

ADMISSIONS AND FINANCIAL AID

SPACE	PROPOSED AREAS			REMARKS	
	NSF	No.	Total NSF		
COMMON SPACE					
CO 1.1	Lobby	400	1	400	
CO 1.2	Coatroom	120	1	120	
CO 1.3	Conference Room	1,125	1	1,125	27 seats
CO 1.4	Break Room/Kitchenette	200	1	200	
COMMON SPACE Subtotal		1,845			
ADMISSIONS					
AD 2.1	Reception Desk	80	1	80	
AD 2.2	Reception	750	1	750	
AD 2.3	Interview Rooms	120	3	360	
AD 2.4	Theatre	1,125	1	1,125	75 seats
AD 2.5	Office - Dean of Admissions & Financial Aid	200	1	200	
AD 2.6	Office - Associate Dean of Admissions	175	1	175	
AD 2.7	Office - Director of Admissions	175	1	175	
AD 2.8	Office - Assistant Director of Admissions	150	5	750	
AD 2.9	Office - Associate Director of Admissions	150	4	600	
AD 2.10	Office - Admissions Counselor	120	2	240	
AD 2.11	Office - Admissions Information Systems Manager	150	1	150	
AD 2.12	Executive Assistant to the Dean of Admissions	100	1	120	
AD 2.13	Administrative Assistant	80	3	240	
AD 2.14	Coordinator of Alumni Admissions Volunteers	80	1	80	
AD 2.15	Computer Records, Data Entry & Application Processing	80	3	240	
AD 2.16	Records/Processing Student Workstations	60	3	180	3 student workstations
AD 2.17	Senior Interviewers & Guide Workroom	200	1	200	
AD 2.18	Printer, Copier, Fax & Mail	120	1	120	
AD 2.19	Files	100	1	100	
AD 2.20	Workroom	200	1	200	
AD 2.21	Print Material Storage	120	1	120	
AD 2.22	Storage	250	1	250	
ADMISSIONS Subtotal		6,455			
FINANCIAL AID					
FA 3.1	Financial Aid Reception	120	1	120	
FA 3.2	Office - Director of Financial Aid	175	1	175	
FA 3.3	Office - Associate Director of FA	150	1	150	
FA 3.4	Office - Senior Assistant Director of Financial Aid	150	1	150	
FA 3.5	Office - Financial Aid Data Specialist	150	1	150	
FA 3.6	Financial Aid Office Assistant	100	1	100	
FA 3.7	Printer/Copier/File Storage	120	1	120	
FA 3.8	Storage	100	1	100	
FINANCIAL AID Subtotal		1,065			
NET AREA		NSF Total		9,365	
		Grossing Factor		1.72	
GROSS AREA		GSF Total		16,108	

COLLEGE RELATIONS

SPACE	PROPOSED AREAS	NSF		
		No.	Total NSF	
INFORMATION SERVICES				
IS 1.1	Reception	75	1	75
IS 1.2	Director's Office	180	1	180
IS 1.3	Office	150	4	600
IS 1.4	Office (Future)	150	1	150
IS 1.5	Workstation	100	3	300
IS 1.6	Workroom/Library	100	1	100
IS 1.7	Storage	100	1	100
INFORMATION SERVICES Subtotal				1,505
PUBLIC AFFAIRS				
PA 2.1	Reception	75	1	75
PA 2.2	Director's Office	180	1	180
PA 2.3	Office	150	7	1,050
PA 2.4	Office (Future)	150	0	-
PA 2.5	Workstation	100	1	100
PA 2.6	Student Workstation	75	3	225
PA 2.7	Workroom	200	1	200
PA 2.8	Storage	100	1	100
PUBLIC AFFAIRS Subtotal				1,930
GENERAL / SUPPORT				
CR 3.1	Storage	500	1	500
CR 3.2	Receiving	200	1	200
GENERAL / SUPPORT Subtotal				700
DEVELOPMENT				
DEV 4.1	Reception	75	1	75
DEV 4.2	Director's Office	180	1	180
DEV 4.3	Office	150	5	750
DEV 4.4	Office (Future)	150	0	-
DEV 4.5	Workstation	100	2	200
DEV 4.6	Student Workstation	75	1	75
DEV 4.7	Workroom	150	1	150
DEV 4.8	Storage	100	1	100
DEVELOPMENT Subtotal				1,530

NET AREA	NSF Total	11,150
	Grossing Factor	1.72
GROSS AREA	GSF Total	19,178

SPACE	PROPOSED AREAS	NSF		
		No.	Total NSF	
COMMON SPACE				
CO 5.1	Vestibule		1	100
CO 5.2	Reception		1	150
CO 5.3	Lobby		1	200
CO 5.4	Large Meeting Room		1	900
CO 5.5	Conference Room		1	400
CO 5.6	Catering Kitchen		1	150
CO 5.7	Kitchenette		1	150
COMMON SPACE Subtotal				2,050
ALUMNI & PARENT PROGRAMS				
AP 6.1	Reception	75	1	75
AP 6.2	Director's Office	180	1	180
AP 6.3	Office	150	3	450
AP 6.4	Office (Future)	150	1	150
AP 6.5	Workstation	100	2	200
AP 6.6	Student Workstation	75	1	75
AP 6.7	Workroom	200	1	200
AP 6.8	Storage	200	1	200
ALUMNI & PARENT PROGRAMS Subtotal				1,530
COLLEGE RELATIONS				
CR 7.1	Office	150	1	150
CR 7.2	VP Office	200	1	200
COLLEGE RELATIONS Subtotal				350
ANNUAL GIVING				
AG 8.1	Reception	75	1	75
AG 8.2	Director's Office	180	1	180
AG 8.3	Office	150	3	450
AG 8.4	Office (Future)	150	1	150
AG 8.5	Workstation	100	3	300
AG 8.6	Workroom/Mailroom	200	1	200
AG 8.7	Storage	200	1	200
ANNUAL GIVING Subtotal				1,555

DANCE, DRAMA AND FILM

SPACE	PROPOSED AREAS	NSF			REMARKS
		No.	Total NSF		
DANCE					
DA 1.1	Faculty Office	160	4	640	
DA 1.2	Dance Studio 1	2,000	1	2,000	
DA 1.3	Dance Studio 2	1,500	1	1,500	
DA 1.4	Green Room	300	1	300	
DA 1.5	Female Student Changing	600	1	600	
DA 1.6	Female Faculty Changing	280	1	280	
DA 1.7	Male Student Changing	200	1	200	
DA 1.8	Male Faculty Changing	200	1	200	
DA 1.9	Costume Storage	400	1	400	
DA 1.10	Studio Storage	120	2	240	
DANCE Subtotal				6,360	
DRAMA					
DR 2.1	Faculty Office	160	7	1,120	
DRAMA Subtotal				1,120	
FILM					
FM 3.1	Faculty Office	160	5	800	
FM 3.2	Screening Room	830	1	830	46 seats
FM 3.3	Film Editing Lab	800	1	800	20 seats
FM 3.4	Film Studio	1,200	1	1,200	
FILM Subtotal				3,630	
COMMON SPACE					
CO 4.1	Theatre	5,475	1	5,475	350 seats
CO 4.2	Theatre	3,000	1	3,000	200 seats
CO 4.3	Black Box	2,500	1	2,500	
CO 4.4	Green Room	650	1	650	
CO 4.5	Scene Shop	1,360	1	1,360	
CO 4.6	Property Shop	290	1	290	
CO 4.7	Costume Shop	620	1	620	
CO 4.8	Dressing & Showers	1,780	1	1,780	
CO 4.9	Design Studio	850	1	850	
CO 4.10	Storage	2,000	1	2,000	
CO 4.11	Classroom	1,000	1	1,000	40 seats
CO 4.12	Seminar Room	340	2	680	12 seats
COMMON SPACE Subtotal				20,205	
NET AREA		NSF Total	31,315		
		Grossing Factor	1.66		
GROSS AREA		GSF Total	51,983		

OFFICES OF THE PRESIDENT AND PROVOST

SPACE	PROPOSED AREAS	REMARKS		
		NSF	No.	Total NSF
OFFICE OF THE PRESIDENT				
PR 1.1	Office - President	225	1	225
PR 1.2	Office - Presidents Chief of Staff	150	1	150
PR 1.3	Office - Assistant to the President	150	1	150
PR 1.4	Office - Administrative Assistant to the President's Office	120	1	120
PR 1.5	Office - Ombudsperson	150	1	150
PR 1.6	Reception	150	1	150
OFFICE OF THE PRESIDENT Subtotal		945		
OFFICE OF THE PROVOST				
PV 2.1	Office - Provost	200	1	200
PV 2.2	Office - Associate Provost	175	2	350
PV 2.3	Office - Executive Assistant to the President & Provost	150	1	150
PV 2.4	Storage	100	1	100
PV 2.5	Office - Faculty Resource Specialist	150	1	150
PV 2.6	Office - Faculty Grants & Fellowship Coordinator	150	1	150
PV 2.7	Office - Executive Assistant to the Associate Provost	150	1	150
PV 2.8	Office - Director of Cultural Events	150	1	150
PV 2.9	Office - Coordinator of Faculty Support	150	1	150
AD 2.10	Reception	120		-
AD 2.18	Printer, Copier, Fax & Mail	120	1	120
AD 2.22	Storage	120	1	120
OFFICE OF THE PROVOST Subtotal		1,790		
NET AREA	NSF Total	2,735		
	Grossing Factor	1.72		
GROSS AREA	GSF Total	4,704		

STUDENT AFFAIRS

Space	PROPOSED AREAS	REMARKS		
		NSF	No.	Total NSF
COMMON				
CO 1.1	Conference Room	300	1	300
CO 1.2	Break Room	150	1	150
CO 1.3	Printer/Copier	120	1	120
CO 1.4	Reception	150	1	150
COMMON SPACE Subtotal		720		
DEAN OF STUDENTS Verify Requirements: 3 closed offices, 2 open				
DS 2.1	Office - Dean of Students	200	1	200
DS 2.2	Executive Assistant to the Dean of Students	100	1	100
DS 2.3	Associate Dean of Students	175	1	175
DS 2.4	Assistant Dir of New Student Orientation & Comm Prog	150	1	150
DS 2.5	Administrative Assistant (PT)	100	1	100
DEAN OF STUDENT Subtotal		725		
SPIRITUALITY, RELIGIOUS & MULTICULTURAL LIFE Verify Requirements: 3 closed offices, 2 open				
MM 3.1	Office - Associate Dean & Director of Multicultural Affairs	175	1	175
MM 3.2	Office - Assistant Director of Multicultural Affairs	150	1	150
MM 3.3	Office - Director of Student Rights and Responsibilities	120	1	120
MM 3.4	Administrative Assistant to the Assoc Dean	100	1	100
SPIRITUALITY, RELIGIOUS & MULTICULTURAL LIFE Subtotal		545		
CAREER DEVELOPMENT Verify Requirements: 6 closed offices, 3 open				
CD 4.1	Office - Director of Career Development	175	1	175
CD 4.2	Office - Associate Director of Career Development	150	2	300
CD 4.3	Office - Assistant Director of Career Development	150	1	150
CD 4.4	Office - Graduate School and Professional Advisor	150	1	150
CD 4.5	Office - Student Employment Coordinator	150	1	150
CD 4.6	Administrative Assistant	100	2	200
CD 4.7	Student Intern	75	1	75
CD 4.8	Resource Library	200	1	200
CD 4.9	Interview Rooms	120	2	240
CD 4.10	Printer/Copier/File Storage	120	1	120
CD 4.11	Storage	100	1	100
CAREER DEVELOPMENT Subtotal		1,860		
RESIDENTIAL LIFE Verify Requirements: 2 closed offices, 5 open				
RL 5.1	Office - Assistant Dean for Housing & Residential Life	175	1	175
RL 5.2	Office - Associate Director of Residential Life	150	1	150
RL 5.3	Office - Assistant Director of Residential Life	150	3	450
RL 5.4	Workstation-Computer Records for SA & Housing Coord	100	1	100
RL 5.5	Workstation- Office Manager	100	1	100
RESIDENTIAL LIFE Subtotal		975		
STUDENT ACTIVITIES Verify Requirements: 3 closed offices, 2 open				
SA 6.1	Office - Director of Student Activities & Greek Life	150	1	150
SA 6.2	Office - Assistant Director of Student Activities	150	2	300
SA 6.3	Student Intern	75	2	150
STUDENT ACTIVITIES Subtotal		600		
NET AREA	NSF Total	5,425		
	Grossing Factor	1.72		
GROSS AREA	GSF Total	9,331		

ACKNOWLEDGMENTS

Master Plan Steering Committee

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