

Memorial Union Renewal and Freeborn Project – PAC Meeting Notes

University of California, Davis
Project No. 9521200

January, 22, 2014
Meeting Time: 4pm-5pm
Location: Mrak 61

ATTENDEES			
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1	Introductions			
2	Project Process Overview	<ul style="list-style-type: none"> • Review of Project Process Diagram <ul style="list-style-type: none"> ○ PAC Formation ○ Project Definition ○ Project Brief ○ DPP Development ,Detailed Project Plan ○ Project Funding Approval ○ Project Design ○ Bidding ○ Construction 		
3	Additional Item – John Meyer	Note: As the design process progresses and as decisions are made along the way, the design becomes more refined and set thereby making subsequent design changes more difficult to achieve.		
4	Review PAC Appointment Letter	<ul style="list-style-type: none"> • Project Advisory Committee (PAC) • Add representative from GSA, Graduate Students Association to PAC. • Joint MU and Freeborn PAC that will oversee the planning and implementation process for both projects. • PAC will explore options for replacement of Freeborn Hall as an alternative to seismic repairs and determine the appropriate program for the replacement space. • PAC will also be tasked with implementing the MU Renewal improvements to the interior spaces within the Memorial Union and Bookstore as well as determining the appropriate treatment for the North Courtyard of the MU in context with the future of Freeborn Hall. • PAC is comprised of both students and staff representatives. • PAC is to oversee process of designing a renewed Memorial Union and Freeborn Hall to meet the needs of current and future UC Davis students. • Design team consists of design professional (TBD) and 		

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		<p>Design and Construction Management and the team will report to the committee.</p> <ul style="list-style-type: none"> • Vice Chancellors John Meyer and Adela De La Torre and Associate Vice Chancellor Emily Galindo will co-chair the committee. • Greg Secor is the assigned DCM Project Manager. • Contact with the design professional will be through DCM to ensure University policies are followed. • Other campus units involved on consultative basis: <ul style="list-style-type: none"> ○ Morgana Yahnke- Fire Marshal ○ Zack O'Donnell Interim Manager, Communication Resources ○ Kathleen Socolofsky- Director, Arboretum ○ Eric Kvigne Risk Manager, Risk Management Services ○ Robin Parlow, Crime Prevention Analyst, Police Department ○ David Phillips – Director , Utilities ○ Gary Sandy -Director, Government and Community Relations • During the pre-design, planning, design and working drawing phase the committee will meet approximately once a month to review progress and issues. • During construction phase, meetings will be quarterly or as needed. 		
5	Project Definition Phase – Freeborn Hall	Beginning phase of project when the scope, program, planning, and design objectives are defined.		
6	Identify Work Group Members	<ul style="list-style-type: none"> • Smaller representative group that will guide the Project Definition Process. • Work Group Members will focus on day to day project requirements. • PAC will focus on planning and implementation. 		

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		<ul style="list-style-type: none"> • No set size for work group, but recommend group smaller than PAC for efficiency and effectiveness. • Work Group Members report back to the PAC. • Working Group Student Members Identified: <ul style="list-style-type: none"> ○ ASUCD President or designee ○ ASUCD Senate or designee ○ CURB Chair or designee ○ CSI Peer Advisor ○ Student Representative, Assistant to the Chancellor ○ Student Representative, Sr. Resident Advisor • PAC unanimously voted in support of the selection of student representation in the Working Group. • Emily Galindo, Associate Vice Chancellor (Co-Chair) is responsible for selection process of Student Representative, Sr. Resident Advisor • Working Group Staff Members TBD by Design and Construction Management. 		
7	Hire Programming Professional	<ul style="list-style-type: none"> • Programming is the process of gathering, organizing and assessing the client's building-use information. • DCM will assemble a screening group to interview and hire the Programming Professional. • Next Steps - identify user groups to be a part of the Programming Process: <ul style="list-style-type: none"> ○ ASUCD Retail ○ Center For Student Involvement (CSI) ○ Campus Unions and Recreation Board • Develop needs assessment for Freeborn Hall. • 		

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8	Memorial Union Update	<ul style="list-style-type: none"> • Design approval with Chancellor's Committee on Planning and Design: Jan 21st <ul style="list-style-type: none"> ○ Power Point Presentation • Completing design development phase in approx. 8 weeks <ul style="list-style-type: none"> ○ Incorporating Latest Design Revisions ○ Next Design Group Meetings Scheduled for Feb.7th • Construction Budget Set at \$16,750,000 • Identify Retail Entities to be Relocated verses Closed During Construction 		
9	Action Items	<ul style="list-style-type: none"> • Distribute meeting minutes within 1 week of meeting • Project WEB Site up and running in approximately 2 weeks: Feb. 6th • Develop comprehensive communication plan for students in order to maintain project history continuity. • John Campbell to identify dedicated meeting room for project and will be responsible for set-up and removal of project materials in dedicated room. 	DCM	2/6/2014
The above constitutes our understanding of project items discussed and agreed upon at the subject meeting. Any additions or corrections should be forwarded to Kim Lake at, kalake@ucdavis.edu immediately.				