

# MEETING MINUTES

PROJECT: **Freeborn Hall** MEETING DATE: 07.21.2014, 12pm-2pm  
 UC Davis (UCD) ISSUE DATE: 08.18.2014  
 SUBJECT: Project Definition Kick-Off Meeting MEETING #: PD-01, with Working Group  
 LOCATION: UC Davis Memorial Union, Garrison Room PROJECT #: 14044

PERSON	ORGANIZATION	INITIALS
ATTENDING: Kay Bogart	UCD – Viticulture and Enology	KB UCD
John Campbell	UCD – Exec. Dir., Campus Rec. & Unions	JCa UCD
Janice Corbett	UCD – Business Manager, ACUSD	JCo UCD
Matt Fucile	UCD – Bldg Services, Campus Rec. & Unions	MF UCD
Herb Garman	UCD – Robert Mondavi Center	HG UCD
Andrea Gaytan	UCD – Cross Cultural Center	AG UCD
Clayton Halliday	UCD – Campus Architect	CH UCD
Ashley Hanson	UCD – Student KDVS rep	AH UCD
Lauren Harrison	BAR Architects – Designer	LH BAR
Maxwell Kappes	UCD – Student VP, ASUCD	MK UCD
Kabir Kapur	UCD – Student at large	KK UCD
Anna Kitchen	UCD – PM, Conference and Event Services	AK 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
Muna Sadek	UCD – Student California Aggie	MS UCD
Gary Schilling	BAR Architects – Principal	GSc BAR
Greg Secor	UCD – Project Manager, DCM	GSe UCD
Lisa Wolbert	UCD – Student, Center for Student Involve.	LW UCD

COPIES TO: ALL ATTENDING

## NEW ISSUES

ITEM / DATE TOPIC ACTION BY:

### 1.01 Introduction

07/21/14 Greg opened the meeting; described the roles of the Working Group and the Project Advisory Committee (PAC) and brought attention to the website where everyone can access project information via the DCM site. The opening items included:

- Greg presented the project process diagram.
- Gary reviewed work plan with the group.
- Introductions were made around the table.
- Wednesdays are set aside for future meetings; no one voiced conflicts with this day.
- Participants should verify that their user groups are accurately represented.

## 1.02 Initial Questions and Comments

07/21/14 Several people asked questions or shared observations regarding the project scope:

- Kay – Freeborn Hall is a valuable asset not only to the campus but to the surrounding community, it was THE main event space in Davis years ago and she believes the community would have something to say about its future. It was suggested that there be a community outreach representative.
- Matt Fucile – Freeborn Hall is considered a campus building and is part of the general campus inventory managed by Campus Recreation and Unions. It is important to remember that it is not currently owned by student affairs, but could be in the future.
- Francesca – We don't have another similar venue on campus to host events – how long will the space be unavailable? (Clayton responded: the design phase will take about 2 years and the construction will take about 2 years, expect 4-5 years total.)
- Andrea – What is the decision-making process or criteria for budgetary decisions? How will we know what stays and what goes? Concerns were raised about conflicts of interest and potential decisions made beyond the PAC group. (Clayton responded: the exercise is primarily about area (square footage) at this point; the Provost will ultimately sign-off on the project brief which will include all determined programmatic elements.)
- Gary – The process is meant to discover the needs – priorities, secondary needs, etc – and discover where we can allow for flexibility and consider future uses; it is important to find those balances.
- It was noted that the initial project parameter is to work with a space that matches the size of Freeborn, determine the program that this space can accommodate, assign a dollar amount for making changes, and progress from there.

## 1.03 Round Table Discussion of Expectations

07/21/14 Participants were asked to state their expectations, needs and concerns for the future of Freeborn Hall:

- Herb – Mondavi Center: Does not foresee being a tenant of Freeborn Hall often, but there may be opportunities to bring in different types of performances that don't fit properly in the Mondavi Center. As such, he would like to see a multi-use, flexible facility to accommodate the great variety of functions it currently hosts, especially those that the Mondavi Center doesn't readily accommodate such as banquets and fundraisers.
- Andrew – student CURB: It may be useful to reach out to the entertainment council and student group to improve experiences for shows at Freeborn Hall. In response to his question about the equipment rental program, Matt Fucile stated that the program was discontinued this year because it was not a sustainable business.
- Kabir – student at large: Students lack meeting spaces around campus for clubs. There is a shortage of rehearsal space for dance groups. ASUCD needs larger meeting rooms. It may be useful to have a designated room for large ASUCD meetings.
- John – Campus Recreation and Unions: Would like to see placing the Division of Student Affairs into a space that is operationally effective, providing continued flexibility and opportunities for growth in the future. We currently have multiple spaces around campus, some in much better shape than others (CSI, ASUCD). Our roles include identifying space needs and confirming that program components across the campus aren't duplicated or redundant. Gary noted that our evaluation will include hours of use so that we can quantify needs at peak demand times.
- Matt Fucile – Campus Recreation and Unions: Expects multi-purpose large programming space and meeting rooms. Freeborn has functioned well in the past as convention space and the Department is eager to develop a space that can continue this function. Student services are an important component of the Freeborn program; those organizations and activities in the basement should be relocated to give them better visibility in a more safe and secure environment. In general, Matt anticipates a more modern and professional space that can take advantage of its adjacency to the Memorial Union.

- Clayton – Campus Architect: Interested in improving the campus fabric. Freeborn is at a main campus entrance and is an iconic building. The new Freeborn, whatever form it takes, should enhance this gateway to the campus and be a significant destination point.
- Andrea – Cross Cultural Center: As a UC Davis alum, Freeborn lives large in her memory. The spirit of Freeborn Hall is a multi-use student event space and this type of facility would fill gaps in program needs for the CCC. Dance rehearsal space is especially problematic in the summer when students aren't enrolled and don't have access to most buildings. Student office space is also a challenge. A modern, safe, accessible space is desired.
- Anne – Center for Student Involvement: There are over 650 student organizations on campus, many of which use Freeborn Hall. Meeting space is always desired. Multi-use space on campus is critical, and something which Freeborn currently holds. There is a desperate need for rehearsal space. She hopes Freeborn will continue to be a performance venue.
- Ashley – KDVS rep: KDVS needs a large amount of square footage for recording space, storage and its library, the largest public collection on the West Coast. The Studio is open 24/7/365 so easy accessibility is important. Improved visibility would be nice but they like their current basement space. A smaller all-ages venue is desired for both KDVS and the Entertainment Council that could also cater to the community (small touring bands, non-profit, no-alcohol events).
- Marshall – ASUCD VP: As much as possible, ASUCD would like to consolidate all offices, meeting spaces and activities under one roof. Currently, spaces and activities are dispersed around the campus. They need a more centralized office space; ASUCD is comprised of 26 units, though many share the same space. A small performance venue is also desirable.
- Muna – Aggie paper and TV: The basement of Freeborn is a media hub; would like to see media units continue in close proximity to each other. It is also important to maintain or increase amount of storage space. Wi-Fi access is a must.
- Matt – student: Many students are nostalgic about Freeborn Hall. Effective communication with students will be important; the process should be transparent.
- Janice – ACUSD Business Manager: The project should bring the whole family back together for ASUCD. Food service should be part of the venue.
- Francesca – College of Ag and event planner: A space is needed for a minimum of 1000 people for donor events, campaigns, conventions, banquets, and events to support the Chancellor in fundraising and 2020 initiative. The new Conference Center accommodates only 400. The Freeborn Hall location is so important in showcasing these events and all aspects of campus. The pavilion would meet some of these needs, but it is always booked for other events. For conferences, as many as 20 breakout rooms are also needed.
- Lisa – Center for Student Involvement: Student clubs are concerned about the cost of meeting space. Freeborn has been a good and affordable venue. She does not want something so large or fancy that it is beyond the budget for student groups.
- Anna Kitchen – Conference and event services: Prefers a central location for events that maintains a similar size and cost to student organizations and campus departments because some areas are currently cost prohibitive. As an annual event coordinator she needs to know how construction will affect adjacent spaces – outdoors spaces are important for events like Picnic Days.
- Kay – Program Director for Events, Viticulture and Enology: Hosts 8-10 programs a year (technical classes in wine and beer) of 120-140 attendees, 50-60% of which are UC Davis graduates (events take up lots of room, tastings are often involved). She loves the location of Freeborn to host her events and believes it was the key to the success of these programs; the Conference Center just isn't the same and the AGR Room doesn't work. The staff at Freeborn is amazing. It's easy to do catering through the ASUCD Coffee House and is nice to be able to give a part of the proceeds back to the students. The location of Freeborn Hall is such a great asset and a very important part of the UC Davis campus.

**1.04 Additional Questions and Comments**

07/21/04 Clayton encouraged everyone to think about future needs or trends and voice any additional questions/comments:

- Kabir – What is happening programmatically in other buildings on campus such as Walker, North and South Halls? The Internship and Career Center wants new space on campus (though Freeborn is not necessarily the appropriate space for them). He is also aware that the Division of Student Affairs is interested in moving into Freeborn; what are their needs?
- John – New career centers are frequently sponsored by corporations.
- Ashley – KDVS is working on a digitization project, but their library is constantly growing.
- Kabir – It would be great to consolidate Student Affairs administration offices (currently in Mrak Hall) in the same building as ASUCD. If the building is multi-story, ASUCD would like to continue its tradition of being on the third floor.
- Matt F. – Admissions and Enrollment would not move to Freeborn Hall; they are not part of the Division of Student Affairs. Relocating the Office of the Registrar to Freeborn might be worthwhile.
- Francesca – How should we accommodate conferences during the next 4-5 years? Clayton and Matt will put group together to evaluate options.
- Ashley – KDVS, Aggie, Aggie TV, The Pantry and Entertainment Council are active in Freeborn and have specific needs. KDVS is very concerned about provisions for a temporary home. Their vinyl recordings require a temperature-controlled environment. They would lose their license if they went off-air for the duration of construction. Their current broadcast equipment is mostly wireless – equipment and towers on top of MU, Kerr, and the Yolo County Landfill northeast of Davis. The two broadcast rooms are fully functional and highly used.
- Janice/Muna – Aggie TV produces videos – short creative films and promotional videos shown on screens throughout campus. The Pantry should be off the beaten path.
- Clayton – It would be great to have flexible incubator/surge space for units that may need short-term homes while developing a stronger presence on campus.

**1.05 Next Steps**

**GSe/BAR**

07/21/04 Greg will schedule interviews with the various groups and representatives on August 13 and adjacent calendar days.

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

BY: BAR Architects

Lauren Harrison  
Designer

encl: None  
path: Z:\14044 Freeborn Hall\1 ADMINISTRATION\1.10 Project Management\1.13 Meetings\140721-M-01-FreebornHall PD-(4).docx