

EXECUTIVE COMMITTEE MEETING NOTES / AUGUST 31, 2017

MEETING START TIME: 11:00 a.m.
 MEETING END TIME: 1:00 p.m.

PRESENT:

Division of Facilities Development

Beth Alderman	Project Management	Beth.Alderman@wisconsin.gov
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University of Wisconsin – System Administration

Cathy Weiss	Senior Architect	cweiss@uwsa.edu
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University of Wisconsin – La Crosse

Bob Hetzel	Vice Chancellor Administration & Finance	bhetzel@uwlax.edu
Mark Sandheinrich	Interim Dean, College of Science & Health	msandheinrich@uwlax.edu
Doug Pearson	Facilities Planning & Management	dpearson@uwlax.edu
Scott Schumacher	Planning & Construction	sschumacher@uwlax.edu

Design Team

Val Schute	River Architects	v.schute@river-architects.com
Mike Adler	River Architects	m.adler@river-architects.com
Tony LoBello	SmithGroupJJR	tony.lobello@smithgroupjir.com
Jeff Kocinski	SmithGroupJJR	jeff.kocinski@smithgroupjir.com

NOTES:

1. Val Schute opened the meeting with a review of the meeting agenda.
2. The project contacts were reviewed and discussed. The following items were noted:
 - a. Scott Schumacher will be the primary contact for UW-La Crosse.
 - b. Mike Adler will be the primary contact for the design team.
 - c. Jim Viviano will be the contact person from The Sextant Group in lieu of Todd Kreps as indicated in the presentation.
3. Val Schute provided a recap of the efforts for Phase 2 that were completed in Phase 1. The following items were noted:
 - a. The 2011 Pre-Design Study identified an H-shaped plan configuration comprised of two “bar” forms with a connecting link and west-facing courtyard. Programming and conceptual design efforts were included in Phase 1 to help influence the massing and design of the overall building.
 - b. Design work was included for the overall Campus Mall. Design services for Phase 1 addressed the northern end of the Mall along with Badger Street from Wimberley Hall to East Avenue. Phase 2 will address the middle portion of the Mall.
4. The 10% Concept Report deliverable was reviewed and discussed. The following items were noted:
 - a. Report will be very similar in scope and content as Phase 1.

5. A recap of the programming efforts included in Phase 1 was reviewed and discussed. The following items were noted:
 - a. Four work sessions were held with the departments to identify and verify the programming needs of the departments. Classrooms, offices, office support, and laboratory spaces were itemized and used to identify the spaces to be included in Phases 1 and 2.
6. The design team presented a list of pending issues to be reviewed. The following items were noted:
 - a. Classroom programming will need to be re-evaluated. The numbers included in the current program are based on data collected in 2006 and carried through into the 2011 Pre-Design Study and into Phase 1. Classroom usage was analyzed as part of the Campus-wide Academic Space Needs Analysis in 2015 and it was determined at that time that the large lecture halls currently in Cowley Hall would not be needed. Science faculty have requested these spaces be retained due to their specialized needs to effectively provide the demonstrations that are needed for the science programs (lab benches, high ceilings, prep rooms, etc.). The type of classroom has also not yet been identified. Active learning arrangements were discussed in Phase 1 but were never finalized. If an active learning arrangement is necessary, the square foot allocation for each student will need to be increased.
 - b. Scott Schumacher noted that faculty offices will be enclosed office arrangements.
7. The design team presented a preliminary schedule and work plan for review and discussion. The following items were noted:
 - a. The design team was notified prior to the meeting that UW-System will be needing a cost estimate by December 1, 2017. As a result, the design team has proposed a compressed schedule to meet this timeline.
 - b. Beth Alderman noted that the December 1st deliverable should be an executive summary that identifies the order of magnitude. A draft of the 10% Concept Report should be submitted in December 2017 with a final submittal scheduled in April 2018.
 - c. Cathy Weiss commented that UW-System will be implementing a new classroom and laboratory utilization requirement in September 2017. Classroom weekly room hours are expected to go from 35 hours currently to 40 hours while laboratories are expected to go from 24 hours to 30 hours. Bob Hetzel advised the design team to use the new utilization hours being proposed.
8. Mark Sandheinrich provided the following comments:
 - a. The first two meetings are the most critical to the faculty but are not providing adequate time for review and comment. Three weeks should be considered between the two programming meetings.
 - b. Mark suggested providing an opportunity for a faculty kick-off meeting prior to the programming meetings. This would help the departments understand the expectations and schedule moving forward.
 - c. Mark advised using images only showing the concept work of Phase 2 rather than using images that show existing Cowley Hall. Images like these can cause confusion for the faculty.

Meeting Notes by: River Architects

This constitutes our understanding of the issues presented. Contact River Architects, Inc. via phone at (608) 785-2217, or e-mail m.adler@river-architects.com if there are any discrepancies.