECTOR
219
160 SQFT

HR FILE ROOM
220
119 SQFT

ASSOC. DIRECTOR
221
145 SQFT

CONFERENCE
222
130 SQFT

WEB SUPPORT SPEC./
STUDENT INTERNS
223
214 SQFT

ADMIN.
ASSIST.
224
157 SQFT

WEB/
NEW MEDIA
225
140 SQFT

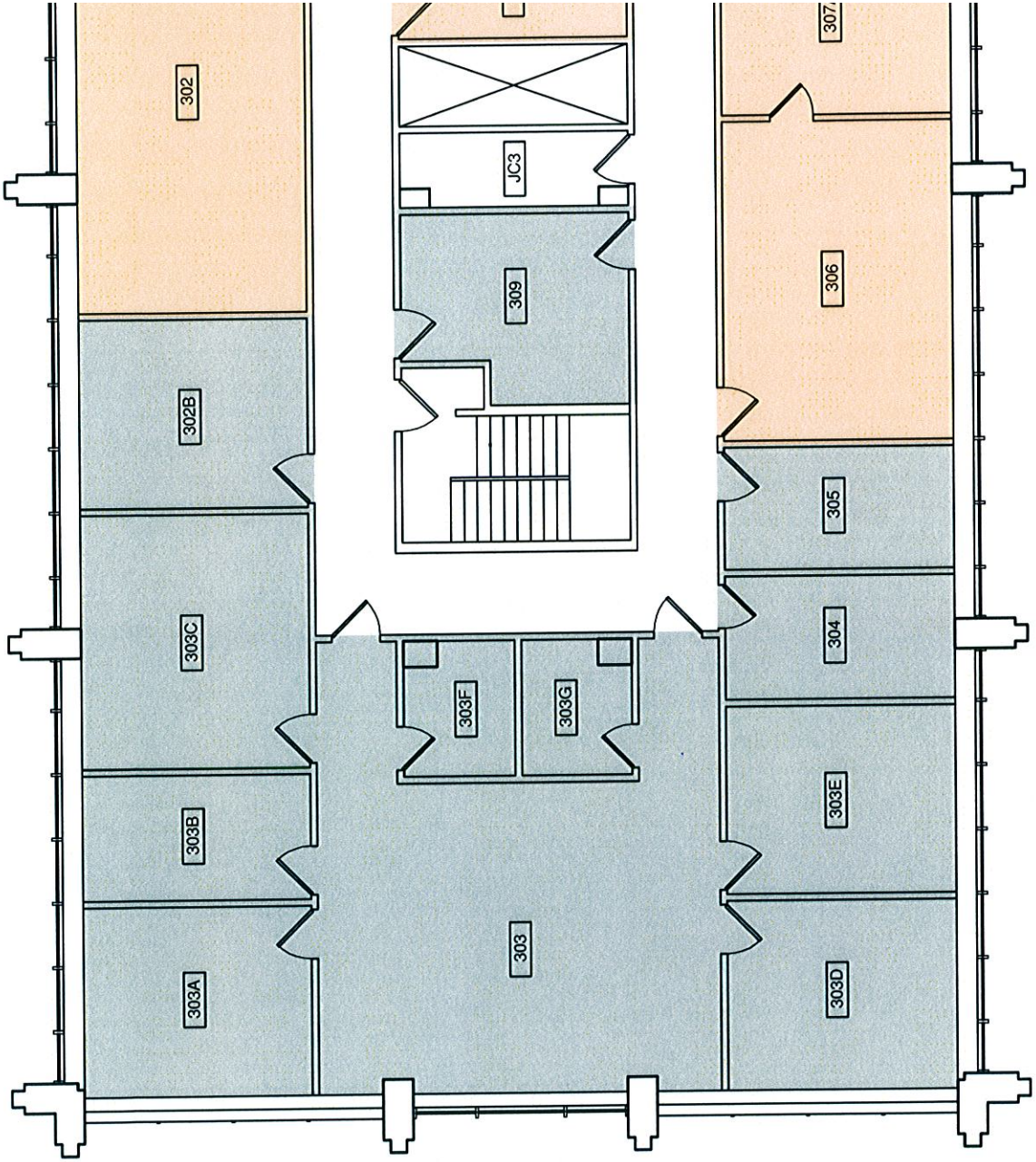
ASSOC.
DIRECTOR
226
150 SQFT

DIRECTOR
227
160 SQFT

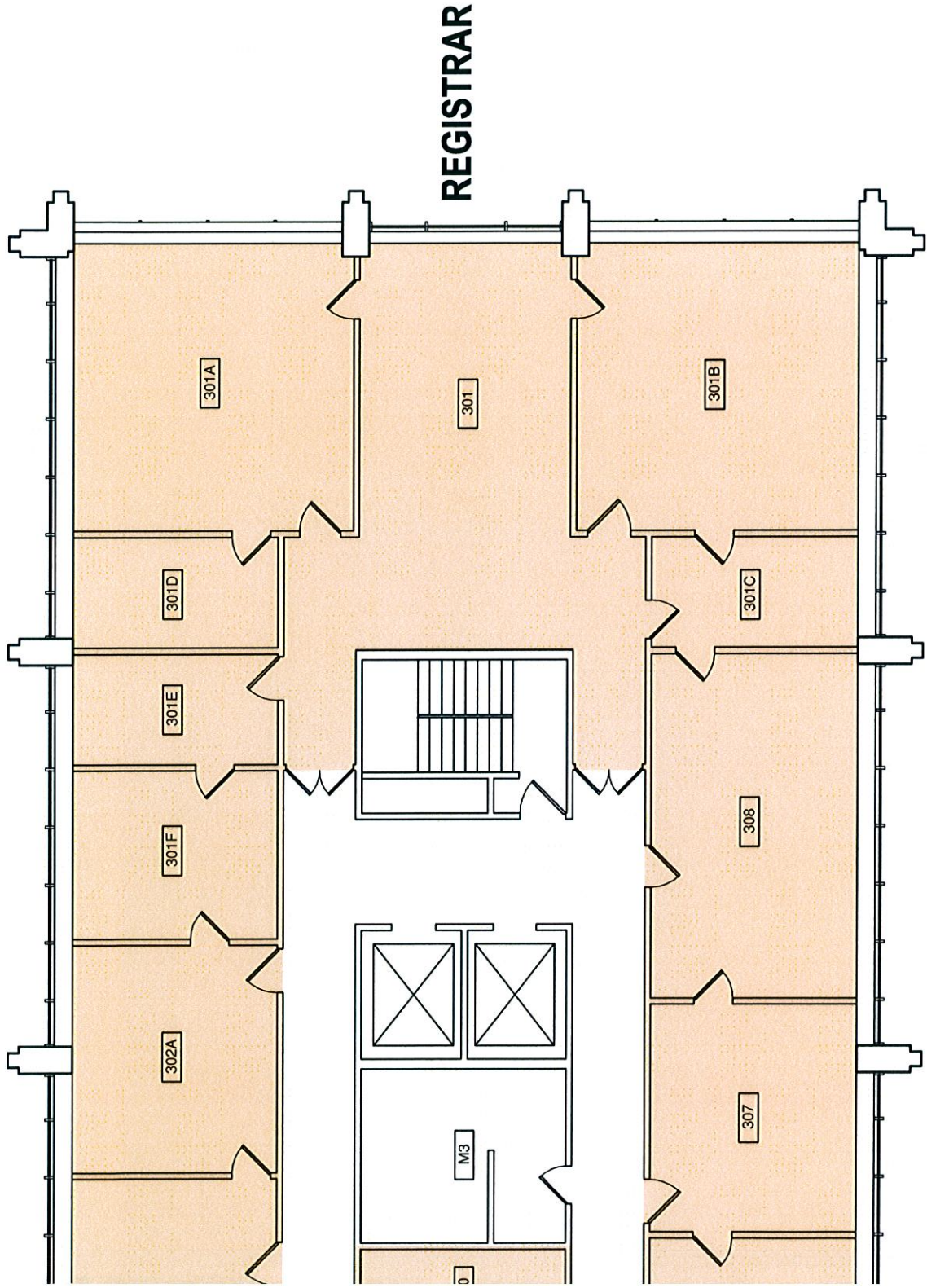
PUBLIC AFFAIRS

CULKIN HALL - SECOND FLOOR SCENARIO 1

SCALE: 1/8" = 1'-0"



HOUSING

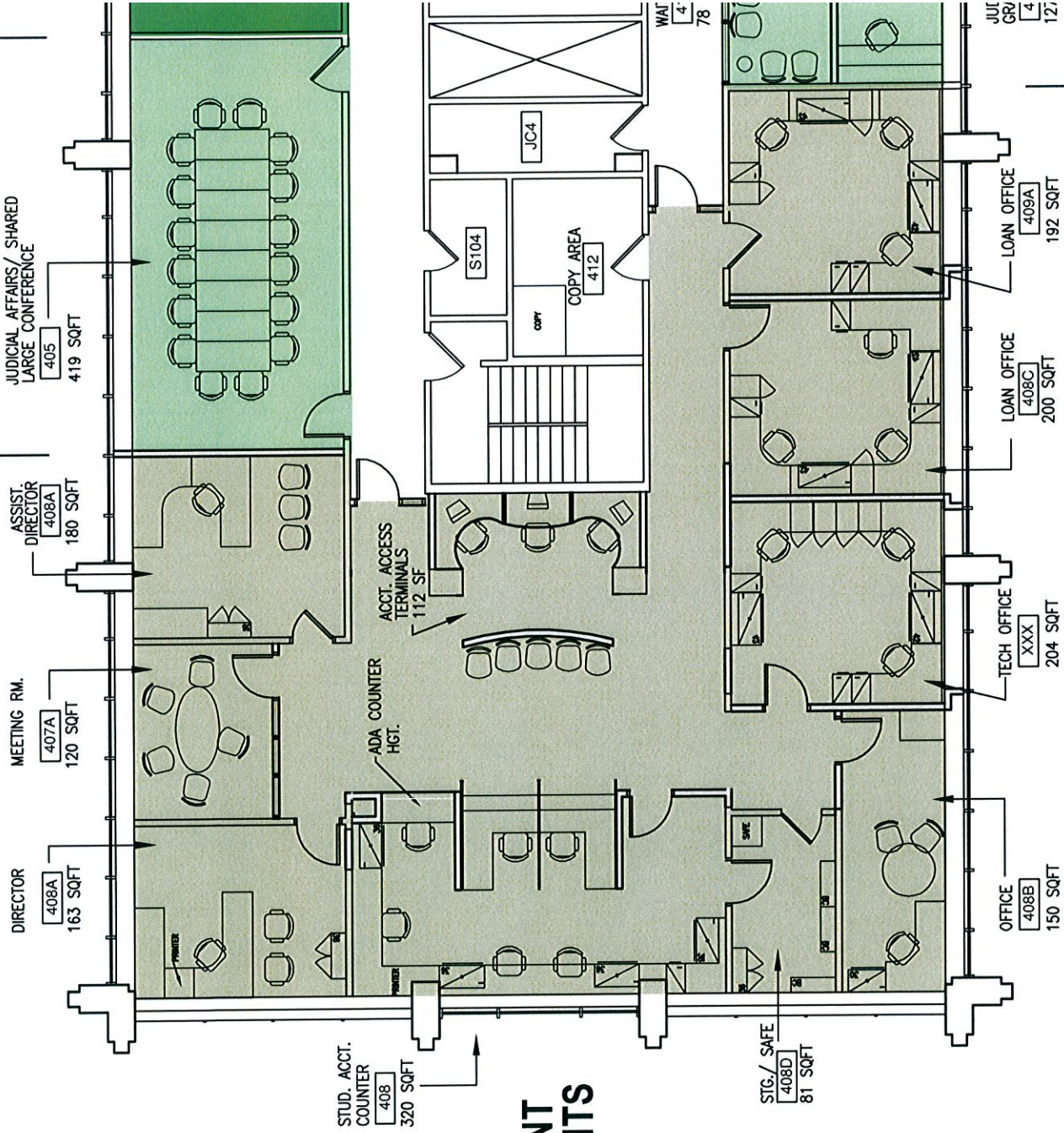


REGISTRAR

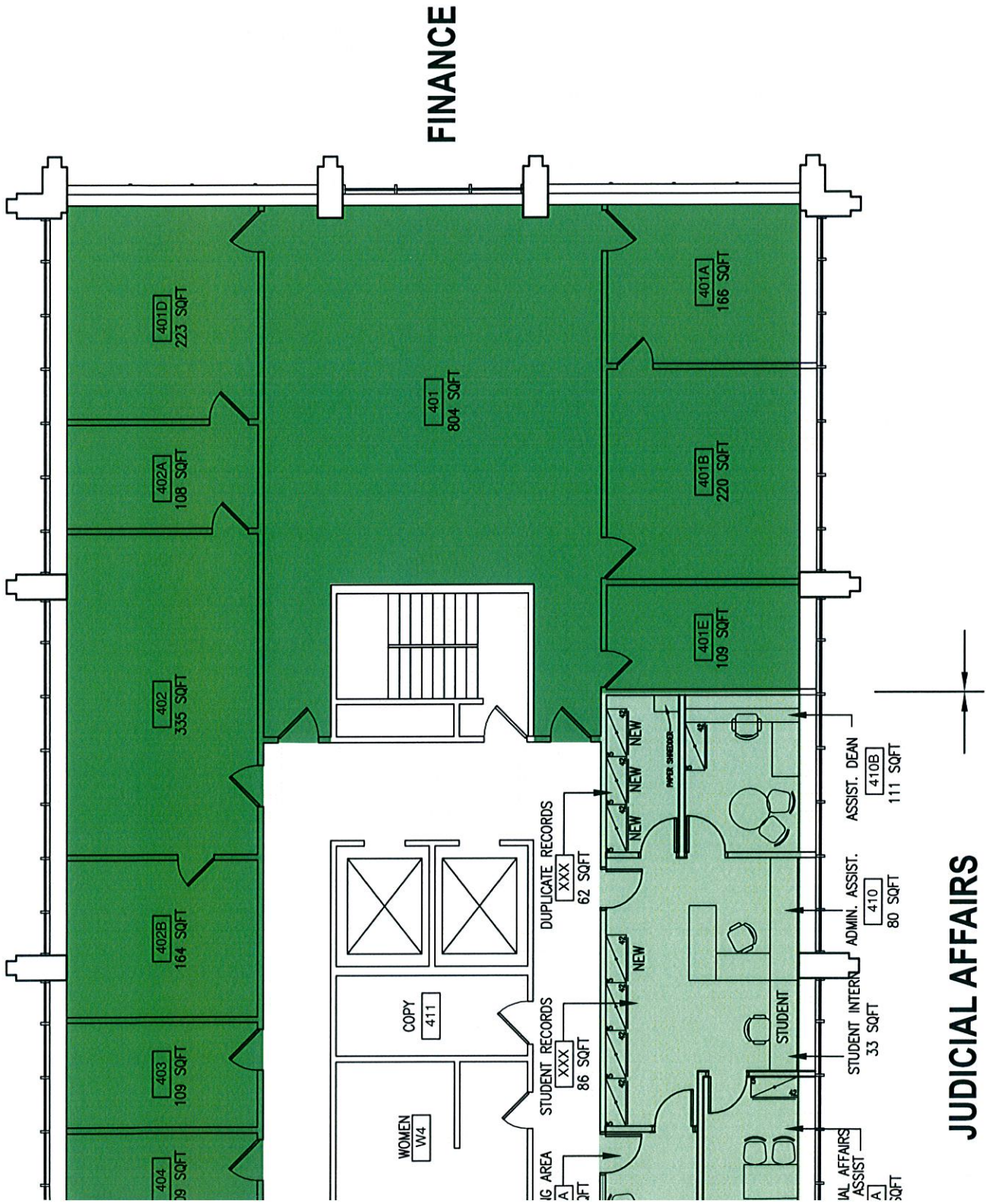
CULKIN HALL - THIRD FLOOR

SCALE: 1/8" = 1'-0"

JUDICIAL AFFAIRS



STUDENT ACCOUNTS

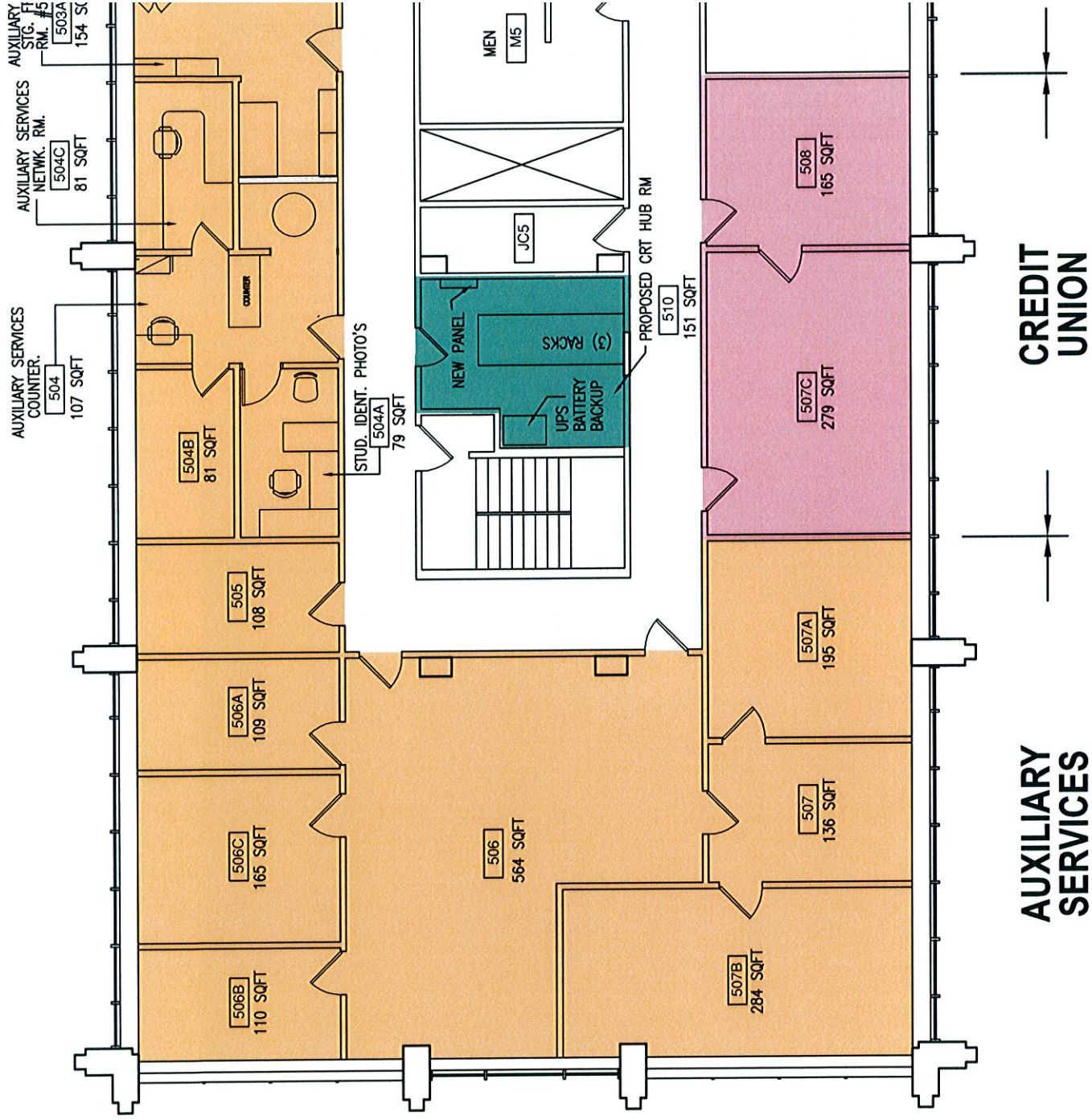


FINANCE

JUDICIAL AFFAIRS

CULKIN HALL - FOURTH FLOOR SCENARIO 1

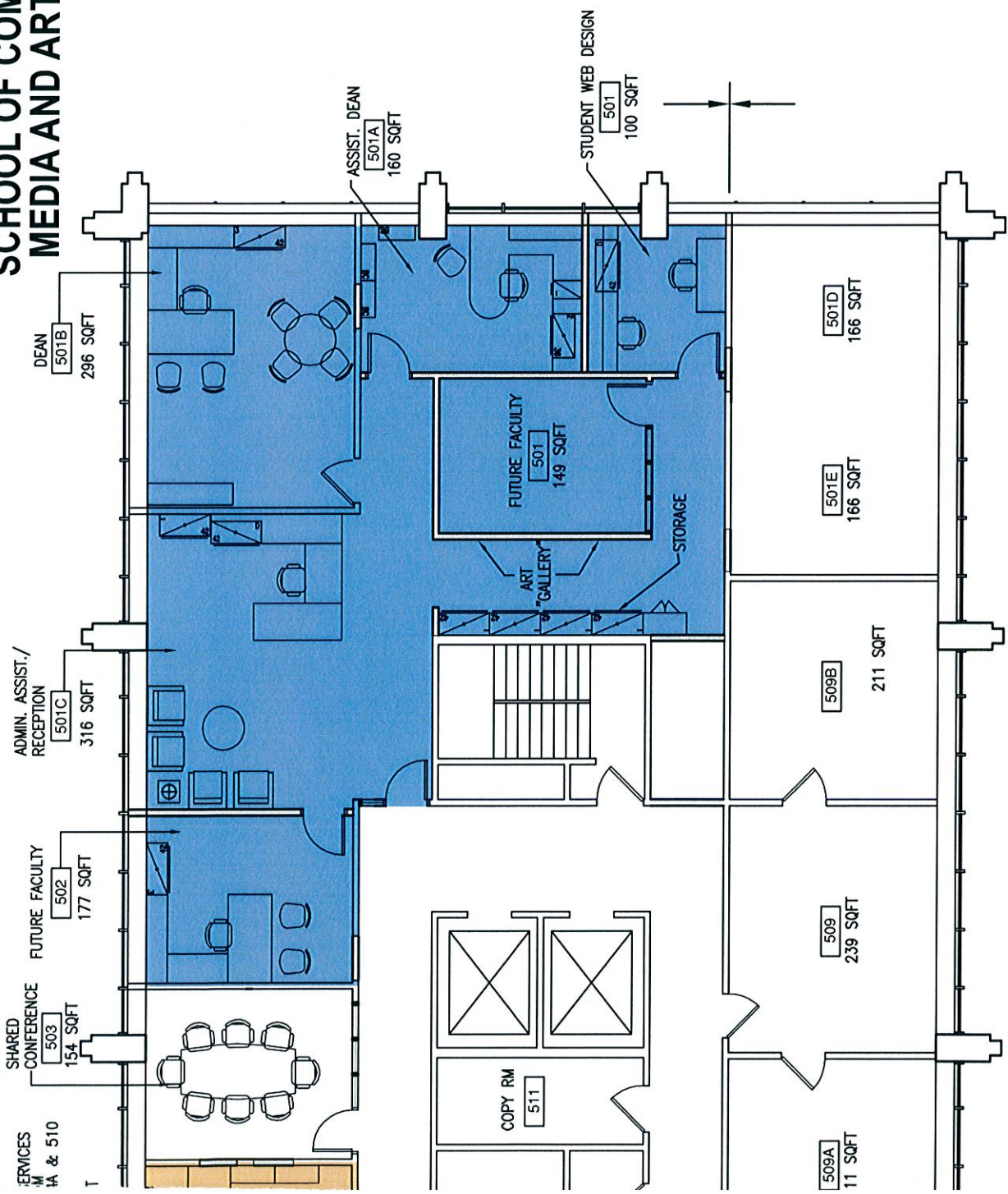
SCALE: 1/8" = 1'-0"



AUXILIARY SERVICES

CREDIT UNION

SCHOOL OF COMM. MEDIA AND ARTS



FACILITIES?? ORIENTATION??

CULKIN HALL - FIFTH FLOOR SCENARIO 1
SCALE: 1/8" = 1'-0"

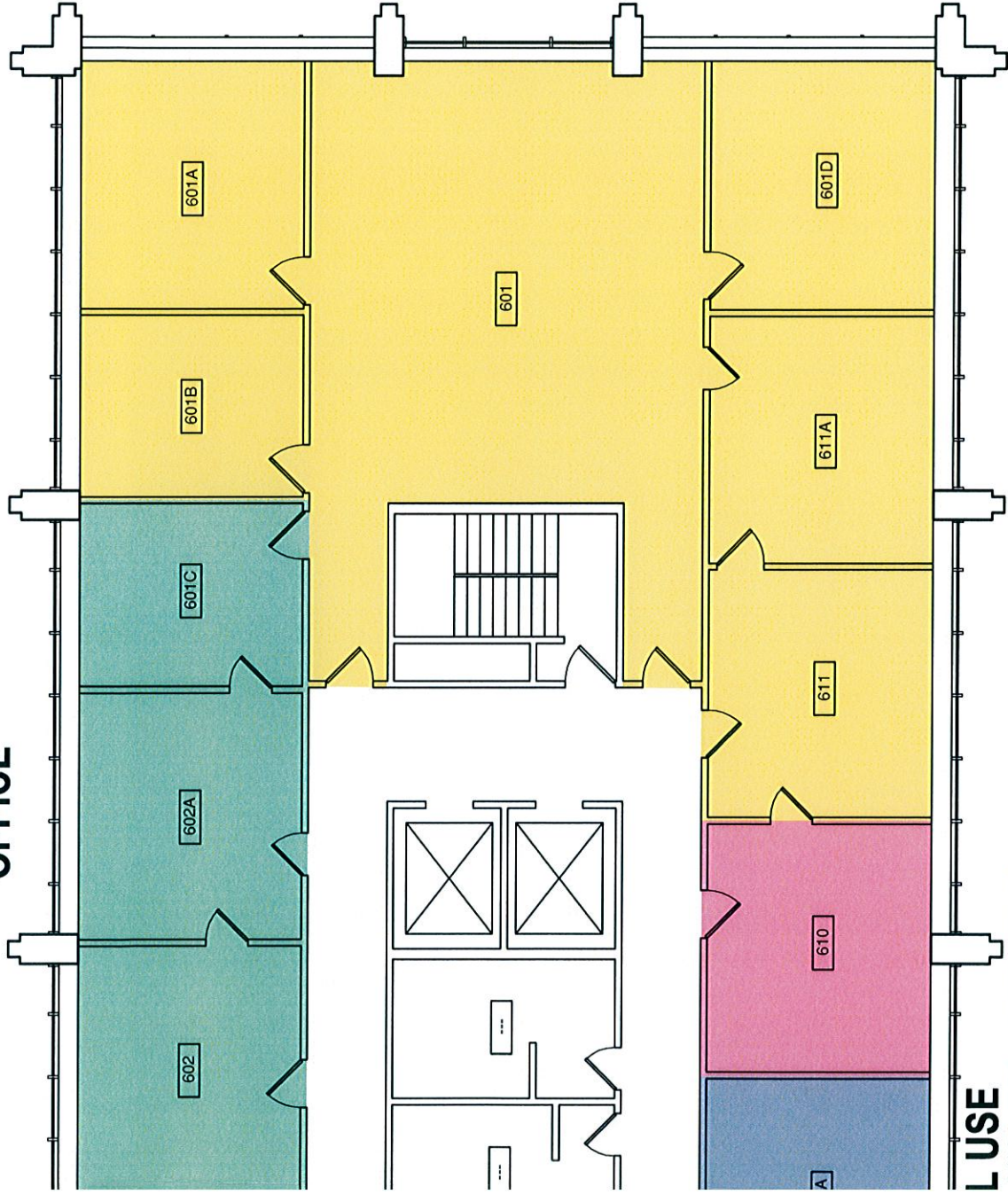
**INSTRUCTIONAL
RESEARCH**



**GRADUATE
STUDIES**

**GENERAL
CONFERENCE**

**PROVOST
OFFICE**



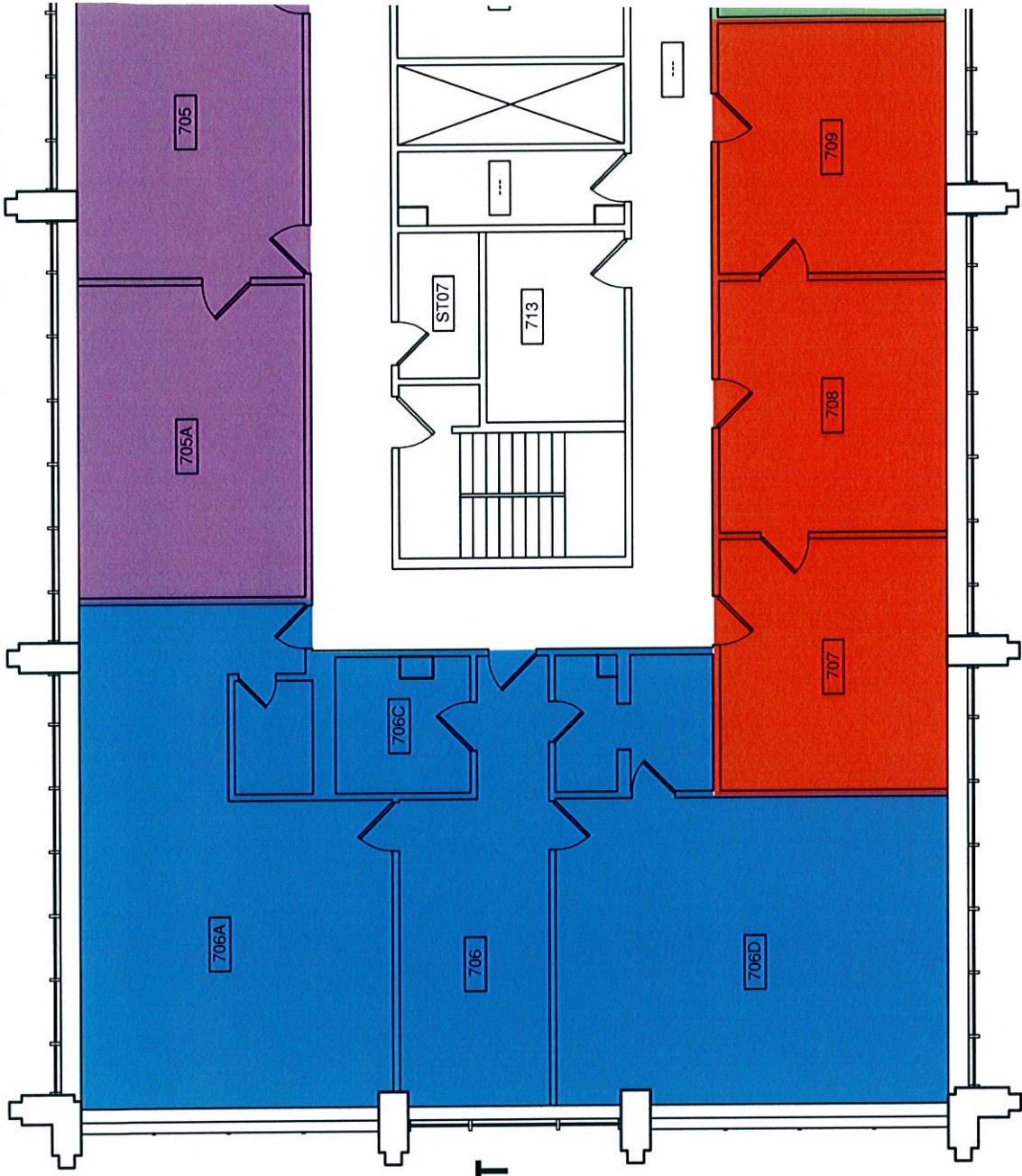
**ARTS &
SCIENCES**

**L USE RM GENERAL
EDUCATION**

CULKIN HALL - SIXTH FLOOR

SCALE: 1/8" = 1'-0"

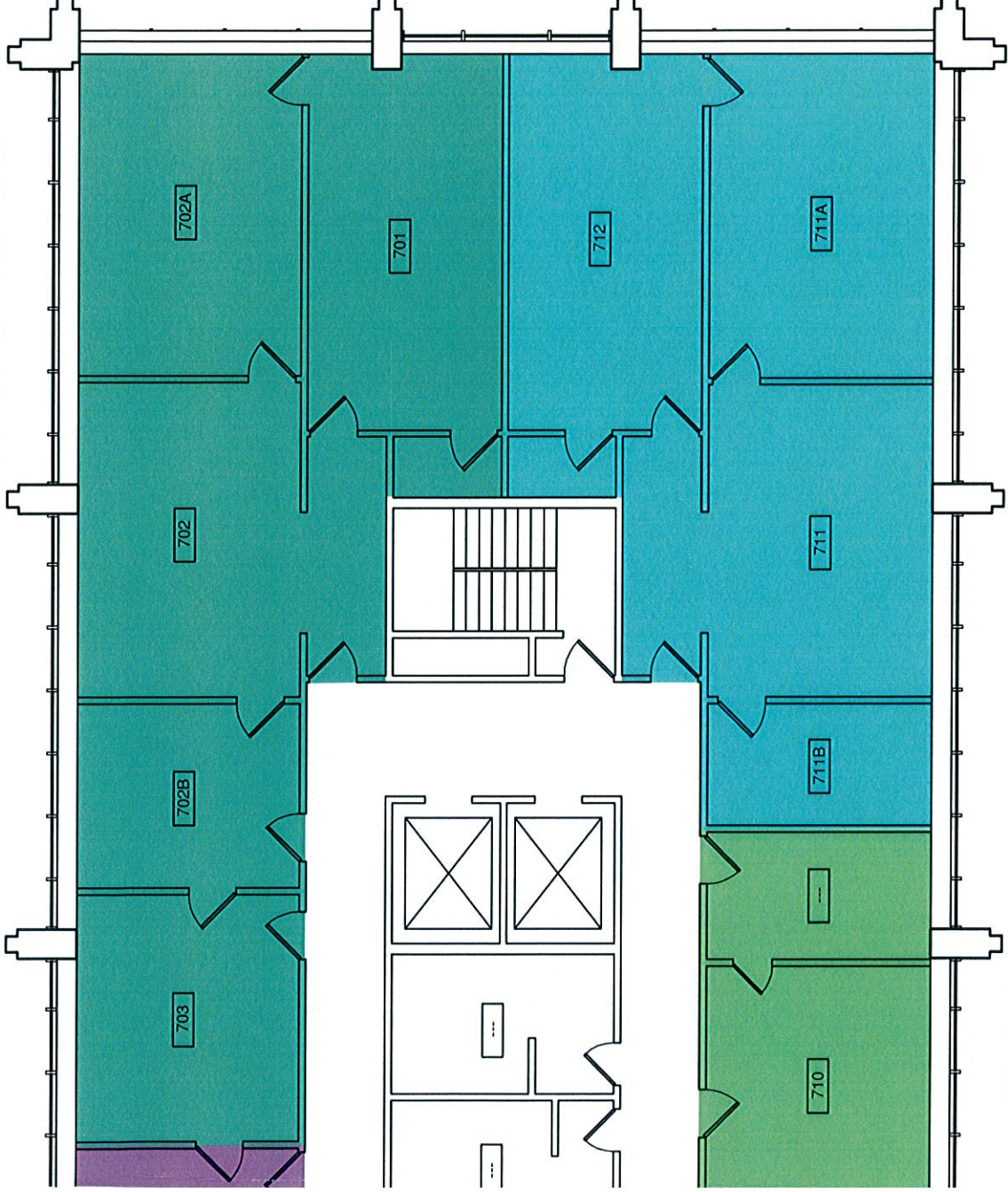
VP ADMIN FINANCE



**PRESIDENT
SUITE**

ASST. TO THE PRESIDENT

PROVOST OFFICE



DEAN OF STUDENTS

VP SUITE

CULKIN HALL - SEVENTH FLOOR

SCALE: 1/8" = 1'-0"