

Subject: Campus Update: The Administration Building is Getting a Makeover!
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SENT ON BEHALF OF SEAN CLIFFORD, COLLEGE SERVICES SUPERVISOR

Dear Colleagues,

Big changes are coming to campus! Our Administration Building (AD) is about to embark on an exciting, multi-year renovation project. This significant investment is designed to modernize our workspace and completely revitalize the Student Health Center to better serve all of our students and the entire college community.

To prepare for this project, the AD building will close and its current occupants will temporarily move to new locations around campus.

Here's what you need to know about the upcoming changes:

- **AD Building Closure:** The Administration Building will be closed for the start of the renovation project on **Friday, September 12, 2025.**
- **The Big Move:** The movers will be moving all items currently in offices into their temporary "swing spaces" over the weekend, transitioning into new offices on **Monday, September 15, 2025.**
- **Renovation Timeline:** We expect this renovation to take approximately **two years.**
- **Finding Key Services:**
 - **Student Health Services** is moving to a new temporary home on the second floor of **Fountain Hall, Room 211.**
 - **The Mail Room** is also moving to the second floor of **Fountain Hall, Room 214.**
 - The Executive Team and their support staff, will be relocating to two Flexible Learning Rooms (FLRs) on the lower part of campus.
 - All other staff from the AD building will be found on the second floor of Fountain Hall.

Thank you for your understanding as we build a better campus for the future. We'll be sharing more updates on this exciting project as we go!

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