

## Almost Everything You Need to Know About the Downtown Campus

### The Campus – Basic Information

- The address is 321 State Street, Rochester, NY 14608
- The entrance to the campus is on Morrie Silver Way
- The main number is 585-292-2000
- The administrative suite can be reached at 585-685-6001
- The Downtown Campus is Building 32
- The Downtown Campus is 255,000 square feet on 7 floors – 55 classrooms and 7 computer lab classrooms
- Here is a link to a map and directions:  
<http://www.monroecc.edu/about-mcc/locations-maps/downtown-campus/>

### Public Safety

If you have a need for Public Safety, please call **292-2911, or ext. 2911** from within the campus, and you will be connected with the dispatcher who will assign an officer immediately. You might want to program this number into your cell phone. **If you need an office unlocked, please call 2911. Classrooms will be unlocked every morning and left unlocked all day.**

For the rest of the month of August, Public Safety will unlock the doors on Morrie Silver Way from 7 a.m. – 5 p.m., Monday through Friday. Prior to 7 a.m. and after 5 p.m., access will be allowed by swiping your ID card. The indicator will turn from red to green and you will hear a loud click that means that the door is unlocked. The first floor entry desk will be covered by a plain clothes Public Safety officer from 8 a.m. – 5 p.m. (Monday-Friday) to offer assistance to anyone entering the building.

### Parking

**Lot AA** is available for MCC employees, students and visitors. Lot AA is located directly across Morrie Silver Way from the entrance to the new Downtown Campus, between S. Plymouth Ave. and State St. Lot AA is newly paved and the new striping pattern allows for vehicles to park in longer rows, leading to fewer turns as you find the optimal parking space. You are welcome to park in any lined space not designated as reserved by the placement of traffic cones or signage. MCC shares the driveway to Lot AA with Kodak Lot C. Lot AA is on the right of the center concrete island and Lot C is to the left. When entering the parking lot, please drive on the **RIGHT** side of the driveway. Notices about events at Frontier Field that may impact parking will be placed in The Trib by Public Safety and Parking personnel.

Frontier Field is hosting events throughout the rest of August and they are listed below:

**Friday, August 18 - Nitro Circus Event 7:00 pm**  
**Monday, August 21 - Red Wings baseball game - 7:05 pm**  
**Tuesday, August 22 - Red Wings baseball game 7:05 pm**  
**Wednesday, August 23 - Red Wings baseball game 7:05 pm**  
**Thursday, August 24 - Red Wings baseball game 1:05 pm**  
**Friday, August 25 - Red Wings baseball game 7:05 pm**  
**Saturday, August 26 - Red Wings baseball game 6:05 pm**  
**Sunday, August 27 - Red Wings baseball game 1:35 pm**

**Please plan ahead for heavier-than-usual traffic and public usage of lot AA if you are coming to the [Downtown Campus](#) during this time.**

Lot AA will be made available for public parking two hours prior to the Frontier Field event. Students and employees who are on **College business** will be allowed to park in lot AA at no additional charge during the campus's official hours of operation, from 7 a.m. to 10 p.m. Monday through Friday, 7:30 a.m. to 5 p.m. Saturday during the school year. Students and employees should be prepared to show their current MCC IDs to access the lot. **Space availability is not guaranteed as parking is on a first-come, first-served basis.** Employees who access the lot during the two-hour period prior to an event or during an event, who are *not* on college business will be charged **\$6.00 for parking**, the same fee that all Frontier Field attendees pay. Employees who are parked in this lot prior to it being opened for Frontier Field events parking will not need to move their vehicle or pay extra. This arrangement is part of an agreement between MCC and the Greater Rochester Outdoor Sports Facility Corporation, which manages the operation of Frontier Field for the county, and applies to all Frontier Field events. Parking Services attendants will be on-site to direct and manage traffic. If you have questions, please contact the Parking Services Office at (585) 292-2700 or [parkingrequests@monroecc.edu](mailto:parkingrequests@monroecc.edu)

## **E-mail Signature**

You will need to set-up your e-mail to your preference and establish your e-mail signature. Open Outlook, click on the File Tab, and select Options – Mail – Signature. If you have a prior “sent” e-mail with your signature, copy it to a Word document before you begin so that you can copy and paste it into the box after you select “new” and type in your name. For the signature, change any reference from Damon City Campus to Downtown Campus and change the address to 321 State Street, Rochester, New York 14608. Add your phone number and fax number as given to you by your team captain. When you are done, click OK. (Then open a new e-mail message to see if it looks like what you imagined. If not, you can go back in and edit.)

## **Telephones**

A Quick User Guide is attached for the telephones. Most mailboxes will be transitioned and an e-mail sent with directions on customizing your mail box. If individual issues are encountered, Deb Smith will send that individual an e-mail with more specific details on building your mail box. For MCC calls, dial 4 digits as usual. For outside calls, dial a “9” and then the full phone number. If you need help, please place a ticket by dialing 8324 and selecting option 3 and then option 2. **Please note, if you have Downtown Campus colleagues in your cell phone contact lists, you will need to update their office phone numbers. Please refer to the website (A-Z Employees) for updated numbers.**

## **Vargas Moving Boxes**

Please collapse and place all Vargas moving boxes outside your office or suite. These will be picked up and returned to the Brighton Campus.

## **Trash and Personal Moving Boxes**

Please collapse all boxes that were used to move **personal** items and leave them outside your office/suite for pick-up by our new Downtown Campus Custodian, Lisa Kurman. Since the night

crew will not be fully in place until the end August, please bag any trash with food waste and place in the toter bin by the elevators on floors 2,3,and 5 so that Lisa can pick this up as well. Please be sure all trash is securely tied.

## Keys

If Downtown Campus personnel still need to pick up keys, please note that keys can be picked up at the Brighton Campus, Building 21-210 from 8:45 a.m. – 4:30 p.m. Monday through Friday. You may call Robert Fess in Facilities in advance at 292-4254 to be sure that your keys are ready. **Facilities personnel will be at the Downtown Campus on August 15, August 16, and August 17 from 10 a.m. – Noon and 1 p.m. – 3 p.m. to distribute keys that have not been picked up from the Brighton Campus. Distribution will take place on the 3<sup>rd</sup> floor, Room 391A directly opposite the elevators. And keys not picked up on these dates will be returned to the Brighton Campus, or you will be notified of a location at the Downtown Campus.** If additional keys need to be ordered, please file a key request form at <http://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/facilities/documents/KeyRequestForm.pdf>. *Keys will need to be picked up at the Brighton Campus, so plan ahead so that you have keys before the first day of classes.*

## Downtown Campus Bookstore Hours

Summer hours are Monday-Thursday from 8:30 a.m. to 4:45 p.m. and Friday 8 a.m. to noon.

Extended summer hours are as follows:

August 21 & 24 – 8:30 a.m. to 4:45 p.m.

August 22 & 23 – 8:30 a.m. to 6:00 p.m.

August 25 – 8:30 a.m. to 4:00 p.m.

August 28 through 31 – 8:30 a.m. to 6:00 p.m.

September 1 – 8:30 a.m. to 4:00 p.m.

September 4<sup>th</sup> – closed for Labor Day

September 5 through 7 – 8:00 a.m. to 6:00 p.m.

September 8 – 8:00 a.m. to 4:00 p.m.

September 9 – 10:00 am to 2:00 p.m.

We will be resuming our regular semester hours on September 11<sup>th</sup> as follows:

Monday & Thursday- 8:30 a.m. to 4:45 p.m.

Tuesday & Wednesday-8:30 a.m. to 6:00 p.m.

Friday- 8:30 a.m. to 4:00 p.m.

## ATM and Vending

An ATM and vending machines have been installed on the first floor near the bookstore entrance.

## 321 CAFÉ

The 321 Café will open for business on August 15, operating on Monday through Friday from 8 a.m. – 2 p.m. The 321 Café will open for the academic year on September 5 and will operate on Monday through Thursday from 7:30 a.m. – 6 p.m. and on Friday from 7:30 a.m. – 3 p.m.

## **Copiers**

Copiers are located inside the Learning Commons on the 4<sup>th</sup> floor. The Learning Commons will be open Monday-Thursday from 8 a.m. to 7 p.m., Friday from 8 a.m. to 4 p.m. and Saturday from 9 a.m.- 2 p.m. The passwords that were in effect at Damon City Campus will work at the Downtown Campus. Faculty can access copiers at any time using their key card access. Paper is currently available in the mailroom.

## **Booking an Event or a Room**

Room reservation requests can be submitted by using our scheduling tool Ad Astra. Users can save this link <http://astra.monroecc.edu/AstraProd7/Portal/GuestPortal.aspx> as a bookmark on their browser. Users sign in with their credentials and can do the following: Click on the calendars tabs to view the calendar. From there the user can go to event request fill out the on-line form and submit for approval. If user prefers a more in depth training, please contact Toni Custodio at [acustodio@monroecc.edu](mailto:acustodio@monroecc.edu) to schedule a training.

## **Placing a Facilities Request**

Facilities requests will continue to go to team captains until the end of August and Toni Custodio will process them as they come in. As soon as the Downtown Campus Facilities Department is settled into their offices, they will communicate to the Downtown Campus Community the new process for placing facilities requests.

## **Placing a Tech Request**

As staff continue to settle into the Downtown Campus, please remember to contact your team captain to place a tech request through the end of August. The team captain will convey the requests to Toni Custodio, who will place tickets for any telephone or technology requests. Once classes begin, requests can be phoned into the Tech Line at 8324, or placed online at <http://tech.monroecc.edu/Staff/Dashboard> - log into My MCC and select the Tech Tab to reach this link.

## **The Web**

Web liaisons are asked to update their web pages to remove all references to Damon City Campus, Damon City addresses, and phone numbers on your own pages. Larger changes to the Web will be migrated soon to convert all Damon City Campus references to Downtown Campus. If you have questions, please send them to Ann Penwarden at [apenwarden@monroecc.edu](mailto:apenwarden@monroecc.edu).

## **Human Resources at the Downtown Campus**

Human Resources will be on campus weekly when classes are in session. Check your e-mail and The Trib for updates.

## **No Smoking Anywhere on Campus**

The "No Smoking" zone includes all indoor and outdoor property owned or leased by the college, including leased parking areas. Signs will be placed indicating "No Smoking" zones.

## **TPSID Partners on Campus**

The MCC TPSID Program (Transition and Postsecondary Programs for Students with Intellectual Disabilities) provides students with the opportunity to participate in an inclusive academic and social environment on a college campus. Students in the TPSID Certificate Program select a Career Pathway and audit one class per semester, work at internships, learn about life skills and engage in student clubs and activities. Peer mentors serve as support in facilitating the social inclusion of students on campus. The TPSID classrooms are on the 5<sup>th</sup> floor.

## **RTS Offers Free Rides on select routes with valid student, faculty, staff IDs**

**Route 5 MCC Downtown:** This is a new route that will run **Monday through Friday** between the RTS Transit Center and MCC's Downtown Campus on State Street. Buses will run every 10 minutes between 6:55 a.m. and noon, and every hour between 12:21 p.m. and 9:11 p.m. Route 5 MCC Downtown will only operate when MCC classes are in session. Members of the MCC community will ride for free on Route 5 by showing the bus operator their valid MCC ID. This route is also available to the general public.

**Route 55 MCC Brighton & Route 155 MCC Brighton ROC-it:** The existing Route 50 MCC will be renamed the Route 55 MCC Brighton starting on Monday, September 4, 2017. Route 155 MCC Brighton ROC-it is a new route that will follow the same route path as Route 55, but will make fewer stops along the way. These two routes will operate Monday through Friday, 6:30 a.m. – 5:30 p.m., with buses arriving at the loop on MCC's Brighton Campus every half hour. For example, if a Route 55 bus arrives at 7:00 a.m., a Route 155 bus will arrive at 7:30 a.m., and they will alternate arrivals throughout the day. Members of the MCC community will ride for free on Routes 55 and 155 by showing the bus operator their valid MCC ID. These routes will also be available to the general public.

**Route 23 Jefferson:** Members of the MCC community traveling to and from the Brighton Campus Monday through Friday after 5:00 p.m. can ride for free by showing the bus operator their valid MCC ID. Route 23 buses will pick up and drop off students, faculty and staff at the bus shelter on Campus Drive near entrance/exit B on MCC's Brighton Campus.

Route maps and information will be available on the RTS website in August, prior to the start of the fall semester. To plan your trip or find other information about RTS please visit [www.myRTS.com](http://www.myRTS.com).

MCC campus maps indicate all RTS bus stops covered by this agreement.

## **Mailroom**

The Downtown Campus mailroom is located straight ahead of the main entry doors. Access is via swipe with your college ID. Mail is delivered every week day.

## **What MCC has said about the Green Roofs and Recycling and Resources**

At almost 22,000 square feet, the roof system is capable of capturing 13,000 gallons of rain water during a single rain event, reducing MCC storm water pollution and protecting our local

waterways. More than 50% of the green roofs will be viewable from within the campus; all of them will be visible from Kodak Tower and Google satellites!

While the adaptive reuse of existing buildings makes the project inherently sustainable, the demolition phase saw over 85% of construction waste and debris diverted from landfills through recycled resource avoidance. Other impressive statistics include systems that use 40% less water than standard buildings, and HVAC systems that are 23% more efficient than standard systems. Green roofs, planted with vegetation that doesn't require irrigation, will cover 22,000 square feet of the roofing surfaces.

## **Wayfinding on the Downtown Campus – Navigating the Building**

To help you navigate your new work environment, here is a snapshot of the main features of each floor of the building:

### **First Floor**

- Bookstore
- 321 Café
- ATM
- Vending Machines
- Mail Room
- Parking Services
- Public Safety

### **Second Floor**

- Testing Center (Placement Testing)
- Enrollment and Financial Services
- Office of Campus Life
- Photo ID
- Multipurpose Room
- Student Lounge
- Students Clubs
- Fitness Center
- Locker Rooms
- Wellness Promotion

### **Third Floor**

- Student Engagement Center (advising, counseling, Single Stop, Veterans, careers)
- Student Engagement Resource Center
- Student Support Services
- High Falls A & B (Event)
- Law and Criminal Justice
- Liberty Partnerships Program/Upward Bound
- Faculty Offices (ESOL/TRS)

- Classrooms

### **Fourth Floor**

- Learning Commons (Library Services, Integrated Learning Center, Technology Services)
- E. Kent Damon Legacy Hall
- Administrative Offices
- Computer Lab
- Board Room
- Conference Room

### **Fifth Floor**

- Computer Labs
- Classrooms
- Faculty Offices (Arts, Humanities, Social Sciences, Global Studies)
- Team TPSID
- Green Roof

### **Sixth Floor**

- Education/Human Services
- AmeriCorps
- Science Labs
- Classrooms

### **Seventh Floor**

- EDIWS Division
- Corporate College
- Grants Offices
- Computer Labs
- Records Storage
- Green Roof