

SQUARE FOOTAGE SUMMARY

Description - First Floor	Total Area	Comments
Academic Center for Excellence	13060	
Career Development	7922	
Gallery (and supporting spaces)	2090	
Total Usable Department SF	23072	
Classroom Usable SF	3017	
Circulation, Infastructure	6875	

Description - Second Floor	Total Area	Comments
Academic Testing	2354	
Counseling Center	9193	
Student Affairs	3457	
Student Conduct	1008	
Total Usable Department SF	16012	
Classroom Usable SF	8426	
Circulation, Infastructure	14711	

TOTAL USABLE DEPARTMENT SF **39084**

TOTAL USABLE CLASSROOM SF **11443**

* NOTE: Square Foot calculations are measured from CL of interior walls and inside face of exterior walls

DEPARTMENT SUMMARY- ACADEMIC CENTER FOR EXCELLENCE

Description	Quantity	Office	Work-station	Other	Total Area	Comments
Executive Director, Karen Reedy	1	175			175	
Associate Vice President for Enrollment Services, Deb Kaye	1	175			175	
Office Assistant, Lorna Dusti	1	120			120	
Office Assistant, Kelly Reeder	1		115		115	
Walk-In Advising						
Associate Director, Kellie Woodle	1	135			135	
Academic Advisor, Bruce Turner	1	120			120	
Academic Advisor, Ozzie Vazquez	1	120			120	
Academic Advisor, Amana Ellerbe	1	120			120	
Academic Advisor, Beverly Cribbs	1	120			120	
Academic Advisor, Michael Murillo	1	120			120	
P/T Academic Advisor, Shari Naman	1	120			120	
P/T Academic Advisor, Debbie Kochanowski	1	120			120	
Developmental Advising						
Academic Advisor, Corey Williams	1	120			120	Developmental Advising to be close together.
Academic Advisor, Paul Schreier	1	120			120	Developmental Advising to be close together.
Academic Advisor, Tabitha Houston	1	120			120	Developmental Advising to be close together.
Academic Advisor, Annette Robinette	1	120			120	Developmental Advising to be close together.
Academic Advisor, [future]	1	120			120	Developmental Advising to be close together.
Retention						
Assistant Director, Jennifer Stover		135			135	Near tutoring spaces; Retention to be close together.
Coordinator, Michele Boyette		120			120	Near tutoring spaces; Retention to be close together.
P/T Tutors [future]	25+					Near tutoring spaces; Retention to be close together.
Retention Coordinator/Reading Specialist, [future]	1	120			120	Retention to be close together.
Retention Coordinator/ESL Specialist, [future]	1	120			120	Retention to be close together.

DEPARTMENT SUMMARY- ACADEMIC CENTER FOR EXCELLENCE

Supplementary Spaces						
Lobby	1			30	600	Seating for 30.
Conference Room	1			400	400	Seating for 20.
Tutoring Resource Room	1			100	100	One desk/one computer.
Classroom, Math	1			1000	1000	50 students, tables and chairs.
Classroom, Tutor and Science	2			800	1600	40 students, tables and chairs.
Classroom, Study Skills	1			800	800	40 students, AV equipment.
Classroom	4			400	1600	20 students, tables and chairs.
Storage	2			75	150	
Computer Stations for students	5			15	75	Study cubbies.

DEPARTMENT TOTAL

13060 SQUARE FEET

Shared Spaces that need to be neighboring

N/A

Shared Spaces that need to be nearby

N/A

GENERAL NOTES:

1. This department to be located on the first floor.

DEPARTMENT SUMMARY- CAREER SERVICES

Description	Quantity	Office	Work-station	Other	Total Area	Comments
Career Recruiting						
Director, Rick Roberts	1	175			175	Includes Small Meeting Area.
Events & Marketing Coordinator, Jocelynn Heck	1	120			120	
Assistant Director, Valarie Robinson	1	135			135	
Career Coordinator, Maria Castro	1	120			120	
Career Coordinator, [future]	1	120			120	
Marketing Coordinator, [future]	1	120			120	
Program Assistant, Anamarie Lelis	1		55		55	Locate at Reception. See Note 3.
Student Career Assistant, Debbie Sen	1		55		55	
Student Career Assistant, Stephen DeCoteau	1		55		55	
Student Career Assistant, Kelly Dow	1		55		55	
Student Career Assistant, Jeremy Thomas	1		55		55	
Student Career Assistant, Alex Gooding	1		55		55	
Executive Secretary (Office Mgr), Ann Murphy	1	120			120	See Note 3.
Student Career Assistant, Bryce Ammendolia	1		55		55	
Student Career Assistant, Gallo Cham	1		55		55	
Career Development						
Associate Director, Vivian Senior	1	135			135	
Career Counselor, Paula Michael Dass	1	120			120	
Senior Secretary, Jackie Allison	1		55		55	Locate at Reception. See Note 3.
Job Location Development Coordinator, Steve Montesinos	1	120			120	
Peer Advisor, Dyna Mercelus	1		55		55	
Peer Advisor, Melinda Watkins	1		55		55	

DEPARTMENT SUMMARY- CAREER SERVICES

Supplementary Spaces						
Main Reception Area	1			80	80	Large screen plasma TV, seating for 4.
Multi-Purpose Room	1			750	750	50+ people with a projector and screen.
Career Computer Lab (Currently 4 Stations) Expand to 8 Stations in future	1			200	200	4' wide computer stations.
Career Library	1			700	700	Tables & chairs in library, lounge seating for 4.
Equipment Room/Work Room (Copiers/Network Printers/Laminator/Cutter/Binder)	1			120	120	
Interview Room	4			90	360	Video taped practice interviews with 1 interviewer and 1 interviewee.
Interview Room, Future	4			90	360	Video taped practice interviews with 1 interviewer and 1 interviewee.
Men's Changing Room	1			45	45	To prepare for Interviews.
Women's Changing Room	1			45	45	To prepare for Interviews.
Break Room	1			120	120	To prep for Employers.
Storage	1			90	90	Tables, Career Expo signs, etc.
Storage	1			90	90	Supply cabinets.

DEPARTMENT TOTAL

7922 SQUARE FEET

DEPARTMENT SUMMARY- CAREER SERVICES

Shared Spaces that need to be neighboring

N/A

Shared Spaces that need to be nearby

Conference Room that will accommodate 15+ people

Conference Room that will accommodate 7 people

GENERAL NOTES:

1. This department to be located on the first floor near ACE. Visibility is great. Proximity to Counseling Center is also important. This department sees students and employers after hours.
2. Break Room to accommodate refrigerator, microwave, coffee maker, sink.
3. Locate close to copy machine/printer.

DEPARTMENT SUMMARY- GALLERY

Description	Quantity	Office	Work-station	Other	Total Area	Comments
Gallery	1			1730	1730	
Office	1	170			170	
Storage	1			140	140	

DEPARTMENT TOTAL

2090 SQUARE FEET

Shared Spaces that need to be neighboring

N/A

Shared Spaces that need to be nearby

N/A

GENERAL NOTES:

DEPARTMENT SUMMARY- ACADEMIC TESTING

Description	Quantity	Office	Work-station	Other	Total Area	Comments
Interim Director, Heather Stake	1	175			175	Locate next to program assistant.
Program Assistant, [future]	1	120			120	Locate next to reception and director's office.
Receptionist/Test Supervisor, Halcyon Pereira	1		55		55	
Office Assistant, Samantha Sneed	1		55		55	Locate near program assistant office/reception.
Test Supervisor, Melony Granville	1				1	Locate in ETS test lab.
Office Floater, Ana Griffin	1				1	No designated work space.
Supplementary Spaces						
CLEP Server	1		55		55	Locate server in workstation.
CAT-CLAST Lab	1			600	600	See Note 2.
ETS Lab	1			415	415	Enter lab through Proctor room. See Note 2.
Waiting Area	1			200	200	Seating for 10. 20 Lockers needed for backpacks.
Work Room/ Break Room	1			100	100	
Lab,[future]	1				1	Not sure of size yet.

DEPARTMENT TOTAL

2354 SQUARE FEET

Shared Spaces that need to be neighboring

N/A

Shared Spaces that need to be nearby

N/A

GENERAL NOTES:

1. This department to be located on either the first or second floor. This department sees 40-50 visitors on weekends.
2. This lab needs to be soundproofed.

5/16/2008

UNF, Founders Hall (Building 2)

DEPARTMENT SUMMARY- COUNSELING CENTER

Description	Quantity	Office	Work-station	Other	Total Area	Comments
Director, Terry DiNuzzo	1	175			175	
Associate Director, Michael Malec	1	135			135	
Licensed Counselor (Outreach Coordinator), Richmond Wynn	1	120			120	
Licensed Counselor (Training Coordinator), Deborah Baker	1	120			120	
Licensed Counselor, Liza Provenzano	1	120			120	
Counselor, Lindsay Leonard	1	120			120	
Licensed Counselor, Julie Ingber	1	120			120	Half time, will share an office with Christy Brown.
Counselor, Christy Brown	1	~			1	Half time, will share an office with Julie Ingber.
Counselor, Pat Moore	1	120			120	Half time, will share an office with Jennifer Fortune.
Counselor, Jennifer Fortune	1	~			1	Half time, will share an office with Pat Moore.
Psychiatrist, Dr. George Joseph	1	120			120	Half time, will share an office with Nutritionist.
Registered Nutritionist, Marilyn Dahl	1	~			1	Half time, will share an office with Psychiatrist.
Nurse Practitioner, Diane Joyce, ARNP	1	120			120	
Counseling Intern Trainee, Timothy Youngblood	1	120			120	
Counseling Intern Trainee, Lauren Levine	1	120			120	
Counseling Intern Trainee, Jessica Carter	1	120			120	
Crisis/Case Manager, [future]	1	120			120	
Counselors, [future]	6	120			720	
Counseling Intern Trainees, [future]	2	120			240	
Victim Advocacy, [future]	2	120			240	
Support						
Office Manager, Mary Gates	1	120			120	
Executive Secretary, Cindy Harper	1	120			120	
Office Assistant, Julia Brumfield	1		55		55	Works at Reception Desk. See Note 3.
Office Assistant, Susan Taylor	1		55		55	Works at Reception Desk.

DEPARTMENT SUMMARY- COUNSELING CENTER

Supplementary Spaces

Reception	1			400	400	
Large Conference/Group/Workshop Room	1			350	350	Seating for 10.
Medium Group Room	2			225	450	
Small Group Room	2			150	300	
Debriefing/Relaxation Room	1			60	60	
Break Room	1			200	200	
Testing Room	1			200	200	
Library	1			100	100	
Workroom	1			255	255	Locate adjacent to Receptionist. See Note 4.

DEPARTMENT TOTAL

9193 SQUARE FEET

Shared Spaces that need to be neighboring

N/A

Shared Spaces that need to be nearby

N/A

GENERAL NOTES:

1. This department to be located on the second floor.
2. Confidentiality is a huge concern in this department. Offices and Group Rooms must take into account sound transmission controls.
3. Reception desk to have glass enclosure (similar to a doctor's reception area).
4. Work room to be accessible from receptionist's desk and from offices. Work Room needs to be locked and will accommodate files, copy machine, refrigerator, and locked medication cabinet (not refrigerated).
5. All Group Rooms to have cameras to film group sessions.

DEPARTMENT SUMMARY- STUDENT AFFAIRS

Description	Quantity	Office	Work-station	Other	Total Area	Comments
Vice President for Student and International Affairs, Dr. Mauricio Gonzalez	1	225			225	See Note 3 and 4.
Associate Vice President, Mr. Everett J. Malcolm, III	1	225			225	See Note 3 and 4.
Assistant Vice President for Student Life, Dr. Lucy Croft	1	225			225	See Note 3 and 4.
Executive Assistant, Mary McConville	1		55		55	
Student Affairs Information and Publications Manager, Dr. Annabel Brooks	1	120			120	
Director of Development, Student and International Affairs, Kathleen Leone	1	120			120	
Divisional Budget Officer, Nancy Locke	1	120			120	
Assistant to Divisional Budget Officer, Lien	1	120			120	
Office Assistant, Cara Lourcey	1		55		55	
Secretary, Barbara	1		55		55	Locate near Assistant VP.
Supplementary Spaces						
Break Room	1			175	175	See Note 2.
Storage / Work Room	1			160	160	
Conference Room	1			350	350	

DEPARTMENT TOTAL

3457 SQUARE FEET

Shared Spaces that need to be neighboring

N/A

Shared Spaces that need to be nearby

N/A

DEPARTMENT SUMMARY- STUDENT AFFAIRS

GENERAL NOTES:

1. This department to be remain on the second floor, locate near Student Conduct Office.
2. Break Room to accommodate refrigerator, microwave, coffee maker, and sink. Locate near Conference Room.
3. Locate VP, Associate VP and Assistant VP near each other.
4. Note: This office is existing and/or being modified in it's current location. This is the reason it is larger than the typical University Standards.

DEPARTMENT SUMMARY- STUDENT CONDUCT

Description	Quantity	Office	Work-station	Other	Total Area	Comments
Conduct Officer, [future]	1	225			225	
Supplementary Spaces						
Storage Room	1			150	150	
Conference Room	1			250	250	

DEPARTMENT TOTAL

1008 SQUARE FEET

Shared Spaces that need to be neighboring

N/A

Shared Spaces that need to be nearby

N/A

GENERAL NOTES:

1. This department to be remain on the second floor, locate near Student Affairs Office.