

January 2, 2013

Dear CMS Faculty,

We'd like to take this opportunity to give you some further information on the new building and some of the changes that will come along with our new location.

Attached you will find a PDF of the directory that will be located near the main entrance of the building. We hope you find this useful as you prepare to teach in our new space. Below are some specifics on building access, keys and other items that should help with the transition.

MSU ID CARDS

All faculty will need to have an MSU ID card for access to the building. The main entrance and back entrance (faculty and staff only entrance) for the new building will have a swipe card reader for access outside normal building hours. If you do not already have an MSU ID card you can obtain one from the MSU ID Office located in the International Center at 427 N. Shaw Lane, Room 170.

The CMS office needs your ZPID and the first six digits located on the back lower right corner of the MSU ID card preceded by the star. The ZPID is located on the front of the MSU ID card. It is the 8-digit number preceded by a Z below your name. If you are an MSU student, the CMS office will need your APID and the first six digits located on the back lower right corner of the MSU ID card preceded by the star.

Please give this information to Jaime DeMott as soon as possible and no later than January 4 so that she can ensure you have access to the building.

ACCESSING THE BUILDING

There will be one main access point for entry into the building, the front door located right by the main parking lot, and we are asking all CMS students and families to use this entrance. A secondary entrance will be available for faculty and staff from the parking lot behind the building, next to the river.

Rather than having a keyed lock, these doors will be opened by swiping your MSU ID card. The secondary entrance will always require use of a swipe card to open the door. The main entrance will be unlocked (i.e. will not require use of a swipe card) during the following times.

Monday-Friday 8:00am-7:30pm

Saturdays 8:00am-4:00pm

Sundays as needed for events

Outside of the hours listed above, CMS students will have access to the building and will be let into the building by the person staffing the main office. See **OFFICE HOURS** for more information.

The CMS office will request access to the building for these entrances for faculty who teach outside the hours listed above. We need the information requested under **MSU ID CARDS** in order to ensure your access is requested.

KEYS

Most spaces in the new building will be accessible with keys. CMS office staff will be issuing keys for teaching spaces and other needed rooms beginning **January 3, 2013**. The following rooms will only be accessible by card access.

102 – Main Office (unlocked 8:00am-5:00pm)

106 – Operations Office

FACULTY RESOURCES

Room #175 is the **Faculty Lounge**. The faculty mailboxes and computers will be located in this space which is also furnished with a refrigerator, microwave, dishwasher, tables and chairs. We ask that faculty using the lounge clean up and put away all items that they use.

The **copier** will be located in the **Conference Room**, room #102A. Please complete a copy request form in the main office (room 102) and allow 24 hours for copies to be made. CMS cannot guarantee that the copies will be able to be made on the spot, as the room will also be used for meetings.

OFFICE HOURS

Office hours will continue to be as follows:

Monday-Friday 8:00am-5:00pm.

In addition, we are increasing the staffing in the Main Office and will have staff in room #102 during the following hours. All services will not be available outside of normal office hours, but a staff member or student intern will be present.

Mondays-Thursdays 5:00pm-9:00pm

Fridays 5:00pm-8:00pm

Saturdays 9:00am-4:00pm

Sundays as needed for events

BUILDING HOURS

Monday - Thursday 8:00am-9:00pm

Friday – 8:00am-8:00pm

Saturday - 9:00am-4:00pm

Sundays as needed for events

The main entrance will be monitored by staff members in the main office during all building hours.

EMERGENCY PROCEDURES

A comprehensive emergency plan for the new building is currently being created in consultation with the Department of Police and Public Safety at MSU. In the meantime, please be vigilant when in the new building. The Emergency Plan will be emailed to all faculty, and a hard copy placed in mailboxes as soon as possible.

SIGN-IN/SIGN-OUT

We will continue to enforce the Drop-Off/Pick-Up policy that was begun this fall. Each student age 10 and under must be escorted to his/her classroom by a parent, legal guardian or other adult over 18 who has been listed on the student's information card. Adults are asked to please make sure the instructor taking attendance knows the student(s) is present. At the end of the class/rehearsal/lesson, students are to be picked up from the classroom/studio and must notify the instructor in charge of their departure. A student will only be released to his/her parent, legal guardian, or other adult listed on the student's information card. Information cards are still available in the main office if you have students who still need to complete them.

WIRELESS ACCESS

Wireless will be available in the building beginning in January. You must register your computer or wireless device using your MSU NetID and password to use it on the network.

The first time you use the wireless in the new CMS, you should go to <https://dhcp.msu.edu> to login and register your device.

Guest users without a MSU NetID should join the Wireless Network (SSID) MSUnet Guest, MSUnet Guest 2.0, or MSUnet Guest 3.0. Once the device is connected to the guest wireless, your browser or device will ask that you comply with the MSU regulations for using the MSU guest portal.

CAFE

The Café is located in the center of the building. There, you will find comfortable seating, free wireless, and area for hanging coats. We ask that eating and drinking be limited to the Café only. We are asking that no food or drink be allowed in classrooms, teaching studios or the Performance Hall. We ask that faculty use the Faculty Lounge for eating and that great care be taken if beverages are taken into studios during teaching time.

CELL PHONE USE

We are asking that students/families limit cell phone use to the Café only and that they refrain from using cell phones in the hallways near studios and classrooms so that a quiet learning environment can be maintained.

REPORTING BUILDING ISSUES

Issues with the building will continue to be reported to Andrea Worful in room 102 of the new building. The red notebook will be available in the Faculty Lounge for reporting issues. You may also send an email to Andrea Worful.

CMS will be working with Physical Plant Custodial Services for upkeep and maintenance issues. Any items needing to be addressed should also be noted in the red notebook or reported to Andrea.

TEMPERATURE CONTROL

MSU Physical Plant will be controlling the temperature centrally in accordance with operations in other general fund buildings on campus. Temperature can be adjusted if necessary. Please direct temperature adjustment requests to Andrea Worful.

RESERVING CONFERENCE ROOM AND PERFORMANCE HALL

Jaime DeMott will continue to handle the scheduling of the Performance Hall and will also have the schedule for the conference room. If you need to use the conference room or Performance Hall, please check with Jaime DeMott for the availability of the room on the date and time you need.

CHAIRS AND MUSIC STANDS

All chairs and music stands on the first floor are to stay on the first floor and likewise with chairs and stands on the second floor. We recently purchased 50 additional stands and 50 additional chairs to better accommodate teaching needs. If you do not have sufficient chairs or stands for your teaching needs, please speak with Jaime DeMott.

HOUSEKEEPING

Please do not tape display materials (fliers, posters, etc.) to walls and doors. Door displays will be provided. Also, to keep our hallways clear, please do not keep doormats or shoes in the hallways. If you would like to have students who visit your studio remove their shoes, please have the students place their shoes just inside your studio door.

AV CAPABILITIES IN PERFORMANCE HALL

Information will be available soon.

The new CMS will open for classes and lessons on Jan. 7, 2013. Fall classes and lessons will resume at the new CMS on January 7. All spring semester courses will be held at the new CMS. **Faculty are invited to tour the new CMS on Jan. 3, 2013, 3-5 p.m., during a special Faculty Open House.**