

MEETING MINUTES

Western Washington University
 Viking Union (VU) Reprogramming and Ethnic Student Center (ESC)

Workshop #2

Opsis Project No. 4627-01

Meeting Date: September 23 and 24, 2015

Location: Viking Union

Attending:

Steering Committee:

Rick Benner	University Architect, Director of Facilities Development & Capital Budget
Ed Simpson	Asst. Dir. of Facilities Development & Capital Budget
Sherrie Montgomery	Facilities Development
Linda Beckman	Dir. Budget & Administration for Enrollment & Student Services
Eric Alexander	Asst. Dean of Student Engagement & Director of Viking Union
Greg McBride	Asst. Director of Viking Union Facilities
Nate Panelo	Ethnic Student Center
Abby Ramos	Associated Students and Ethnic Student Center

Brailsford & Dunlavey (B&D):

Andrew Perez Project Manager

Opsis Architecture:

Jim Kalvelage Partner
 John Shorb Project Manager

Submitted By: John Shorb with notes included from B&D

This represents my understanding of the discussions and conversations during the Meeting. Revisions by participants should be communicated to **Opsis Architecture** ^{LLP}.

Wednesday September 23

ESC Student Leadership Town Hall: 3:00 – 4:45 PM

Eric Alexander, Nate Panelo, and Abby Ramos provided an overview of the project and preliminary ESC goals. The design team shared a presentation including the existing and possible future ESC program spaces, including images for discussion.

Four potential ESC relocation options within the Viking Union were shared. Evaluation criteria were suggested.

Break-out groups, guided by the following topics and a questionnaire, provided feedback on the program and options.

- Prioritize Program Elements
- Rank Desired Program Adjacencies
- Discuss Possible Shared-Use Opportunities
- Evaluate Relocation Options

Each of the three Break-out groups reported back. Their comments follow:

1. Preferred Program Elements:
 - Small kitchen for eating and prep of food during small events.
 - Combination of a tutoring area and computer lab – possibly laptop check-out. More space needed and more than just desktop computers.
 - Lounge as Multi-Purpose Room for club events
 - Legacy/heritage or alumni room incorporated within the social areas to share history of the ESC clubs.
 - Counseling and/or tutoring center.
 - Locker area for clubs and students who commute.
 - Rooms or space for each ESC club
 - Dedicated dance studio or multipurpose room for multicultural events.
2. Key Adjacencies to the ESC:
 - Keeping restrooms (gender-neutral) plus a water fountain nearby or in-suite, if possible.
 - ROP primary, similar focus on identities.
 - Others include Club Hub / Activities Center, Representation & Engagement, SOS, and Academic Advising.
 - Windows important but not a view of the bay – visibility to campus is important.
3. Potential Shared-Use Spaces:
 - Kitchen, dance studio / multipurpose room, computer lab, and restrooms.
 - Library – potentially a legacy/heritage room with cultural collection and books
4. Favorite Relocation Concepts:
 - Bookstore (Not one of the initial VU locations shared)
 - Option B – MPR (with focus on High Street side)
 - None of the initial VU locations shared – desire for a new stand-alone building

Significant discussion was brought up about moving the ESC into the bookstore. Students offered up the idea of downsizing the bookstore because it is perceived to not be utilized often and only at the beginning of the term. Other comments were related to the bookstore's potential relocation, such as to the downtown Bellingham area where the University is beginning to take on real estate for a larger presence in the community. Students were less interested in an interior VU relocation concept because they felt it could jeopardize the opportunity of getting a stand-alone space (i.e., the bookstore).

Photos from the ESC Town Hall:





Resource Outreach Programs (ROP) & Associated Student Productions (ASP): 5:00 – 6:30 PM

This meeting was cancelled by the Steering Committee on the day of the event due to not enough students being able to attend.

Thursday September 24

VU Administration & Dean of Students: 8:30 – 10:00 AM

Attendees:

Lisa Rosenberg	Asst. Dir. Student Activities
Raquel Wilson	DDS Business Manager
Jeff Davis	Lakewood Manager
Chris Miller	
Jeff Bates	
Ed Simpson	Assistant Dir. Facilities Development
Michael Sledge	Assistant Dean of Students
Jenn Cook	Student Activities Advisor
Lisa Mirante	V.U. Finance
Jamie Hoover	KUGS FM/ KVIK
Shalom (Long) Murphy	Event Services/Reservations
Kathy Lo Zao	Dean of Students Office
Cynthia Meeks	Fiscal Specialist – Finance Office
Stephen Magnusen	Outdoor Center Coordinator
Christina VanWingerden	Dean of Students Unit Assessment & Training
Linda Beckman	Budget Director – Division of ESS
Sherrie Montgomery	Facilities Development
Greg McBride	VU AD Facilities & Services
Eric Alexander	VU Director/ Associate Dean
Joanne DeMark	LEADS Leadership Development Spc.
Jim Kalvelage	Partner, Opsis Architecture
John Shorb	Sr. Associate, Opsis Architecture

The design team provided an overview of the project and preliminary ESC goals. They presented a PowerPoint including the existing and possible future ESC program spaces and images of precedent spaces for discussion.

Four potential ESC relocation options within the Viking Union were shared along with a summary of the ESC student leadership Town Forum discussions.

Summary of Viking Union staff and administration regarding our process and results thus far:

- There is significant demand from students (both ESC and non-ESC) to use spaces for dance recitals or practices. MPR is used for events like this campus-wide and by other AS Programs.
- There is a hesitancy among some staff members and event services office to take away large event space because it remains to be the only large flat-floor MPR on the campus.
- Student program space should be within a larger “Resource Hub” with other student programs, including all student leaders.
- ESC should remain connected somehow to other student programs and ROP / Outreach Centers.
- Idea of the ESC occupying the bookstore has been discussed within the past several years. VU administration indicated the bookstore is perceived as “too big for the ESC” but could occupy half of the building that faces High Street to still allow for maximized visibility. If the bookstore moves, the group felt it should be located in the VU on the 6th floor where students enter into the building. Small store front capabilities with retail and apparel.

- Adjacency potential with a welcome desk and the event services office on the 6th floor; creating a one-stop shop for general questions and also meeting room scheduling. A welcome desk will always be needed at the Administration suite.
- Option was also expressed to cover vendor's row as a way to expand the VU.
- It was suggested the bookstore lower level could be a good Outdoor Center location and the Bookstore could move to the current Outdoor Center location.
- The community and dignitaries enter the VU on level 1 due to adjacent metered parking. It should be welcoming.
- Is it possible to add a second floor to the MPR?
- Finance is a busy and active area. It is currently too cramped for how used, more space is needed. They also accept regular deliveries.
- Tech Services is currently 1 shared space for 2 people and a high-interruption environment. They need a triage point for all services (potentially the info desk mentioned above). Requested more space including one private office.
- Discussed open office environments. Private office confidentiality important for many including Deans and Finance. Support staff could potentially be in small group open office with some options for confidential conversations.
- The Dean's office should be separated from Activities. Should not enter Dean's area through the busy Activities area.
- The Outdoor Center is in need of more space. Currently contract out for food storage. Would like to have laundry, kitchen, refrigeration, sink and room for more boats. Suggested a multi-use classroom / trip prep space with work table would be ideal. Good vehicle access important which they have now. They would like to bring Lakewood/Lake Whatcom presence to the Center.
- Event Services ideally a cluster of 3 offices with window to reservations and lockers for students to lock bags with proximity to the info desk.
- The VU needs more meeting rooms available 8-5. Currently they can't meet demand from all student groups.
- The Gallery was discussed as an area to potentially rethink and relocate to help raise profile.
- Rooms 411/413 should be combined with Room 520 and have easy access to campus from level 5 or 6.

ESC Student Leadership and Steering Committee: 10:00 – 11:30 AM

Attendees:

Abby Ramos
Melcher Vendiola
Erick Yanzon
Glute Panelo
Mitchell Thompson
Sherrie Montgomery
Tahlia Natachu
Joy Weisel
Ed Simpson
Linda Beckman
Greg McBride
Eric Alexander
Savannah Daniels
John Shorb
Jim Kalvelage
Andrew Perez

The design team shared B&D's initial Multicultural Center benchmarking analysis with similar sized schools. The group then walked through the draft ESC program spaces and listened to student feedback and ideas.

1. Welcome Desk
 - a. 20 People in the area
 - b. Greeting Field Trips
 - i. Big groups (30-50)
 - c. Introduction Area – Display sharing what the ESC is and does.
 - d. Rounded more friendly desk.
 - e. Display Space to share Identity

2. Workspace
 - a. 7-10 Computers
 - b. Currently too Square
 - c. Some Privacy For Studying
 - d. Range of Privacy- Openness
 - Comfortable Furniture
 - Sleeping/Napping important
 - Eating
 - Sliding Doors for Flexibility
 - Mobile White Boards do not provide sufficient separation to divide space
 - Some Group Study, Some Individual
 - Double as Space For Clubs
 - Would like to move more Club Activities Into ESC.
 - 2x per Week. Min 10 People Per Club

3. Conference / Meeting Rooms
 - a. 2 to 3 Rooms for About 10 People
 - b. More Lounge-Like for Club Meetings – not typically a conference table setup
 - c. (1) Rehearsal and Meeting Space for 20-40
 - i. Natural Light. Relaxing
 - ii. Not Too “Businessy”
 - d. Murals/Art for Club Identity
 - e. Rooms Named for Clubs
 - f. A Larger Room That Can Be Closed Off
 - g. Dance/Multipurpose Space
 - i. Wood Floor (New Fairhaven Space Has Poor Acoustics)

4. Craft Space - Open Tabletop
 - i. Storage Tubs Location- Banker Boxes in Craft Room in Lockers
 - ii. Lockers Under Worktable
 - iii. Supply Space- Closet Off Of Workroom

5. Kitchen
 - a. Stove, Large Fridge, Microwave
 - b. Place to Make Dinner Together as a Club
 - c. Baking
 - d. Ability to Make Own Ethnic Dishes
 - e. Ability to Prepare Meals For Others
 - f. For Individuals and Clubs
 - g. Integrated With Eating Area but Not Lounge.

6. More ESC Staff space – more Advisor Offices
 - a. Staff Accessible to Entry/ Student Space
 - b. More Student Positions

- i. Some Near Front Desk for Oversight- Not Private
 - c. See Students When Enter
- 7. Gender Neutral Restroom, 2 Plus
 - i. Water Hydration
- 8. Lounge
 - a. Projection Screen in Lounge for Movie Night
 - b. Flexible
 - c. Meditation Room- Could be Outside ESC

Facilities will set up Facebook Page to share images

Next Steps:

The Viking Union has set up a webpage for sharing project documents. The referenced Workshop #2 presentations and diagrams will be available for review on this site soon.

Website: <http://vu.wvu.edu/info/renovation/>

A third Workshop date will be established in the coming weeks. The VU will coordinate dates with the ESC. The design team and WWU Facilities will distribute an agenda ahead of time.

The design team next steps include the following:

- Update the ESC program to reflect the student comments and include a range of sizes.
- Provide budget update to give VU a sense of what can be done with the \$1million budget.
- Diagram potential ESC options in the bookstore

Attachments:

- Workshop Agendas
- ESC Town Hall presentation including (4) potential ESC relocation options
- Board of VU Existing Level 4 and 5 plans
- ESC Existing Program with additional potential spaces and ESC Graphic Program
- B&D Multicultural Center Benchmarking slide
- ESC Questionnaire reviewed in the Town Hall

END OF MINUTES