



*Robert M. Pignatello  
Senior Vice President and  
Chief Operating Officer  
Finance and Administration*

*899 Tenth Avenue, Room 622  
New York, NY 10019  
T. 212.237.8500  
F. 212.237.8616  
rpignatello@jjay.cuny.edu*

TO: The John Jay Community  
FROM: Robert Pignatello, Senior Vice President, Finance and Administration  
DATE: October 31, 2011  
RE: Move into New Building

The move into our New Building is well underway. While offices are spending the next few days unpacking and organizing and the official opening of the building will take place on Wednesday, please take the opportunity to get to know the new space through the new guides we have prepared.

One is specifically for the New Building with information about the four floors (the Concourse) we will initially be using and the other is a comprehensive guide for the whole campus. Both have been mailed to all faculty and staff. Updated editions of the Guides will be published as relocations unfold over the rest of this academic year.

There are PDF versions on line at this address <http://www.jjay.cuny.edu/956.php> which is the College's New Building Website. These guides will be available at all Public Safety Department lobby locations and at the building directories you will see across the campus.

As you know our move plan is occurring in phases. Phase 1 occurred over the weekend where numerous student and academic support service offices relocated from North Hall to floors L2 and L of the New Building. Prior to this the Facilities, Information Technology, and Public Safety Departments moved in. After the official opening ceremony on Wednesday, the building will indeed be open and we look forward to hosting the entire community at the Open House on Thursday, the 3rd, and the start of classes on the 7th.

Please be aware that not every space in the concourse has been completed. You will see that larger lecture halls and spaces are not yet completed. We will advise further on their completion.

We are on schedule to complete the tower phase of the New Building before the end of the calendar year and move there in the middle of January to start the Spring semester. Please note the Science Department will not be moving until the summer. And several departments not moving into the New Building will be moving sometime next year as well to other existing campus buildings.

We are fully prepared to continue to provide all services while we are still using North Hall. Some areas that have been vacated will be closed and secured but will still be part of regular patrols and covered by all exiting security systems. Certain computer labs will also be maintained as will food services.