MEETING NOTES

Meeting Date:	Wednesday, May 18, 2016 – 12:00 – 2:00pm
DFD Project Number:	14I2O
Project:	Wittich Hall Renovation
Location:	124 Wimberly Hall (CBA Conference Room), UW‑La Crosse
Purpose:	Executive Committee Meeting

Attendees/Contact Information:

Name	Company	Phone	Email
Cathy O'Hara Weiss	UW System Administration	(608) 263‑4417	cweiss@uwsa.edu
Bob Hetzel	UW‑LAX –Administration	(608) 785‑6491	bhetzel@uwlax.edu
Scott Schumacher	UW‑LAX Planning & Construction	(608) 785‑8916	sschumacher@uwlax.edu
Laura Milner	UW‑LAX CBA	(608) 785‑8090	lmilner@uwlax.edu
Glenn Knowles	UW‑LAX CBA	(608) 785‑6925	gknowles@uwlax.edu
Mike Eberle	Aro Eberle Architects	(608) 204‑7464	eberle@aroeberle.com
Doug Pahl (partial)	Aro Eberle Architects	(608) 204‑7464	pahl@aroeberle.com

The PowerPoint presentation was reviewed and was used as the outline for these minutes.

Overview

1. The team reviewed the schedule for the 3 days of programming meetings that were completed this morning, and location of today's meeting within the Project Work Plan and the Pre‑Design Phase Work Plan.

Programming

2. Mike gave a brief status update of the overall Programming process and reviewed the benchmark slide of the program space total from the previously completed program study.
3. Programming meetings were summarized with the highlights / discussion points noted:
    a. Executive Committee – 5 points were summarized without comment.

    b. Student Group
        i. Group project spaces had quite a bit of discussion with a desire to have a variety of spaces for various types of activities. Spaces were noted as not needing to be enclosed.
        ii. A shared space for student organizations like Beta Alpha Psi and AMA was also discussed.
        iii. The location of study spaces was noted as wanting to be within the building so that students could be around other business students and find mentors. This was noted as being a different need that "going to the library".

         iv. Vending / access to food & beverages was desirable. A public space next to the vending was also mentioned.

         v. Public access to printers was requested.

c. Economics

    i. More class time for computer access was requested to eliminate the need to double schedule both lab and lecture space. (Wimberly 216 & 217)

    ii. Concern regarding the need for private offices was voiced.

    iii. A location for access to specialized software was noted. Specific users were mentioned as:

        1. Business 230 class

        2. People needing access to Finance Capital IQ software – currently on five computers

        3. Stata software users. Thought to have 30 user licenses that are limited by specific IP addresses.

        4. Wing 006 Computer Lab was noted as a good example of how the Lab could be configured however it lacked an adjacent break-out space for write-up.

            a. The group began discussion and Bob noted that the data indicates that campus does not need another Computer Lab.

                i. He noted that there may be a need for small meeting spaces adjacent to these existing labs.

                ii. The group discussed that existing spaces could be reconfigured or replaced, but additional spaces are unlikely to be built.

                iii. The development of a multi-purpose room that serves 2 functions within Wittich was discussed that would replace the 216 / 217 Spaces in Wimberly.

                iv. Several ideas were presented including using the lab for exams only or creating a mobile laptop cart.

        5. Bob noted that campus is currently looking at ways to fund, and manage, emerging technology needs. Current discussions are ongoing with the Provost, CIO and Dean's Council.

d. Marketing / Management (Combined Group)

    i. The question was raised whether the requested "exam space" was for special needs students. It was noted that it is for make-up tests and that the departments are aware the exam location for special needs students.

    ii. It was note that the exam space is desired to be within line-of-sight of the ADA who will be monitoring.

e. Accountancy and Finance

    i. The concern about why will students come to the building and will the building have life was discussed. It was noted that advising and mentorship will bring students to the building.

        ii. The group discussed several campuses that have reworked several building to create mixed use buildings.

4. SBDC
   a. It was noted that a naming opportunity is possible for the space and the program as well.
   b. Signage for the Wittich Hall identifying it as the "Home of the CBA" was discussed.
      i. Bob noted that campus has a well-defined signage program in place ranging from Wayfinding Signage to Building Signage. He also noted that Scott is currently involved in developing content for new electronic signage.
      ii. Electronic kiosks were discussed as well.
      iii. Banners for events were noted as being ok on the outside of the building.
   c. It was noted that overall the SBDC space needs have gone down by approximately 2,000 SF.
   d. The location of the SBDC is flexible and will not require a first floor location.
   e. SBDC has evolved over time and there was discussion that the space should be flexible.
   f. It was noted that the SDBC day-long seminar currently use spaces outside of Wimberly Hall.

5. Information Systems
   a. The group discussed the space tabulation for the IS Department. At this point the IS Department will stay in their current location. The group will continue to monitor the available area within Wittich Hall. The group decided to hold asking the department whether they would be interested in moving until the space tabulation is further defined.
      i. Bob noted that having IS with IT is a model that is similar to UW-Whitewater.
   b. The IS Department has no dedicated labs any more however, they have first priority scheduling of space.
   c. It was noted that IT supports their current lab space.

6. Dean's Office
   a. Items were reviewed with no discussion.
   b. It was discussed that there should not be archival storage as part of the Dean's Suite.

7. ADA's
   a. It was noted that the MBA ADA should be located adjacent to the MBA Director. This part-time position is an add to the program.
   b. Bob noted that ImageNow scanning software is being utilized on campus for archival storage and should be investigated by the College. He also noted that we should not building storage space in Wittich Hall at $350 / SF.

8. Next Steps / Next Meeting dates
   a. Three slides of Next Steps were reviewed.

  b. Tentative dates for the next round of meetings is the week of 6/6/16. Bob noted that the Board of Regents meeting is scheduled for 6/9/16 and he would not be available that day.

9. Benchmarking was briefly discussed. The design team will be bringing imagery of spaces and facilities to the next round of meetings.
  a. It was noted that the Business School at Winona State University is close by and is located in a historic register building (Somsen Hall). It was also mentioned that Phelps Hall on the same campus was also on the National Register.
    i. WSU's Business Engagement Center was recently remodeled, opened for tours in April 2016 and may be of interest to the group.

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

Attachments:
1. Wittich Hall Executive Committee Summary presentation

PROGRAMMING MEETINGS – 5/16 – 5/18

ARO EBERLE
ARCHITECTS

WITTICH HALL

1. Introductions

2. Schedule Review

3. Programming Discussion

4. Next Steps

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
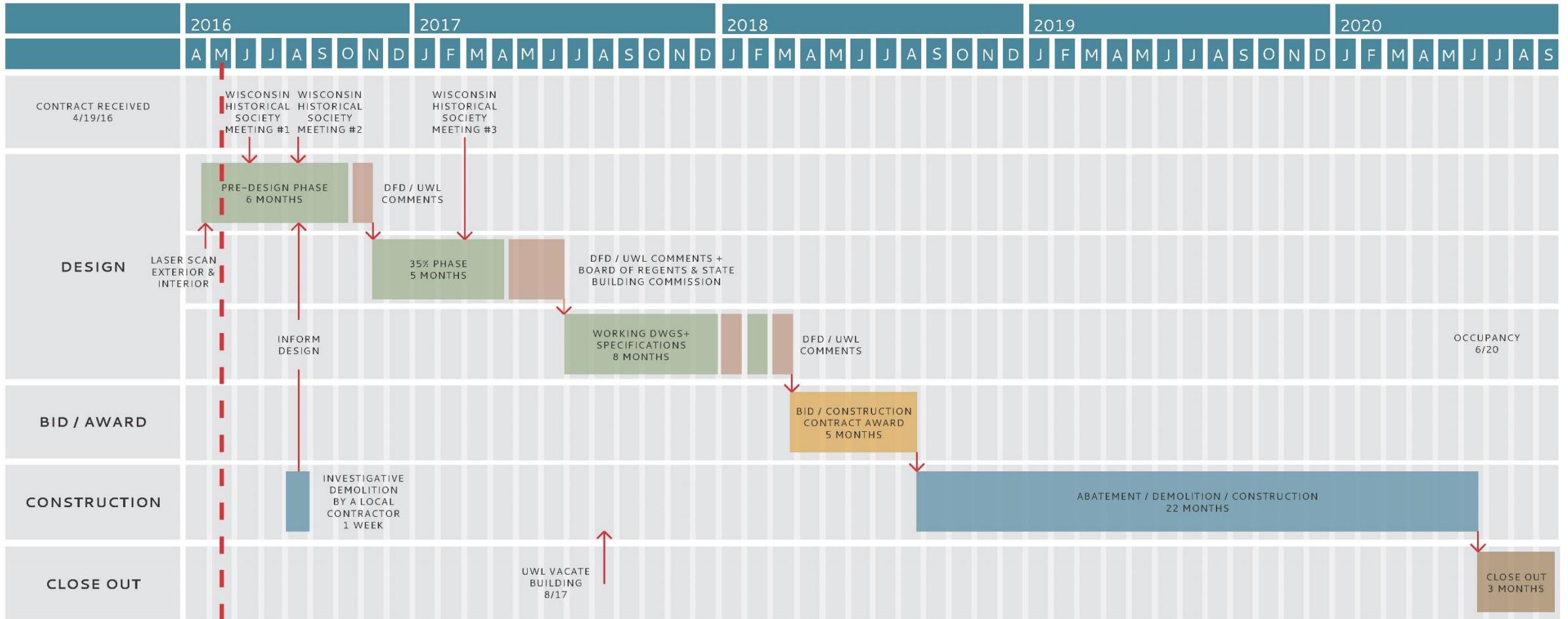
- 8–9:30am   SBDC
- 9:30–11am   Information Systems

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.

PROJECT WORK PLAN

PRE-DESIGN PHASE WORK PLAN

2016	APRIL	MAY						JUNE				JULY				AUGUST				SEPTEMBER				OCTOBER	
	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**
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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
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WORKSHOP

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

AGENDA

1	2	3	4	5	6	7	8	
Define Project Aspirations / Define Process Critical Path / Key Issues	Programming Interviews 1 / Existing Conditions Understanding	Programming Interviews 2 / Review Existing Conditions Progress	Review Initial Findings / Initial Concepts	Progress Review / Decisions to Complete Concept Design	Progress Review / Page Turn Review of Packages for Cost Estimates	Review Secondary Findings / Draft Cost Estimate	Review Draft 10% Design Report / Final Cost Estimate	Submit Final 10% Design Report

INPUT / DECISIONS

Confirm Project Parameters / Set Goals and Vision	Initial Direction	Comments	Critique of Alternatives / Confirm Program, FCA & HSR	Select Preferred Alternatives / Confirm Detailed Fit-out Requirements	Comments	Confirm Project Scope / Quality vis-a-vis Construction Budget	Comments	
APRIL 25	MAY 16–18	JUNE 6–8	JUNE 28/29	JULY 19/20	AUGUST 9/10	AUGUST 30/31	SEPTEMBER 20/21	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)

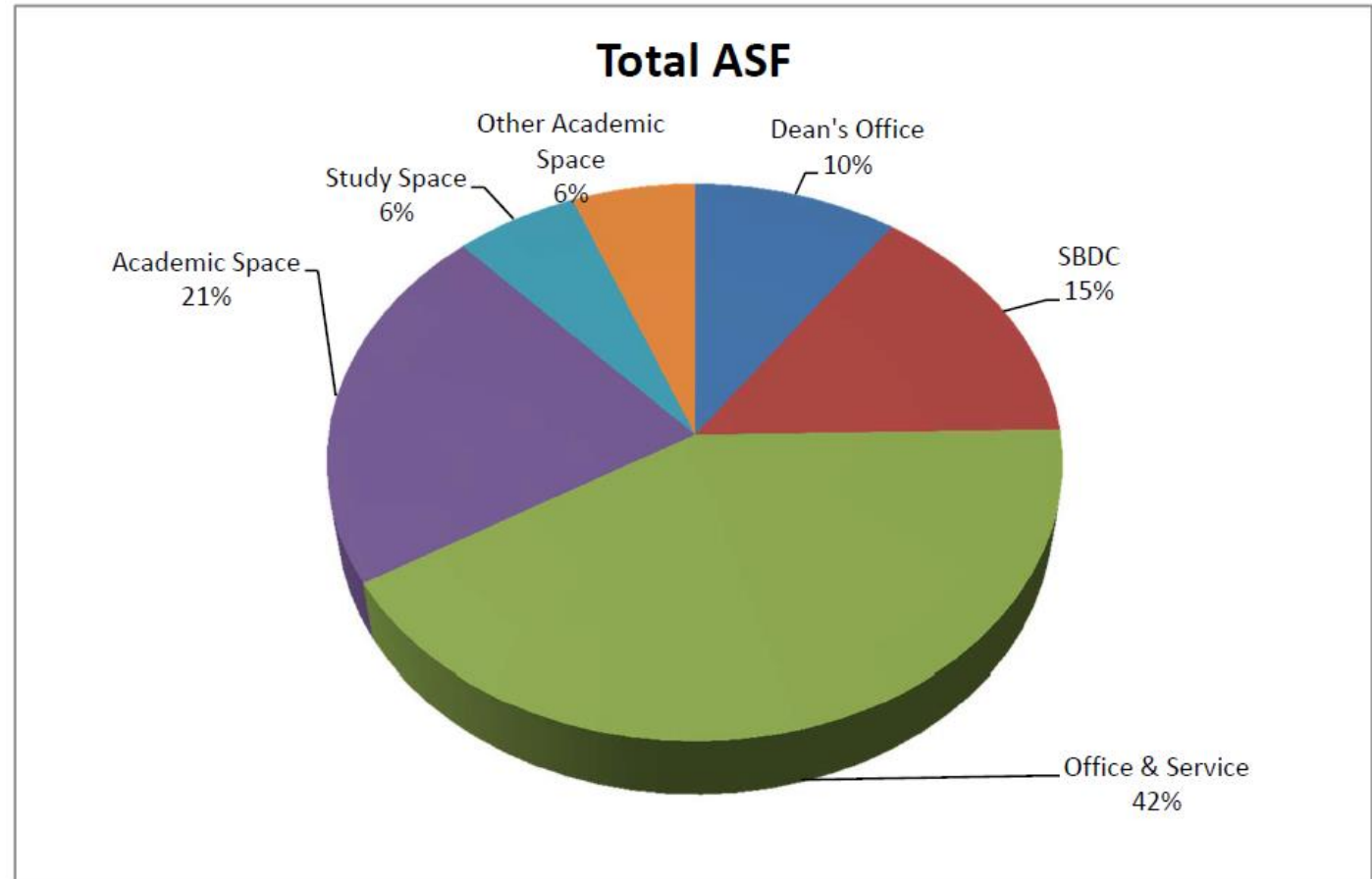• Final program document, adjusted through preliminary design

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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%

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PROGRAMMING MEETINGS SUMMARY

Executive Committee Meeting

1. Discussed Potential College Growth: Cap at 2000 (beyond that would be on-line)

2. There is a Desire to Duplicate Wimberly Spaces: 327 (Student Research Lab); 323 Marketing Focus Group and Sales Lab

3. Site access for members of public (nearest parking, etc.) was discussed – Needs to be evaluated, considered

4. Research: Done in office: requires confidentiality; privacy

5. Concern: Allocation of different "quality" spaces – *"faculty must be happy"*

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PROGRAMMING MEETINGS SUMMARY

Student Group

1. Need Collaboration space for group work; presentation practice (4–6 people)

2. Business Students don't have an official "home" – concentration of CBA students desired

3. Anywhere Study space is planned: Variety of seating types and sizes; power, power, power…, later hours

4. $0.79 Americano – Access to Vending – manned location requested

5. Public Printer Access desired

6. Re: private offices: Huddle room = stigma; college environment is not a business environment

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PROGRAMMING MEETINGS SUMMARY

Economics Department

1. Wimberly 216 and 217 used a lot and not configured properly (can't lecture & lab)

2. Private office needs: Research and Confidential data; student mentoring; hours long Skype calls

3. Specialized software – no general access labs; portal system access is unreliable

4. Computer Lab / Classroom: Wing 006 is a working example (missing small group break-out work area)

5. Business Advisory Council (BAC) does not need a unique space of its own

6. Break-out / Meeting space (6-8 people) desired

PROGRAMMING MEETINGS SUMMARY

Marketing / Management (Combined Group)

1. "No Cubicles" – Reference to FERPA (Family Educational Rights and Privacy Act)

2. Sense of "College of Business Administration"

3. Supervised space in department for make–up exam administration

4. Wish list: Bloomberg Terminals; Trading Room

5. Break–out / Meeting space (6–8 people) desired

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Accountancy and Finance

1. Re: Private offices: Daily Student interaction; Confidentiality; Lockable space

2. Central Storage for things like exams (kept for 2 years)

3. Want to draw students to this building!

4. Computer Classroom / <u>Lab</u> would be useful

5. Are students made aware of space availability?

6. Break-out / Meeting space (6-8 people) desired

PROGRAMMING MEETINGS SUMMARY

SBDC

1. Two Entities: SBDC; Center for Entrepreneurship and Innovation

2. Public Interface; outreach

3. Naming Opportunities for spaces and programs

4. Wants own space for programs, workshops, etc.

5. Break-out / Meeting space (6-8 people) desired

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PROGRAMMING MEETINGS SUMMARY

Information Systems

1. IS is fine staying in current location, but does want to be involved in conversation

2. Can IS have a presence in Wittich? How?

3. IS has student ORG that should get similar Wittich allocation as other CBA student groups.

PROGRAMMING MEETINGS SUMMARY

Dean's Office

1. Water in Work Room

2. Desire to have MBA Director& international Business Director adjacent

3. 5 FTE Growth College wide (accounted in this program)

4. Concern about access the front door / don't want to be main receptionist

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PROGRAMMING MEETINGS SUMMARY

ADA's

1. Added CBA Archival Storage within Dean's Suite

2. Workrooms with sinks

3. Policy on secure records storage to be defined

4. Added building Mail Room, department mailboxes within the departments

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EXISTING CONDITIONS TRACK– NEXT STEPS

- Laser Scanning Completed – Received 527 scans – start modeling

- Reviewing Existing Building & Site Drawings

- Room–by–Room Observation – develop condition rating

  - MEP Site visit (5/27)

  - Architectural Site visit week of 5/30

- Historic research / documentation

- Development of Historic Building Elevations

PROGRAMMING + INTERIOR FIT-OUT TRACK – NEXT STEPS

- Issue Draft Program

- Provide the following
  - Feedback on Draft Program
  - Missing information
  - Additional information

- Next Round of Programming Meetings Week of 6/6

- Current thoughts on Benchmarking?
  - Site visits to UW–Madison & UW–Whitewater
  - Aspirational Facilities / Spaces
  - Who are your Peer Programs

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SYSTEMS, SUSTAINABILITY, COST TRACK– NEXT STEPS

- MEP / Civil Reviewing Site Utility drawings

- MEP Developing Equipment Space Needs

- MEP on Site (5/27)

- Develop Project Cost Model

- Develop Systems Model Baseline & Upgrades

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OTHER – NEXT STEPS

- Questions / Discussion?

- Next Round of Programming Meetings – 6/6–6/8?

  - Same Agenda and format as this round?

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