

GENERAL OFFICE MEETING NOTES

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: May 6, 2021

MEETING TIME: 1:30pm-3:00pm

ATTENDANCE:

Scott Schumacher	UW-La Crosse	sschumacher@uwlax.edu
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INTRO (SCOTT):

1. The goal of the meeting is not to finalize the design but rather to share ideas and collect some input on the Department Office areas (ADA, Student, Work Room, Storage, etc.).

GENERAL DISCUSSION:

1. The overall planning of Departmental Office was reviewed and discussed. The following items were noted:
 - a. Overall floor plans were illustrated for the current location of the departmental offices.
 - b. Split reception vs. shared reception.
 - Todd: Privacy concerns with faculty files, conversations, etc. Is the space divided or completely open?
 - Mike: Chairs often spend time with the ADA.
 - Scott: Challenges with shared reception area.
 - Colin: A seamless space between the two departments would not be preferred. Wall division needed. Colin and Todd feel that two entrances side-by-side off the main hallway would be acceptable.
 - c. Colin: Space outside of ADA area more likely to be used. More utilization of space.
 - d. Shelly: Parents may want to wait inside the ADA area rather than in the hallway where students are congregated.
 - e. Shelly: Student worker cannot be near the open ADA due to privacy concerns.
 - f. Colin: Meeting room technology needed. Positive response when meeting room is adjacent to ADA area. Shelly agrees.
 - g. Noise and separation issues are a concern.
 - h. Mike: ADA located near rear of space with student facing the hallway.
 - i. Student worker is the first point of contact in most cases. Lynne (Biology) prefers to be the first point of contact.
 - j. Enclosed waiting preferred with minimal seating.
 - k. Upper left design with enclosed, swinging doors preferred.
2. Colin commented on the arrangement of the Geo/ES office locations. Not acceptable.
3. Wayfinding was reviewed and discussed. The following items were noted:
 - a. Color option vs walking path concept.
 - b. Concerns with room numbering and wayfinding.
 - c. Concerns with conditions of the floor, maintenance, etc.
 - d. Concerns of modifications if offices and movement of faculty. Adaptability concerns.
 - e. Color compatibility for colorblind people. Scott noted color can't be the only method.
 - f. Opportunity for color to blend with the distributed specimen museum.
 - g. Architectural features can offer an opportunity to differentiate wayfinding.
4. Collaboration spaces were reviewed and discussed. The following items were noted:
 - a. Various options were presented for feedback.
 - b. Variety favored by the group.
 - c. Colin: What will define which walls can be written on if there is a blended approach to the collaboration style?
 - d. Scott: Concerns regarding writable wall surfaces vs using actual writing surfaces such as glass.
 - e. Meeting rooms to have writable surfaces and technology. Video conferencing capability (not Zoom). Capacity of 8-12 persons would work well.
 - f. Meeting room privacy a concern.

5. Faculty Resource spaces were reviewed and discussed. The following items were noted:
 - a. Place to have lunch.
 - b. Large table for grading activities.
 - c. Writable surfaces.
 - d. Flexible seating arrangements.
 - e. Microwave and refrigerator.
 - f. Technology.
 - g. Storage only needed for coffee and supplies.
 - h. Colin commented on having the ability to step outside on each floor if possible.

HARDWARE & SECURITY

1. Hardware and security were reviewed and discussed. The following items were noted:
 - a. Work rooms, storage rooms, and reception areas to have card access.

ACTION ITEMS SUMMARY		
-	No action items noted.	-

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.