MEETING MINUTES

Project: UWEC UNIVERSITY STUDENT CENTER

Project No.: DSF #07E2D, Bray #2934

Meeting Date: November 30, 2010

Present: Beth Hellwig UW EC
         Charles Farrell UW EC
         Jason Anderson UW EC
         Candy Wilson UW EC
         Dylan Jambrek UW EC
         Susan Harrison UW EC
         Karen Stuber UW EC
         Malinda Hebert UW EC
         Chris Buckley UW EC
         David Hatton Burt Hill
         Shawn Plum Burt Hill
         Lori Delgado Burt Hill
         Steve Kuhnen Bray Architects
         Kyle Clark Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Review of interior design for University Student Center.

Discussion/Action

1. Introductions.
   a) This meeting is to discuss the interior design including finish selections for the University Student Center. The finishes being presented are what are in the current bid documents which will be available to the contractors for bidding staring on Friday, December 3rd.

2. Corridor 100 and 200
   a) Provide pin-up space at all of the columns in the main corridor.

3. Service 110A
   a) Provide ‘knee space’ at back counter (elevation 8/A707) below counter by removing two sets of double door base cabinets.
   b) Provide lockable set of base cabinets for locking up event money.
   c) Change casework right of copier space to full height cabinets (elevation 9A/707). Moving postal scale and meeting to counter below FedEx pinup space (elevation 4/A707).
   d) Holes for mail drop (section 1/A707A) to be 1’-6” diameter.
4. Cabin 170
   a) No lights at ‘modern tree’ column surround.
   b) Feature wall (elevation 1/A704B) heights to change to accommodate portable stage. Portable stage is 16” – 24” high.
   c) The glass guardrail at the Second Floor balcony is clear glass.

5. Dulany 122
   a) Russ to provide contact information for historical restoration specialist to work with UWEC and Design Team on the restoration and relocation of the stained glass and Heritage Room. Need to understand the providence of the glass prior to its removal and relocation.

6. Bank 110F
   a) Teller station counter top to be at stool height.

7. BluGold 110
   a) Transaction counter to be 48” with tackable surface.

8. Dining 101/Campus Living 201 – Fireplace
   a) Beth likes boulders and heavy stone lintels.
   b) Charles is concerned about maintenance around boulders.
   c) Discussion during lunch: Design team to combine elements of both options and provide a revised option.

9. Council Oak 260
   a) No curtains. Create a faux curtain at sides with pleated fabric and fabric wrapped valance at top. Roller shades only. Provided track for black-out shade to prevent light leak.
   b) Display case to be museum grade in regards to design, lighting, finishes to prevent damage to artifacts. This is the only location for museum grade display case.

10. Ballrooms
    a) Not happy with Spectrim’s Medium Cherry. Prefer Spectrim’s Windsor Mahogany. Windsor Mahogany is discontinued and Medium Cherry was presented as an alternate at the previous finish meeting. Design team to research options.
        i) If Medium Cherry is the only option, rethink gold tones of wall covering to work better with Medium Cherry. Ivory tones for wall covering.
        ii) Plan A = Windsor Mahogany. Plan B = Medium Cherry. Design Team to provide finish options for both.
    b) Add acoustical panels to elevations. Fabric must be coated with ‘Crypton’ or equal.
    c) Maybe introduce ‘maple’ wall panel inserts at Large Ballroom to coordinate with the floor.
    d) Design team to look at Hufcor and Skyfold panel location in relation to design and provide options for panel finishes.
    f) Medium Ballroom: carpet colors to change at borders. What is blue to be gold and what is gold to be blue.

11. Administration/Event Services 250/240A
    a) Graphic 240L should be 200 square feet. It is currently 171 square feet.

12. Media Lounge 210
    a) Millwork to be bamboo panels / veneer.
13. Fun Meeting Room 211:
   a) Replace ‘beige’ tile with a darker neutral. Possibly pulling color from Media Lounge carpet.
   b) Like pixilation design of carpet tile.
   c) Furniture configuration to be ‘conference o’ but with soft seating.
   d) Furniture fabrics to be solid fun colors.
   e) Provide bamboo wainscot.
   f) Vinyl wall covering at window wall only.
   g) White marker board panels above wainscot.

14. Lounges 201B and 201C (‘Mini Cabins’):
   a) Walls to go to ceiling on all sides.
   b) Lower ceilings.

15. Alumni 350:
   a) Design team to work with AV consultant regarding smallest appropriate LCD screen size for room.
   b) Provide ‘frame’ around LCD(s) and investigate way to conceal LCD screen(s) when not in use. Possibly incorporating casework to conceal.
   c) Floor plans to coordinate with elevations (location of gas fireplace insert).

16. Multi-Purpose 328:
   a) Make sure metal ceiling works with AV. Or should it be black?
   b) Coordinate curtain location when in ‘open’ position.

17. Provide (1) ATM & (1) VTS located in Vestibule 100M. Provide (1) ATM & (1) VTS located in Vestibule 100S.

18. Provide convenience outlets in all single WC’s

19. Provide storage casework for toilet paper, soap, etc. in all large restrooms.

20. The wood base currently scheduled in areas where the floor is terrazzo will be changed to a terrazzo base for better durability and wear.

21. UWEC would like to incorporate chalkboard paint on some surfaces. Maybe on one side of the columns in Student Orgs and at tackable surface area to the left of the Student Orgs entry.

22. The prebid tour is scheduled for Thursday December 16, 2010 at 10:00am. Russ Van Gilder, Rick Gonzales, and Kyle Clark will be in attendance. Anyone else is more than welcome to attend the tour. The reason for the tour is to give potential contractors a chance to see the site for the new building as well as look at the existing Davies Center.

23. Send full size dimensioned floor plans to Karen Stuber.
The above information is the interpretation of the meeting activities and comments; and should be reviewed by all attendees. Please comment on any discrepancies and inform the writer as soon as possible of any changes required. Date issued: December 3, 2010.

BRAY ASSOCIATES ARCHITECTS, INC.
Kyle J. Clark, AIA, NCARB, LEED AP
Cc: All Present, Russ Van Gilder, Arthur Sanfilippo