

## COLLEGE OFFICE MEETING NOTES

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**PROJECT:** University of Wisconsin – La Crosse  
PRAIRIE SPRINGS SCIENCE CENTER – PHASE II  
La Crosse, WI

**DFD PROJECT NO:** 19G1J  
**RA PROJECT NO:** 1290E

**MEETING DATE:** October 19, 2021

**MEETING TIME:** 11:30am-1:00pm

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### ATTENDANCE:

Scott Schumacher	UW-La Crosse	<a href="mailto:sschumacher@uwlax.edu">sschumacher@uwlax.edu</a>
Mark Sandheinrich	UW-La Crosse	<a href="mailto:msandheinrich@uwlax.edu">msandheinrich@uwlax.edu</a>
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Krista Raver	Ring & DuChateau	<a href="mailto:kraver@ringdu.com">kraver@ringdu.com</a>

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### OVERALL PLAN REVIEW:

1. The overall plans of each floor level were presented. The following items were noted:
    - a. No comments.
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**DESIGN REVIEW:**

1. Program Summary:
  - a. The space tabulation for the College Office was provided as a reference.
  - b. Mark noted that the program includes two Associate Dean offices but the plan only shows one. Two required.
  - c. Administrative Specialist to be changed to Budget Officer.
  - d. Roger noted that only 1 advisor office is needed.
2. Private Offices:
  - a. Move Assistant to Dean offices closer to the reception area as these individuals work primarily with students.
  - b. West end to be organized as follows: Dean's Office, (2) Associate Dean Offices, and Budget Officer.
  - c. Flip ADA and Student Worker desks.
  - d. Question was asked by the design team regarding layout of the private offices in terms of seating arrangement as it relates to the door location. Amy commented that the preference is generally for the layout depicted in the west Advisor Office.
  - e. Monitor arms generally used at offices.
  - f. Mark asked that the Assistant to Dean offices be rearranged so that there is seating for three with two guest chairs at the desk. Chairs are more important than a side table in these spaces.
  - g. Associate Dean offices require table and chair seating for small meetings.
  - h. Mark noted the importance of being able to see if offices are occupied while maintaining privacy. Glass types and configurations to be explored. Faculty office example was shown for reference and feedback was positive.
  - i. Glazing at the interior wall of the offices adjacent to the reception area will need to conform to the DFD Sustainability Guidelines by providing a minimum of 50% of the hallway wall with glass. Translucent glazing is acceptable.
  - j. Coat storage required.
3. Conference Room:
  - a. 18 seats are adequate per Mark.
  - b. Current layout was developed based on best viewing of screen.
  - c. Tables to be movable although unlikely to move very often.
  - d. AV equipment to be located in credenza in the corner or under the display.
  - e. Cameras and microphones to be provided. Recommendation by NV5 is for ceiling microphones.
  - f. Mark noted that the person presenting is often sitting off to the side.
  - g. Wired and hardwired connection to be provided from presenter seat. Add floor box at this location.
  - h. Roger noted that viewing of spreadsheets and budgets is common in this space. This may warrant the need for a larger display or projection screen.
  - i. Privacy required at doors into the Conference Room. Translucent glass to be utilized at typical viewing height. Clear glass could be considered at transom height.
  - j. Card access to be provided at hallway door.
  - k. Locking function to be provided at both sides of the door to the office suite.
  - l. Power connections to be provided at the table top for half of the tables.
  - m. Scott recommended a sink and casework be provided with an undercounter refrigerator.

4. College Office Identity:
    - a. Design team to explore options for the hallway design.
    - b. Provide digital display.
    - c. Logo and lettering could be incorporated.
    - d. Fixed seating could be included.
    - e. Area to display plaques and awards desired. UWL Foundation and Wittich Hall were examples mentioned that could be worth incorporating.
  5. Reception Area:
    - a. Student worker to be first point of contact. Consider changing the door swing location.
    - b. Seating layout options to be explored. Seating for up to 6 people desired.
    - c. Posters and other items could be displayed within the reception area.
    - d. No need for transaction counter at ADA or Student Worker.
    - e. Amy noted that the 6'x6' student desk is sufficient.
    - f. Amy noted the ADA workstation depicted is sufficient.
    - g. Lockable storage for personal belongings required.
  6. Support Spaces:
    - a. Work Room refrigerator to be apartment size and include a freezer.
    - b. Amy commented that the storage indicated is more than enough.
    - c. Locking functions of support spaces to be reviewed.
    - d. Quarter lites to be provided at the doors.
    - e. Cabinets to be lockable.
    - f. Number of file cabinets indicated is sufficient.
    - g. Coat storage for ADA and Student Worker required.
  7. Fyre Office:
    - a. Furnishings illustrated sufficient per Roger.
  8. A copy of the presentation and additional notes can be found here: <https://river-architects.sharefile.com/d-s471ca4ac87984b579094936ed3858971>
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#### **SCHEDULE & NEXT STEPS:**

1. Design team to revise plans based on discussions held.
  2. Next meeting to be scheduled in 3 to 4 weeks to review specifics.
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#### **ACTION ITEMS SUMMARY**

1	Support space door locking to be verified.	UWL
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*Note: 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](mailto:m.adler@river-architects.com) if there are any discrepancies.*