

MEETING MINUTES Program Verification Mtg #1

Project Name: UW-L Student Center
Project Location/Agency: University of Wisconsin – La Crosse
DSF Project Number: 12H2W
A/E Project Number: 13-105
Meeting Date/Time/Room #: 4.18.13/10:00 AM – 4:00 PM / Cartwright 257
Attendees: See attached Sign-In Sheet

Meeting Objectives: Introductions
Project Overview & Timeline
Current Building Layout
Program Verification

1. Introductions

- Introductions were made.
- Ka+p reviewed the results of the program and pre-design statement, explaining the project status to date and highlights from interview (See attached pdf of power point).
- The immediate goal is program verification to identify right away, any missing area(s) that may affect size, quantity and budget, along with schedule. We will not be making sweeping, wholesale revisions, but rather minor adjustments/calibrations to the approved program statement.
- The schedule is aggressive but at present, achievable. Ka+p will identify key decisions that need to be made and provide the necessary tools to make the decisions in timely manner.
- There are certain contractual obligations the design team will need to meet. The project is contracted through preliminary design which requires additional approval from the state to move forward with construction. These milestones are the 10% Peer Review, 35% preliminary design review and final review. (Please note other milestones are noted on the timeline. This meeting focuses on the first 2 with emphasis on the peer review).
 - Mid-June – 10% peer review
 - Mid-August: 35% Review
- Beth explained the 10% peer review process: the exterior design is reviewed at this meeting with a group of DFD architects. Approval of this review allows the design team to progress to the next milestone.
- Ka+p had asked the campus to review the history, culture and traditions of the campus for a discussion at a future meeting
- Ka+p asked the design committee to identify places that they have visited and found interesting/desirable to consider for this project such as: coffeehouses,, meeting spaces, lobbies, and restaurants. What did you like about the spaces/what draws you to it? More information and definition will be discussed at future meetings.
- The overall building concept (grand dad's bluff) was approved by the committee.
- Students requested that meetings be moved to Fridays due to availability/ finals. Ka+p will need to review the schedule for next Thursday (April 25) with other

members of the design team. Meeting #3 and Meeting #4 could be moved to Fridays.

2. Program Areas

a. Theater

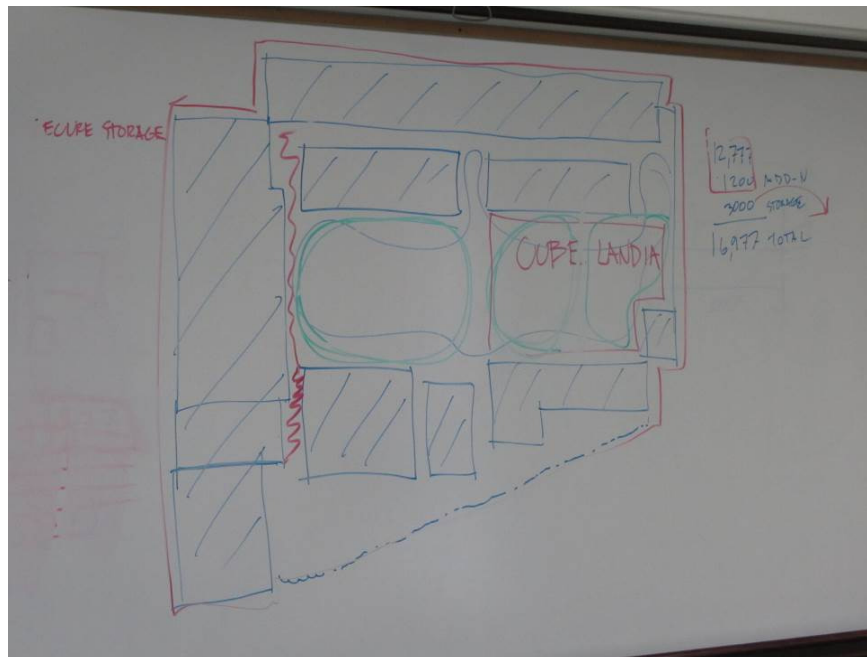
- Theater add-in was approved by the committee. The next step is for Ka+p to review additional information provided from today's meeting as noted below and provide an updated opinion of probable cost to Beth A. The total cost of this additional scope must be approved by DFD. The Campus shall submit their formal request through the proper channels.
 - Uses: Lectures, small venue concerts or specialty concerts, debates, movies/films
 - A space is desired in front of the seats for tables and portable stage (2 – 4X8 platforms, 4-6 inches above the ground. The spaces should also accommodate film crews/cameras.
 - Recording/filming of events for broadcast is desired
 - Sloped floor is desired.
 - The venue should accommodate a minimum of 200 but the desire is to increase 225.
 - Nicer seats with drink holders
 - Overall, the space should be professional
 - All spaces in the building will be designed for accessibility.
 - A projector booth is required.

b. Student Org:

- There is 1200SF (add in space) that will need its uses to be identified.. It was loosely defined as offices, conference rooms and break area in the program statement. Larry stated that he will be meeting with the Student Groups to verify program and determine the space allocation for the additional square footage. <Author's note: The add-in space was incorrectly noted as 1,200 SF in the meeting; the allotment was 1,120 SF for the student org space and 480 SF for student centers per 1.26.12 meeting unless otherwise decided.>
- Open office was defined as space with no permanent walls ("Cubelandia" as noted in the photo). The open space is continuous, where office spaces could be added in the future.
- The student groups will need to verify the level of privacy desired.
- Security of items and equipment is a concern.
- Backpack storage will be reviewed if needed. The intent was not a room but an area with shelving near the reception.
- Leadership Involvement and food pantry should be adjacent to each other and can be located near the "back" of the suite.
- C.A.B. desires a public face – place to advertise or window to publicize events (located off of a main corridor)
- Can the presentation space (allocated to the newspaper) be a shared space or accessed by all? This will need to be reviewed by the campus.

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- The student paper should be associated with the student association/gov.
- Vets and Pride center desires direct access to the corridor.
- Pride Center and Diversity should not be adjacent to the student association.
- It was previously desired to layout spaces to develop community.
- Fireplace is in the budget. Location has not been determined.
- UW River Falls student organization has open feel and cubicles. UW Whitewater was used as a basis for the space layout in the program statement.
- Ka+p will provide a listing of spaces with the relative size for the campus to review adjacencies. A chart similar to what was in the program statement (page 59) could be used as base to develop the adjacencies or other graphic. The following will need to be verified:
 - Size of Space
 - Type of Space
 - Quantity
 - Associations/Adjacencies
 - What spaces must have direct daylight, indirect daylight or no daylight?
- Adjacencies will need to be completed in 2 weeks.



c. Recreation Space

- Laser tag may no longer be desired. The intent of the space was to be flexible and easily changed to accommodate other uses.
- LAN parties, a more current recreation event, may be desired for the space. Ka+p will need to know the types of uses desired so that the infrastructure is taken into account (i.e. number of outlets, wireless access, HVAC system).
- What are the top 10 items or activities that are desired to be accommodated in the space? This will help determine the infrastructure needed.

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- Outlets and outlet islands will be provided throughout the building and is accounted for in the budget. (Exercise bikes to power USB/outlets re-charge station?)
- Any scope refinements that potentially could affect budget will need to be decided in 2 weeks.

d. General Program Notes

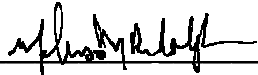
- Coffee Shop: How to accomplish net zero will need to be determined. Solar or wind power will need to be reviewed as well as operations.
- Retail Dining: Salad bar is desired.
- Textbook rental traffic flow will need to be reviewed (book return and book pick up).
- The function of the catering kitchen will need to be reviewed. Is it still needed or could it evolve to something else?
- The multi-purpose room should have truss support so that groups may bring in their own lighting.
- The campus will review if some meeting rooms such as the larger ones will need a sink in the cabinets.
- A traction elevator is desired in lieu of a hydraulic elevator.
- A penthouse will be provided for the mechanical equipment. Openings should be provided to replace or repair equipment. The freight elevator does not currently extend to the penthouse.
- Outdoor programming: The performance area, fire pit and dining will need to be further defined.

3. Executive Committee Wrap Up

- Ka+p will also send the campus student centers, building services and admissions for review of adjacencies.
- The meeting minutes will be distributed to the executive committee; Scott Schumacher will distribute internally to UW-L.
- Meeting #3 focus will switch to plan layout review and building design in lieu of A/V equipment.
- The meeting next week will remain on Thursday April 25 and start at 9 am to discuss loading dock and back of house.

Meeting Adjourned: 3:50 pm

END OF MEETING MINUTES

Meeting minutes prepared by:  Date: 4.19.13

The foregoing constitutes our understanding of the matters discussed and the conclusions reached. Other participants are requested to review these items and advise writer of any errors and/or emissions within 5 business days. This set of minutes is being distributed for the express use of the individuals named on the distribution list. Discretion is requested when making the required internal copies.

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 Project Location/Agency: University of Wisconsin – La Crosse
 DSF Project Number: 12H2W/Ka+p#: 13-105

Meeting Date/Time/Room #: 4.18.13/10:00 AM – 4:00 PM/ Cartwright 257

SIGN IN SHEET

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