BUILDING COMMITTEE MEETING NOTES / AUGUST 3, 2009

MEETING START TIME: 3:00 p.m.
MEETING END TIME: 5:00 p.m.

PRESENT: Tim Luttrell DSF
Chancellor Brian Levin-Stankevich UW-EC
Gail Scukanec, Chair UW-EC
Rick Gonzales, Vice Chair UW-EC
Duffy Duyfhuizen UW-EC
Susan Turell UW-EC
Beth Hellwig UW-EC
Mike Wick UW-EC
Kate Hale UW-EC
Aram deKoven UW-EC
Mary Zwygart-Stauffacher UW-EC
Val Schute River Architects
Mike Adler River Architects
John Bengston Paulien & Associates
Lisa Keith Paulien & Associates

NOTES:

1. The following items were distributed for the meeting:
   a. Collaborative Learning Space Comparison dated August 3, 2009

2. Gail Scukanec opened the meeting with a review of the July 13, 2009 meeting notes. Notes were approved without any changes.

3. John Bengston reviewed the programming process to date.
   a) Information has been collected and will be reviewed in detail with each user group.
   b) General spaces, including studies, lobbies, storage, etc. to be reviewed by Building Committee.
   c) Classroom mix to be reviewed with Building Committee.

4. Lisa Keith reviewed the Classroom Mix Analysis. The objectives for the meeting are to review the existing classroom mix and program for the new building.
   a) Facilities Inventory: Indentify general purpose and departmental classrooms and determine which classrooms should be in the analysis.
   b) Assumptions: Campus School removed from mix. Course capacities used to project number of sections.
   c) Scheduled Use by Day and Hour: 123 total classrooms. Used to show room use. 80% or more can mean that rooms are being used because there are no other spaces to provide the classes.
   d) Friday afternoons are less used.
   e) Graphs show when the most people are on campus.
   f) 60% of classrooms have 40 stations or less.
   g) If right sized (square footage divided by 25) 80% of rooms will seat 40 and under.
   h) Right sizing does not include fixed seating style rooms.
   i) 25 sf/station is a UW System standard.
   j) Utilization by Building: Average is 31 hours at 68% student station occupancy
   k) Hibbard Hall = 37 hours per week, exceeding system standards
   l) Schneider and Phillips also used over 30 hours.
   m) Classroom Utilization by Type: Both A and B classrooms show almost identical utilization results.
   n) Classroom Utilization by Capacity was also illustrated.
o) 10 rooms had less than 15 hours of scheduled use, including seven type A rooms
p) UW System Guidelines: 35 Weekly Room Hours and an increasing scale starting at 67% Student Station Occupancy Percentage. UWEC: 31 hours and 68% currently.
q) 123 existing rooms could be 117. Surplus of 6.
  • Classrooms of 51 to 60 stations are lacking 8 rooms.
r) Beth Hellwig: Is the quality of the room factored in or is it just the size? Only in regard to Type A and B and UWEC standards.

5. Four Options Proposed:
a) Existing rooms remain as is
  • 121 rooms at 100,458 sf = 8 rooms too many but a 37,000 deficit to ASF.
  • 51 to 60 stations is low by 10
b) Right size A and B rooms
  • 121 rooms at 100,458 sf = 8 rooms too many
  • Heavy needs in 41-85 seat rooms
c) Type A rooms remain as is, and exclude B rooms
  • 96 rooms at 78,861 sf = deficit of 17 rooms and 59,000 ASF.
  • 20 to 35 seat rooms in need
d) Right size A and exclude B rooms
  • 96 rooms at 78,881 sf = deficit of 17 rooms and 59,000 ASF.
  • 41 to 100 seat rooms in most need

6. Rick described the differences between A and B rooms.
a) Geometry
b) Technology
c) Ceiling Heights
d) Geographic location
e) Adjacencies (next to mechanical rooms, music rooms, food prep, etc.)
f) All rooms are being looked at to verify if type A and B list is accurate.

8. Duffy Duyfhuizen noted the following:
a) Departments typically schedule rooms that are available, rather than scheduling them into right sized rooms.
b) The departments likely to be in the building aren’t likely to teach in these room sizes. The result is that faculty with offices in the building will need to go to different buildings and other faculty will need to come to this building.

7. John Bengston:
a) Classroom Mix is based on current enrollment and no growth. Is that wise? Typically, the mix analysis is to include some growth. Chancellor Brian Levin-Stankevich noted that there is potential graduate level growth, likely to be online or mid-size classes. Other growth would be non-traditional growth. More rooms seem to be needed because of qualitative reasons, not quantitative reasons. Strategic plan may have an impact on class sizes.
b) Type B’s don’t have to be taken offline, especially if they are being utilized as much as they are.


9. Should 10% increase over 10 years be used? Yes.

10. How to address A and B rooms?

11. Hibbard 179: Next to elevators and has uncomfortable room temperatures (Exclude from list)
12. Hibbard 610: Used as departmental meeting room (Exclude from list)

   a) Classrooms
   b) Misc. Instructional/Support Spaces
      • Collaborative Learning Spaces?
        o Val Schute reviewed the collaborative learning space comparison matrix.
        o Val noted that UW-System is open to factoring these spaces into the program.
        o Val’s advice was to get the students and faculty involved in the discussion in order to
determine the use of these spaces.
        o Tim Luttrell advised using 10 to 15% of the classroom square footage for now.
      • Computer Labs?
        o Duffy: Likely to be at least one General Access Lab in the building.
        o 30 to 40 stations needed
      • Stand-up areas with computers for email checking.
   c) Building Support
      • Duffy – shared conference rooms for department committee’s to meet.
      • Departments have their own printers. Bulk printing is currently in Schofield Hall.
      • Student organization space – specific to the department.
      • Storage space –
        o Rick – storage can be difficult to monitor. Classroom occupancy’s start changing
           because tables and chairs are getting removed.
      • Recycling Room?
      • Faculty Lounge/Resource Center?
        o Beth – staff feel there is a need for a space to eat, rest, relax, etc.
        o Provides a place for faculty to stay if they have come from another building.
        o Staff need a place to be able to get away from students, supervisors, etc. Quiet space.

15. Cafe:
   a) Beth Hellwig suggested having someone giving the group an idea on size of area.
   b) John Bengston noted that the team will incorporate some of these spaces to test the program.
      Fine-tuning will be needed once the occupants and sizes are figured out.

16. Paulien & Associates looked to the committee to give direction on what to do with the existing
    classrooms in School of Nursing and Fine Arts Center?

Meeting Notes by: Michael J. Adler, Associate AIA

Note: This constitutes our understanding of the issues presented. Contact River Architects, Inc. via phone at (608) 785-2217, or e-mail m.adler@river-architects.com if there are any discrepancies.

Meeting Note Distribution:
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  Kate Sullivan         UW-System Administration
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  Susan Turell          UW-EC
  Duffy Duyfhuizen      UW-EC
  Kate Hale             UW-EC
  Aram deKoven          UW-EC
  Beth Hellwig          UW-EC
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