

**MEETING NOTES**

**Meeting Date:** Friday, December 9, 2016 – 8:30-10:30am  
**DFD Project Number:** 14120  
**Project:** Wittich Hall Renovation  
**Location:** 124 Wimberly or GoToMeeting  
**Purpose:** Executive Committee

**Attendees/Contact Information:**

	Name	Company	Phone	Email
X	Craig Weisensel	DFD	(608) 261-7754	craig.weisensel@wisconsin.gov
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The purpose of the meetings was to review the Round 9 Meetings and provide direction to move forward.

Overview

1. Doug reviewed the meetings that occurred during the detailed programming workshop.
2. Departmental Office Suite Work Group Summary

- a. ADA workstation / workroom relationship
  - i. Modifying connection between these two spaces by adding an opening in the wall behind ADA / Student Worker space.
  - ii. Enter ADA / Student space through the workroom, eliminating the door directly into the ADA / Student Worker space. More desk space to be added where door was eliminated.
  - iii. Maintain ADA / Student Worker area glass enclosure with operable panel. Link to reception seating area and walk up reception function for the department is important.
- b. Resource Space
  - i. This space is evolving from hard copy resource storage spaces to more flexible workspace with whiteboards.
  - ii. There will be even fewer books on shelves when they move in, but will still need some dedicated book storage space.
  - iii. The space will become a central departmental location for impromptu meetings and help build departmental culture.
  - iv. The concept shown in the 1930s wing is more of the concept that will be developed moving forward.
- c. Departmental Office Suite layouts were reviewed and final locations for departments discussed with neutral reaction and no complaints.
  - i. A kitchenette was requested by 2<sup>nd</sup> floor seating / resource space to help activate the space.
    - 1. It was thought that this would be used as a place to eat lunch.
    - 2. It was noted that "Break Rooms" are used by staff, but not faculty.
    - 3. Concern was mentioned about who cleans and maintains.
    - 4. Per discussion, a kitchenette will not be added.
  - ii. Future Spaces
    - 1. The group discussed sizing the northeast and southeast second floor teal spaces as offices, but utilize them as a conference rooms in the interim.
    - 2. Replacement of the 4<sup>th</sup> floor lounge space in this area was noted as having no support from UWL Administration. It was noted that there are numerous spaces being provided in the building for these functions and no additional spaces will be added.
  - iii. File Storage
    - 1. Less files heard – going paperless and reducing over the next 4 years will mean less space needed for enclosed file storage areas. Discussed keeping the room as designed, but allowing the room to become more of a multi-purpose space.
- d. Discussion / Feedback
  - i. Testing carrels
    - 1. The current location along the corridor was challenged.
    - 2. Proctoring the make-up exam was noted as the concern.
      - a. Locating them closer to the ADA's was previously discussed and is not part of the ADA's responsibility.

- b. Utilizing one of the extra offices was discussed to concentrate a location within each department.
        - i. Installing cameras in these rooms was discussed.
- ii. Received direction from UWL regarding glass walls in offices. The Design Team is to provide solid doors with ¼ lights. Transoms will be developed in all offices. It was noted that there will be some exceptions that will have unique design solutions, particularly on the 3<sup>rd</sup> Floor.
- iii. Work Room / ADA further discussion
  - 1. The group discussed that the proposed layout was supported by Mary Grattan, who is the only ADA member of this work group, but recommended that the layout be reviewed by the other ADAs.
  - 2. Line of sight to see the junk (in the workroom) was noted as a concern.
  - 3. ADAs don't want to face each other or work side by side with the Student. Departments want the student to be the first point of contact and then the ADA. Prefer a ½ wall with glass above.
  - 4. It was recommended that a frame prepped for a future door be installed in the wall into the Workroom.
  - 5. Concern with non-right angled walls in Workroom configuration. Interior wall configuration will be revised.
  - 6. Doug pulled up the image presented for 2 ADA workstations.
  - 7. Lower accessible surface will be located at the Student Workstation. Higher portion was requested to prevent line of sight. 4<sup>th</sup> floor at Hyland Hall was noted, but is not similar as it is within a locked suite.
  - 8. The Design Team will study other materials (wood or metal) in overhead or sliding configuration.

### 3. SBDC Work Group Summary

- a. No additional square footage was requested.
- b. The suite internal layout was reconfigured with the following modifications:
  - i. Move UPA to left of front door.
  - ii. Move meeting space to former UPA/ student desks.
  - iii. Like privacy of meeting space across the hall.
  - iv. Marketing specialist moved closer to entrance to serve as second point of contact at reception area.
  - v. Turn office into 3-4 intern work areas, moved students back in the suite – not there all the time.
  - vi. The remainder of suite was ok as drawn.
- c. The Workroom layout was worked through.
- d. It was recommended that the reception desk be built-in.
- e. Discussed reducing some of the file storage requirements.

### 4. Meeting Rooms Work Group Summary

- a. 40-person Meeting Room
  - i. Received only minor comments – nothing major.

- ii. Round tables were discussed but not desired.
  - iii. AV as proposed at 10% is still on the right track and was noted as being quite robust.
  - iv. It was requested that a counter and sink be added to the room along the north wall.
- b. 16-person Meeting Rooms
- i. Moveable tables should be shown in these rooms rather than a single large "boardroom" type table.
  - ii. The group discussed moving the doors to the hallways to improve acoustics.
  - iii. It was suggested that the second set of doors into these rooms be eliminated as they were thought to be unnecessary.
  - iv. The angled conference room walls adjacent to the open space were discussed.
    - 1. Doug noted the desire to provide adequate (non-code required) distance at the bottom of the stair. This was also noted as a possible display, signage location where people would be standing in addition to people circulating up the stair.
    - 2. Bob noted concern and desired more functionality in the meeting space.
    - 3. Cathy thought the conference rooms could keep angled walls without losing functionality .
    - 4. It was noted that these spaces will continue to develop with the following additional items not yet shown on the plans:
      - a. A pocket for partition is needed.
      - b. 6' of counter with a possible sink was requested.
      - c. A column (supporting the 3<sup>rd</sup> Floor) will be needed in the eastern room.
      - d. Location of AV gear for technology will be added in the casework.
  - v. Two programmed meeting rooms were placed adjacent and not initially programmed to be expandable. The group discussed that there may only be a limited number of times that they will be combined. It was recommended that a wall be added between the rooms and the folding partition be eliminated.

## 5. Student Orgs / Study Areas Work Group Summary

- a. Only the 2<sup>nd</sup> time the Design Team has met with this group.
- b. Student Organization Space
  - i. Students were excited about the location of student org space within the building and about the adjacency to study spaces.
  - ii. Display boards and small storage lockers is all they have now.
  - iii. Excited to have an area they can collectively "own."
  - iv. Doug shared an image from the Student Activity Center at UW-Madison.
    - 1. The groups reacted to the image and confirmed a need for varying sizes of storage (based on size of organization), but did not see value in having a dedicated desk.

2. They noted that they would most likely utilize the tables in the open study space.
3. They asked that more moveable furnishings (tables and chairs) be located adjacent. This would allow the space to be more flexible over time.
- v. Student Orgs requested display, advertising and media presence on all levels of the building. It was thought this be best accomplished through display monitors.
  1. The Executive Committee noted support for this direction moving forward. Bob also noted the importance of creating a "wow moment."
- vi. Unknown is the direction for the entry zones from the Wisconsin Historical Society. Cathy said Maura will follow up with WHS today and get a meeting scheduled.
- c. Study Spaces
  - i. The students thought these spaces will be well utilized and had a few ideas for improvements:
    1. They asked for fewer couches and more tables / chairs.
    2. Asked for benches along edge of classroom for students waiting for class.
    3. Requested more variety to seating groups (1, 2, 4, or 6).
      - a. Discussed pods designed for 4, but images only have 1 person.
      - b. Table depth was noted as being important. Wider work surface makes the space more functional
      - c. More side-to-side per person will make more functional too.
      - d. The ability to share a monitor on the same side of the table was desired.

## 6. Dean's Suite Work Group Summary

- a. The layout of the ADA / Student workstation was discussed.
  - i. The student worker will handle the majority of traffic and there was a desire to move Corrine back.
  - ii. Wanted both ADA and Student to face the door, but make low wall around Corrine for more privacy.
- b. Workroom had lots of discussion with marked up a plan resulting.
  - i. Combined 2 spaces, added a work counter with seating and storage space.
- c. A new layout for Laura's office was discussed. Looking at vertical storage vs. horizontal.
  - i. Eliminating the door from Laura's office into meeting room was discussed.
    1. The concern is that there will be lots of other users of meeting room and the meetings may become disruptive.
    2. Cathy asked what UWL has for Dean's Suites. It was noted that most do not have direct doors from Dean's offices. Cathy noted that this is not what she sees around other System campuses and thought the door should be kept.

3. It was noted that the door / frame could easily be added later for minimal cost.
  - d. Meeting Room was discussed including: changing the amount of counter, adding bookcases and adding casework for AV equipment.
  - e. Other items at the suite entry
    - i. Requested adding a writing surface in the corridor for filling out paperwork.
    - ii. Vinyl signage on the glazing adjacent to the entry was discussed.
    - iii. Adding space for College awards on a credenza in reception.
    - iv. Going from a double to a single door at the suite entry.
    - v. Discussed finding a place for other display cases:
      1. Future review with Laura.
      2. Display at departmental level.
7. Instructional Space Work Group Summary
- a. Student Investment Center
    - i. Design into curriculum to use this space, but the current size won't work, needs to accommodate the 22-24 student range.
    - ii. Discussed the traditional classroom on the first floor, moved the Student Investment Center to classroom.
      1. Thought this was a good, high profile location.
    - iii. Being an Active Learning Classroom they thought they could achieve 24 hours of utilization per week and then have student access.
  - b. Active Learning Classroom
    - i. Flexible furniture was requested.
    - ii. AV will need to be permanently mounted (not on flexible furniture).
  - c. Lower Level
    - i. Stock ticker will move with the Student Investment Center to the First Floor.
    - ii. Move interview rooms out of the back corner.
      1. They can serve as study rooms when not being used for interviews.
    - iii. Getting bonus space back in the Lower Level. It was noted that the layout has now gone full circle.
    - iv. Bonus space to be white box. Senior Seminar Space? Wall off. Will review with reconfiguration.
  - d. Stats / Methods Lab
    - i. Smaller computer lab with table in the middle. Modeled after 327 Wimberly.
    - ii. Will serve as an overflow space when computer lab is in use.
8. Public Spaces Work Group Meeting Summary
- a. There was desire to create identity for the CBA. Ideas discussed included:
    - i. Displays throughout.
    - ii. Reuse / repurpose existing materials.
  - b. History wall – utilizing the 1930's hallway.
    - i. History of Wittich / History of the College.
  - c. Discussed using the CBA motto for design inspiration. It was noted that the Campus motto is changing and being updated.

d. Lost vending – will go back into Lower Level.

9. Active Learning Classroom Work Group Meeting Summary

- a. Was an active group and had a comfort level with the concept.
- b. Discussed the space being flexible and able to work for different class sizes.
- c. 48 seats were shown, but was thought to be too high. Discussed looking at 6 pods of 6 (36) with convertibility to 8 groups of 4 (32).
- d. The group discussed utilizing 2 monitors at each pod in the Student Investment Center.
- e. Users noted that they will need to modify their processes to teach in this type of a room.

10. Schedule

- a. Will continue to work toward scheduling a meeting with the Wisconsin Historical Society in the next two weeks.
- b. January 18/19/20 meetings will be another round of work group meetings similar to those discussed today.
- c. A/V meeting will occur as scheduled to confirm AV scope.
- d. No comments received from DFD or UW System on the 10% report. General feeling on call is that there are no outstanding comments from either group, but will need to confirm.
- e. Bob noted that there is not a Board of Regents meeting in May. Meetings are scheduled for April 6–7 and June 8–9.
  - i. Mike noted that the goal will be to target the April meeting with the SBC meeting in June.
- f. It was requested that the PowerPoint be sent out prior to meeting notes so upcoming meeting dates can be coordinated.

CC: All present and those not in attendance

Attachment: PPT presentation



DETAILED PROGRAMMING 1 – 12/7/16 – 12/9/16



ARO EBERLE  
ARCHITECTS

WITTICH HALL



# ROUND 9 MEETINGS– DAY 1 – 12/7

**Wednesday, December 7, 2016**

- Department Office Suite
  - General Design Focus Group
- SBDC
  - SBDC Design Focus Group
- Meeting Rooms
  - Meeting Room Design Focus Group



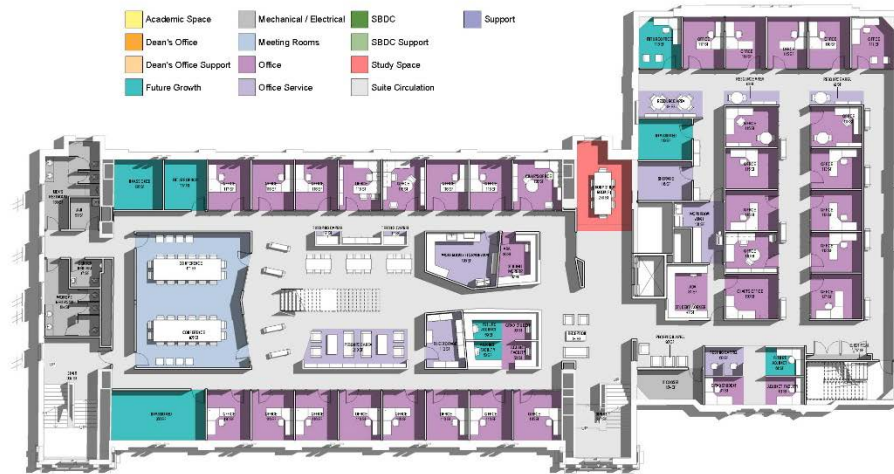
# ROUND 9 MEETINGS– DAY 2 – 12/8

**Thursday, December 8, 2016**

- Student Orgs / Study Spaces
  - Student Spaces Design Focus Group
- Dean's Suite
  - Dean's Suite Design Focus Group
- Instructional Spaces
  - Instructional Spaces Focus Group
- Public Spaces
  - General Design Focus Group
- Active Learning Classroom
  - Active Learning Classroom Focus Group



# DEPARTMENT OFFICE SUITES



- ADA Relationship to Workroom
- What is the Resource Space?
- Faculty Lounge – vis á vis – 4<sup>th</sup> Floor Wimberly
- Frosted glass office walls
- A lot less file cabinets

SECOND FLOOR



2<sup>ND</sup> FLOOR

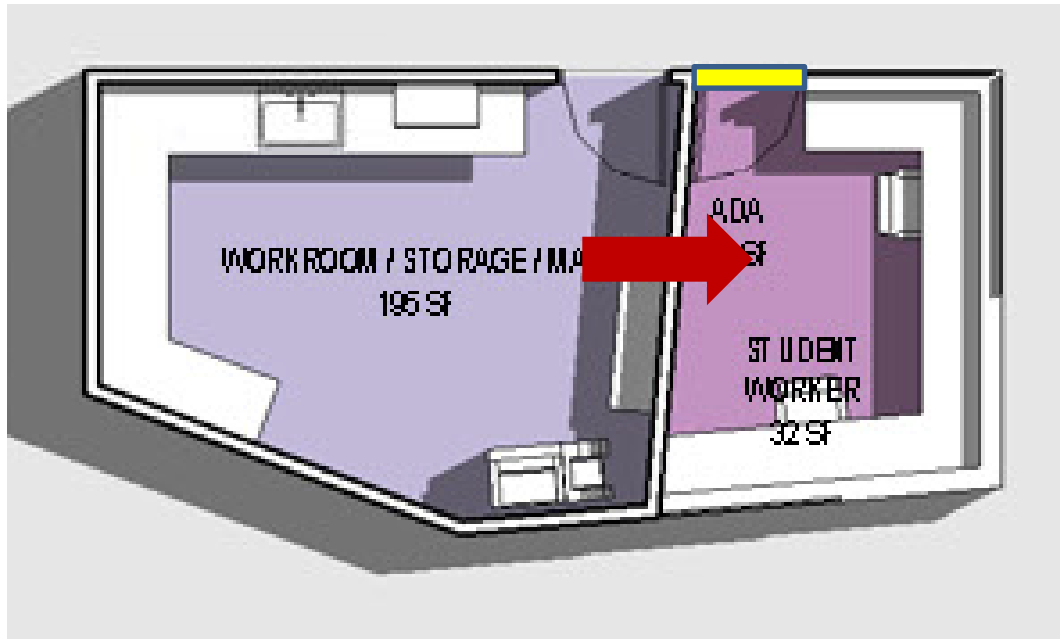


WITTICH HALL RENOVATION



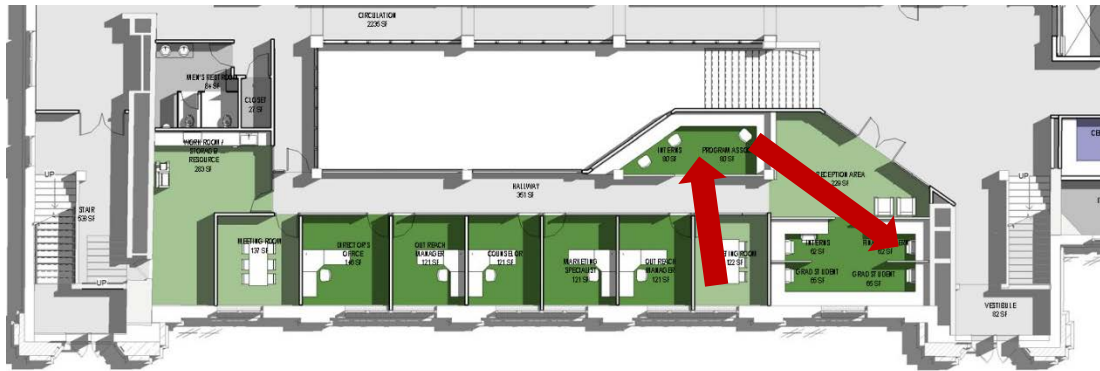


# DEPARTMENT OFFICE SUITES



- Easier for ADA to Access Workroom
- More Desk Space
- Less Complicated

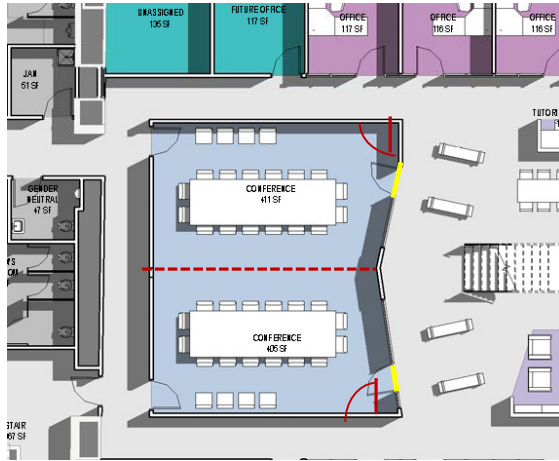
# SBDC



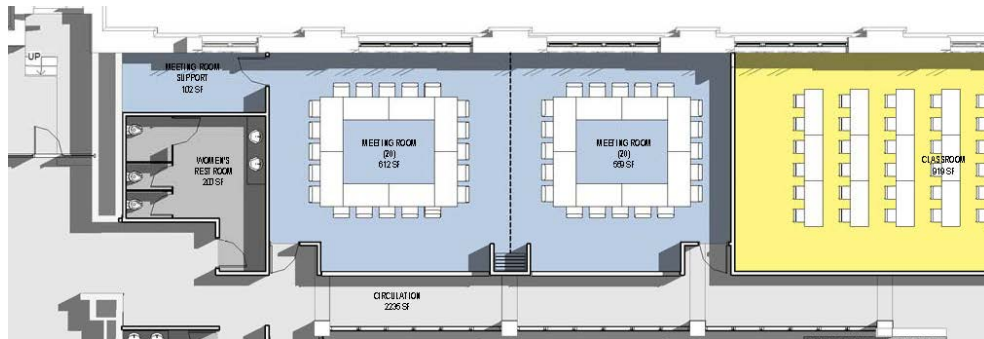
- Move UPA
- Move Marketing Specialist closer to reception
- Some student intern spaces go inboard
- Meeting space crosses the hallway

SBDC

# MEETING ROOMS



DEPARTMENT MEETING ROOMS



40 PERSON MEETING ROOM

- No Round tables desired in 40p
- Discussed AV in many spaces – mostly correct in 10% report
- Divded tables in 32/16 person (department) for flexibility
- Move doors / eliminate doors in 32/16 person meeting room
- Glass Marker Boards – integrated into design



# STUDENT ORGS / STUDY SPACE



## Student Orgs

- Storage Space Desired
- Display on First Floor
- Like Home base at bottom of stairs
- No need for individual workstations
- Tables for group meetings
- Adjacency to study spaces a plus

LOWER LEVEL



LOWER LEVEL



WITTICH HALL RENOVATION



# STUDENT ORGS / STUDY SPACE



UW MADISON - SCHOOL OF HUMAN ECOLOGY

# STUDENT ORGS / STUDY SPACE



LEARNING PODS



## Study Spaces

- Still Very positive about the small private study room spaces
- Learning Pods need deep table tops
- Tables and chairs preferred over soft seating





# INSTRUCTIONAL SPACES



## Student Investment Center

- Can't work at 12-14 student size for curriculum – needs to fit a whole class
- Could work in active learning configuration; therefore consider moving to level one into classroom space

LOWER LEVEL



LOWER LEVEL



WITTICH HALL RENOVATION





# INSTRUCTIONAL SPACES



## Instructional Spaces

- Move interview rooms to SIC location
- Keep Stats methods as multi-purpose space
- Eliminate Marketing Focus Group room
- Regain Bonus space

LOWER LEVEL



LOWER LEVEL



WITTICH HALL RENOVATION







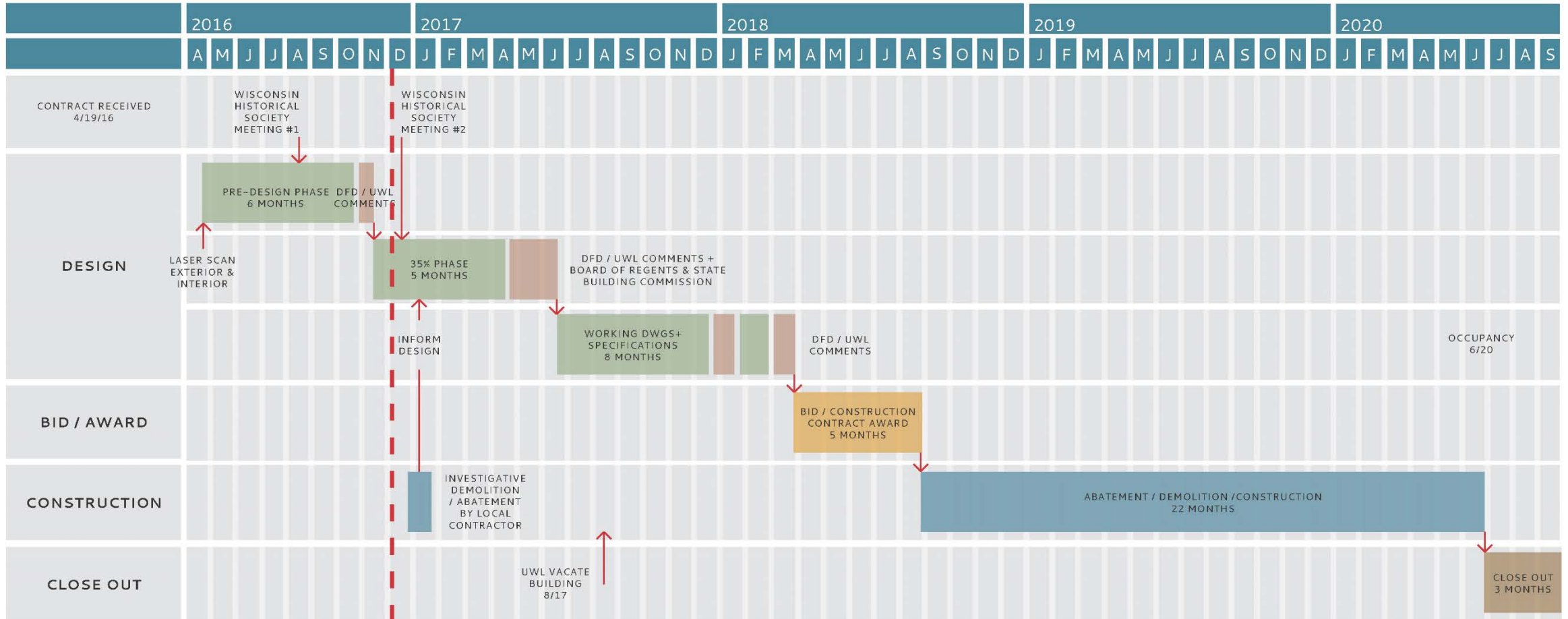
# ACTIVE LEARNING CLASSROOM



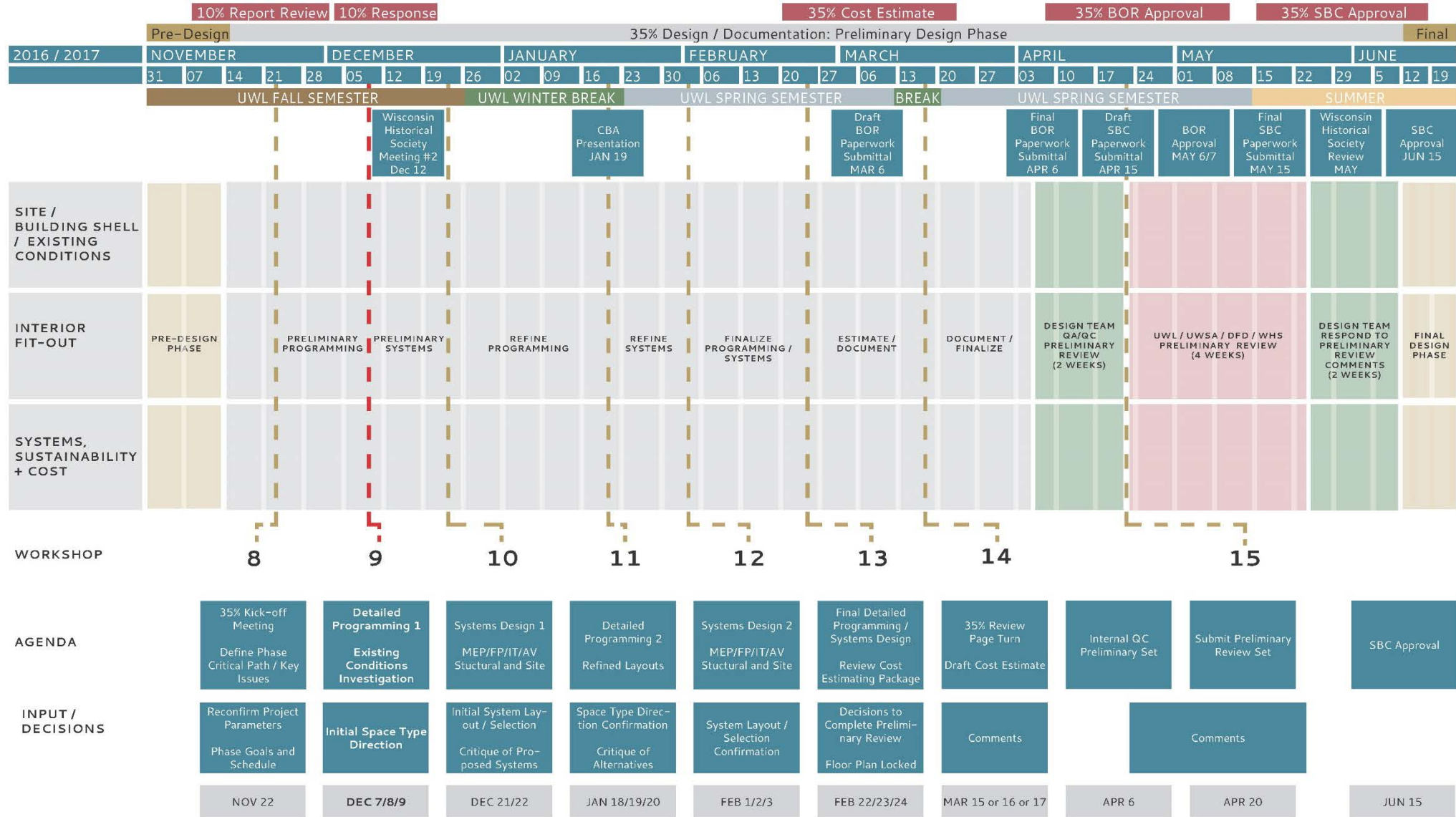
- Faculty is open to it!
- 32 student size is all that is needed
- Flexibility and usability as traditional instructional space
- Some instructors may have 8 groups
- Need to have a "front"

ACTIVE LEARNING CLASSROOM

# PROJECT WORK PLAN



# 35% PHASE WORK PLAN





# FUTURE MEETING DATES

December TBD – WHS Meeting (in Madison)

December 21/22 – Systems Design 1

January 18/19/20 – Detailed Programming 2

February 1/2/3 – Systems Design 2

February 22/23/24 – Final Detailed Programming / Systems Design

March 15 or 16 or 17 – 35% Page Turn

April 20 – Issue 35% for Review

# ROUND 10 MEETINGS– DAY 1 – 12/21

## Wednesday, December 21, 2016

- 9–12pm Audiovisual / Acoustics
  - Scott Schumacher, Joe Gunderson, Mark Valenti, Instructional Spaces Design Focus Group, Active Learning Focus Group, Aro Eberle, Sextant
- 12–1pm Lunch Break
- 1–2:30pm Fire Protection / Plumbing / Mechanical / CW & Steam
  - Scott Schumacher, Doug Pearson, UWL Facilities, Aro Eberle, Henneman
- 2:30pm–4pm Electrical / Fire Alarm / Technology / Security
  - Scott Schumacher, Doug Pearson, UWL Facilities, Aro Eberle, Henneman

# ROUND 10 MEETINGS– DAY 2 – 12/22

## Thursday, December 22, 2016

- 8–9:30am            Site / Civil Utilities
  - Doug Pearson, Scott Schumacher, SmithGroupJJR
- 9:30am–11pm    Building Envelope / Interior Preservation
  - Scott Schumacher, Aro Eberle, River Architects
- 11–1pm            Lunch Break / Design Team Work Time
- 1–2:30pm        Executive Committee
  - Executive Committee

# NEXT STEPS

## DFD / UWSA / UWL / CBA

- Block out Future Meeting Dates on calendars
- Discuss Round 9 Meetings Internally @ CBA
- Last Chance for 10% Concept Report comments
- Schedule WHS Meeting – (Maura) – (early December)
- Review AV / Acoustics Design Change Order Request



# NEXT STEPS

## Design Team

- Issue Additional AV / Acoustical Services Fee Proposal (12/12) – In progress
- Internal Design Team Meeting (12/14 – 10am)
- Issue Round 9 Meeting Minutes (12/15)
- MEP 35% Kick-off Meeting (12/1 – 10am) – Done
- Structural 35% Kick-off Meeting – Done
- Site / Civil 35% Kick-off Meeting – to be scheduled
- AV/Acoustics 35% Kick-off Meeting – to be scheduled
- Historic Preservation 35% Kick-off Meeting – to be scheduled
- Issue agendas for December 21/22 Round 10 Meetings (12/15) – In progress
- Respond to / incorporate all 10% comments and issue Final Report (12/16?)

# SYSTEMS DESIGN FOCUS GROUP AREAS

1) Site / Civil Utilities

2) Building Envelope / Interior Preservation

3) Fire Protection / Plumbing

4) Mechanical / CW & Steam

5) Electrical / Fire Alarm

6) Technology / Security

7) Audiovisual / Acoustics

- Active Learning Classroom, Teaching Lab (Computer Lab), Traditional Classroom, Finance Lab (Student Investment Center), Statistics Methods Lab, Marketing Focus Group / Interview Rooms, Meeting Rooms, Study Rooms