

From: **Office of the Chancellor, Pima Community College** <chancellor@pima.edu>
Date: Tue, Jan 22, 2019 at 4:48 PM
Subject: Move Communication
To: Pima-All <Pima-All@pima.edu>

Pima Employees,

As the sale and closing of Community Campus becomes more imminent, and after many months of planning where the effected units can relocate to, we now are at a point where we can outline those moves to you. The last details of the move were recently finalized, which is why we are now ready to communicate the overall plan. This communication's goal is to ensure all employees are aware of the overall plan, and that you and your individual leadership can start and/or continue to plan your individual moves.

The new owner of the facility will occupy in stages, as we move from key areas of the Community Campus. On May 1st, they will begin to occupy the C Building, 1st Floor, and the back half of A building (PCC TV and NAU areas). On June 1st they will occupy the first floor of all buildings, then on August 1st they will occupy the entire Campus.

From an overall College perspective, the dates we are using in this communication are No Later Than (NLT) dates. Those dates have a bit of contingency built into them. Your unit's actual move dates may be earlier than the dates in this communication. Currently, all moves will generally mirror the new owner's move in timeframes with our last unit moving NLT July 26th.

So you are aware, numerous meetings have happened with individual units, campus', facilities, and IT, as well as with senior leadership in the ELT, 3P's and the Deputies Group. They ultimately produced a general plan and timeline that is both sequential and congruent. The overriding factors were to do no harm to students, as well as having a finite capacity for in house facilities support (new construction, remodeling, etc.), as well as IT support.

Outlined below are the major moves from Community Campus (in the green shaded area) to still be executed as well as sub-moves that need to occur in order for the larger moves to happen and the NLT date to accomplish them.

Each individual unit was tasked to come up with their own plan to execute their move, supported by facilities and IT, to be executed by the NLT date indicated below. As stated above, some of the units may move earlier, based on their ability to move more quickly, but in all cases, they will move by the established NLT date.

As the project manager for the development and implementation of their move plan, the unit leader is also responsible for developing a communication plan to inform their subordinates on their move plans. If you have individual questions of your move that is not covered below, please contact your unit leadership. Please do not contact facilities, IT, Presidents, etc. Your leaders are the project managers for their units move. They are charting the course for your units move and have all the answers. We would just refer you back to them.

Additionally, we will post a table on the [transitions Webpage](#). The "move to" column will have hyperlinks to architectural drawings showing your new unit spaces. They will give you a good idea of the actual new space your unit will occupy, but bear in mind, the spaces indicate how they are presently configured. Almost every space will have some sort of construction and/or remodeling done to it, from

new offices spaces, conference rooms, doorways, etc., so they will not look exactly like they presently do. They also will not indicate where your specific office or desk area will be. That is the responsibility of your unit leadership. Again, it is their responsibility to communicate those sort of details to you.

Lastly, I appreciate your patience and flexibility during this transition period. Facilities and IT are, and will continue to support the unit's needs. There are many glass balls being juggled, and they are doing much behind the scenes that we will never know or see to make these moves successful. I want to thank everyone involved in this team effort to better serve our students by becoming more efficient in the locations where we operate from. Again, your flexibility is much appreciated.

Thanks again for your support!

Lee D. Lambert,
Chancellor