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To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

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Subject Stony Brook Manhattan

I am writing to inform you about the University's new Manhattan location for your classes, speeches, and symposia. Located at 401 Park Avenue South (at 28th St.), Stony Brook Manhattan has eleven classrooms, two conference rooms, office space with eight temporary faculty workstations, and an open area suitable for lectures, receptions, and conferences. A major purpose of Stony Brook Manhattan is to enhance the educational experiences and opportunities for our students. I hope that having the opportunity to conduct classes in New York City will prompt you to design new courses and revise current syllabi to take advantage of our Manhattan location. Think also about how your department or program might employ Stony Brook Manhattan to forge connections with alumni, other universities, arts groups, learned societies, and community groups. Finally, consider how your department might create new undergraduate or graduate programs for our Manhattan base.

Departments or programs that wish to use Stony Brook Manhattan for classes should communicate with the Provost's Office immediately. To reserve classroom spaces for 2002-2003 classes, contact Associate Provost David Hicks. To develop fundraising events, alumni gatherings, conferences, or other special events, contact the Advancement officer in your unit or Linda E. Merians, Director of Corporate and Foundation Relations (2-4418 or lmerians@notes.cc.sunysb.edu). Scott Sullivan, the Manager at Stony Brook Manhattan, will be happy to assist you as you arrange your events and programs.

The administrative offices at 401 Park Avenue South are open Monday through Friday, 8.30 a.m. to 5.30 p.m. However, courses can be scheduled to meet in the classroom wing in the evenings and on weekends. Please see the following page for contact information and a description of the classroom spaces.

The classes and programs we offer at our Manhattan site should offer the Manhattan community the great interdisciplinary strengths of our institution, the creativity and depth of our faculty, and the rich diversity of our Stony Brook community. Now is the time for us to be especially creative, innovative, and inventive.

Shirley Strum Kenny
President

Stony Brook Manhattan

Contact Information:

Entrance to Administrative Offices: 401 Park Avenue South

Entrance to Classroom Facility: 110 East 28th Street (elevator or stairs to 2nd Floor)

Business Manager: Scott Sullivan. Receptionist and Assistant: Stacey Gilbert

Telephone, from campus: 2-2000 (general number)

Telephone, from off-campus: 646-472-2000 (general number)

Classroom Spaces:

- Classrooms 224, 225, 226, 234: These rooms are able to seat 25-30 students. They have marker boards and one Internet connection.
- Classrooms 227, 228, 229: These rooms have the capability for 15 desktop computer stations, all of which will be wired for Internet access. (Computers are not yet set up. These rooms are not computer centers in that they will not be available to students 24 hours a day for computer work. These are rooms where computer instruction can take place.) Rooms can also be set up with one large table for a conference room setting.
- Room 230 (located in the elevator hall of the second floor): This room can be used as a conventional seminar room (seating capacity up to 15) or by offices and groups for meetings.
- Classrooms 231, 232, 233. With a seating capacity for 15 students, these rooms will be reserved for seminars or small classes. They have marker boards and one Internet connection.

Faculty Office Space & Equipment:

There is a group office space that has eight temporary faculty workstations, and there are 30 half-size lockers available to faculty in this area. A computer station will be available here and there are other internet connections for laptop plug-in. A dedicated faculty photocopier requiring department codes will be available soon. Audio-visual equipment is available in the form of a laptop computer with Microsoft Office software and a data projector. Also, TV/VCR combination, an overhead projector, a portable easel, and a tabletop lectern are available for use.

Transportation to Stony Brook Manhattan:

Trains:

#6 Subway (Lexington Ave. Local) @ Park Avenue South & 28th St.

N, R (Broadway Local) @ Broadway & 28th St.

#1, #9 (Broadway 7th Ave. Local) @ Seventh Ave. & 28th St.

B, D, Q (6th Ave. Express) @ Broadway & 34th St.

F (6th Ave. Local) @ Broadway & 34th

#2, #3 (Broadway 7th Ave. Express) @ 7th Ave. & 34th St.

A (8th Ave. Express) @ 8th Ave & 34th St.

C, E (8th Ave. Local) @ 8th Ave. & 34th St.

LIRR @ Pennsylvania Station (1 Penn Plaza)

Buses:

#34 (34 St. Crosstown); #23 (23 St. Crosstown); #1, 2, 3, 4, 101,

102, 103 (North-South)