

MEETING MINUTES

PROJECT: **Freeborn Hall** MEETING DATE: 08.13.2014, 11pm-3pm
UC Davis (UCD) ISSUE DATE: 09.09.2014
SUBJECT: User Group Interviews MEETING #: PD-02, with Working Group
LOCATION: UCD Memorial Union, Special Events Rm. PROJECT #: 14044

	PERSON	ORGANIZATION	INITIALS	
ATTENDING:	Julie Agosto	UCD – Student Recruitment & Retention	JA	UCD
	Steve Baissa	UCD – Cross Cultural Center	SB	UCD
	Kay Bogart	UCD – Viticulture and Enology	KB	UCD
	Basak Cakici-Adams	BAR Architects – Project Manager	BCA	BAR
	Matt Fucile	UCD – Bldg Services, Campus Rec. & Unions	MF	UCD
	Herb Garman	UCD – Robert Mondavi Center	HG	UCD
	Lina Layiktez	UCD – Director, Conference & Events	LL	UCD
	Naftali Moed	UCD – Assistant to Chancellor	NM	UCD
	Andrew Musca	UCD – Student CURB	AMu	UCD
	Anne Myler	UCD – Director, Center for Student Involve.	AMy	UCD
	Francesca Ross	UCD – College of Ag. & Environ. Sciences	FR	UCD
	Gary Schilling	BAR Architects – Principal	GSc	BAR
	Lisa Wolbert	UCD – Student, Center for Student Involve.	LW	UCD
	Greg Secor	UCD – Project Manager, DCM	GSe	UCD

COPIES TO: ALL ATTENDING

NEW ISSUES

ITEM / DATE	TOPIC	ACTION BY:
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2.01 Introduction

08/13/14 The discussions documented in these notes represent the first day of in-depth interviews with various user groups and stakeholders in the Freeborn Hall project. BAR will compile this information into a programming document as part of the Project Definition Phase.

2.02 Group 1: Special Events Use

08/13/14 Attendees: JA, SB, KB, BCA, MF, HG, LL, FR, GSc, GSe

Note: The organizations in Group 1 stage events at Freeborn but have administrative offices elsewhere on campus.

A. Conferences and Events Program Needs (LL)

1. Assembly Space:
 - The room should be at least as large as the existing Freeborn Hall and located on the first-floor level.
 - The Pavilion is generally too large for their events and overbooked for them to use
 - Events include housing fairs, bridal fairs, large dances or meetings, exhibits, trade shows, lectures and important donor events.
 - The space should be flexible, have a flat floor and a stage.

- For dining, accommodate 400 to 500 people. (Existing Freeborn accommodates 500 people, if tables are set up at the side areas. The ARC can accommodate banquets of 250-300 guests.)
 - For speaking/conference events, group sizes range from 400-1000; 600-700 is the average audience size. These events often include displays at the room perimeter.
 - For tradeshow, accommodate a minimum of sixty 10' x 10' booths (Freeborn Hall's existing capacity).
 - Acoustical isolation is important. If spaces are above or below the auditorium, they must be acoustically separated from the main space.
2. Lobby/Pre-Function:
- A generous Lobby is needed for event registration, displays, receptions, and other functions both before and after assembly gatherings.
3. Kitchen:
- A full-service commercial kitchen is not required, but a food preparation/catering kitchen is needed for caterers.
 - Caterers typically prepare food off-site, deliver food in hot boxes and need a space for plating and serving. They currently use exterior areas adjacent to Freeborn Hall for some of these functions.
 - Sodexo does not provide foodservice at Freeborn; all caterers prepare food in off-campus kitchens.
 - The kitchen should include sinks, dishwashers, ice machine, freezers and refrigerators for wine, champagne, etc.
 - Include storage space for the Kitchen.

B. College of Agriculture & Environmental Sciences Needs (FR)

1. Site Access:
- Pedestrian access by foot is primarily from the Quad, though some pedestrians approach from the west.
 - Vehicular access is needed for events such as academic, engineering and computer sciences conferences.
 - Provide a loading area with a proper turn-around for large trucks that sometimes come to the facility. In the past, they have measured trees to ensure that trucks could pass without damaging branches.
2. Stage and Support Spaces:
- Provide Dressing Rooms for VIPs.
 - A Green Room is needed for donor events, wine tastings, etc.
 - Offices and meeting spaces may not work well together; in addition to acoustical issues, it can be difficult to control access to meeting spaces for ticketed events if offices and other uses are accessed via the same space.
3. Conference/Meeting Rooms:
- Break-out rooms are needed for conferences: 4-5 rooms for 50 people in each room.
 - With moveable partitions, it would be possible to combine two rooms and create a space for 100.
 - Windows with nice views of the campus would be ideal.
 - Meeting Room No. 1 at the ARC is an ideal model; it works well for meetings and small dining events.

- These rooms could be on a different floor than the Assembly Space.
- Good wireless internet connections are essential.

C. Viticulture & Enology Needs (KB)

1. Assembly/Meeting Space:
 - UC Davis has the best wine making school in the world, attracting visitors from around the globe and partnerships with industry leaders. Specialized seminars and formal tastings promote the academic program for visitors and alumni.
 - The Department hosts up to 150 people for tastings.
 - Rectangular tables are used for tasting events.
 - Small seating areas are desirable.
 - Posters are given to event sponsors; provide a location for a table with posters.
2. Support Spaces
 - For tastings, the hosts bring about 1,000 wine glasses along with water pitchers and spit buckets in carts for tasting events. Pre- and post-function staging space is needed to unpack, set up and repack the glasses and supplies.
 - Restroom space is important
 - The campus bookstore has an excellent selection of viticulture and enology books. Seminar attendees enjoy the close proximity of Freeborn to the bookstore.
 - Adjacency to the CoHo is also a plus. Seminar sponsors often provide lunch certificates to seminar attendees.

D. Cross Cultural Center (CCC) Needs (SB)

1. Assembly Space:
 - Graduation celebrations need a big assembly space for up to 1500-1600 people, seated. (The outdoors is usually too hot for graduations.) There are eight of these graduation ceremonies on campus.
 - Although the campus has other assembly spaces (including Freeborn), venues such as the Mondavi Center are expensive and cost prohibitive for student groups and usually not available.
 - Room acoustics are important; speech and music should be intelligible but loud sounds, such as Folklorico dancing, should not overwhelm the space.
2. Stage and Support Spaces
 - The assembly room should have a stage for graduations, dance performances, etc.
 - Various communities such as MESA (Middle East/South Asia), Native American and Hispanic organizations need space for seated events with performers.
 - Dance groups often have up to 100 performers. The Freeborn stage is an adequate size.
 - The stage floor must be flat, very hard wood to withstand use by Folklorico dancers whose shoes have metal-surfaced heels.
 - The stage should also have curtains and theatrical lighting, including follow spots.
 - The performances do not have scenery flats or elaborate sets; no fly space is required.
 - HG noted that some halls have automated floor lifts that can transform a flat-floored auditorium to raked or stepped seating. GSe noted that this type of system would probably be cost prohibitive.\
 - Freeborn's Green Room works well for dance groups, but dressing room facilities with showers would be helpful.

3. Lobby
 - The Box Office for all University events is near the Stadium; however the project should incorporate provisions for a Will Call desk.
4. Kitchen:
 - A Kitchen that would allow about 10 students to prepare food.
 - Cultural events have special cooking needs.
 - Student cooking would include preparing special foods for sale at Picnic Day, Black Culture Day and other events.
 - Food and equipment storage are needed.
 - EH&S (Environmental Health & Safety) regulates food service facilities on campus.

E. Student Recruitment & Retention Center (SRRC) Needs (JA)

1. Assembly Space:
 - The SRRC holds graduation events and celebrations; a reception space is needed for students and parents.
 - Youth conferences need a space bigger than the SCC's Multi-Purpose Room, but not as large as the Mondavi Center.
 - Admissions tours attract up to 200 potential students; some groups are small children.
 - AV systems are important; include a built-in projector.
 - Small Break-Out Rooms are needed.
2. Stage and Support Spaces
 - Gender neutral bathrooms, equivalent to other facilities, are important.
 - For outside events, it would be best to have access to the restrooms as well as dressing rooms from the exterior of the building.
 - Provide a Green Room, similar in size to the existing space in Freeborn Hall.

2.03 Group 2: Center for Student Involvement (CSI)

08/13/14 Attendees: BCA, AMy, GSc, GSe, LW

A. General Comments:

At the Center for Student Involvement, AM works with the more than 650 student organizations and student affairs programs at UC Davis. LW represents a couple of these groups.

B. Space Needs:

1. Assembly Space:
 - The Freeborn location is perfect. Students get snacks from CoHo where they can study, eat and socialize. Many club board members meet here; it's central and convenient.
 - The Mondavi Center is a great resource, but not affordable for most student programs and organizations. Freeborn Hall filled that niche. There is no comparable space in the campus.
 - CSI hosts 400 people at banquet seating for special events including: Picnic Day when Freeborn Hall is almost completely sold out; alumni breakfast and fashion shows; and the finale for the Davis Dance Revolution "Battle of the Bands".
 - CSI stages large events (up to 1300 students) as well as smaller events such as leadership workshops and teaching classes. They also host annual activities such as the recruitment event, the ASUCD job fair and breakfast during final exams.
 - Drumming groups have used Freeborn Hall; 330 people attended a recent performance.
 - The Lobby and other new spaces could be used as study spaces during exam periods.

2. Stage and Support Spaces
 - Convenient parking is desirable for CSI-sponsored events.
 - A loading zone is also important; at Freeborn, vehicles can drive in with equipment and easily unload at the back of the Hall.
 - A large backstage area and drop curtains at the sides are desirable.
 - Two Dressing Rooms are needed.
 - Student performance groups need a large stage as well as seating for students and parents.

3. Dance Rehearsal Space:
 - Dance is important at UC Davis. There are 12-14 dance performance groups all of which need rehearsal space. The dance studio in the ARC is usually booked. Students often practice in parking lots.
 - The existing Lower Freeborn Hall Dance is highly used by students unless there is an event upstairs. Because of poor acoustical isolation downstairs sound can be heard in the Auditorium above.
 - Groups currently use the dance studio and martial arts studio for practice sessions, which can run 2-3 hours at night (8pm-1am). Evenings are the most popular time slot for rehearsals and all practice spaces are in high demand at this time.
 - Drummers also need rehearsal space. Currently, drummers often gather in parking lots near I-80 where they don't have to worry about being loud.
 - Rehearsal spaces must be acoustically isolated from adjacent spaces.
 - Dance rehearsal space should have a wood dance floor, mirrored wall, barre, audio system, cubbies for shoes and benches.
 - Locate restrooms and drinking fountains nearby.

4. Meeting Rooms for Student Organizations:
 - There is a need for multi-use meeting spaces for different student groups.
 - The optimal size for meeting rooms is approximately 20' x 30'.

5. Office Space for CSI:
 - The CSI needs greater visibility and accessibility – their current space on the MU 4th floor is cramped and remote. Ideally, offices would be on the 2nd floor or below.
 - Proximity to ASUCD and the CoHo are important.
 - New offices should be grouped around a lounge/entry area with comfortable seating, similar to the Centers at the SCC; a place to work and meet informally.
 - Office needs include: 6 private offices for staff and a work station for a graduate student; small meeting room, break room, two storage rooms and a mobile power box.

6. Support and Storage Space:
 - Lockers for student organizations' storage space needs. The lockers at Lower Freeborn are in high demand. Students register for them as soon as they're available.

2.04 Group 3: CURB and the Chancellor's Office

08/13/14 Attendees: BCA, NM, AMu, GSc, GSe

A. Campus Unions and Recreation Board (CURB) Needs (AMu)

1. Meeting Rooms and Offices for Organizations:
 - Many clubs, especially larger ones, need meeting spaces.
 - Students want to be able to check in and checkout of these rooms.
 - Many clubs meet at 10 or 11pm.
 - Clubs need access to computers, cubbies and storage closets with a lock.
 - The campus needs more (outdoor) study spaces with tables and chairs. They had huge success with the library courtyard – it's used very often.
 - CURB does not need an office - they would use one of the MU rooms instead.
 - Some larger clubs are seeking office space. Offices provide space for small meetings and storage of equipment for club events.
 - Storage closets for clubs would be a major improvements over the existing lockers.

B. Assistant to the Chancellor's Needs (NM)

1. General Space Needs:
 - NM processes student communications, receives student input and helps ensure that student needs are met.
 - Of the 300 clubs on campus, about a hundred are major clubs. The rest are smaller groups.
 - Many clubs are academic focused - they use that department's meeting rooms.
 - The Campus needs at least one more dance rehearsal space and 2-3 new dance rehearsal spaces would be ideal.
 - As many as 600 people attend Movie Nights at the SILO 123 lecture hall which is usually booked through weekends.
 - Increased storage for clubs and organizations would be very helpful, possibly even more important than more meeting spaces. Many students bike, making it challenging to carry materials and equipment for meetings or events.

2.05 Additional Questions and Comments

08/13/14 General discussion items during the day included the following comments:

- MF noted that it may not be possible to satisfy each need in the final design and that decisions will be made by the PAC (with approvals ultimately by the Chancellor's Office and the Regents) after assessment of the final program document and financial analysis.
- Student organizations' offices are currently housed elsewhere on campus. With the exception of the CSI, the project scope may not be able to accommodate new student offices in Freeborn Hall.
- Attendees noted that more transparency regarding assembly venues during the 4-5 year closure of Freeborn Hall is important and urged the University to better publicize this status and information regarding alternate venues.
- ASUCD has long hoped for a pub on campus. Although not contemplated for this project, the University will continue to consider opportunities for a pub on campus.

2.04 Next Steps

GSe

08/13/14 Greg will schedule interviews with the remaining groups and representatives in the coming weeks. He will also provide the floor plans for Memorial Union and the ARC.

ALL: After reviewing these minutes, if you have any comments or corrections, please contact BAR Architects within five days of receipt.

BY: BAR Architects

Basak Cakici-Adams
Project Manager / Project Architect

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