

April 17, 2012

Dear UC Merced Campus Community:

I would like to take this opportunity to update you on recent and upcoming moves both on and off campus.

Recently completed space moves to the Promenade

- Academic Payroll (5 people): The Academic Payroll moved from Kolligian Library to the Promenade Suite A/B with Administrative Operations to free up space on campus for student and academic support functions during March 2012.
- Administrative Operations (5 people): Administrative Operations moved to the Promenade Suite A/B with Academic Payroll to free up space on campus for student and academic support functions during March 2012.
- Capital Planning and Space Management - CP&SM (2 people): CP&SM moving from Kolligian Library to Promenade Suite A/B effective March 2012.

Next set of space moves to the Promenade (April 2012)

- Human Resources (about 15 people): The Human Resources unit is moving from the Mondo Building to the Promenade Suite A/B during April 2012
- Institutional Planning & Analysis - IPA (about 9 people): The IPA unit is moving from Kolligian Library and Castle to the Promenade Suite D.
- The Budget Office (about 3 people): The Budget Office is moving from Kolligian Library to the Promenade Suite D during April 2012.

The [Promenade](#) address is: 747 East Yosemite, Merced, CA 95340.

Building Contacts:

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Space Planning and Space Move Efforts (April/May 2012)

- Kolligian Library (KL) space reassignments and space reconfigurations. A variety of small scale space re-assignments or space reconfigurations are underway to improve the efficiency and operation of student and academic support units in the campus core.
 - Student Affairs - reconfigured space KL 1st and 2nd Floors
 - Student Business Services - reconfigured space KL 1st Floor
 - Graduate Division - reconfigured space KL 2nd Floor
 - General Administration - existing space will be reconfigured KL 3rd Fl.
 - CIO and CIO Assistant will move from KL 222 to KL 3rd Floor
- Office of Admissions (all staff except those who work in the Visitors Center) will move to Castle during May 2012. This move provides the Registrar's and Financial Aid and Scholarships offices and Student Business Services with some much-needed additional space for new and existing staff.
- The Calvin E. Bright Success Center -- which provides student services including tutoring, orientation, peer mentoring and undeclared advising, houses the Fiat Lux program and employs approximately 100 student workers -- will move from KL 172 to KL 222 during late May/early June 2012.
- A portion of Graduate Student Services will move from its current location in KL 227 to KL 222, thus freeing up space for the Graduate Division. Existing Graduate Student Services space will be re-configured during spring and summer 2012 providing improved access and circulation.
- Student Employment, which oversees the hiring and selection process for more than 800 student workers, and one Career Services staff member will move from the Career Services Center to KL 222 during May/June 2012. This move will relieve some of the space density in KL 127.
- The Campus Store will move into the former Calvin E. Bright Success Center space, which will allow the store to expand and provide more retail space and, for the first time, will contain dedicated office space for some Campus Store staff. This planning effort is in progress and the time frame is still being determined.
- Mondo Building - furniture reconfigurations for Business and Financial Services (existing occupants)

General information and other resources can be found on the Capital Planning and Space Management web pages:

Capital Planning & Space Management
<http://capital.ucmerced.edu/>

Space Moves
<http://capital.ucmerced.edu/space-moves>

Administrative Space - Self Assessment (January 2012)
http://capital.ucmerced.edu/sites/capital/files/public/Space_Self_Assessment_Report_02-06-2012.pdf

Thank you for your patience as we complete these transitions. The space moves help to provide much-needed space on campus for staff and faculty who work directly with students.

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