Memorial Union Reinvestment  
Design Committee Meeting #12  
Meeting Minutes 2010-2011  
Class of ‘24 Reception Room – Memorial Union

Members

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<tr>
<th>Member Name</th>
<th>Position/Role</th>
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<tr>
<td>Patrick Callan, Union President</td>
<td>X John Staley, UW Faculty/Staff Rep</td>
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<td>Paul Davidsaver, Student Project Manager</td>
<td>X Mark Haebig, UW Alumni Rep (MUBA)</td>
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<td>Wendy Von Below, Project Manager, Ex-Officio</td>
<td>Tom Smith, UW Alumni Rep (MUBA)</td>
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<td>Stephanie Phillips, Student Appointee</td>
<td>X Kiley Groose, ASM Chair Designee</td>
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<td>Brittney Rathsack, Student Appointee</td>
<td>X Jennifer Limbach, ASM Appointee</td>
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<td>John Skic, Student Appointee</td>
<td>X Kelsey Gergen, ASM Appointee</td>
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<td>Mark Guthier, Union Director</td>
<td>X Brian Borkovec, ASM Appointee</td>
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<td>Hank Walter, Union Associate Director</td>
<td>X Ted Crabb, Emeritus Director, Ex-Officio</td>
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<td>John Sharpless, UW Faculty/Staff Rep</td>
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Guests: Joe Reis – Hoofers, Jay Eckleberry – Minicourse/Craftshop Director, Forrest Bilek – Outing Club President, Margaux Stutz – Outing Club.

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<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<tr>
<td>Call to Order</td>
<td>Mr. Davidsaver called the meeting called to order on March 28, 2011 at 7:00 p.m.</td>
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<td>Approve Minutes from Last Meeting</td>
<td>Corrections to the Design Committee #11, February 7, minutes: Mr. Smith directed possession of the comment on page 12 to Mr. Staley being, “Mr. Staley inquired if a ramp was possible instead of a stairway.” Mr. Smith claimed possession of the comment on page 15 which was given to Mr. Staley being, “Mr. Staley brought up the question of placement for Accounting. Mr. Davidsaver responded the department will stay where it is currently located or possibly move to the Administration Suite.” The minutes from the February 7 meeting were APPROVED with the noted amendments without objection.</td>
<td>APPROVED</td>
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<td>Open Forum</td>
<td>Mr. Joe Reis came forth and spoke regarding the schematic design of Hoofers, addressing four key points: 1. Outdoor rental canoes: $300,000 is too high of a cost for indoor canoe storage. After speaking with the Sailing Club Commodore among others, a plan for compromise was suggested. During summer months, canoes may be stored alongside the lake lab. This would free up 600-1,000 square feet of space.</td>
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2. Office locations are undesirable and near the busiest window of the building.
3. Bathroom facility locations are poorly located for the Hoofers facility and insufficient overall. High traffic through the designated area creates an undesirable environment and water accumulation will be an issue.
4. A space of Bradley Lounge and Chart Room, let’s eliminate the Chart Room and move this space toward the front of the building, focusing on Lakefront on Langdon area as a gathering place.

Mr. Jay Eckleberry, Minicourse/Craftshop Director, urged continued support for Craftshop proposal. The current drafted space allocation is not perfect according to requests, but it is a space. Mr. Eckleberry noted that keeping the Craftshop maintains the Union tradition alive of hands-on creative arts.

Mr. Forrest Bilek, Hoofers/student, addressed Hoofers boat storage of aluminum canoes. They stand up to weather very well and do not need to be kept indoors. If the boats are not placed in storage outdoors, there is not enough space to store both the Hoofers and outdoor rental fleets. Currently a 3-story high wall space is utilized for storage. The current schematic design contains too many doors and openings taking away space. It also does not leave room for an expected boat expansion.

Mr. Sharpless asked what happens to the canoes in the winter time, where Mr. Bilek answered they do not get used and are still stored outside and not damaged.

Ms. Margaux Stutz, student, Hoofers/student, also expressed concern regarding space allocation of Hoofers canoes. The space to store them outside is already on location. The designated space could be used for other activity.

Mr. Callan narrated a letter that was addressed to the Design Committee from two (a couple) Union members:

“To the Memorial Union Redevelopment Team,

I would like to voice my support for the inclusion of Hoofers boat storage in the redesign of Memorial Union. Boating is a major component of the Hoofers Outing Club and boat availability is key in attracting new Hoofers Outing
Club members. A major part of the availability of the boats is the location of the boats in Memorial Union. On any given day, a summer boat or two will be in the water. These are Hoofer members who, by requirement, are Union members. Even though my husband and I own 4 boats between the two of us, we use and appreciate the use of the Hoofer boats located at the Union. It is not convenient to drive a boat all the way to campus...” Mr. Callan stated that the continuance of the letter added further support for boat storage at a location inside Memorial Union.

Mr. Smith also narrated a letter addressed to the committee from Mr. Dan York, Lifetime member and active Hoofer Outing club leader and instructor:

“Dear members of the Design Committee:

I am writing to support the inclusion of spaces in the renovation of Memorial Union that support needs of the Hoofer Outing Club. Especially needed are:

1. Storage space for club kayaks and canoes.
2. Meeting/Social space (ex: Bradley Lounge)
   – Currently too small for many club functions.
3. Classroom space.
   – Current Chart Room is small and not up to modern standards for well-functioned classroom space.

Also on my wish list are smaller A/V room/planning room to house club books, videos, maps, magazines and other resources with enough room and table to work as a small group meeting room (accommodate 6-10 people). A locker/shower room is not offered other than a tiny, dark bathroom and shower usable after immersion in Lake Mendota. With the lake quality, taking a shower is almost a health issue...

Having boats and gear readily accessible for use on Lake Mendota is extremely important and makes it convenient for club lessons and trips on Lake Mendota. It gives the club a real presence. I also daresay it also gives the terrace a part of its magical appeal. Where else can you enjoy great food and beverages lakeside while watching people kayaking, canoeing, and sailing right in front of you? If we did not have this easy access, the Outing Club with suffer a huge loss, there really is no substitute. The Boating House and Pier are central to the club’s instructional and
| **Executive Team Report** | recruiting programs from May to September and even in winter; easy access to the boats allows us to use them in the pool sessions at the Natatorium…”  
Mr. Smith stated the person had mentioned the above at an earlier time in the design process and desired to be heard again.  
Mr. Davidsaver reported that April 30 marks the end of the Student Project Manager’s term. A job description will be posted within the next week. Any student, not graduating, may apply for the position. Mr. Davidsaver is available to discuss the position’s demands and necessary qualities with anyone interested.  
The Design Committee is unsure if this design group will meet again or if the new group will take over. Current progression yields a meeting in April, date to be determined, being the last meeting for this Design Committee group. A re-apply and interview process is necessary for students and faculty/staff is required if current members wish to continue serving on the committee. A thank-you event will be planned for the members of this Design Committee to recognize their extraordinary efforts and progress thus far in the project.  
Mr. Davidsaver stated that Union Council approved Ms. Wendy von Below as an official member of the committee as Project Manager. Ms. von Below will have speaking rights but no voting rights.  
Mr. Davidsaver began with the components of the “10,000 foot view” and followed with detail on specific areas of the space.  
Ms. von Below defined Schematic Design as the moment in the design process where the Architectural Team has taken the approved program and translated a verbal document into the best graphical depiction, with input from the Design Committee. It represents design completed to 15%. In the approval process, Design Committee is giving the Architect Team permission to continue onward with the project’s progression. The major parts and pieces will be located throughout the building and within them, taking opinion and suggestion from various interest groups and the public, |
| **Schematic Design Review & Approval** |
making sure the building will function appropriately. General area location is the focus of the first phase of design rather than the location of doorways, wall types and other fine detail. Fine detail will take place in the next phase.

Mr. Smith inquired about aluminum boat storage, if changing the configuration is relevant under this phase, where Ms. Von Below confirmed.

Mr. Davidsaver continued by addressing updates floor-by-floor:

**First Floor:**
- Ice cream station moving to better utilize the relevant building corner of Alumni Park and the new building entrance.
  - Replacing the area will be the Badger Market, replacing Essentials.
- Peet’s will be moved to this area as well allowing for a better view of the shop.
  - Student study seating area will be located next to the shop as well. Recycling equipment will save on cost.
  - Some seating and storage will convert to expanded restroom facilities.
  - Cash Office will be moved to customer area.
- Back-of-house servery will service both the Lakefront on Langdon and Der Rathskeller, utilizing one set of staff for both locations.
- Reconfigure the layout of counters in Der Rathskeller for smooth transition of the servery.
  - Arch and style preservation will occur.
- Enhancing the stage and A/V area in Der Rathskeller.
- Moving the beverage counter to the middle of the area.
  - Outdoor window will be removed.
  - Murals in Der Stiftskeller were not deemed historic by the Historical Society, but Design Committee is keeping them and the Architects will be able to preserve them and re-use them in reconstruction.
- Pushing Der Stiftskeller out onto the terrace to create the Games Room.
### New entrance near the bus stop lounge.
- Maintaining the Rehearsal Room.
- Space allocated for the VIP and Information Services.
- Reconfigured Theater back-of-house, main Theater and Theater Lounge design.

### Basement:
- Hoofers allocation.
- Basement Theater space:
  - Winkler Lounge
  - Mechanic spaces.
  - Theater back-of-house.
  - Addition of mechanic “pits.”
- Craftshop:
  - Collection/building storage.
  - Facility offices moved to the main corridor
    - Allows for proper head room.
  - Preserve as much of Kitchen as possible to cut costs.
    - Some reconfiguration and offices added.
- Expansion under Alumni Park for trade shops.

### Second Floor:
- Expanded Play Circle.
- Maintaining Theater:
  - Expanded Sunset Deck.
- Reconfigured connector wing, moving Porter Butts Gallery.
- Men’s Restrooms near Catering Office.
- LGBTCC changed to the updated Rosewood:
  - Current Rosewood will be removed.
- CRO will stay in current place with reconfiguration.
- Expansion of the deck.
- Reconfigure the Tripp Commons servery to allow for more production service and support of the servery.
- In Wisconsin will remain.
- Tripp Commons will remain.
- Profile Room will be moved slightly.
- Addition of two Men’s/Women’s restroom facilities.

### Third Floor:
- Reconfigured Play Circle:
  - Connected Theater Offices with access to all levels of the Theater.
- Information Systems Offices and Server Room.
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- CRO and setup crew moving here.
  - Beefeaters Room is smaller.
  - Round Table Room moved here and decreased space.
  - Production storage increased.

**Fourth Floor:**
- Administration Offices moved to current Craftshop location.
  - Better aligned with fifth floor administration.
- Women’s Center will become a new meeting room to be called the Council Room and will overlook the lake.
- Double-sided elevator located here will be able to bridge the height difference between separate wings of the floor.
- Meeting rooms remain.
- Expanding the Men’s restroom.
- Top Flight, Development Office and Director’s Offices will be removed to create a new meeting room.
- Human Resources and will be turned into a meeting room overlooking Alumni Park.
  - Moved but kept on this floor along with Training Resource Center.
- Maintaining Guest Rooms with slight reconfiguration.
- Addition of Men’s/Women’s restrooms.

**Fifth Floor:**
- Combine Directorate out onto an expanded roof, in one space.
  - Directorate Deck will be created.
- Convert Mendota Room to Officer’s Suite.
- Marketing and Graphics Offices will remain but reconfigure.
- Rest of Administration will move here.
- Potential for Director’s Office and Directorate Office on same floor for increased connectivity.
- Membership will have public waiting area.

Mr. Davidsaver moved into re-orienting the committee on the specifics of space allocation.

**Basement:**
- The current Bradley Lounge space will maintain the
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<td>- wall and fireplace.</td>
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<td>- Use the space as an entrance to.</td>
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<td>- Move Mountaineer Storage.</td>
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<td>- Lower office converted into storage for club overflow.</td>
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<td>- Added beer cooler used for terrace.</td>
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<td>- Could change depending on layout of the brat stand.</td>
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<td>- Men’s and Women’s restrooms with showers, where Chart Room is currently located.</td>
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<td>- Chart Room and Bradley Lounge will be pushed back and switch places/location.</td>
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<td>- Will keep the Bradley Lounge connected with offices.</td>
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<td>- Advisors area will be a combined suite – along with students.</td>
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<td>- Architects wanted to show the space will be combined student and advisor area.</td>
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<td>- Hallway will lead to the Service Counter and connect to Hoofers offices.</td>
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<td>- Public will have outside access to the area via “man door.”</td>
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<td>- Dotted lines represent space needed for paddles, life jackets, etc. storage.</td>
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<td>- Does not have to be located in the exact space but needs to exist within the room.</td>
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<tr>
<td>- Cleaning Room designated for equipment cleanup.</td>
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<td>- Washers, dryers, hoses, etc. located by the Galley.</td>
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<td>- Clubhouse can be used for events/social activities (multi-season classes or meetings, etc.).</td>
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<td>- Double as rain location for activities.</td>
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<td>- The shop has an expanded paint booth and room to hold a 30 foot boat (largest to be put in storage).</td>
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<td>- Service elevator will connect to the first floor.</td>
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<td>- Provides access for transport, catering.</td>
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<td>- Craftshop is within 200 square feet of desired space as stated by the revised program.</td>
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<td>- Ceramics studio, multipurpose room, kiln room, sales function space (materials and minicourses), a dark room, storage room, an additional studio, and unisex restroom.</td>
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The Theater wing has a public and private access divider.
  - The “hump” along the private access corridor will be flattened, leaving a height discrepancy.
  - A service lift will mitigate the level change.
- Collection Storage has space away from plumbing/potential flooding. A/V, Production, General, Accounting, and Customer Storage and Lost and Found are also located here.
- Kitchen plans currently how a dish washing system, another mechanical pit, food service offices, and locker rooms to be added.
- Space beneath Lot 1 is not as low to the ground and a less-expensive alternative is to construct new shop space rather than improve existing facilities.

Theater Wing (Multi-level):
- The Theater will contain a divider separating the public and theater back of house.
  - Will give back of house access to Rehearsal Room when divider is not in place.
- Men’s and Women’s dressing rooms.
- Theater Green Room will be placed in the basement.
- Dotted line indicates Theater overhang space.
- Reconfigured storage facilities:
  - Star Dressing Rooms have been moved to the First Floor, one combined with VIP function for more space.
- A control point has been created to monitor activity for high-security events.
- The Theater Lounge is looking to utilize a dividable glass wall for safety or event purposes.
  - The area is looking to make use of the area as a student lounge.
- Play Circle:
- Second Floor will have a service elevator to connect all floors.

Mr. Davidsaver made a MOTION to approve Schematic Design as presented. Mr. Staley SECONDED. Mr. Davidsaver opened the floor for discussion.
**Discussion and Amendments to Schematic Design:**

Mr. Skic asked if the Cleaning Room setup would work if it could be used prior to restroom usage, which brought up a previous layout locating outdoor showers near Hoofers that was dropped from discussion, but could be revisited.

Ms. Limbach asked if the site will be approved, where Mr. Davidsaver answered the site will not be approved to the detail that is currently presented, but the priorities that the site will contain. Ms. Limbach added support for the Hoofers restrooms to shift closer to the wet hallway, noting overall cleanup will be minimized and centralized. Opinions within Hoofers regarding the clubhouse vary drastically. Many believe it is too big, and taking up valuable boat storage space, while others think it is too small. Hoofers total 2,300 members with foreseeable growth in the future. It is difficult to take note of every member’s opinions only days before architect meetings, but there is time to meet with the key club and organization leaders to discuss points of interest within the groups. The bathrooms do need to be in an area to maintain clean and sanitary conditions.

Mr. Davidsaver **MOTIONED** to add outdoor showers near Hoofers, and Mr. Walter **SECONDED**. Mr. Davidsaver opened the floor for discussion. Mr. Skic asked for clarification on the motion, whether location has been designated or to simply include showers in design. Mr. Davidsaver answered the motion denotes having them in the design plan, location to be determined.

Being no further discussion, Mr. Davidsaver **CALLED THE QUESTION**. The **MOTION PASSED** by a *14:1* vote.

Mr. Smith noted during the open forum, conversation mentioned a possible need of large space for an air-handling system. This could affect Hoofers space and allocation. Mr. Guthier addressed the heating/ventilation system choice could require additional space for this unit. The architects are looking for solutions that will not disturb space allocation of Hoofers, but there is a possibility if the system is placed on the basement floor.
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<th>Mr. Smith also addressed boat storage. Mr. Davidsaver stated aluminum canoes are preferred because they virtually last forever.</th>
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<td>Ms. Rathsack noted that canoes could change their makeup material over time (to plastic) but the logic is they will be made of the most durable material available at that point in time. Hoofers bathrooms are not located in an area where these facilities can be maintained and designed with a cleaner, upscale look. The restrooms are distant from where majority of Hoofers bodies will be located. If they could be moved across the hall and switched Outing Storage with the restrooms, the wall would be shared with both facilities to help lower costs as well.</td>
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<td>Mr. Sharpless noted that the Rental Office staff needs to be able to check canoe inventory, and if this occurs so far away from one another, it could not be done appropriately with the potential for lost or stolen inventory.</td>
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<td>Mr. Davidsaver agreed and added belief that boat storage could fit in the space. Some boats could be stored outdoors as well.</td>
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<td>Mr. Skic referred to the beer cooler designation, which depends on the brat stand location, asking if it could become a different space. Mr. Davidsaver answered to assume the beer cooler is in place unless the committee is notified otherwise.</td>
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<td>Ms. Rathsack made a <strong>MOTION</strong> for further study of canoe storage, which was <strong>SECONDED</strong> by Mr. Guthier. Mr. Davidsaver opened the floor for discussion.</td>
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<td>Hearing none, Mr. Davidsaver <strong>CALLED THE QUESTION</strong>. The <strong>MOTION PASSED</strong> by a 15:0 vote.</td>
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<td>Mr. Staley stated that the studio/Rehearsal Room does not look to be used effectively. Moving the relevant door and redirecting the ramp to the opposite direction would allow for the space to only be half as much. Mr. Davidsaver relayed the architect’s message that space will be needed outside of the Rehearsal Room for gathering.</td>
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Mr. Staley made a **MOTION** to request the door from the Rehearsal Room lobby to the Mechanical Room be moved to the west (close to Rehearsal Room) and change in ramp direction, as **SECONDED** by Ms. Rathsack. Mr. Davidsaver opened the floor for discussion.

Hearing none, Mr. Davidsaver **CALLED THE QUESTION**. The **MOTION PASSED** by a 15:0 vote.

Mr. Crabb stated that space near the VIP Office lacks restroom facilities. Traffic will be directed to this area for VIP tours and the closest facilities are located in the center of the building. Ms. Von Below suggested that the Design Committee recommend the architects examine the square footage for a potential Unisex restroom.

Mr. Staley made a **MOTION** to request the placement of a Unisex restroom near the VIP Office. Ms. Rathsack **SECONDED**. Mr. Davidsaver opened the floor for discussion.

Hearing none, Mr. Davidsaver **CALLED THE QUESTION**. The **MOTION PASSED** by a 15:0 vote.

Ms. Rathsack mentioned a review by the Police Liaison indicating interest of a Police Lounge and locations of such an area in the Union. Ms. Von Below commented a meeting that took place earlier in the day revealed the Cash Office location in design is not preferred for security reasons. Ms. Rathsack suggested the Cash Office and DoIT switch designations in design.

Mr. Walter added the importance of a secure location for the Cash Office and that the designation should follow Police recommendations.

Mr. Callan **MOTIONED** the request for study of the Cash Office location. Ms. Rathsack **SECONDED**.

Mr. Crabb stated the Police Department made a recommendation for the Cash Office. As an organization, the Committee needs to take it into account, resulting in the Cash Office needing to be moved. Ms. Rathsack hereby withdrew
Ms. Rathsack withdrew support for the motion. Ms. Rathsack made a **MOTION** to request for architects to move the Cash Office to a secure location as recommended by the Police Department with the possibility of examining use of the DoIT space for this purpose. Tom Smith **SECONDED**. Mr. Davidsaver opened the floor for discussion.

Hearing none, Mr. Davidsaver **CALLED THE QUESTION**. The **MOTION PASSED** by a **15:0** vote.

Mr. Davidsaver referred to the second floor addition of a staircase leading to the Sunset Deck from the Theater Lobby, as the elevator was dropped from discussion. Mr. Davidsaver made a **MOTION** to include a staircase from the Theater Lobby terrace space to the Sunset Deck in order to allow for fluid transportation between the first and second floor of the exterior area as well as study to determine the feasibility of service to the deck. Ms. Rathsack **SECONDED**. Mr. Davidsaver opened the floor for discussion.

Mr. Davidsaver stated the staircase allows closing off a portion of the area so that access for Union members is not restricted while Theater events are taking place.

Mr. Staley remarked that logistically, direct access to the deck could be closed during a Theater event. Ms. Rathsack stated additional seating is added and feedback resulted in the desire for the Sunset Deck to be and feel accessible. Ms. Groose responded the deck is a usable space for Theater programming and if events are taking place the deck should be designated for use of the Theater. Mr. Callan reminded that the area is solid glass space and there is no room for a stairwell to integrate the deck into the terrace. Adding service creates another area to monitor and leads to additional renovation ideas that don’t seem feasible. Mr. Sharpless/Staley noted an external stairway for the area that was proposed. The stairs seem possible, and patrons can utilize self-service for decreased less stress on staff.

Being no further discussion, Mr. Davidsaver **CALLED THE QUESTION**. The **MOTION PASSED** by a **6:5** vote.
Ms. Gergen, not present at this time, left a note for Mr. Davidsaver who narrated a mention of the placement and design of art galleries look nice, but a requirement of space for the Lakefront on Langdon Art Gallery has yet to be composed. Mr. Davidsaver made a **MOTION** to require replacement space for the Lakefront on Langdon Art Gallery. Mr. Callan **SECONDED**. Mr. Davidsaver opened the floor for discussion.

Being none, Mr. Davidsaver **CALLED THE QUESTION**. The **MOTION PASSED** by an **11:0** vote.

Mr. Davidsaver noted the reconfiguration on the Fourth Floor, and made a **MOTION** to return State Room to a larger size and reduce Park View Room by moving production storage to this location. Mr. Walter **SECONDED**. Mr. Davidsaver opened the floor for discussion.

Mr. Davidsaver confirmed the Park View Room will be about one quarter the size displayed. Hearing no further discussion, Mr. Davidsaver **CALLED THE QUESTION**. The **MOTION PASSED** by an **11:0** vote.

Being no further discussion on Schematic Design, Mr. Davidsaver made a **MOTION** to approve Schematic Design plans as amended. Mr. Staley **SECONDED**. Mr. Davidsaver opened the floor for discussion, hearing none, **CALLED THE QUESTION**. The **MOTION PASSED** by a **10:1** vote, with Mr. Sharpless voting against the action.

Mr. Guthier presented the Target Cost Model Summary, as prepared by the Cost Consultant. It reports the dollar amounts assigned to large portions of the project and a combination of the items to best utilize the $52 million project limit. The report is broken apart into Proposed Phases of funding compilation. “1” for Phase I, “2” for Phase II, and “3” for another way of funding, through donors, campus contributions (non-student fees), Operating Revenue, etc. The report included:

- Gross Square Footage of items.
- Cost per Gross Square Foot.
- Construction costs.
Site Update & Approval of Priorities

- Soft costs (additional construction cost, architects fees, etc.).
- Overall project/item cost.
- Project/phase cost comparisons and summaries.

Mr. Guthier addressed the visual design map and stated that once Schematic Design is approved and submitted, the architects will construct design development and create construction documents for the red portions, labeled “1” on the Cost Summary. The orange, “2” will be addressed in Phase II and green, “3” if additional funding comes forth.

Mr. Guthier noted the project will start with red items located at the Hoofer/Theater West Wing (all floors), move to the Basement level, East Wing stairwell and service corridor reconfigurations, and move to the entire Fifth Floor, as well as all site work being in front of the new connector, the Park Street circle renovation and one-third of the Terrace. This report will be taken to Union Council and to the Board of Trustees to set a fundraising goal for private portions.

Mr. Callan noted several aspects of the project have a $5 million cost assessment and wanted to see some of them broken down if possible and adjusted to be classified as “3’s,” and exampled portions of the Theater and Hoofer West Wing construction. Ms. Von Below clarified the adjustments factor to its $52 million goal. The final line goal must show the entire demolition and reconstruction process for respected items and with a realistic viewpoint in order to find potential opportunity for savings or cost reduction and thus reach the $52 million goal.

Mr. Sharpless made a MOTION accept the phasing spreadsheet and document for Union Council’s final consideration. Mr. Staley SECONDED.

Mr. Davidsaver opened the floor for discussion, and hearing none, CALLED THE QUESTION. The MOTION PASSED by an 11:0 vote.

This item was stricken from the agenda without objection.

Mr. Davidsaver adjourned the meeting without objection at 10:30 p.m.

MOTION

APPROVED