20 April 2007

Dear members of the Woodbury community:

Over the next few months, Lou Naidorf, FAIA, will lead a process of planning for adaptive reuse of the campus spaces. The process will involve the community in the planning and review, in the steps and timeline tentatively proposed below.

**Tentative timeline:**

- **24 May**
  - Resource Information due for MAP

- **18 June to 15 July**
  - Information Gathering: From Unit Heads/Based on Information from Preliminary MAP

- **1 August**
  - Preliminary Conceptual Plan Presented to SPC and vetted to the community
  - Community Feedback on the plan

- **1 Sept**
  - MAP Report

- **30 Sept**
  - Refined Plan Presented to SPC and vetted to the community
  - Community Feedback on the plan

- **15 October**
  - Final Plan

- **15 Dec. (completed)**
  - Review & Approvals by Community, President & Board

- **15 May 2008**
  - Begin Implementation
Phases
The adaptive reuse will take place in at least two phases. Relocating the faculty is the first priority, but because there will be a domino effect from vacating spaces on completion of the new Business and Architecture buildings, plans for use of portions of those vacated spaces must also be undertaken immediately. Below is an outline of those possible phases:

Phase I—Domino from Architecture & Business and relocation of faculty to Wilshire:

**Wilshire**

Faculty (will displace OASIS)

**Aspect Building**

Tentative: Design moves to freed spaces and vacates North Campus studios

**Faculty Center**

Tentative: OASIS and other SDAS functions move to occupy the Faculty Center

**Cabrini**

Tentative: After SDAS functions move, Fashion Design occupies Cabrini wing

Phase II
Miller Building—all first floor classrooms, some of the second floor are vacated and new functions relocated there and in Hensel

Office Standards
Lou Naidorf has proposed the following standards for faculty and administrative offices.

<table>
<thead>
<tr>
<th>Office</th>
<th>Normal Area in s/f</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single faculty</td>
<td>90 – 100</td>
</tr>
<tr>
<td>Chairs/Assistant-Associate Deans/Non-school Directors</td>
<td>150 – 175</td>
</tr>
<tr>
<td>Deans/School Directors/Associate VPs</td>
<td>225 – 240</td>
</tr>
<tr>
<td>VPs/Senior VP</td>
<td>250 – 300</td>
</tr>
<tr>
<td>President</td>
<td>400 - 440</td>
</tr>
</tbody>
</table>

Please note that we will plan to provide all full-time faculty members with individual offices. Dimensional specifications for Administrative Assistants, for Conference Rooms, and for other support functions are yet to be determined. All areas are subject to building dimensions and to special functional needs.