



## MEETING MINUTES

Project Name: UW-La Crosse New Residence Halls  
DSF No. 08B3M  
EUA Project Number: 708190-01  
Meeting Date: November 10, 2008 at Cartwright Center – 12:30 p.m.

Recorded By: Bob Cooper

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To the best of my knowledge, the following items represent the information discussed. If there are any discrepancies or omissions, please contact me with any questions.

Sincerely,

Robert Cooper, AIA  
Principal

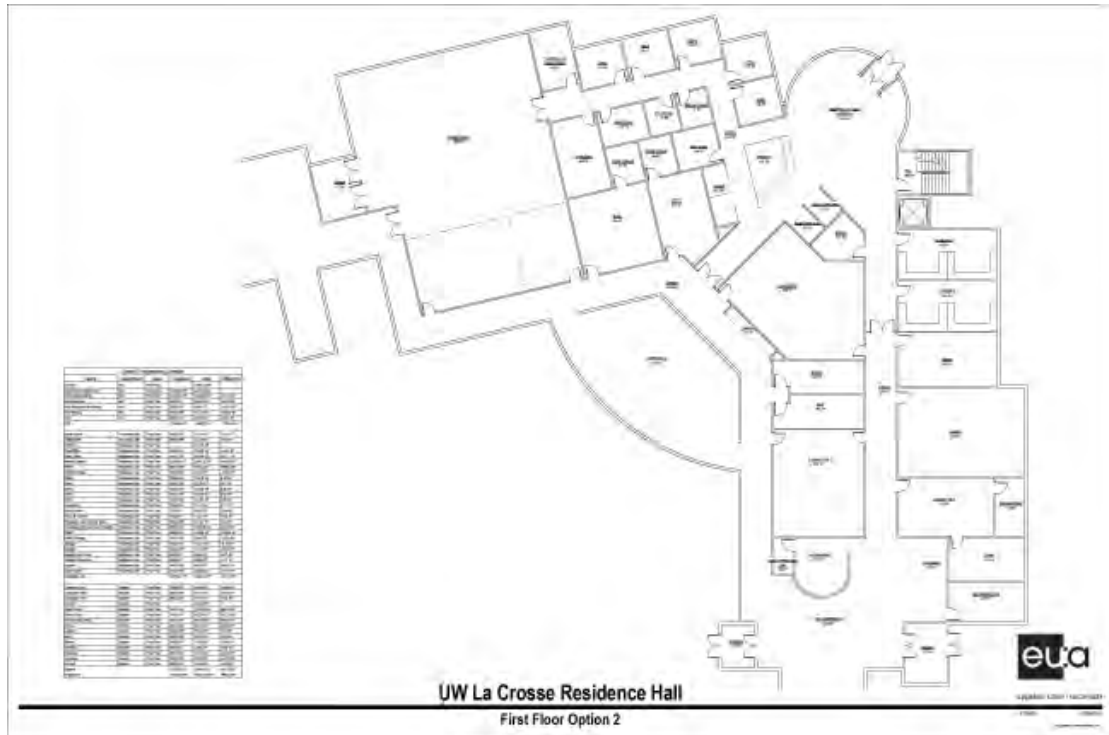
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## Program Document discussion



1. EUA asked for input on the program spreadsheet previously sent to committee members
  - a. The Residence Life offices program is based on the spaces and positions that UW-L has now.
  - b. EUA said that this building will last at least 50 years and Residence Life should try to project if any additional space will be needed in the future.
  - c. Residence Life staff levels at UW-L are consistent with other similar programs across the UW system.
2. There are a number of Residence Life personnel who are approaching retirement in five years. There may be some additional need for space but it won't be a big change from what currently exists.
3. The initial reaction was that current staffing is sufficient.
  - a. Additional staff may be needed for an Assistant Director of Information Technology but they could use the office that will be freed up when the current Assistant Director of Operations retires.
4. One comment was that more space may be needed for RLS (Residence Life Support)
5. Residence Life Offices need to be self-contained and set up to allow for private conversations. Also sometimes the following need to use an office:
  - a. LDA (Leadership Development Assistance)
  - b. ARC (Academic Resource Consultants)

6. Generally, Residence Life staff makes the most out of the spaces that are available to them on campus, so they are not used to being able to program and shape their own spaces.
7. They don't see themselves changing organizationally in the future.
8. Residence Life peaked at four graduate assistants this year, which is a good number.
9. After further discussion it was decided that another office or two would be wonderful for future flexibility, but they can live with what they have now if that is not an option.
10. The Residence Life Director will talk to staff to see if more space is needed for future flexibility. He will sit down with his professional staff next Monday to take the very long view, but it was also reiterated that there is a big concern about schedule for this project, so that any decisions to add square footage to the program need to be made in the very near future. The Residence Life Director expects to have this resolved by the next meeting, if not before.
11. It was suggested that all of the private offices need to have good sound containment attributes to maintain the privacy of the discussions within the offices when doors are closed.
12. There was agreement on the following:
  - a. There should be a separate entrance from the exterior to the Residence Life office area.
  - b. Offices should be on a common corridor to stimulate interaction between professional and student staff. There was a strong consensus that their current office/corridor arrangement forces interaction.
  - c. Residence life needs direct access to common meeting rooms from their office suite.
  - d. Space for student organizations RHAC (Residence Hall Advisory Council) and NRHH (National Residence Hall Honorary) need to be near Residence Life, but also need to be directly accessible from the hall common area. RHAC and NRHH have a lot of evening meetings
13. The large meeting spaces were discussed. The current concept is to provide a large meeting space that is sub-dividable into smaller meeting spaces. Access to the rooms should be from the hall and from the Residence Life office suite. The undivided spaces should be able to accommodate large groups of 400 – 500 people.
  - a. It was agreed that UW L needs this kind of space in a residence hall with 500 students.
  - b. This large meeting space could accommodate meetings/events from other halls also.
  - c. The current draft of the program statement shows a seminar room at 1000 s.f. as part of residence hall program, a large meeting room at 900 s.f. and small meeting room at 480 s.f. that are part of Residence Life office program . These spaces, if combined, would be 2380 s.f. which could accommodate 197 persons standing. A total of 3500 s.f. would be required to accommodate 500 persons standing.
  - d. Some felt that a room for 500 was not needed, others disagreed, but there was a general consensus that a room of that size would be in big demand on campus. This room could be used for "non-hall" events also - there is a lot of potential for outside users. It might be good to locate such a room near a main entrance. EUA should make sure that this amount of space is included in the program.
14. The first floor Game Room was discussed.
  - a. A major portion of the Game Room would be a place for games similar to Reuter Hall; ping pong table, pool table, etc.
  - b. EUA questioned if a portion of this area should be set aside for group video gaming and other electronic gaming to encourage gamers to come out of their rooms and socialize.
    - i. This was considered a good idea, but it doesn't need to have a stepped seating area for game players. It does need to have a big screen monitor or video projector.
    - ii. How big should these spaces be? The plan shown calls for a total of 1300 s.f. The program says 750 s.f.



- iii. There was a discussion related to how to determine the right size for these areas. Should it be huge to accommodate "everyone" or small to make it seem busy?
  - iv. It should be big enough for two pool tables and one ping pong table at a minimum with a separate, but adjacent, area for video gaming/projector.
  - v. Further discussion will be required to firm up the exact size and layout.
  - vi. It was noted that the Game Room will be used a lot because of its location
15. There was a discussion regarding the location of the laundry room. EUA asked if it should be closer to the Game Room and the Group Study Room. The location shown on the plan drawing was considered acceptable.
16. Because of the size of the hall is one Hall Director sufficient? Based on previous UW-L criteria a hall this size could support two hall directors.
  - a. Another option would be to have one hall director and one assistant hall director.
  - b. Since the building model currently being pursued has 250 students per wing, and UW L tends to have residence halls in the 250 bed size range, UW L likes the notion of designing and operating this new hall as a "two hall building", this would require two hall directors, one for each wing. Residence Life likes to have one hall director for 250-300 students.
  - c. If there are two hall directors or a hall director and an assistant hall director, there still should be only one reception desk and one residence hall entrance.
  - d. If two hall directors are required a second hall director's apartment, hall director's office and hall director's storage will need to be added to the program.
  - e. DSF noted that this is a scope issue for the project that needs to be clarified. UW-L will bounce this off of UW System to see what their opinion is on the number of hall directors that could/should be provided for this size facility.
17. The hall directors' apartment(s) should not be located at the main entrance although this is a good location for the hall director(s) office(s).
18. Computer functions (server, tech work area, and parts storage) can be in the basement. These spaces don't need to be highly visible.
19. A vending machine room similar to the one in Reuter Hall is better than an alcove in the corridor. When there is a defined room there is less chance of damage to the machines.
  - a. Vending should be in a central location, like the first floor of the building, and not on each floor.
  - b. Should there be only one location? One in each building wing is preferred
  - c. UW L needs to define the type and quantity of machines that will be accommodated.
  - d. There was a discussion regarding whether or not an ice maker should be provided in each vending room. UWL will get back to EUA on this. If one is provided it should be under lock and key.

EUA explained the current house concept currently being investigated

1. The houses have 28 beds; in five quad units, one ADA quad unit, one duplex unit and one ADA duplex unit.



Option 17 Site and Floor Plan Relationships



Option 17 Building Massing, Aerial looking Northeast

2. A kitchenette area, located in the common lounge space, should be added to the programmed space for each house.
3. There was concern expressed that some suites surrounding the lounge were not directly opening to the lounge. The central lounge was a socialization space that the committee had liked after visiting Wisconsin Lutheran University and is similar to the space currently being built in the new residence hall at UW-Parkside.
  - a. It was suggested that the two 2 single unit (2 bed) suites should be pushed further apart to convert that portion of the hallway to lounge space, thereby extending the length of the lounge.
  - b. By doing this only 2 suite quads would not have doors directly exiting to the lounge space.
  - c. This will add square footage to the program for the lounge spaces. EUA will determine the square footage that this modification to the program would add and adjust the program to determine the total building square footage implications.

4. The project RFP indicated 34,000 assignable square feet of basement space. UW-L clarified that the intent was to provide a full basement for the facility and that it was understood that a portion of that space would be taken up by MEP support spaces, hallways, programmed building storage spaces, and custodial support spaces. The remaining space would be programmed as campus storage space.

#### Building Construction System and MEP discussion

1. Building superstructure preferences were discussed
  - a. Should the structural system be concrete masonry units and precast concrete plank superstructure or something else? Other systems would make sense for future flexibility if there were a possibility that the building's use might change over the life of the building.
  - b. It was agreed that this building will remain a residence hall for the long term and it will likely not be substantially remodeled for the next 40+ years.
  - c. As an alternative, a post-tensioned concrete could be built more quickly than a block and plank structure, but it would be \$7 to \$10 per square foot more costly than a block and plank system, and the flexibility that it would afford would not be needed if the building's use will not change in the future.
  - d. Since the building use is not expected to change over the long term the structural system did not need to have flexibility to accommodate change in use.
  - e. A structural system using concrete masonry units (block) with precast concrete plank for cost effectiveness and durability would be appropriate.
2. Walls Construction
  - a. Students seem to like painted block walls since they can hang posters, artwork, etc. on them without damaging them. Students are also generally O.K. with the look of painted block walls.
  - b. There was one comment that the University Apartment walls (not block) at UW-Parkside held up very well. EUA will check to see what material was used there.
  - c. Partitions – everyone was very concerned about drywall not being durable enough. EUA should explore the use, and cost implications of using high impact or abuse resistant drywall.
  - d. Noise issues between suites are a concern. Block is much better at separating sound. At Reuter Hall, sound travels through the bedroom walls within the suite, but not suite to suite. Walls between suites at Reuter Hall are block and walls within the suites are steel stud and drywall.
  - e. There was a comment that the University of Kentucky and the University of Colorado were using a more durable drywall and two layers of it in the hallways.
  - f. There should be a statement in the program indicating that sound transfer between rooms needs to be controlled and wall surfaces need to be durable.
3. HVAC system discussion
  - a. Control of heating and cooling per bedroom is expected. Each bedroom requires separate control.
  - b. Students surveyed said they want ability to control temperature in their bedroom
  - c. In Reuter Hall, the air is blowing constantly due to the fresh air system. Residence Life has a concern about this. Even warm air blowing on you makes you feel cooler because your body reacts to this through evaporation – so you feel cooler. The blowing air is a result of the mechanical fresh air ventilation system, but the problem is where the air is directed – is it blowing on people or a window? How far is it blowing? Air blowing on people should be avoided.
  - d. The Hall Director's apartment should have an HVAC system that will function year-round.

- e. It is likely that there will be a different HVAC system in the lounges, offices, and public areas than in the bedrooms and bathrooms due to different comfort and use needs.
  - f. Reuter Hall FCU filters need to be changed every three months, which is more than expected. This maybe the result of placing the fan coil unit for the suite in the ceiling of the kitchen area where it might be subject to more grease or oil from cooking, etc.
  - g. What are options?
    - 1. Internal Fan Coil Unit (FCU): Upside is individual control at relative low cost. Downside is noise. Ceiling mounted units are more challenging to service, but vertical units take up floor space.
    - 2. External FCU: Same attributes as internal FCU, but this has space impacts since the units would be encroaching on the living space in the units, and there are additional maintenance issues associated with the wall penetration.
    - 3. A fin pipe system for heating, and ducted forced air for cooling and fresh air: This system could be less complex than an FCU system; this system could eliminate the comfort problem with "blowing" warm air; the fin pipe will take up valuable room space (but hot water heat could also be provided via a ceiling mounted radiator); with this system the fresh air supplemental system would only work in the cooling season. Ceiling mounted radiant panels are tough to balance and sometimes they condense.
    - 4. Variable Air Volume system with terminal reheat: A VAV system would provide better comfort than an FCU system due to its ability to provide heating or cooling on demand year round, but the energy consumption is higher than an FCU system (in a VAV system the air is tempered to +/- 55 degrees then either delivered at this temperature or re-heated to provide heat). The ducting and head end equipment for a VAV system would be larger than an FCU system.
    - 5. Elimination of a fresh air system? A fresh air system is not required by code if the building has operable windows. A fresh air system would enhance the air cleanliness of the building automatically, without relying on user operation of the windows. A fresh air system would be relatively easy to add on to an FCU system for a VAV system.
    - 6. Humidity control is needed in the basement
    - 7. Commons space wall will probably be variable air volume (VAV).
4. Electrical Systems
- a. EUA asked if there are any electrical issues of concern to Residence Life and UW-L.
    - i. Motion sensors are a huge pain in offices. They sometimes shut off lights when you want the lights to stay on, if they don't detect sufficient motion. The use of motion detectors is not a debatable issue for DSF since this is a method to help maximize long-term energy savings for the building. EUA will work with their electrical consultants to investigate if there are sensors that can be provided that are better at sensing motion. EUA will also investigate the override capability of these systems.
  - b. Lighting
    - i. The lighting should have a residential feeling. Avoid lights that are located too high to easily replace bulbs, i.e. in stairwells, etc.
    - ii. Standardize as much as possible. Use 4' fluorescent tubes instead of 2' and 3'.
    - iii. The cove lights in the Reuter Hall suites are a problem; not well engineered.
    - iv. Ceiling mounted lighting fixtures in suite bedrooms should be located in a way to maximize the flexibility of the arrangement of furniture in the room.

- v. The use of LED sources was discussed. There were no objections to looking into the use of LED. This is intriguing to members of the committee, but UW-L hasn't had much experience with LED. Can they work on 120v? They are not interested if there are lots of transformers required for LED systems.
    - c. Need to target maximizing electrical energy savings on the project.
    - d. Metering for electrical usage throughout the building is important.
- 5. Showers
  - a. Fiberglass showers have been problematic at Reuter Hall. There have been issues of leaking at the connection between the fiberglass shower stall and the floor drain. 1/3 of the shower drains are leaking. In general the fiberglass is holding up okay, but it is not UW-L's preference. Stay away from fiberglass surrounds
  - b. DSF indicated that the new Ogg Hall at UW-Madison uses solid surface material for its shower stalls.
  - c. Are the Reuter Hall ADA unit floor drains located outside the showers okay? No, the traps are drying out; allowing sewer gas smells to occur. Housekeeping is aware of this and adds water to the traps to solve the issue. These only exist in the ADA roll-in showers, and the drains are definitely needed there.
- 6. Toilets
  - a. Water closets in Reuter Hall are fine. Don't provide a lower flow rate than those.
  - b. 2-level flushing for toilets was discussed. UW-L is skeptical about using these, but this warrants further discussion. At our LEED workshop the team targeted achieving Water Efficiency Credit 3.1 through the use of low flow shower heads and dual flush toilets.
  - c. UW L noted that Reuter Hall toilet accessories are having trouble withstanding heavy use, especially toilet paper dispensers. For the new building they should be stronger, stainless steel units. Both breakage and mounting stability are issues. Provide the best grade of toilet paper dispensers. Also, towel bars are an issue. Housing has replaced many. Towel bars need a strong backing in the wall.
- 7. Hot Water System
  - a. A back-up domestic hot water system for use during summer steam shut down should be in the base project.
  - b. Campus is looking at central plant chilled water capacity to make sure that it is sufficient to support this building. Cost/benefit of a stand alone system will also be looked at.
- 8. Sprinkler
  - a. Any problems with sprinkler heads? No, but the question comes up constantly about why there aren't cages around exposed heads. Cages on sprinklers are desired if concealed heads are not possible.
- 9. IT
  - a. Fiber home run? UW-L expects to pull a new, dedicated, fiber run back to the Wing Technology Center. This will have a significant cost. A new manhole location may be required to make this connection. It may be possible to just pull it back to Murphy Library to make the connection.
  - b. Wireless computer access should be provided throughout the building.
    - i. Some students think wireless is too slow, so hard connections are also desired at key locations.
    - ii. There should be one data port and one CATV port "per pillow" and CATV port and data ports in house lounges.
    - iii. No landline phones will be provided in bedrooms but they will be needed for offices. Residence Life will provide more detail on where they will be needed.
      - 1. In general they will be needed in the Residence Life Office area and, one in each house lounge.



- iv. Will a 911 locator system be needed for cell phones? The committee felt that this was needed, but it needs to be confirmed.
- v. What level of phone system will be required for conference use since the facilities will be used for outside conferences at various times throughout the year? This is particularly a concern since at end of next summer UW-La Crosse will deactivate all of their land line phones in rooms. What is UW-Whitewater doing to address this issue?
- vi. UW-L wants voice paging feature added to fire alarm system.
  1. UW-L wants a Simplex system top be compatible with the existing systems on campus. DSF will talk to campus about this.
- vii. IT and phone closets, etc. should be large enough and stacked vertically in the building.
- viii. There is a need to determine what IT equipment is in and what is not part of building contract.

#### Schedule Discussion

1. December 8, 2008 is currently the last scheduled meeting of the programming committee, but there will need to be additional meetings to complete the process on December 22, January 5, 2009 and January 12, 2009. After January 12<sup>th</sup> the team will need to continue to meet in order to maintain the overall schedule. Meetings will include discussions relative to the completion of design in anticipation of bidding in late fall of 2009.
2. EUA needs to wrap up the programming phase by November 24<sup>th</sup> 2008 in order to stay on schedule. The program needs to be set to determine the building configuration and cost, which is information needed in order for UW System to begin the EIS process.
3. There is general agreement on the following:
  - a. The building will be one building (but it may look like two connected buildings).
  - b. There will be just one site: Coate Field.
  - c. 500 beds is a good target, but not an absolute. A final number of beds in the 490-510 range is O.K.
  - d. It would be prudent to develop a scope and budget that has a cost-per-bed in the range that the Regents will support. The Regents will be comparing this project to other recently completed or in-planning projects.
4. Signatories of program will be Housing, Campus and UW System. DSF will use the program to define and guide the project going forward.
5. EUA will provide the first draft of program this Wednesday, which will include a draft of the estimated size and value. The program statement will set the parameters for what gets designed and ultimately what goes to the BOR and SBC. Agreement on the size and costs by UW La Crosse and UW System is key. There may be some negotiating back and forth on this in light of System's original recommendation of 500 beds, 241,000 s.f., and \$48,000,000 cost projection.
6. Upcoming project related tasks were reviewed:
  - a. In the next two weeks the committee needs to refine and agree on program and value.
  - b. Campus and UW System must sign off on the program in order to proceed to the next phase.
  - c. EUA needs concurrence on program by November 24, 2008 in order to maintain the projected schedule.

**End of Minutes**