MEETING MINUTES

Western Washington University
Multicultural Center
Design Development, Workshop #8
Opsis Project No. 4706-01

Meeting Date: October 4 and 5, 2017
Location: Viking Union, 462A
Submitted By: John Shorb

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

Security and Door Hardware
October 4
(8 – 9 a.m.)

Attending:

Forest Payne       Project Manager, Facilities Development
Jon Pulver         Dawson Construction
Rod Koenig         Facilities Maintenance
Lane Weaver        Facilities Maintenance
Don White          Facilities Development
Luke Mason         VU Operations
Grey McBride       VU
Bill Diephuis      K Engineers
Christopher Mead   RMC Architects
Sam Loeung         Opsis Architecture
Jim Kalvelage      Opsis Architecture
John Shorb         Opsis Architecture

The facilities meetings focused on review of the 100% Design Development documents. The facilities staff came with questions to discuss and the design team members did the same.

Drawings that connect access control and door hardware requested by Don. Request change spec to not just be as built but drawn by design team. Where wires land. Connecting the systems. Access control people, plus those furnishing door, and hardware all involved. Will require Dawson, subcontractor, and design team coordination.
Action: Team to work with Forest to develop scope and approach. Dawson to get access control contractor identified for coordination.

Kevin stated the WWU standard of center removable mullions on all double doors. No vertical rods. Greg questioned the feasibility of this at the level 6 main lobby doors due to very high people counts. VU does not want removable mullions.

Discussed need for additional east lobby front doors to due to increased number of people and high traffic.
Action: Opsis to study addition of another set of double doors and configuration options.
Bookstore security door to lobby: Miller hall glass sliding door. Don’t want that type. Sliding mesh is manual operation. No access control point required. Card reader at man door adjacent to slider. Keypad is a maybe. Security on fireworks system.

No access control at MPR but do have ADA operation. Hold open function

No security cameras requested for VU or multicultural center.

For bookstore, will want video connection to campus police. Pelco cameras. POE.

**October 4**
(9 – 10:30 a.m.)
**Mechanical**

**Attending:**
Bill Diephuis  
K Engineers
Rod Koenig  
WWU Facilities
Rob Westphal  
WSP – M & P
Don White  
WWU – Facilities Department
Denayne Glenn  
WSP – Mech
Charlie Gronek  
WSP
Luke Mason  
VU Opps
Julian Rodgers  
WWU
Jon Pulver  
Dawson
Forest Payne  
Facilities Development
Jim Kalvelage  
Opsis
Sam Loeung  
Opsis
John Shorb  
Opsis

5th floor overview of how to improve comfort. Great return air capacity required.
Steam vent discussion. Work on it shuts down the entire VU.
Dawson to coordinate it for the steam shutdown in August.
Important issue for Don White and Greg.

Standard for ducted returns unless it is demonstrated there is not space. Not financial but physical issue. Provide ducted returns where feasible. Physical restriction has to be proven. Round ductwork and big radiuses preferred. Can go rectangular if space requires with turning veins.

Controls
Siemens- Eric Rottenburg is contact. Don to provide.
Integrated by Bacnet
DDC controlled remotely for entire campus. Temps in spaces need to be seen by DDC.
Ethernet connection to VRF system. Independent data drop.
Users will have control of thermostat within a range set by facilities.

Connection points to operable windows discussed.
Discussed point density and expense for each.
Green light/red light correct approach. For a zone when green light turns on it turns off the HVAC in that zone. Occupants know from the green light to open windows. Fan coil goes into setback mode. User can override.

NFPA 98’ compliance

**Action:** Don requested basis of design narratives from design team. Opsis to forward to Forest in late October.

Roof intake. Consider panda express exhaust plume from the VU roof to the west. Discussed moving some multicultural center intake from roof to wall.

**Lighting/electrical**

**October 4**

*(10:30 a.m. – 12 p.m.)*

**Attending:**
- Grey McBride   VU
- Gerry Vermealem WWU
- Don White WWU – Facilities Department
- Forest Payne Facilities Department
- Ryan Binning Veca Electric
- Bob Ibach WWU – EIS
- Chris Miller WWU – EIS (Network)
- Bill Diephuis K Engineers
- Chris Mead RMC
- Jim Kalvelage Opsis
- Sam Loeung Opsis
- John Shorb Opsis
- Devki Rajguru Little Fish Lighting (Conference Call)

Mechanical loads being metered separately.
Bill provided overview of electrical layout.

**AV review**
Anyplace coax cable should also have data.

ESC Multipurpose Room. Extron control.
Cart with CPU. Built into storage room. Shelf for bring your own device.

**Action:** Forest and VU to confirm distress button locations? At ESC front desk and each reception location discussed.

People count camera location on 6th floor lobby ceiling identified. Project provides data and power only.

Lighting review.
**Action:** Need to confirm color temp with bookstore. 3500 or 4000

Dimming control requested in MPR entry and social space.
Daylight dimming in daylight zones.
Don wants output to building control system from lighting. Bill to look into.
**Action:** Design team and users should review lighting zone diagram.

Building lighting relative building mounted egress stair.

**Action:** Email fixture and plan to forest for rick review

WWU: 18” x 18” for vrf access panel min size.
For real access 24 x 24.
Try to avoid systems above Wood slat ceilings.

**VU Maintenance and Custodial**

**October 4**

(2 – 3 p.m.)

**Attending:**
Greg McBride VU
Forest Payne Facilities Department
Karl Klokkevold VU
Luke Mason VU Operations
John Clark Maintenance
Matt Hardy WWU Lead Roofer
Anthony Nevarez WWU Roofer

VU Maintenance staff noted, leaking at VU metal panel at VU entry and at existing north planter at bookstore. WWU requested TPO to be gray. Guardian for fall protection anchors. Solid posts, not break away or cable.
Provide roof hatch at new egress stair. Provide roof pads to the mechanical area. Fully adhered pads to be on highside.
Provide ample power in janitor closet work area and a data drop.
How to wash the south windows discussed.
Sloped sidewalk along wall here. Design team to review options.
Western to provide dims needed for sidewalk and width and slope.

**VU Master Plan Meeting**

**October 4**

(3 – 5 p.m.)

**Attending:**
Grey McBride VU
Eric Alexander VU
Linda Beckman Budget and Administration
Forest Payne Facilities Department
Jim Kalvelage Opsis
Sam Loeung Opsis
John Shorb Opsis

Eric requested showing parking capacity as it supports the campus master plan. Include with option 1 on top of MPR.
Option 2 could also stretch east west all the way to west elevator lobby.
Envisioning year 2026 “redo the VU” new campaign to do the expansion.

Resources to focus on:
Parking, meeting rooms, the third space for students. More diverse spaces for diverse students.
Option 4 least desirable. No real positives. Remove.

Eric identified need for a diagram of VU, what it has now but also what is still needed. VU is not a student place in the evening. No draw here. No food, no anything. Goes back to the B&D study of deficiencies. Who are we competing against? What are the functions they provide? Less than optimal student usage in the union.

The other component for Eric is how to maximize existing union. Or another round of refinement that brings in more meeting to lounge areas? How do we create really cool spaces that draw people in?

Majority of usage is 10a-3pm.

Final Report direction:
Executive Summary text followed by two timeframe studies.
- Post ESC version/3-5 year. Include intro page with all levels on a sheet. Also excel table of how areas change.
- Then a second version which is 10 year and expansion. 2 chapters of the report.

Estimating to be completed for: 3-5 year plan work plus 10 year/expansion.

Meeting with Rick and Rich as next step with complete Masterplan document.

Program Team
October 5
(8:30 – 9 a.m.)

Attending (for this and next three meetings):
Forest Payne   Facilities Department
Lafayette Baker   ESC/VU
Jon Pulver   Dawson
Jamie Hoover   VU-KUGS
Ed Simpson   WWU – FDCB
Peg Godwin   Bookstore
Lisa Brennan   Bookstore
Chris Mead   RMC
Linda Beckman   Enrollment
Greg McBride   VU
Eric Alexander   VU
John Shorb   Opsis Architecture
Jeri Tess   Opsis Architecture
Sam Loeung   Opsis Architecture
Jim Kalvelage   Opsis Architecture

- Quiet space – can we get some natural light? Opsis to study ideas
- KUGS to get new corridor carpet and paint to tie into adjoining design.
- At the wood stair, focus on abrasive nosing considering wet shoes coming in.
- Under stair, minimize cane detection, not bench. Thinking about students looking at phones.
- Lobby LCD monitor behind potential welcome desk should be in base.
• Columns in the lobby discussed. Provide power for future? Concern about people walking into them. Art on columns would help. Consider desk location relative to column. Would map go on column?
• At MPR entry, add graphic to east wall. Provide power/data for monitor on both east and west walls.
• Wood species in lobby to be oak, different from darker wood used on level 7.

GC/CM Schedule Review
October 5
(9 – 10 a.m.)

• Jon Pulver reviewed construction schedule starting with bookstore move and Vendor’s Row through summer of 2018. Some dates still being finalized.
• Design team finalizing Vendor’s Row design and temp bookstore in MPR by October 31.
• Design team publishing 50% CD review set Nov. 16.

Viking Union
October 5
(10 – 11 a.m.)

• Reviewed latest design with build out bumping into the MPR. The bookstore was ok with working around the lost space.
• Mobile tables to be stainless steel.
• Does VU provide mobile sink cart for uniformity?
• Accommodation for refrigeration to be confirmed. Burrito King has full size fridge now.
• Ventilation to be provided through doors.
• Reviewed menu boards. Vertical proportion. Needs to accommodate vendor name, fixed menu, and daily specials. Turn around the table corner? Solid but translucent material.
• VU to consider moving current outdoor tables and chairs from west of bookstore to east of new Vendors’ Row during construction.
• Movable tables to be used for two extra vendor locations.
• New lighting to be provided, stem mounted linear fixtures with uplight component.
• Mailboxes, ballot boxes and other fixtures in this area should be moved by VU ahead of construction.
• Graphics process – current murals shown in renderings are placeholders. Abby Ramos leading collection of images and quotes.
• Formal art process needed. Stated project goal to include local native art in the new lobby. Eric to reach out to western curator.
• Level 5 area next to new stair from 6 to convert to storage with chain link cages for secure program storage areas.
• ACTION: VU information desk – set up gotomeeting with Greg and a few students to review requirements. Where does lost and found go? 2 computers at desk?
• Discussed flexibility of MPR landing and need for power and lighting for small performances. Turn linear lights the other direction at this landing.

Bookstore Meeting
October 5
(1 – 2:30 p.m.)

Attending:
• Design team shared the latest lobby design direction and then focused on the bookstore.
• Chris shared updated 3d views of the bookstore.
• Time clock to be located at customer service desk.
• 8 cashier locations (including customer service) acceptable.
• Reviewed the display case behind the cashier stations and slat wall that faces bookstore side. Reducing 1 cashier station improved site lines.
• Question about keeping glass railing free of fingerprints.
• Reviewed the ceiling and dark paint on exposed structure and ductwork. Wood ceiling is an alternate.
• White oak is the wood species being shown for the bookstore and lobby.
• Provide carpet in the technology area.
• The desk on level 5 at bottom of stair is too big.
• Signage – Building wayfinding and room id by the project. David will work with bookstore on department signage. Area above wall units, 7-8” tall, good for signage.
• At future meeting, security camera locations to be decided.
• Temp bookstore plan reviewed. Run wall between storage and accounting office n/s.
• David to update fixture layout based on comments.
• Design team issuing bid/permit docs for this scope on Oct. 31.

ESC / ROP / MCS / Program Team
October 5
(2:30 – 4:30 p.m.)

Attending:
Maia Adolph       Ethnic Student Center
Dario Castellon   Ethnic Student Center
Abby Ramos        Associated Students and ROP
Aleyda Cervantes  Associated Students and ESC
Erick Yanzon      Ethnic Student Center
Linda Beckman     Dir. Budget & Administration for Enrollment & Student Services
Eric Alexander    Asst. Dean of Student Engagement & Director of Viking Union
Forest Payne      Project Manager, Facilities Development
Lafayette Baker   Ethnic Student Center
Jon Pulver        Dawson Construction

Michael B         Bookstore
Brenda Armstrong  Bookstore
Samantha Steele   Bookstore
Sonia Dyer        Bookstore
Peg Godwin        Bookstore
Lisa Brennan      Bookstore
Linda Beckman     Dir. Budget & Administration for Enrollment & Student Services
Forest Payne      Project Manager, Facilities Development
Jon Pulver        Dawson Construction
Chris Mead        RMC Architects
Nicole            RMC Architects
David Burgess     Burgess & Kremer (conference call)
John Shorb        Opsis Architecture
Jim Kalvelage     Opsis Architecture
Jeri Tess         Opsis Architecture
Sam Loeung        Opsis Architecture

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• Discussed quiet space design and opportunities to create special space. Access to natural light discussed.
• Students love the world map on the social space wall.
• The stair skylight is priority. Remove multi-purpose room skylight from alternates list.
• ESC welcome desk: prefer logo on wall behind desk, with or without words.
• Wood ceiling on 7 discussion: concern of keeping clean and dust, current ceiling too open and not ‘warm.’ Should the slats rotate?
• Work to keep most mechanical easily accessible and now over hard ceilings with access panels.
• Resource Library discussion: programs need more space for books and resources. Extend casework to east end of wall, doubling shelving and display space. Consider security for portions too. Sliding wood panel to secure? Check out by front desk staff and self check out.
• Club identity wall moves to be across from the front desk.
• In the work room, move the sink to be closer to the spray booth.
• In the open work area, provide two work tables, one standing height and one sitting height. Include power/data in tables and some storage on the south end.
• Opsis shared an updated material palette for the project and also furniture boards for identifying preferences and dislikes. Green= favorable, red=not favorable dots used for students to show preferences. See attached photos.
• No blue colors! Reds and oranges preferred paired with light green
• Students love the woven pattern fabrics as accent
• Flip top tables preferred.
• In the ESC multi-purpose, change projection wall to be east wall. Put mirrors on south wall.
• At columns, consider how they can be used for signage and display.
• Opsis shared the project in virtual reality including three different locations to explore through the VR goggles.

Program Team Wrap-up
October 5
(4:30 – 5:30 p.m.)

Attending:

Forest Payne   Facilities Department
Lafayette Baker   ESC/VU
Jon Pulver   Dawson
Jamie Hoover   VU-KUGS
Ed Simpson   WWU – FDCB
Peg Godwin   Bookstore
Lisa Brennan   Bookstore
Chris Mead   RMC
Linda Beckman   Enrollment
Greg McBride   VU
Eric Alexander   VU
John Shorb   Opsis Architecture
Jeri Tess   Opsis Architecture
Sam Loeung   Opsis Architecture
Jim Kalvelage   Opsis Architecture

Reviewed the input received throughout the day and walked through the plans to highlight areas of discussion. All these items have been outlined above.