

**MEETING NOTES**

**Meeting Date:** Thursday, December 8, 2016 – 9:30-11:00am  
**DFD Project Number:** 14120  
**Project:** Wittich Hall Renovation  
**Location:** 153 Murphy  
**Purpose:** Detailed Programming Meeting – Dean’s Suite Design Committee

**Attendees/Contact Information:**

	Name	Company	Phone	Email
X	Scott Schumacher	UW-LAX Planning & Construction	(608) 785-8916	sschumacher@uwlax.edu
X	Laura Milner	Dean, UW-LAX CBA	(608) 785-8090	lmilner@uwlax.edu
X	Ken Rhee	Assoc. Dean, UW-LAX CBA	(608) 785-8095	krhee@uwlax.edu
X	Corinne Rheineck	Dean Asst., UW-LAX CBA	(608) 785-8090	crheineck@uwlax.edu
X	Nicole Vidden	Academic Services Director, UW-LAX CBA	(608) 785-8092	nvidden@uwlax.edu
	Susan Sharpe	Business Manager, UW-LAX CBA	(608) 785-6492	ssharp@uwlax.edu
X	Doug Pahl	Aro Eberle Architects	(608) 204-7464	pahl@aroeberle.com
X	Mike Eberle	Aro Eberle Architects	(608) 204-7464	eberle@aroeberle.com
X	Christine Pearson	Aro Eberle Architects	(608) 204-7464	pearson@aroeberle.com

The purpose of this meeting is to review detailed programming for the Dean’s Suite.

Reception

1. 3 chairs for waiting is ideal. Keep love seat for larger people.
2. Add bistro table & (2) chairs to fill out paperwork.
3. Periodicals will be on the top of the coffee table.
4. Credenza for display on top will be moved to the wall by the Assistant to the Dean’s Office. Plan for credenza being 15” deep x 7’ long. Awards will be located on shelves above.

ADA / Student worker

5. A partial height partition with a transaction top between the ADA and Student Worker was requested, to hand over paperwork, hide clutter on the ADA’s desk, and screen other secure / confidential information on the ADA’s desk.
6. Building a partial height screen wall in front of both workstations was discussed to create some privacy from the Reception Area.
7. The group discussed making the ADA work space U-shaped with 1/2 height partitions on 3 sides.

8. There is desire to separate the Student Worker and ADA a bit more. Student will do more copying, so adjacency to Work Room is important.
9. Door to Work Room may not be necessary and could be removed.
10. Small printer will be located on the work surface at the ADA's desk.
11. Signage on the glass indicating the suite users was recommended. Vinyl lettering applied on the glass discussed.
12. The ADA workstation will have (3) 3-drawer lateral files with countertop on top along one wall.

#### Workroom

13. Suggested moving the sink to the other end of the countertop.
14. Flip swing of the door toward counter.
15. Provide a space for suite users to hang coats in the workroom.
16. Put a work table in the middle of the room.
17. Deep storage for the gifts (umbrellas, coffee mugs, pens, pins, etc.) & flip charts is needed. 24" deep is required. Could be a built closet w/ adjustable shelves. Could have a marker board surface on the door.
18. An apartment size fridge with freezer on the top will be provided.
19. Microwave on a shelf with provisions to be moved to the counter if accessibility is needed.
20. Requested 2 stools / tall chairs for the center island.
21. Provision for 12 mail boxes should be made.

#### Assistant to the Dean

22. Desire more solid wall than glass – meeting with people all day and needs privacy.
23. Wants a monitor facing the student. Movable and double monitor was desired.
24. (4) 2-drawer lateral files w/ countertop on top should be planned.

#### Resource / File

25. Delete wall between this room and the Work Room.

#### Meeting Room

26. Requested a monitor on the wall.
27. Add bookshelves along the wall.
28. Discussed not having a sink in this room, only countertop for layout / lunches.

#### Dean's Office

29. Will add bookshelves.
30. Wants full length mirror on the wall behind the door or on the door.
31. Wants a wardrobe cabinet. Talked about mirror on the back of the cabinet door.
32. Has some artwork to display. Might go in the Meeting Room if doesn't fit on the walls.

#### Associate Dean (Ken's Office)

33. Requested an office layout with a table and guest chairs.
34. Add storage above the desk.
35. Wardrobe cabinet was desired.

### Outside of Suite

36. Requested 2 monitors on the wall for Campus, CBA, Departments, and Student Org content.
37. Requested a place for literature in pockets (4 pockets). Could go under the monitors.
38. CBA signage was discussed in several locations on the corridor walls.
39. Gobo projector for logo was discussed as an idea.

### Grad Assistant

40. Flip the door on the wall.

Attachment: Marked up Meeting Package

CC: All present, those not in attendance, Executive Committee and Design Team

Peter Bloechel-Anderson – DFD – (608) 266-1458 – [peter.bloechelanderson@wisconsin.gov](mailto:peter.bloechelanderson@wisconsin.gov)  
Cathy Weiss – UW System Administration – (608) 263-4417 – [cweiss@uwsa.edu](mailto:cweiss@uwsa.edu)  
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Matt Aro – Aro Eberle Architects – (608) 204-7464 – [aro@aroeberle.com](mailto:aro@aroeberle.com)  
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Todd Kreps – The Sextant Group – (412) 323-8580 x101 – [tkreps@thesextantgroup.com](mailto:tkreps@thesextantgroup.com)  
Tom Middleton – Middleton Construction & Consulting – (414) 716-4400 – [tmiddleton@middleton-cc.com](mailto:tmiddleton@middleton-cc.com)  
Paul Martzke – Immel Construction – (920) 468-8208 – [paulma@immel-builds.com](mailto:paulma@immel-builds.com)

## DETAILED PROGRAMMING WORKSHOP #1

CORINNE  
LAURA  
NICOLE  
  
SUSAN  
KAT

### DEAN'S SUITE

#### Reception

GLASS WALLS:  
YES - PUBLIC  
NO - OFFICE  
NEED PAPER

- How much seating is needed? What types of furniture are preferred? **3 CHAIRS - KEEP LOWEST**
  - What level of privacy is needed for the Dean's Assistant and student worker? **- BISTRO TABLE TO FILL OUT PAPERWORK**
  - Is there any additional equipment needed for workstations other than computers?
  - Feature wall for electronic display or other signage needed? Welcome sign?
  - Visual privacy at glass? Or full transparency?
- STUDENT = PRIMARY RECEPTIONIST**  
**- CORINNE WALK "U" SHAPE**

**- LOW & HIGH AREA**

#### Resource/ File Room

- Is the quantity shown in the file storage and archival storage rooms sufficient?
- What is the preferred style and configuration of file cabinet?

#### Workroom

CENTRAL MAN:  
• Lower level  
STUDENT SPACE?  
-----  
(12) SLOTS +  
CATEGORICAL

- Refrigerator size? Below counter or apartment size? (No refrigerators will be allowed in offices)
- Mailboxes – size / quantity – would like to have a one-size-fits-all for all departments
- Cabinets – upper, lower, size and quantity. What are you storing in these?
- What other electrical devices, besides copier, microwave, fridge and coffee maker are needed in this space?
- What features would make this space more useful?
- Would a central work table be helpful? Or is the wall separation needed?

#### Meeting Room

- Is a projector or monitor needed?
- Is a touch panel control needed?
- How is the storage used?
- Is display space needed along the walls? Open wall area? Or shelving?

\* SEPARATE  
SEPARATE CLASSROOM

# DETAILED PROGRAMMING WORKSHOP #1

## DEAN'S SUITE

### Dean's Office

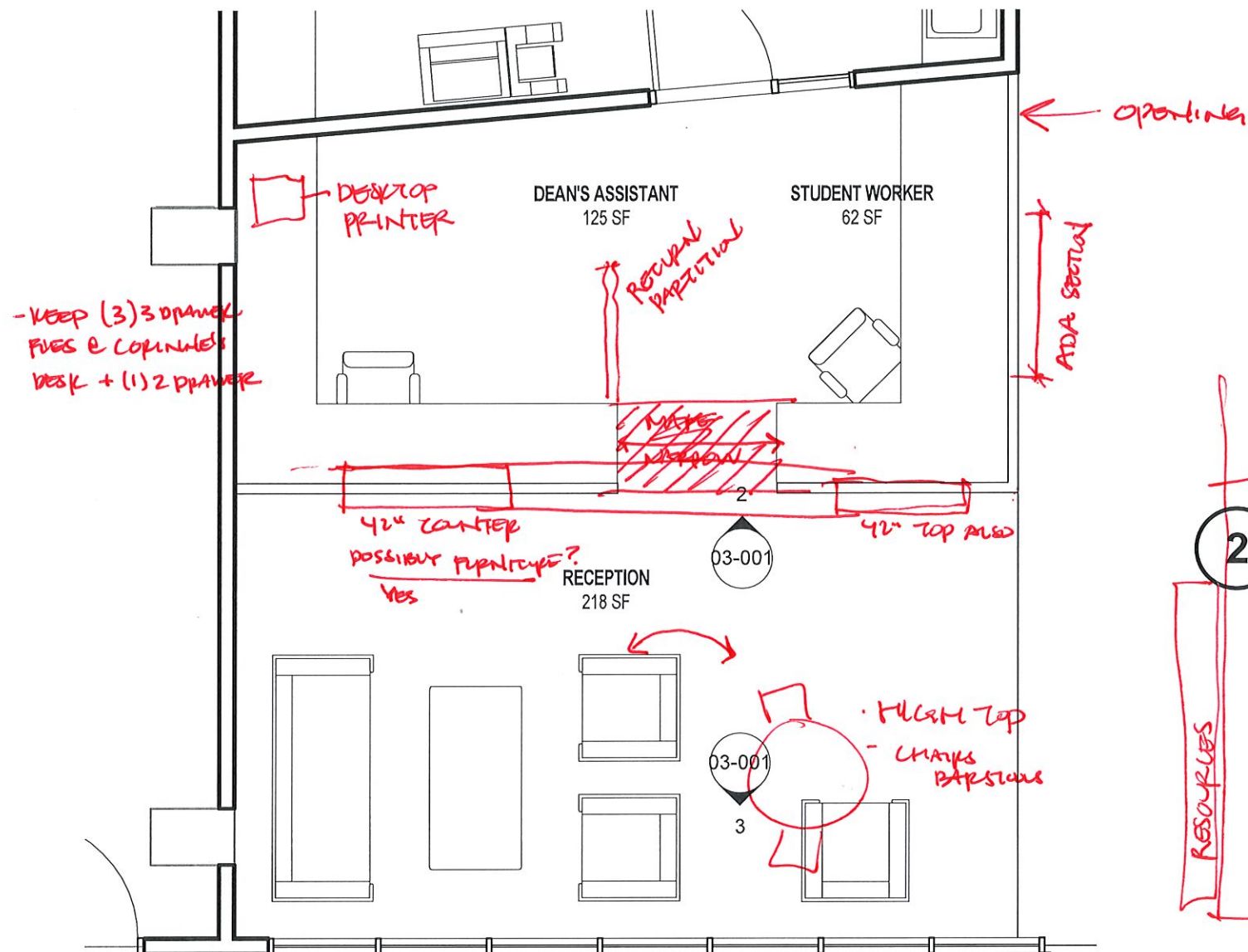
- Of the items currently in the office, what storage needs to remain? What can be moved to an adjacent location?
- What can move to archival storage?
- Closet needed for gowns? Possibly within archival storage?
- What type of workspace configuration would work best? "U" shape? Credenza/ shelving along back wall with floating desk?
- What size meetings take place? Typically 1-2 person? Or a 3-4 person table necessary?
- Display space needed? Wall display? Open shelving? Can some items (ie. awards) be moved to reception?

### Private Offices (Associate Dean's, Assistant to the Dean, etc.)

- Review layout options
  - (2) chairs
  - "U" or "L" or "T"
  - Upper cabinets/ wall storage
  - (2) Pedestal
  - Tackable surface
  - Writeable surface at glass wall
  - Bookshelves – Necessary? What height?
  - Coat storage – Hook? Wardrobe cabinet?

### Supplemental Information

- Dean's suite photos
- Floor plans



- keep (3) 3 drawer  
FILES & copiers  
desk + (1) 2 drawer

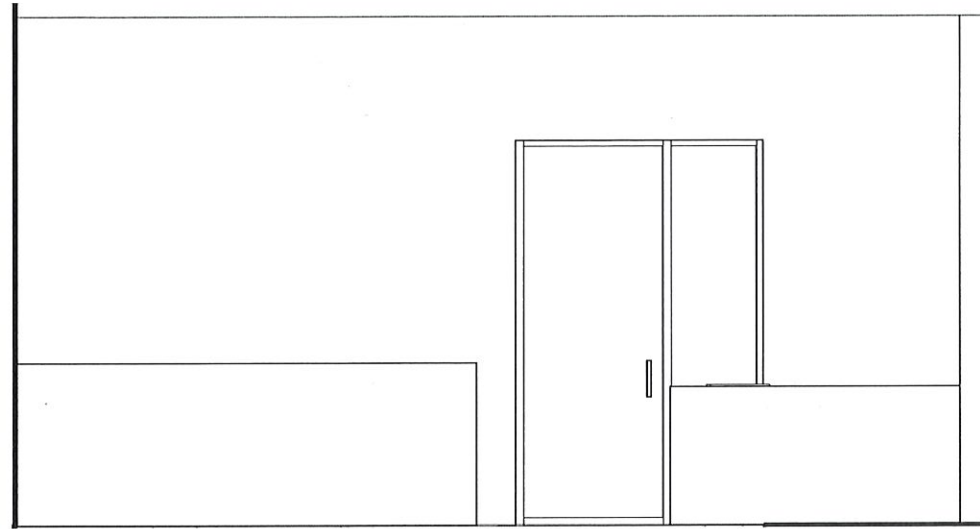
42" counter  
possible pipe/cup?  
yes

42" top rail

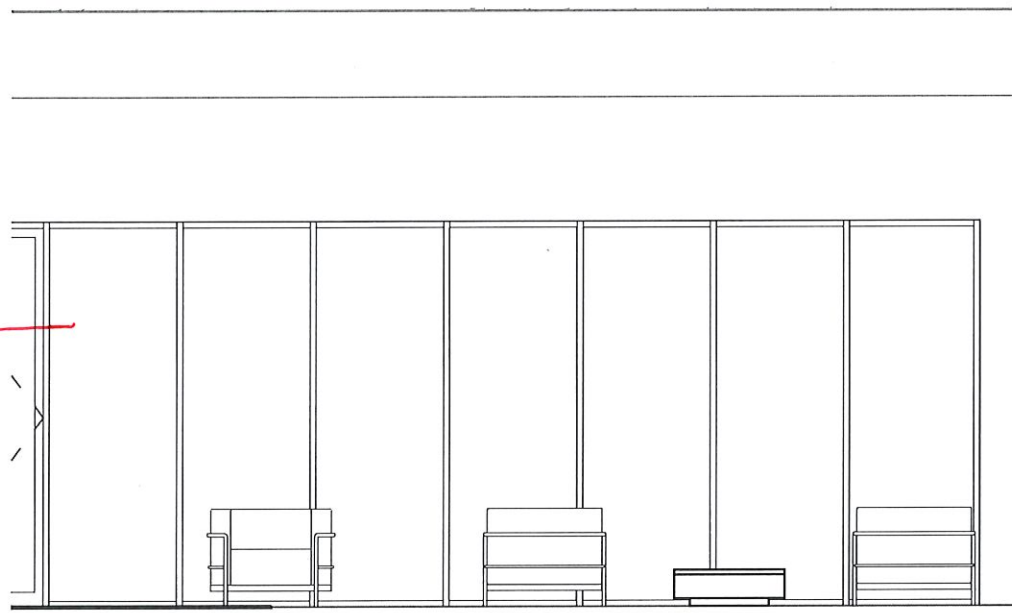
Display:  
CREDENTIALS + SHELVES  
(3) DOUBLE DOORS TODAY  
15"

WELCOME SIGN:  
"COLLEGE OF BUSINESS"  
ON GLASS

- monitor analog tan wall  
- paperwork analog wall  
(4) pockets - displays to go



**2** 03 - DEAN'S SUITE RECEPTION EAST  
1/4" = 1'-0"



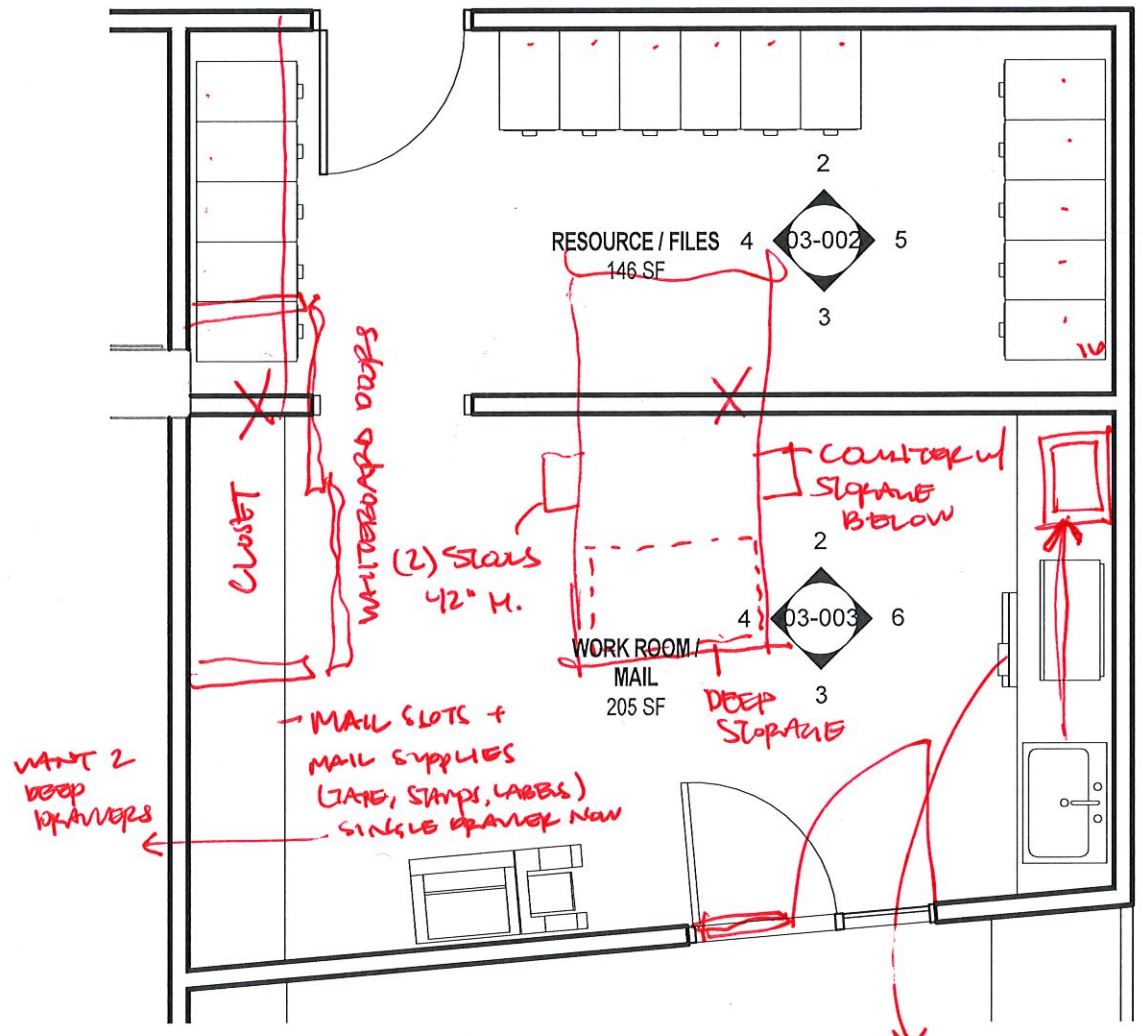
**3** 03 - DEAN'S SUITE RECEPTION WEST  
1/4" = 1'-0"



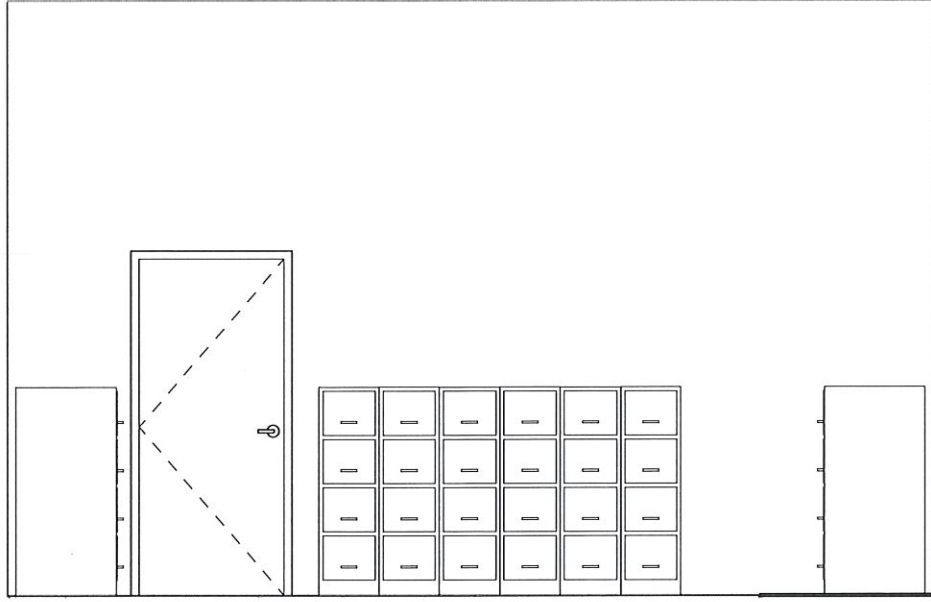
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WITTICH HALL RENOVATION  
LaCrosse, WI 54601

No.	Description	Date	DEAN'S SUITE RECEPTION	
			Project number	14120
			Date	8/10/2015
			Scale	1/4" = 1'-0"
			Project Phase	PR

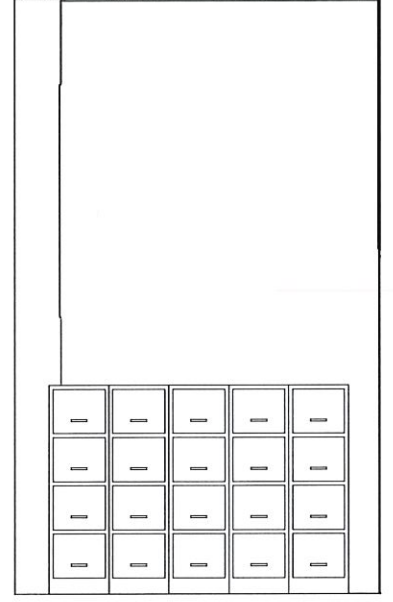
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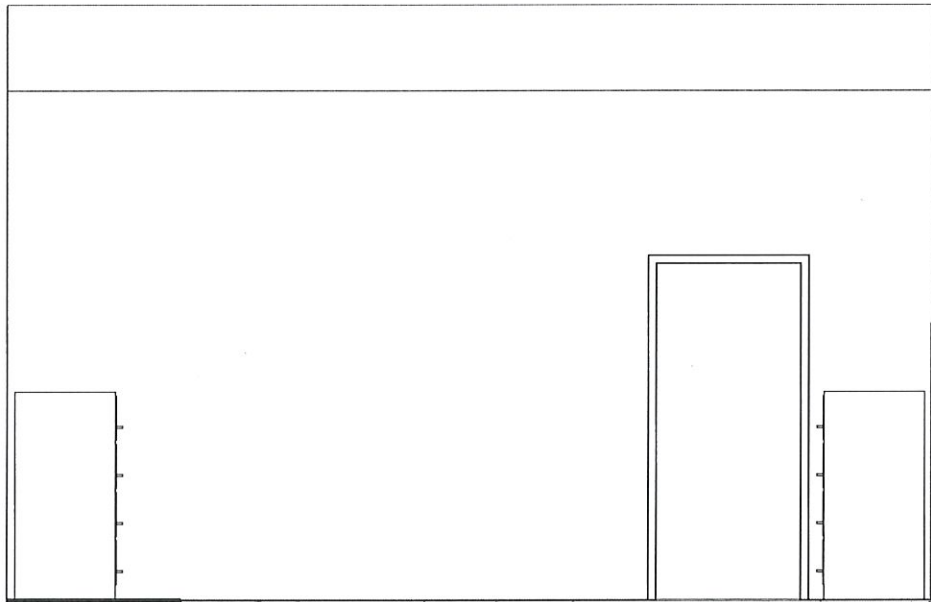
CLOSET  
 WANT 2 DEEP DRAWERS  
 MAIL SLOTS + MAIL SUPPLIES (DATE, STAMPS, LABELS) SINGLE DRAWER NOW  
 DEEP STORAGE FOR GIFTS  
 CLOSET W/ ADJUSTABLE SHELVES  
 WALL STANCHIONS  
 24' x 48" SHELVING  
 DEEP STORAGE  
 COUNTER w/ STORAGE BELOW  
 (2) SLATS 42" H.  
 WANT 2 DEEP DRAWERS  
 DEEP STORAGE  
 PHONE & FREEZER  
 APL. STYLE



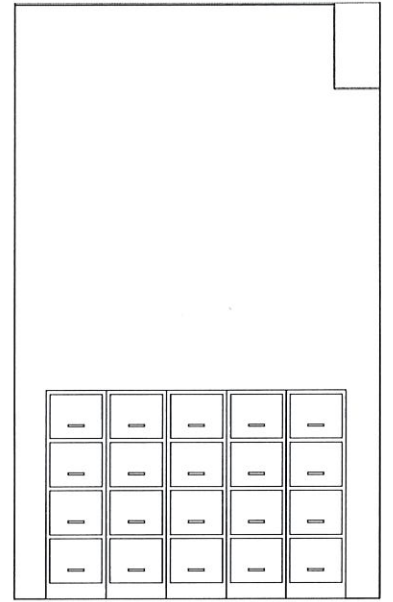
**2 03 - DEAN'S SUITE FILES EAST**  
1/4" = 1'-0"



**4 03 - DEAN'S SUITE FILES NORTH**  
1/4" = 1'-0"



**3 03 - DEAN'S SUITE FILES WEST**  
1/4" = 1'-0"



**5 03 - DEAN'S SUITE FILES SOUTH**  
1/4" = 1'-0"

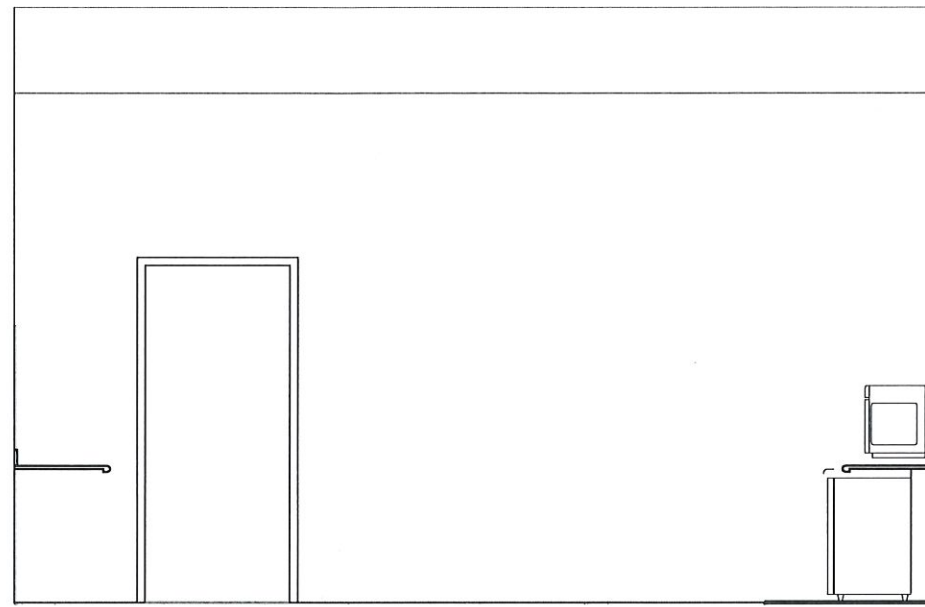
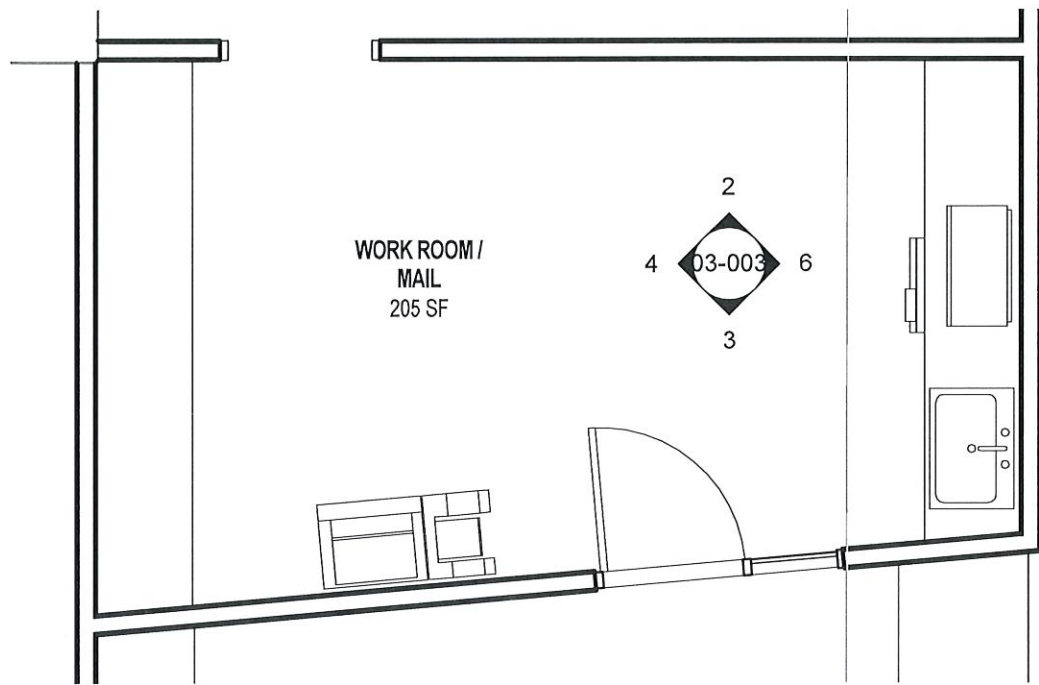


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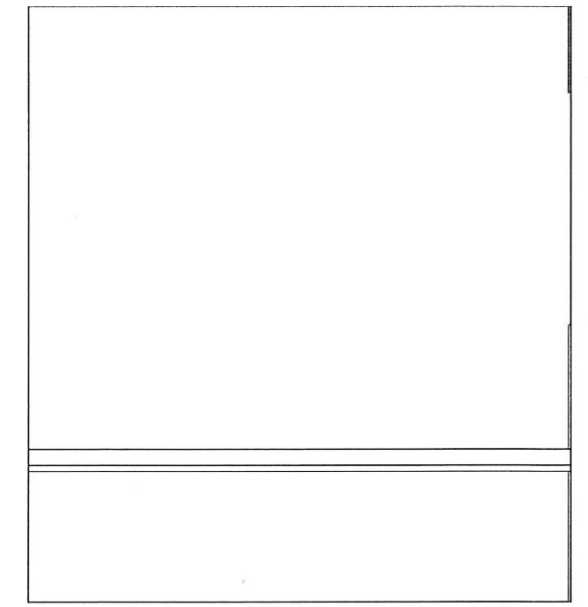
No.	Description	Date

DEAN'S SUITE - RESOURCE/ FILE	
Project number	14120
Date	8/10/2015
Scale	1/4" = 1'-0"
Project Phase	PR

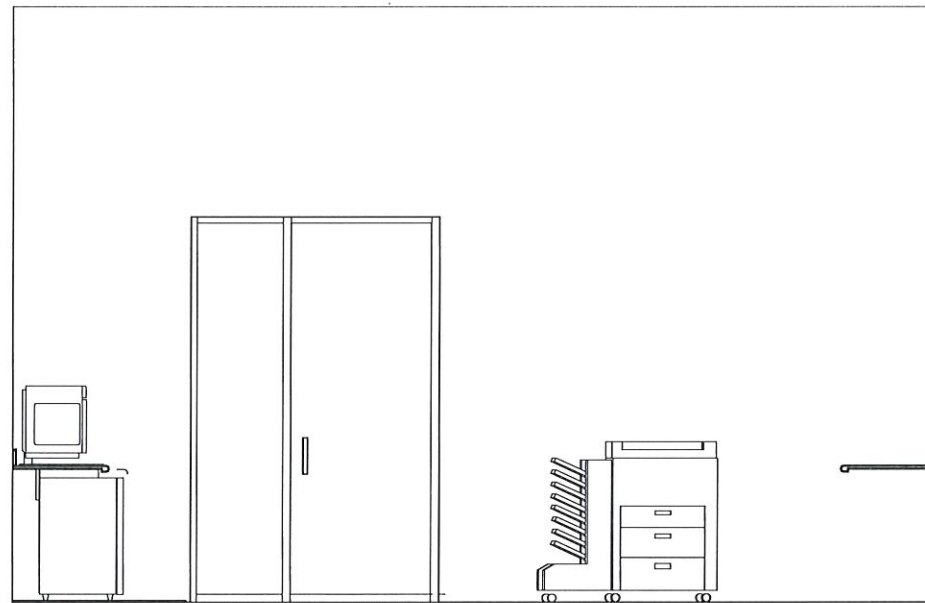
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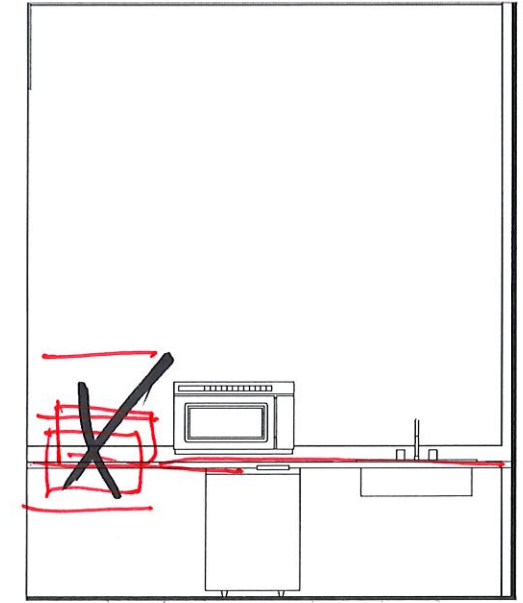
**2** 03 - DEAN'S SUITE WORK ROOM EAST  
1/4" = 1'-0"



**4** 03 - WORK ROOM NORTH  
1/4" = 1'-0"



**3** 03 - DEAN'S SUITE WORK ROOM WEST  
1/4" = 1'-0"



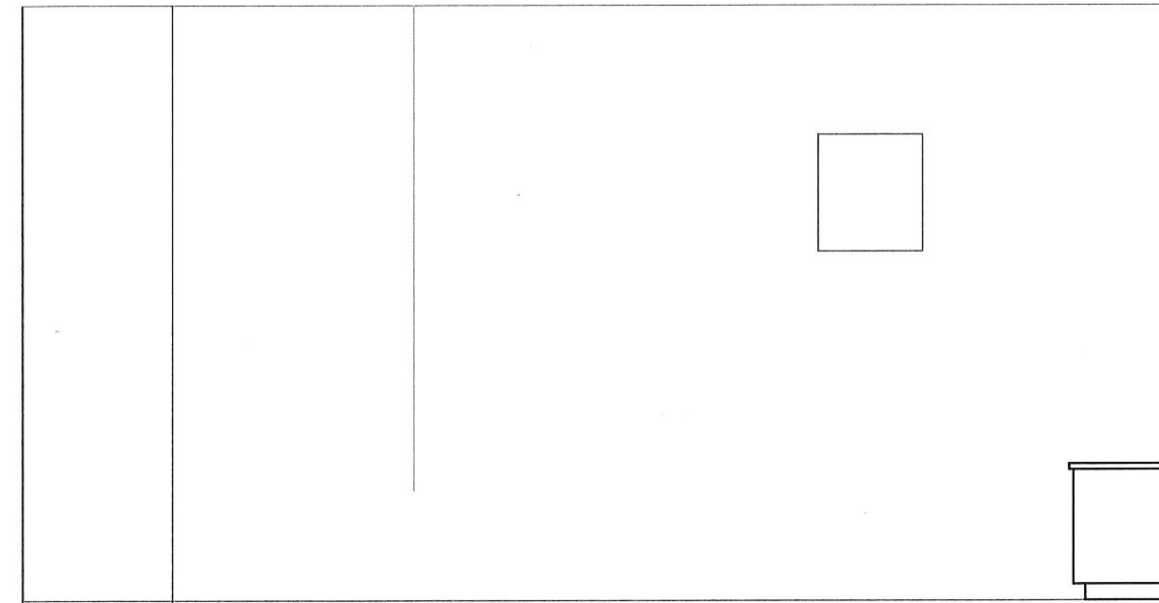
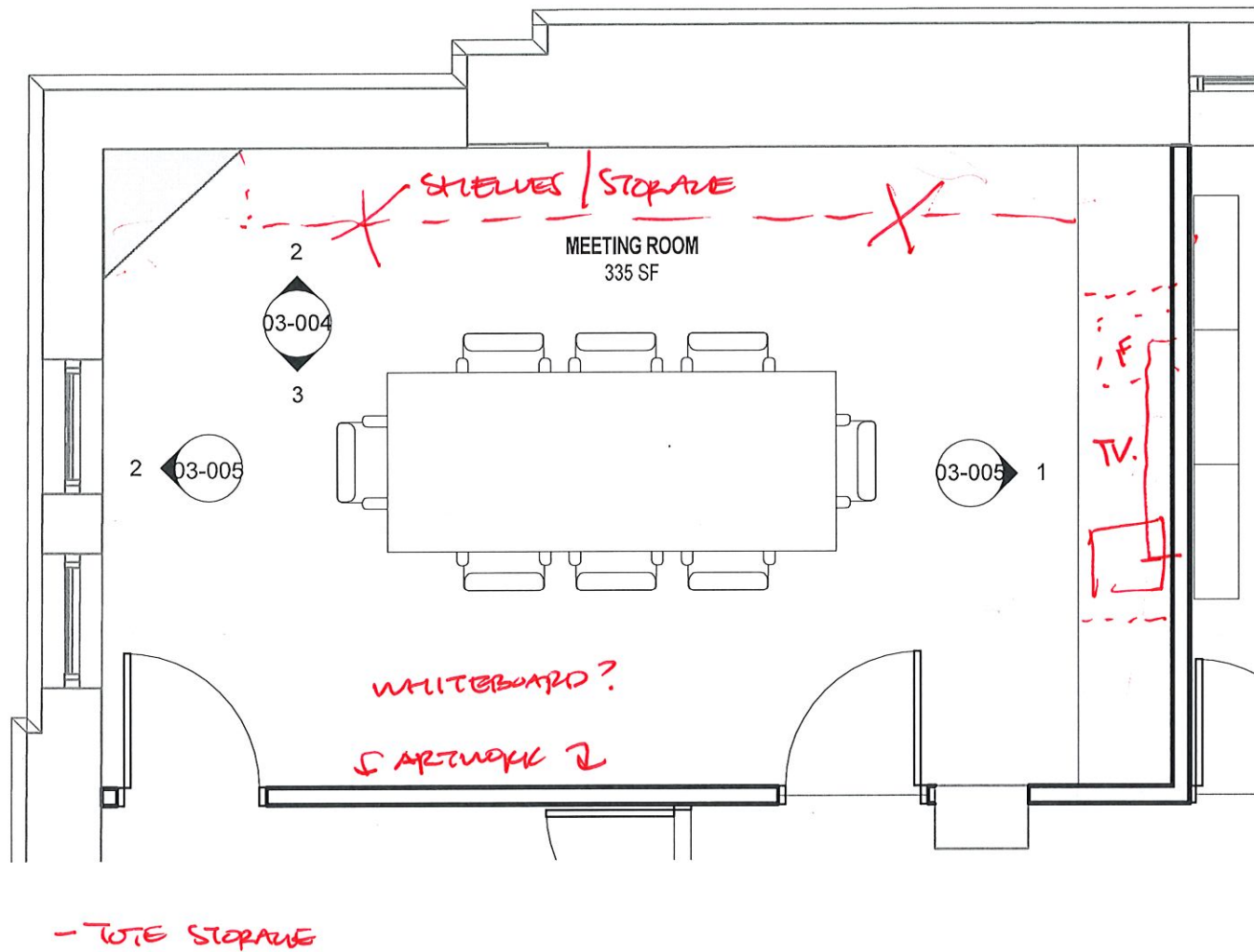
**6** 03 - WORK ROOM SOUTH  
1/4" = 1'-0"

No.	Description	Date

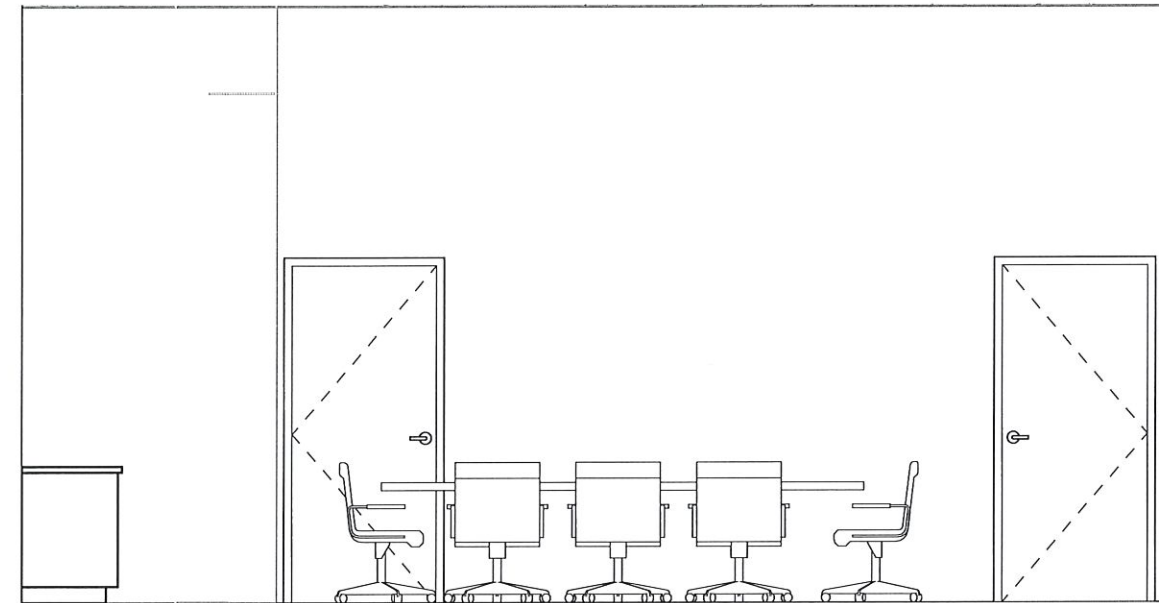
**DEAN'S SUITE WORK ROOM**

Project number	14120
Date	8/10/2015
Scale	1/4" = 1'-0"
Project Phase	PR





**2 03 - DEAN'S SUITE MEETING ROOM EAST**  
1/4" = 1'-0"



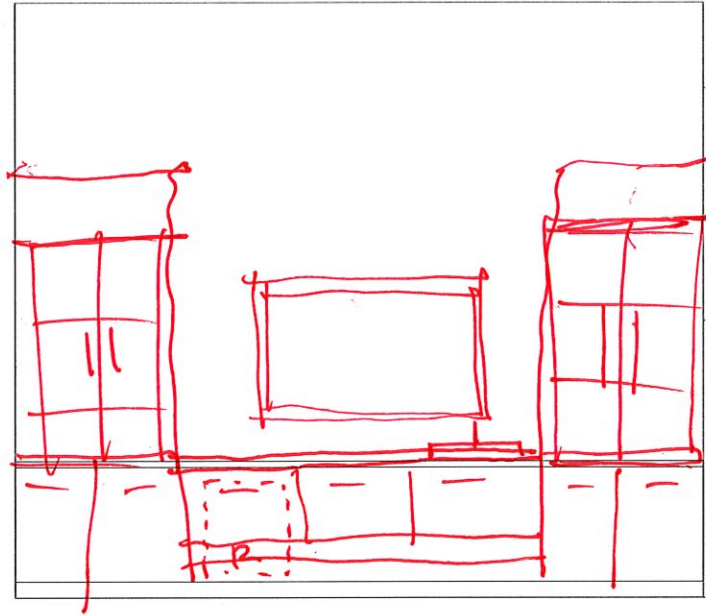
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1/4" = 1'-0"



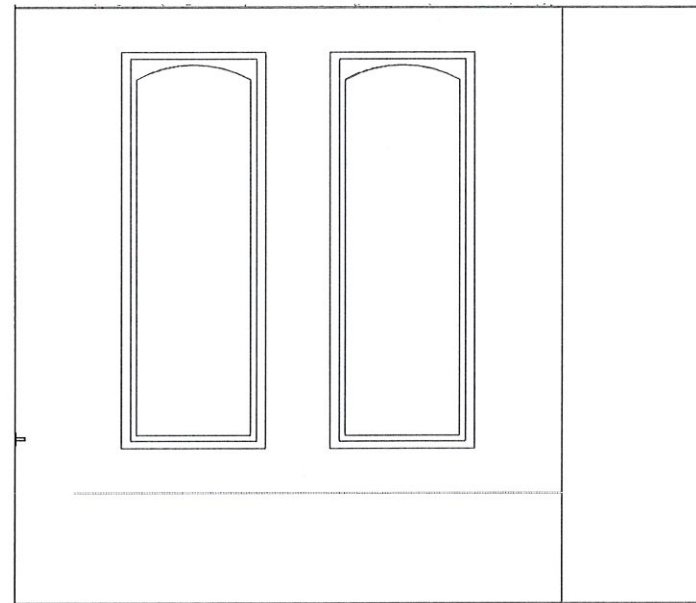
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No.	Description	Date	DEAN'S SUITE MEETING ROOM	
			Project number	14120
			Date	8/10/2015
			Scale	1/4" = 1'-0"
			Project Phase	PR

03-004

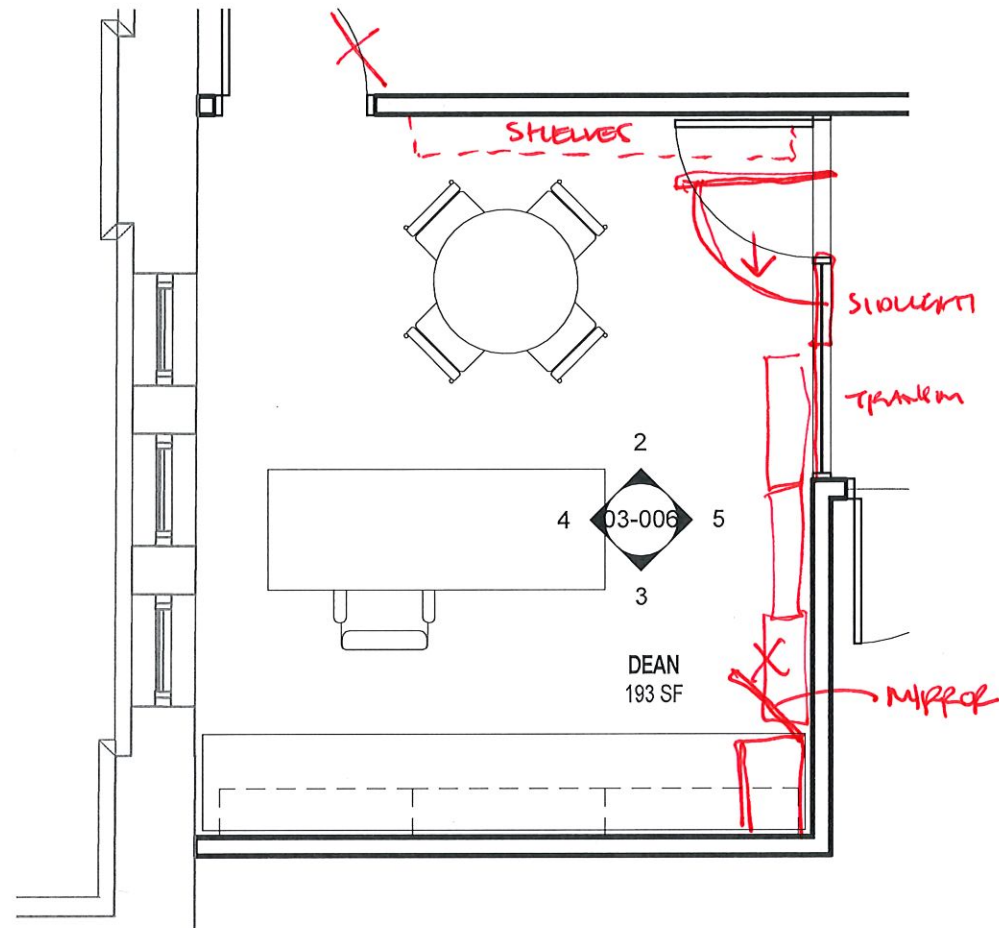


**1** 03 - DEAN'S SUITE MEETNG ROOM SOUTH  
1/4" = 1'-0"

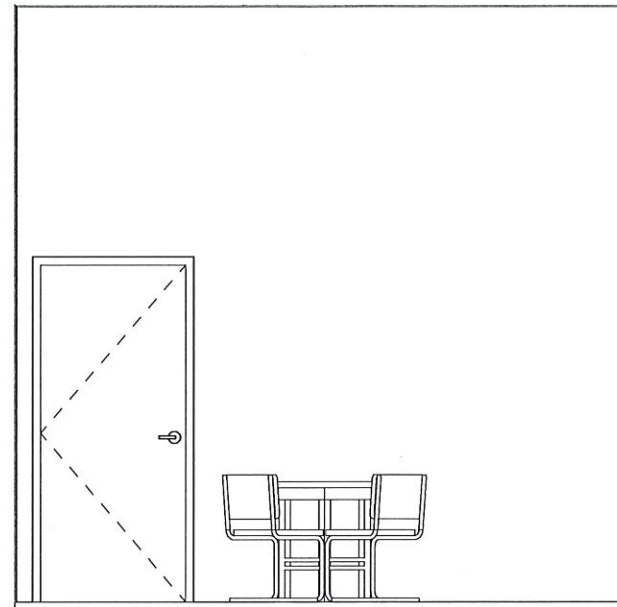


**2** 03 - DEAN'S SUITE MEETNG ROOM NORTH  
1/4" = 1'-0"

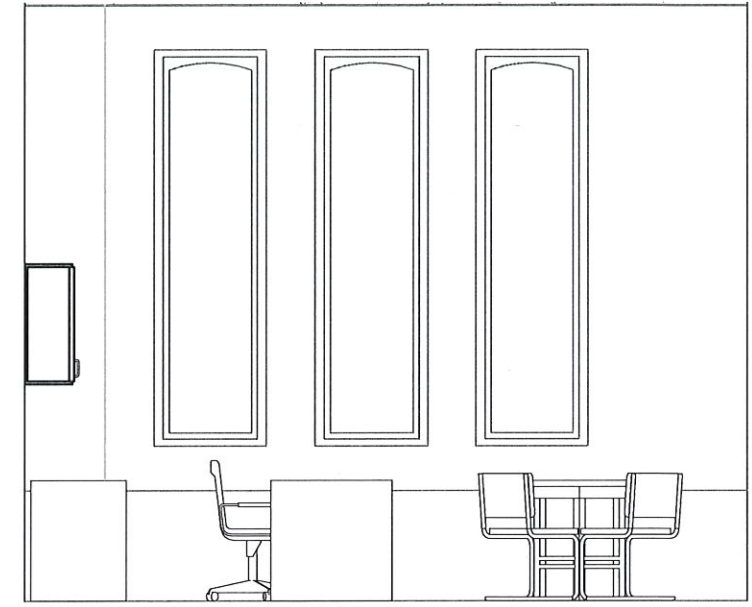
No.	Description	Date	DEAN'S SUITE MEETNG ROOM	
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			Scale	1/4" = 1'-0"
			Project Phase	PR



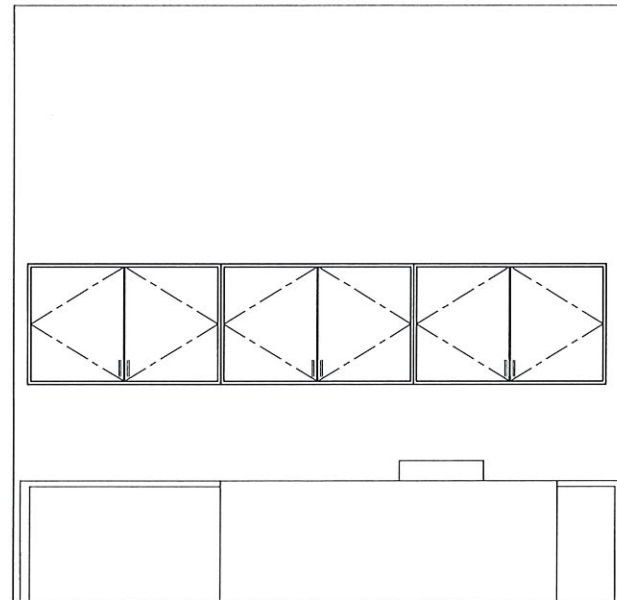
\* MAX. WALL SPACE  
SOME ARTWORK SPACE



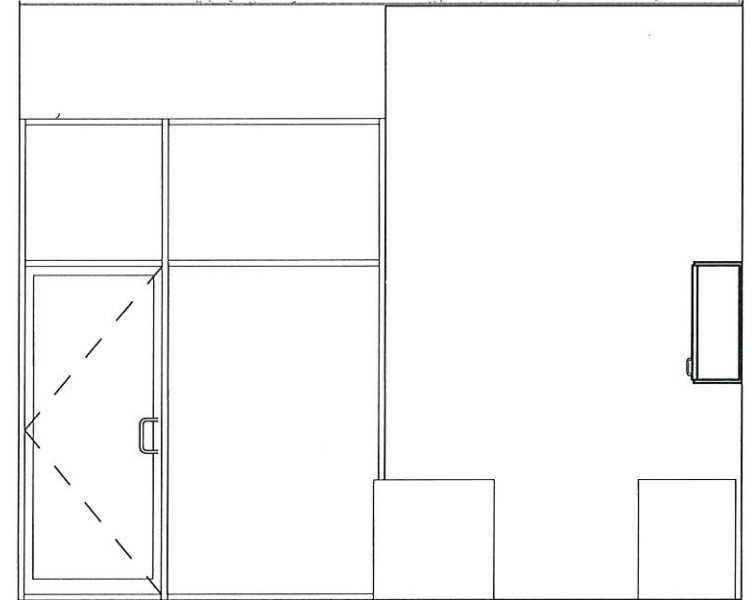
**2** 03 - DEAN'S OFFICE EAST  
1/4" = 1'-0"



**4** 03 - DEAN'S OFFICE NORTH  
1/4" = 1'-0"



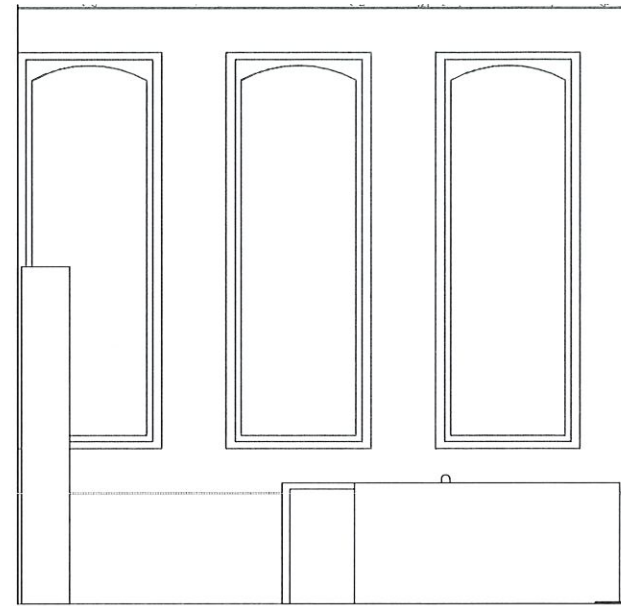
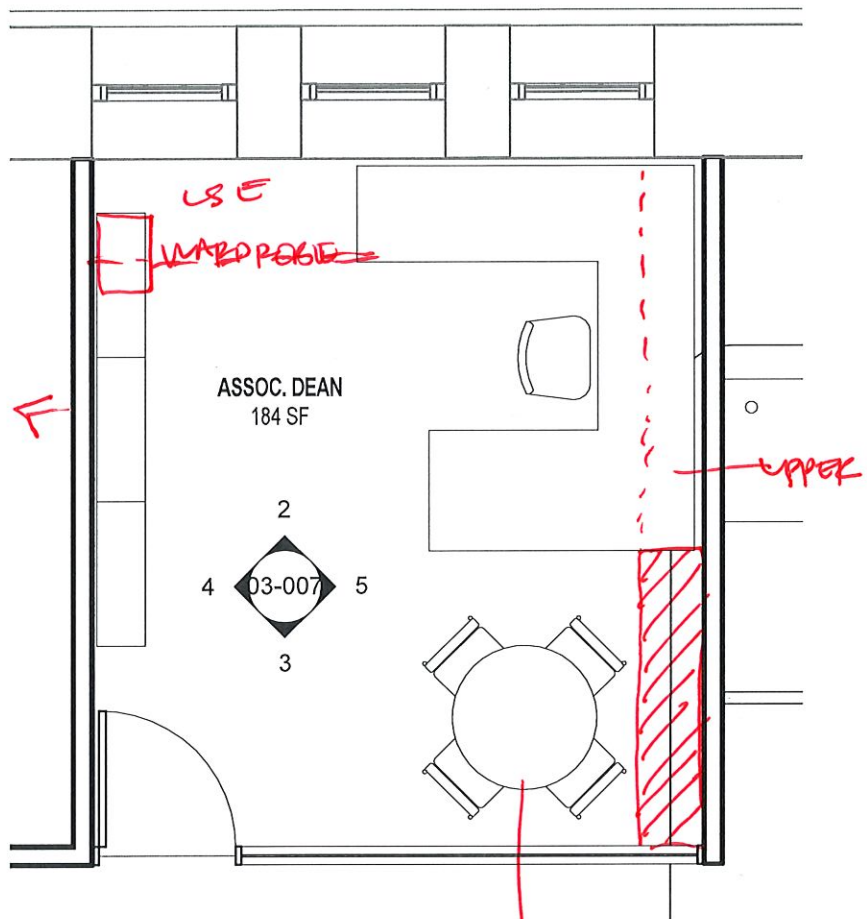
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1/4" = 1'-0"



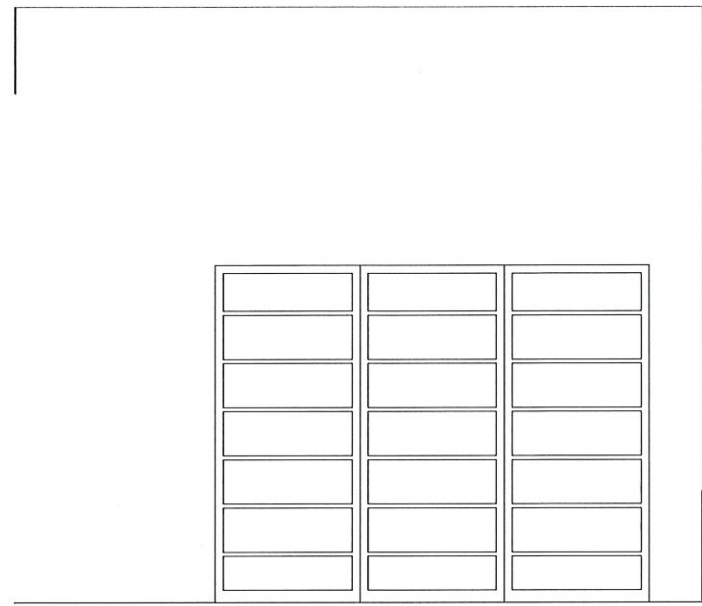
**5** 03 - DEAN'S OFFICE SOUTH  
1/4" = 1'-0"

No.	Description	Date

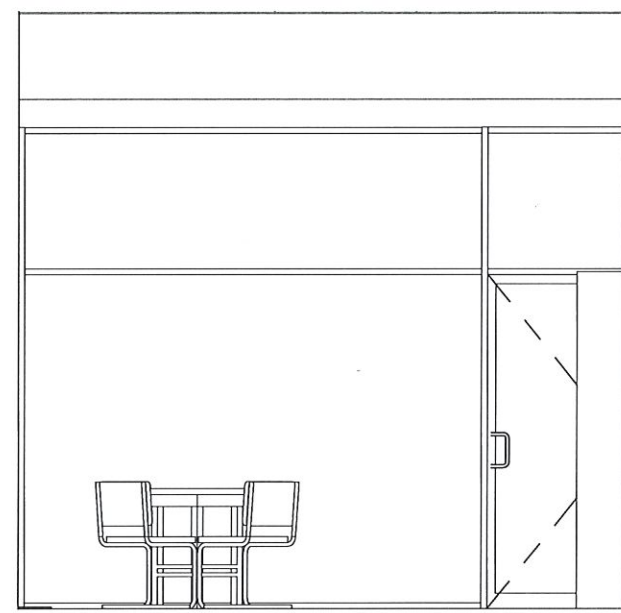
Project number	14120
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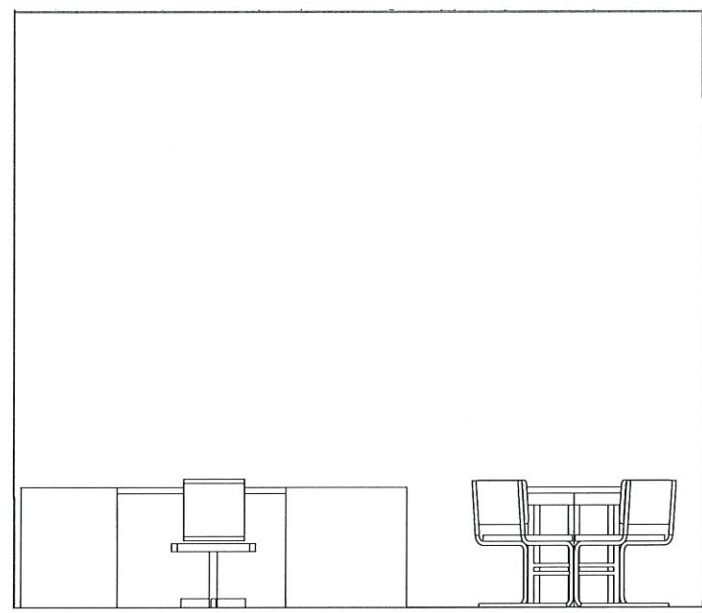
**2 03 - ASSOC. DEAN'S OFFICE EAST**  
1/4" = 1'-0"



**4 03 - ASSOC. DEAN'S OFFICE NORTH**  
1/4" = 1'-0"



**3 03 - ASSOC. DEAN'S OFFICE WEST**  
1/4" = 1'-0"



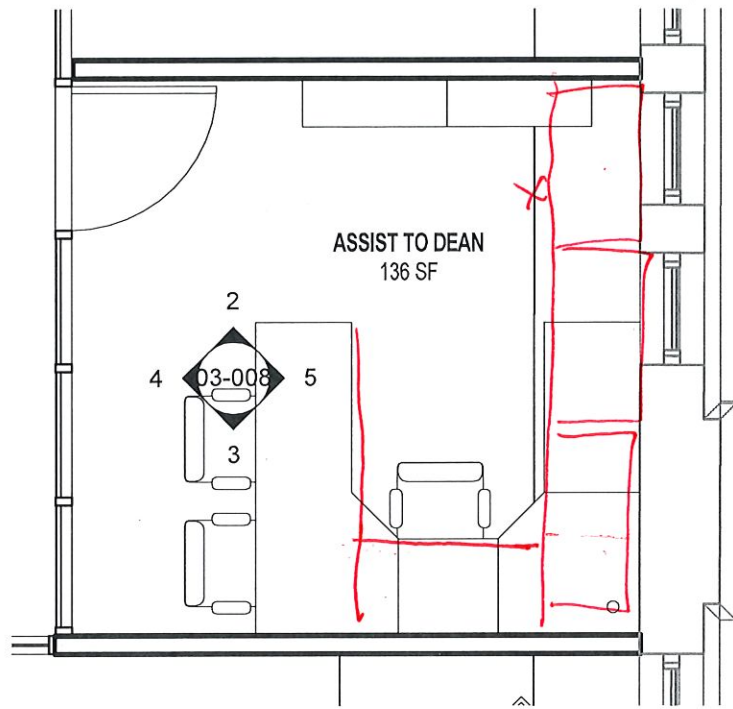
**5 03 - ASSOC. DEAN'S OFFICE SOUTH**  
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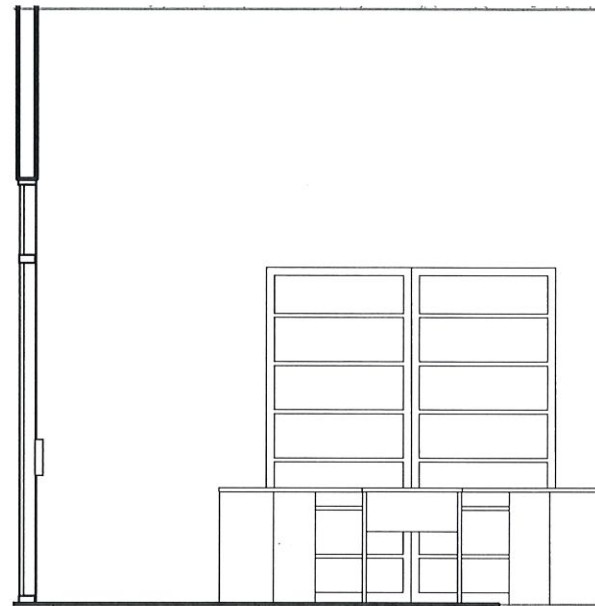
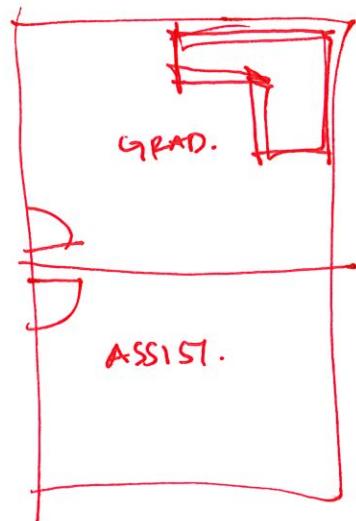
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No.	Description	Date	ASSOC. DEAN'S OFFICE	
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			Scale	1/4" = 1'-0"
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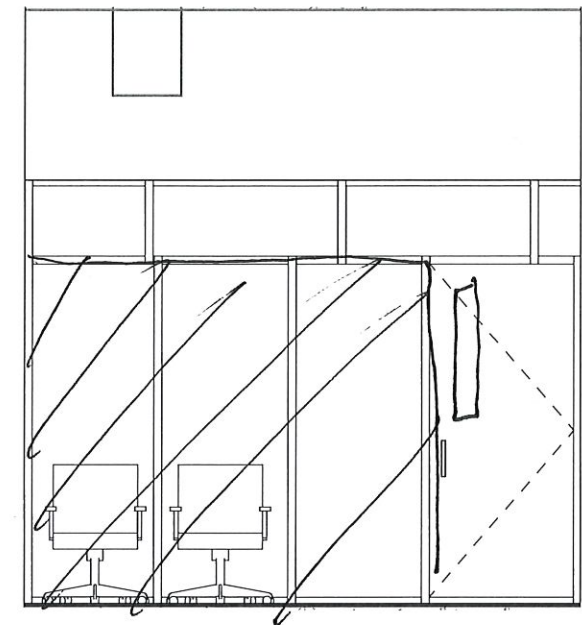
**03-007**



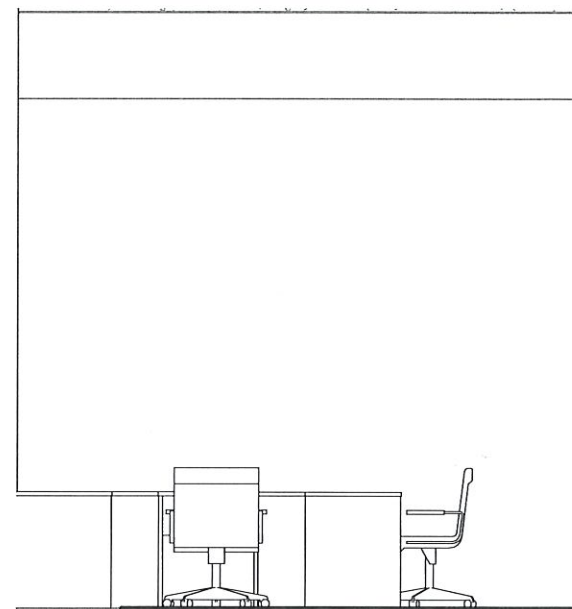
- DOUBLE MONITOR  
 - STORAGE:  
 (4) 2 DRAWER LATERALS



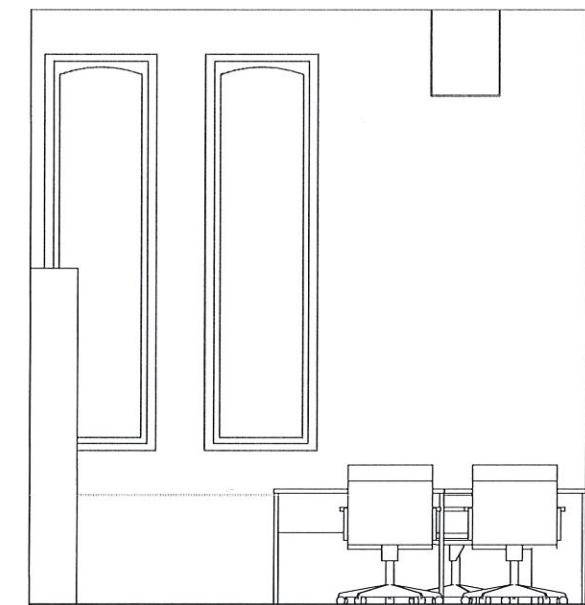
**2** 03 - ASSIST TO DEAN'S OFFICE EAST  
 1/4" = 1'-0"



**4** 03 - ASSIST TO DEAN'S OFFICE NORTH  
 1/4" = 1'-0"



**3** 03 - ASSIST TO DEAN'S OFFICE WEST  
 1/4" = 1'-0"



**5** 03 - ASSIST TO DEAN'S OFFICE SOUTH  
 1/4" = 1'-0"

No.	Description	Date	ASSIST TO DEAN'S OFFICE	
			Project number	14120
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			Scale	1/4" = 1'-0"
			Project Phase	PR

03-008