MEETING MINUTES

Project: UWEC UNIVERSITY STUDENT CENTER

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

Meeting Date: December 16, 2010

Present: Beth Hellwig  UW EC
Charles Farrell  UW EC
Jason Anderson  UW EC
Susan Harrison  UW EC
Renee Strehlau  UW EC
Russ Van Gilder  DSF
Shawn Plum  Burt Hill (via Phone)
Lori Delgado  Burt Hill (via Phone)
Kyle Clark  Bray Architects

Reported By: Kyle Clark

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

Discussion/Action

1. Introductions.
   a) This meeting is to discuss the revisions made to the interior design based on comments from the November 30th meeting.

2. Touch Down Stations
   a) Two additional touch down stations were added.
      i) North wall of Lounge 103
      ii) West wall of Vending 102A
   b) To accommodate ADA requirements the touch down stations in the Lounge (103) the top of the counters will be at 34” AFF. The other two touch down areas will have the top of counters at 42” AFF.
   c) Tackboard will be used on the wall above the touch down station in the Lounge and a display case will be built into the wall to the left of the touch down station.
   d) The height of the touch down station in Vending (102A) will not interfere with the digital image. The top of the counter will be 6” below the digital image.

3. Possible locations for future artwork?
   a) First Floor – Outside Bookstore
   b) Second Floor – Walls along corridors, Lounge 201F.
   c) Third Floor – Outside Ballrooms, Corridor Walls.
4. Cabin – 170  
   a) Lowered the resin panels at front of bar. Top of panels are at 5’-0” AFF.  
   b) Added additional millwork for condiments along North wall. It is separated from the work  
      space by a wing wall that extends 6” above the height of the counter.  
      i) The 6” height was set to match the height of the back splash and stay below the glass tile.  
   c) The height of the cabinets and resin panels on the focal wall (South wall) were raised to  
      accommodate the stage.  
      i) The top of the cabinets are at 3’-0” AFFF, and the top of the resin panels is at 9’-0” AFF.  

5. Stair 1  
   a) Added a slate platform under the stair with planter.  
      i) Planter is approximately 6’-0” wide and 10” long.  

6. Service – 110A  
   a) Front of service desk was curved. Provides for a better flow of traffic in Corridor.  
   b) Work stations were reconfigured so that all 4 stations face the front.  
   c) LCD panel was moved from behind desk to the right side of desk in the corridor.  
   d) Slots were added at the left and right side of desk for brochures and maps to give staff easy  
      access to them.  
   e) Humanscale monitor arms were added at each work station to allow the monitors to be adjust  
      for customers to view the screen.  
   f) Storage (110B) and Office (110C) were mirrored so the Office backs up to the service area.  
   g) Two sliding, lockable windows were added to the Office (110C) to allow easy communication  
      between the two spaces.  
   h) The door between the Service Area and BluGold (110) has been removed. It is now a framed  
      opening.  
   i) The open space at the back service counter will be shifted another 2’-6” to the left to help hide  
      the work area behind the wall that separates the front and back of the service area.  
   j) The full height cabinets to the right of the copier should have locks on the doors.  

7. Corridor – 100  
   a) Added tackable surfaces to all columns.  
      i) The tackable surface comes to within 2” of the edge of the column.  
   b) A display cabinet with tackable surface on each side was added just west of the Bookstore  
      (130) entrance.  

8. Corridor – 200  
   a) A display cabinet with tackable surface on each side was added to the West of Stair 2 and to  
      the east of the entrances to the restrooms.  
      i) These display cabinets should be revised so the inside is at least 18” deep to accommodate  
         a mannequin.  
   b) Revise the bulletin board that is on the west side of the entrance to Reception (220) to  
      chalkboard.  
   c) The columns at Campus Living (201) should be revised to have tackable surface on all 4 sides.  
   d) Tackable surface was added to all of the piers along the outside wall.  
   e) Two display cabinets and tackable surfaces were added to the wall outside the Bookstore  
      (230) to the left of the Bookstore entrance.  

9. Service – 220C  
   a) Lower cabinets were changed from drawers to doors with shelves.
10. Kitchenette (220F) and Break Room (250D)
   a) All but one upper cabinet in each room was deleted.

11. Reception – 240
   a) Portion of upper transaction counter at east side of desk was removed.
   b) Top of transaction counter is 48” AFF.

12. Open Work Area – 220Q
   a) Additional tackable and chalkboard surfaces were added.
      i) Wall outside workroom (220P) has tackable surface on west side of door and chalkboard on east side of door.
      a. Reverse the location of the chalkboard and tackboard.
      ii) Walls outside Meeting (220D) and Meeting (220K) have tackable surfaces.

13. Non Traditional Lounge – 266
   a) All but one of the upper cabinets was removed.

14. Alumni -350
   a) The fireplace design was revised to a single flat panel display surrounded by a wood frame.
   b) The frame accommodates a canvas that will hide the display panel when not being used and roll-up when in use.
      i) The image on the canvas can be chosen at a later date.

15. Fireplace design
   a) The new design is a combination of what was liked from the previous designs that were shown.
      i) First Floor – Campus Dining
         a. Natural stone on all 4 sides.
         b. Cut stone surround and mantle at 3 of the fireboxes.
         c. Firebox on north face of fireplace has a natural stone surround with a rough-face stone mantle.
         d. Boulders are placed around the fireplace. The small boulders were removed.
      ii) Second Floor – Campus Living
         a. Cut stone on all 4 faces with the one firebox having a reclaimed timber mantle.
         b. Metal panel is only used on the outside for the chimney.
   b) The boulders should be removed from the design.

   a) The Spectrim, “Sappelli Mahogany” sample that was sent to the Owner after the last meeting is not available for the type of system being used on this project.
   b) Two new samples were presented for approval.
      i) C/S Acroyn #374 Regal Mahogany.
      ii) C/S Acroyn #380 Shaker Cherry.
   c) Neither one of these two colors was really liked by the group. Of the two, #374 Regal Mahogany was the closest to the original choice that was no longer available.
   d) Another option that was presented was to use real wood (maple) and stain it to match the Spectrim #40 Red Mahogany sample.
      i) This will increase the cost of the finishes in the Ballrooms.
      ii) A standard stain color should be chosen for ease of future maintenance. No custom color.
      iii) If bids come in high this might need to be value engineered back out and one of the previous products presented will need to be approved.
      iv) The documents will be revised by addendum to real wood.
17. Electric Water Coolers
   a) All water coolers have a bottle filling station.
   b) Additional water coolers and stand alone bottle filling stations were added to the project. The totals on each floor as follows:
      i) First Floor – 4 water coolers, 1 bottle filling station.
      ii) Second Floor – 4 water coolers, 1 bottle filling station.
      iii) Third Floor – 6 water coolers.

18. Groundbreaking
   c) The University will look at trying to schedule the ground breaking for shortly after Spring Break the first or second week in April.
   d) Display materials for ground breaking.
      i) Finish Board(s) showing a sampling of the finishes being used.
      ii) Interior renderings of the major interior spaces.
      iii) Exterior Renderings.
      iv) Floor Plans.

19. 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 22, 2010.

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