

DEAN'S OFFICE MEETING NOTES

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

DFDM PROJECT NO: 19G1J
RA PROJECT NO: 1290E

MEETING DATE: January 7, 2021

MEETING TIME: 2:00-3:00pm

ATTENDANCE:

Scott Schumacher	UW-La Crosse	sschumacher@uwlax.edu
Mark Sandheinrich	UW-La Crosse	msandheinrich@uwlax.edu
Gubbi Sudhakaran	UW-La Crosse	gsudhakaran@uwlax.edu
Roger Haro	UW-La Crosse	rharo@uwlax.edu
Val Schute	River Architects	v.schute@river-architects.com
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Jeff Kuhse	River Architects	j.kuhse@river-architects.com
David Johnson	SmithGroup	David.Johnson@smithgroup.com
Coty Sandberg	SmithGroup	Coty.Sandberg@smithgroup.com
Lana Zoet	SmithGroup	Lana.Zoet@smithgroup.com
Emma Cuciurean-Zapan	SmithGroup	Emma.Cuciurean-Zapan@smithgroup.com

PROGRAMMING:

1. Coty Sandberg noted the goals of the meeting are to verify the programmatic requirements and highlight any changes or new ideas.
2. Work Room:
 - a. Mail, copier, microwave, refrigerator
 - b. Coupled with storage room and potentially lateral files
3. Associates Dean's Office:
 - a. Two required as indicated.
4. Assistant to Dean's Office:
 - a. Two required as indicated (Carla Burkhardt and Guy Herling).
5. Conference Room:
 - a. 16 people minimum (18-20 more typical).

- b. Technology and writing surfaces.
 - c. Large single table per Scott – power in table.
 - i. Reconfiguration not as critical to the College.
 - d. Seating at edges as necessary.
 - e. Shared access from hallway and from within Dean's Suite.
 - f. Camera necessary (interviews and remote conferencing).
 - g. Visibility into reception ok.
 - h. Visibility into conference space not desired – confidential conversations, disciplinary meetings, etc.
6. Dean's Office:
- a. Small meeting area for confidential meetings (3-4 people common).
7. Reception Area:
- a. Chairs for waiting.
 - b. Vision: Student worker or ADA to greet people within the same space.
 - c. Student traffic goes to academic advisors. Other traffic goes to administration.
8. ADA:
- a. Open workstation within reception area near waiting and student worker.
 - b. Visual connection to the reception area for when student worker isn't present.
9. Administrative Specialist:
- a. One required as indicated (Robert Goldmann).
10. Student Worker:
- a. Reduce to 80sf and include within reception area near the ADA.
11. Grad Assistants:
- a. Student-focused staff. Quantity as indicated.
12. Dean's Assistant:
- a. Space not required. Retain square footage per Scott. Allocate sf to reception area.
13. Communications outside the office questioned by Roger. Scott noted that there will be signage and digital displays throughout.
14. Adjacencies & Organization:
- a. Close proximity to busiest entrance to the building. SW corner per Mark. High visibility.
 - b. Student engagement are priority to Mark.
 - c. All other Dean's Offices on campus are located on ground floor.
 - d. Sudah expressed concern over the amount of student traffic and potential acoustic separation issues.
 - e. Mark doesn't want students to have to go searching for the Dean's Office.
 - f. Mark asked to consider switching the location of the Dean's Office with the Café/Computational Lab?
 - g. Mark noted the Dean's Office is primarily utilized for quiet and focused work.
15. Link Opportunities:
- a. Roger noted that the current location in Graff Main Hall of the Dean's Office is isolated from faculty and students.

- b. Roger noted that having the ability to get out of the office, walk around, and seeing instruction taking place is important.
16. Faculty Resource Center:
- a. Concentrated vs distributed spaces? Scott noted a distributed approach would be better than a single space on one floor only.
 - b. Flexible arrangements, soft seating, technology, writing surfaces, resources, etc.
 - c. Utilized more by faculty than the Dean's Office.
17. Conference Rooms:
- a. Sudah asked if there are other conference and meeting spaces. (4) four conference rooms are currently planned. Locations to be determined.
18. Outdoor Opportunities:
- a. Mark noted that an exterior patio extension off the café could be utilized for faculty/donor reception events held once a semester. Other locations on campus also work well currently.
 - b. Larger events likely held in Cleary or Student Center.
 - c. Roger noted the possibility for an alumni reflection area.
 - d. Mark commented how the 9-panel monitor in Phase 1 highlights donor recognition, events, science highlights, etc.
19. Other:
- a. Mark commented about the arrangement of spaces to best attract students while looking at how we might arrange the Advisor Offices to remove barriers to underrepresented students.
 - b. Roger requested that exploration be done as to how to celebrate the broader range of science.
 - c. Might be an idea to incorporate aspects from the FYRE program from the McNair Scholars Program spaces in Centennial Hall into the Dean's Advising space to further advance underrepresented populations in the sciences.
 - d. Sudah noted that the Physics Department has been asking about the Maker Space or other opportunities for collaborative work to occur.
20. A link to the virtual whiteboard for viewing can be found here:
<https://app.mural.co/invitation/mural/smithgroup1662/1610028993055?sender=emmacuciurea&nzapan4071&key=98912dcf-1e42-413c-a610-ecc4e0b6f9d9>

PROJECT SCHEDULE:

- 1. Work Session No. 2:
 - a. Executive Committee Meeting: January 14, 2021
 - b. Design Committee Meeting: January 14, 2021
 - c. Departmental Review Meetings: January 15-29, 2021

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 if there are any discrepancies.