MEETING NOTES

Meeting Date:	Monday, May 16, 2016 – 8:00 – 9:30am
DFD Project Number:	1412O
Project:	Wittich Hall Renovation
Location:	153 Murphy Library ICE, UW–La Crosse
Purpose:	Executive Committee Meeting

Attendees/Contact Information:

Name	Company	Phone	Email
Bob Hetzel	UW–LAX Administration	(608) 785-6491	bhetzel@uwlax.edu
Doug Pearson	UW–LAX Planning & Construction	(608) 785-8014	dpearson@uwlax.edu
Scott Schumacher	UW–LAX Planning & Construction	(608) 785-8916	sschumacher@uwlax.edu
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Glenn Knowles	UW–LAX CBA	(608) 785-6925	gknowles@uwlax.edu
Mary Grattan	UW–LAX CBA– Econ ADA	(608) 785-8099	mgrattan@uwlax.edu
Stacy Trisler	UW–LAX CBA – MKTG (IAS)	(608) 785-8790	strisler@uwlax.edu
Rob Wolf	UW–LAX CBA – Finance	(608) 785-6654	rwolf@uwlax.edu
Will Maas	UW–LAX CBA – Acct.	(608) 785-6825	wmaas@uwlax.edu
David Annino	UW–LAX IS	(608) 786-6660	dannino@uwlax.edu
Anne Hlavacka	UW–LAX CBA – SBDC	(608) 785-8782	ahlavacka@uwlax.edu
Doug Pahl	Aro Eberle Architects	(608) 204-7464	pahl@aroeberle.com
John Bengston	Paulien + Associates	(303) 832-3272	jbengston@paulien.com

1. John Bengston reviewed the history of programs for the CBA in Wittich Hall; Pasture Report Preliminary Design Report; and 2014 UW–LAX Space Planning Study
2. Bengston asked the group: Where is the CBA going?
    a. Current enrollment 1,915 students
    b. Discussed current college growth; last year growth spurt; this year, back down again. There is uncertainty based on the activities of UW Eau–Claire and UW Madison
    c. Bengston asked: Would the university become "more elite" i.e. limit student enrollment by raising minimum GPA?
        i. This is not in the plans presently.
    d. Campus Cap: 10,800; CBA student cap (traditional students) 2000. Any additional students beyond that would be on-line students, which would require additional faculty – need to maintain minimum faculty/student ratios
3. The group discussed different types of instructional spaces:
    a. Trading rooms

     b. Case rooms
        i. Centennial has a flat floor version of these – CBA uses them exclusively
     c. What type of space is the "Student Investment Center"? – This would be a new space note yet represented on campus
        i. Bloomberg Terminals?
     d. Discussed use of CBA statistical lab
     e. Discussed use of Wimberly Spaces 327 (Student Research Lab) and 323 (Marketing Focus Group and Sales Lab – these spaces are useful and there may be a desire to duplicate these spaces in Wittich Hall
     f. Discussed the issue of computer classroom space (216 and 217) and whether or not these spaces should be moved or duplicated
     g. Trading Room

4. Discussed Internship program: this is housed outside of the CBA (career resources) Except for Accountancy, which has 1 FTE.
5. MBA director is a faculty member
6. Dept. Chairs have larger offices
7. Rob Wolf: Can we have a list of other colleges? What was their approach to new CBA spaces?
8. Will Moss: Need to consider issue of access by public to building
     a. SBDC is seeing a 50% increase in clients; some with disabilities
     b. Accessible parking for Wittich will remain as is exists today
9. Dean Milner: Want to create a draw to the building for students
     a. One way may be to include the filming capabilities of Wimberly rooms 327 and 323
     b. Filming capabilities also lend themselves to the "assurance of learning" program – a classroom–like space with a camera in back would work for this purpose
10. Focus groups were discussed
     a. This is a possible revenue generator
11. John Bengston asked about research: what type and how?
     a. Most research is done by faculty in their offices
12. Staff and Students prefer private offices
13. Dean Milner brought up the issue about allocating different "quality" spaces to different departments (this refers to the second floor's lack of windows).
     a. There are interdepartmental hierarchies between Full time staff, associate staff, assistants
     b. All departments need to be attractive to faculty; uniquely identifiable
     c. The Faculty must be happy
     d. Open work areas could work for instructors only teaching one class
14. Scott Schumacher: Staff #'s will Ebb and Flow, need a strategy to handle and flex
15. Bob Hetzel re: offices: currently 60% of Wimberly offices have no windows
16. Donor recognition needs to be considered in the CBA space;
17. Will there be some sort of "greeting function" on the first floor near entrance?
18. Group discussed adjunct faculty
     a. Sometimes adjunct positions get upgraded to full time positions.

cc/ Not in Attendance:
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Paul Martzke – Immel Construction – (920) 468–8208 – paulma@immel–builds.com

Attachments:
1. Wittich Hall Programming Meeting 1 presentation

PROGRAMMING MEETINGS – 5/16 – 5/18

ARO EBERLE
ARCHITECTS

WITTICH HALL

1. Introductions

2. Schedule Review

3. Programming Discussion

4. Next Steps

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ARCHITECTS

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PROGRAMMING MEETINGS ROUND 1 – 5/16, 5/17 & 5/18

Monday, May 16, 2016
- 8–9:30am   Executive Committee
- 9:30–11am   Students
- 11am–1pm   Economics
- 1–3pm   Marketing & Management
- 3–5pm   Accountancy & Finance

Tuesday, May 17, 2016
- 8–9:30am   SBDC
- 9:30–11am   Information Systems

Wednesday, May 18, 2016
- 8–9:30am   Dean's Office
- 9:30–11am   ADA's Meeting
- 11am–12pm   Core Architectural Meeting
- 12pm–2pm   CBA Dean's Office / Ex. Comm.

ARO EBERLE ARCHITECTS

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PROJECT WORK PLAN

WITTICH HALL RENOVATION

4

PRE-DESIGN PHASE WORK PLAN

2016 | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER

Week dates: 18 · 25 · 02 · 09 · 16 · 23 · 30 · 06 · 13 · 21 · 27 · 04 · 11 · 18 · 25 · 01 · 08 · 15 · 22 · 29 · 05 · 12 · 19 · 26 · 03 · 10

EXISTING CONDITIONS — SITE / BUILDING SHELL / CORE

SITE & BUILDING BASIS
- Historic Structure Basis / Roadmap
- Site Master Plan Review
- Site Utility Analysis Review
- Facility Condition Assessment Basis

INITIAL SITE / BUILDING ASSESSMENT
- Initial Historic Structure Review
- Wittich Mall Analysis Review
- Initial Facility Condition Assessment Review
- Building Code Analysis Review

REFINE SITE / BUILDING
- Refine Historic Structure Review
- Building Shell / Envelope Alternatives
- Wittich Mall Options
- Preliminary Site Utilities Plan
- Refine Facility Condition Assessment
- Service Core Alternatives

REFINE SITE / BUILDING
- Draft Historic Structures Report Issued
- Preservation Plan Initial Review
- Draft Facility Condition Assessment Report Issued
- Refine Core + Shell Alternatives

REFINE SITE / BUILDING
- Refine Preservation Plan Review
- Develop Site / Shell / Core Package for Cost Estimate
- Construction Schedule / Constructability Review

DRAFT REPORTS
- Draft Preservation Plan Issued
- Develop Draft 10% Design Report

FINAL REPORTS
- Final HSR issued with Draft 10% Design Report
- Final PP issued with Draft 10% Design Report
- Final FCA issued with Draft 10% Design Report

FINAL REPORT
- Develop Final 10% Design Report

PROGRAM + INTERIOR FIT-OUT

PROGRAM BASIS
- Review Program Basis
- Benchmarking Overview
- Data Collection & Assimilation

INITIAL PROGRAM
- Initial Program Interviews
- Virtual Benchmarking Tours
- Develop and Distribute Draft Program.

REFINE PROGRAM
- Secondary Program Interviews
- Develop Room Data Sheets
- Initial Blocking/Stacking

INITIAL FIT-OUT
- Final Draft Program Statement Issued
- Initial Interior Concept Review

REFINE FIT-OUT
- Refine Interior Concepts
- Develop Interior Fit-Out Package for Cost Estimate

FINAL FIT-OUT / DRAFT REPORT
- Final Interior Concepts
- Develop Draft 10% Design Report

FINAL REPORT
- Final Program Statement issued with Draft 10% Design Report

FINAL REPORT
- Develop Final 10% Design Report

SYSTEMS, SUSTAINABILITY + COST

SYSTEMS / COST BASIS
- Systems / Sustainability Goals
- Project Cost Model Review

INITIAL SYSTEMS & COST MODELS
- Systems Model Baseline + Upgrade Options
- Sustainability Baseline
- Systems Cost Model with Target Values

REFINE SYSTEMS & COST MODELS
- Coordination of Systems Scope with Cost Model Target Values
- Sustainability Charrette
- Develop Soft Costs for Review

REFINE SYSTEMS & COST MODELS
- Develop Systems Basis of Design Manual for Cost Estimate
- AV Programming

REFINE SYSTEMS & COST MODELS
- Cost Estimate Basis
- Coordinate Owner Furnished Items Cost Estimate
- Develop AV Estimate

ESTIMATE
- Develop Cost Estimate
- Refine Soft Costs
- Refine Owner Furnished Items Cost Estimate
- Identify Systems Options to Meet Construction Budget

DRAFT REPORT
- Develop Draft 10% Design Report
- Draft Cost Estimate Issued

FINAL REPORT
- Develop Final 10% Design Report

WORKSHOP

1   2   3   [Wisconsin Historical Society Meeting #1]   4   5   6   [Wisconsin Historical Society Meeting #2]   7   8

AGENDA / INPUT / DECISIONS

Workshop	Agenda	Input / Decisions	Date
1	Define Project Aspirations; Define Process Critical Path / Key Issues	Confirm Project Parameters; Set Goals and Vision	APRIL 25
2	Programming Interviews 1; Existing Conditions Understanding	Initial Direction	MAY 16–18
3	Programming Interviews 2; Review Existing Conditions Progress	Comments	JUNE 6–8
4	Review Initial Findings; Initial Concepts	Critique of Alternatives; Confirm Program, FCA & HSR	JUNE 28/29
5	Progress Review; Decisions to Complete Concept Design	Select Preferred Alternatives; Confirm Detailed Fit-out Requirements	JULY 19/20
6	Progress Review; Page Turn Review of Packages for Cost Estimates	Comments	AUGUST 9/10
7	Review Secondary Findings; Draft Cost Estimate	Confirm Project Scope / Quality vis-a-vis Construction Budget	AUGUST 30/31
8	Review Draft 10% Design Report; Final Cost Estimate	Comments	SEPTEMBER 20/21
	Submit Final 10% Design Report		OCTOBER 11

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WITTICH HALL RENOVATION

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PROGRAMMING – APPROACH

✓ Collect data

✓ Synthesize data into initial program

✓ Work sessions with CBA constituents (today)

• Preliminary program space allocation (next week)

• Site visit – review and test program (week of 6/6)

• Final program document, adjusted through preliminary design

Wittich Hall Adaptive Reuse Project

Preliminary Design Report

Revised/Reviewed Space Tab

Space Description	Reviewed Total ASF	% of Total
Dean's Office	2,767	10%
SBDC	5,269	18%
Office & Service	12,749	44%
Academic Space	2,550	9%
Study Space	3,480	12%
Other Academic Space	1,920	7%
Total:	28,735	100%
Grand Total from Report:	28,240	
Difference Over Report:	495	

Total ASF

Other Academic Space 6%
Study Space 6%
Dean's Office 10%
Academic Space 21%
SBDC 15%
Office & Service 42%
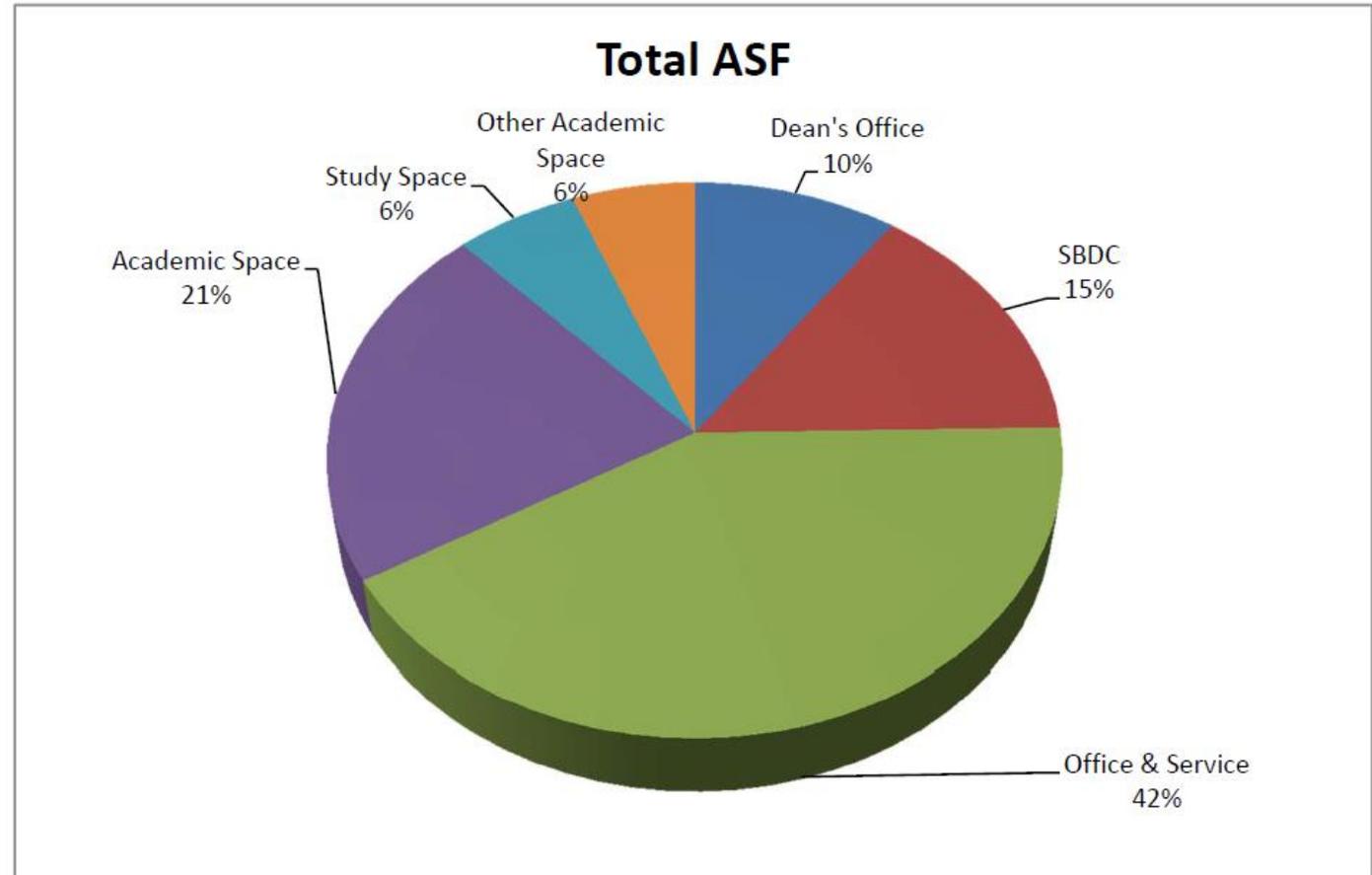
PROGRAMMING – NEXT STEPS

- Issue Draft Program: week of 5/16

- Provide the following by 5/27
  - Feedback on Draft Program
  - Missing information
  - Additional information

- Next Programming Meetings 6/6–6/8?

- Final Program Adjustments; provide final space allocation program