

PROGRAM VERIFICATION MEETING NO. 1 – DEAN’S OFFICE / SEPTEMBER 14, 2017

MEETING START TIME: 10:00 a.m.
 MEETING END TIME: 11:00 a.m.

PRESENT:

University of Wisconsin – La Crosse

Scott Schumacher	Planning & Construction	sschumacher@uwlax.edu
Mark Sandheinrich	Interim Dean, College of Science & Health	msandheinrich@uwlax.edu
Amy Servais	Dean Assistant	aservais@uwlax.edu

Design Team

Mike Adler	River Architects	m.adler@river-architects.com
Jeff Kocinski	SmithGroupJJR	jeff.kocinski@smithgroupjjr.com
Marilee Lloyd	SmithGroupJJR	marilee.lloyd@smithgroupjjr.com

NOTES:

1. The departmental offices were reviewed and discussed. The following items were noted:
 - a. Dean’s Office – ok (Mark)
 - b. Associate Dean – ok (Roger)
 - c. Assistant to Dean – (Carla)
 - d. Assistant to Dean – (Guy)
 - e. Dean’s Assistant – ok (Amy)
 - f. Administrative Specialist – ok (Robert)
 - g. Add a second Associate Dean.
 - h. Grad Assistants/Advisors includes Chris, Scott, and Anna.
 - i. Change ADA to one space.
 - h. Student Workers – acceptable as indicated.

2. The Conference Room was reviewed and discussed. The following items were noted:
 - a. Provide seating for 16.
 - b. No sink required.

3. Other items reviewed and discussed were as follows:
 - a. Preferred location is the first floor where it can be easily accessible by students. Current location would work well.
 - b. Mark would recommend looking at 80 seat classrooms.
 - c. Building-Wide Growth
 - Floor plan development may result in extra spaces.
 - Don’t want to move in to this building without any space for growth.

4. The current space tabulation with edits made during the meeting is included on the following page for review.

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.

Department	Space Type	UNIT NO.	UNIT	NO. OF OK	NO. OF ASF / OCC	ASF/ SPA	NO. OF SPACES	TOTAL ASF	PHASE 2 PH2 - PV1 LAB NOTES
College of Science and Health – Dean's Office	Office	11A	Dean's Office	1	185	185	1	185	185 Mark
College of Science and Health – Dean's Office	Office	11B	Associate Dean's Office	1	145	145	2	290	290 Rodger
College of Science and Health – Dean's Office	Office	11C	Assistant to Dean's Office	1	135	135	1	135	135 Carla
College of Science and Health – Dean's Office	Office	11D	Dean's Assistant	1	80	80	1	80	80 Amy
College of Science and Health – Dean's Office	Office	11E	Assistant to Dean	1	135	135	1	135	135 Guy
College of Science and Health – Dean's Office	Office	11F1	Academic Department Associate	1	80	80	1	80	80 ?
College of Science and Health – Dean's Office	Office	11H	Conference Room	16	30	480	1	480	480
College of Science and Health – Dean's Office	Office	11F3	Reception Area	6	25	150	1	150	150
College of Science and Health – Dean's Office	Office	11F4	Lateral Files	9	11	99	1	99	99
College of Science and Health – Dean's Office	Office	11J	Grant Assistant/Advisor	1	120	120	3	360	360 Chris & Scott, Ana
College of Science and Health – Dean's Office	Office	11F2	Student Workers	1	120	120	1	120	120 (Open office)
College of Science and Health – Dean's Office	Office	11G	Workroom			120	1	120	120
College of Science and Health – Dean's Office	Office	11I	Storage			120	1	120	120
College of Science and Health – Dean's Office	Office	11K	Administrative Specialist	1	120	120	1	120	120 Robert