Agenda:

1. Progress update/schedule 11:00-11:10
2. Diagram review 11:10-11:40
3. Discussion on prioritization/space assessment 11:40-12:30

1. Progress update/schedule
   A. Progress update
      • On-line survey
      • Data collection
   B. Schedule:
      
      | Date       | Time   | Activity                                      |
      |------------|--------|-----------------------------------------------|
      | October 28 | 2:00-3:30 | Student Charrette. Discuss format.          |
      |           |        | - Presentation                               |
      |           |        | - Sketching-open house input opportunity   |
      | October 31 | 10:30-2:30 | Core Team work session. Discuss format.    |
      |           |        | - MU work day                               |
      |           |        | - Open house input opportunity             |
      | October 31 | 2:30-3:30 | Summary meeting/progress review             |
      |           |        | - Review what was heard from work sessions |
      |           |        | - Discuss next steps                        |
      | November 11| 11:00-12:30 | Administrative team meeting              |
      |           |        | - Review diagram development                |
      | November 13 | 1:00-3:00 | Core Team meeting                           |
      |           |        | - Present diagrams to Core Team             |
      | November 25 |         | Administrative team meeting (to be scheduled)|
      | December 8  |         | Draft report distributed for review         |
      | December 15 | 3:00-5:00 | Administrative team meeting                |
      |           |        | - Draft report review                       |
      | December 23 |         | Final report comments due                  |
      | December 30 |         | Final report due                           |

2. Diagram review

Option Recommendation:

Option 1: Reorganization of the MU within current boundaries-Conservative
- Look at options that allow more-recently finished areas to remain in current locations
- Look at options to expand in current locations
- Focus on making less major relocations and lowering costs
- No additions
- Hotel rooms and Underground are able to be re-purposed

Option 2: Reorganization of the MU within current boundaries
Focus on efficiency and way-finding
- All departments are moveable
- No additions
- Hotel rooms and Underground are able to be re-purposed

**Option 3: Expand for the future**
- Focus on efficiency and way-finding
- All departments are moveable
- Hotel rooms and Underground are able to be re-purposed
- Provide addition options

### Section organization update:

#### Ground Level/First Floor – General Student Population
- Post office
- Bookstore
- Dining – retail
- New Student Programs
- Multicultural Center
- Copy Center
- M-shop
- Workspace
- Lounges

Reasoning/data validation:
- Student survey results
- Student charrette
- MU Board interview
- Most accessible floors
- Historical use
- Base/foundation of building is student focus
- Door counts

#### Second Floor – Campus Visitors/Campus Functions
- Soults Family Visitors Center
- Large meeting rooms
- Lounges/pre-function space

Reasoning/data validation:
- Major access from (3) directions
- Significant amount of existing spaces that need to remain where they are
- Architecturally public/formal feel
- Student charrette
- Core team interviews
- Door counts
- Meeting room statistics

#### Third Floor – Student Level
- Student Orgs
- Greek Affairs
- Events Management
Iowa State University
Memorial Union Feasibility Study
CP 002079
INV 14044

- Lounges

Reasoning/data validation:
- Student Charrette
- MU Board interview
- Space for students to take ownership of more of one floor plate
- Access to required amenities to serve activities and functions

Fourth Floor – meeting rooms
- Department offices
- Meeting rooms

Reasoning/data validation:
- Open SF to reutilize
- Destination location
- Ability to open to 3rd floor to get connection
- Hotel utilization rates (basis for re-purposing)
- Hotel improvement costs
- Campus needs assessment-Margie/Ellen

Fifth Floor – student resource
- Small/large meeting rooms
- Executive conference center
- Business office
- Directors suite

Reasoning/data validation:
- Destination location
- Ability to utilize balconies
- Preferred over 6th floor for closer connection to spaces served

Sixth Floor – administration
- Business office
- Directors suite
- Banquet hall

Reasoning/data validation:
- Destination location
- Less visitors than other offices (?)

In question:
- Veterans Center
- Study Abroad
- ISSO
- Lectures
- Student legal services
- Events management – fit in with visitor’s (second) level
- Bookstore offices
- Dining-catering
- Dining-kitchen
3. Prioritization/Space Assessment

Space Assessment Questions

- Will there be any consideration given to moving the Department of Residence offices to the Union? Have we compared what they had identified in their earlier study with what space might be available in the Union?

DOR Offices Program: (based on 2011 HAILA Architecture Study) +/- 17,000 SF:

<table>
<thead>
<tr>
<th>Space</th>
<th>Quantity</th>
<th>Approximate SF</th>
<th>Total SF</th>
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Is there 3,000 square feet readily accessible for the Book Store stock room request? Can this request be realistically accommodated, or is the space that might be available smaller?

-Proposed goal: Provide as much space as possible towards the 3,000 sf goal—we believe there are some efficiencies that could make less sf meet needs
-Most options have less than 3,000 sf of additional space indicated

Is there a business case for adding a sit-down restaurant to the Memorial Union? What process would this request need to go through to be vetted and approved?

-MU/Dining will need to respond—INVISION can look at construction costs

There are a couple of requests for conference rooms: 350 square feet for Greek Affairs, 300 square feet for ISSO, and 750 square feet for the Veterans Center. The Multicultural Center is also requesting a couple of small meeting rooms. I don’t know what conference rooms these groups have access to today, so it’s hard to discern what is needed, versus what would be convenient and nice to have.

-Richard and Corey need to vet this out for the group: need vs. desire
-Conference center would allow for some additional space potentially
-Should there be a couple of conference rooms that are for tenant/department use only? Students?

What is the open work area in the Lecturer’s office needed for?
They are using desk space to accomplish all of their tasks now-open work area is for additional staff, layout space, small meetings with guests/departments, etc.

- What need does the additional studio in the WorkSpace address?

- Programming-not identified by anyone other than Workspace staff
- They sound as though they would prioritize other needs first (relocation, signage, etc.)

- Do we want to provide student org space within a unit’s office space (Multicultural Center and Veterans Center)? Is that a paradigm shift, or something only to be considered for these units?
- Space requested by students to allow for expression of nationalities with the Multicultural Center
- Concern: how many to provide and how to decide who gets them

- How will we verify how many additional offices and work areas might be needed for student organizations?
- George may be able to provide input, but answer is likely as much as possible
- Consideration: rethink how offices are used-move to shared work areas and individual storage

- How many students does the Veterans Center support? Could some of the functional areas be combined? For example, the lounge and kitchenette, or the library and the conference room? Do they really need their own computer lab, or could that be a part of the library? If separate spaces are needed, could they be more modest in size? While the needs are different, this seems like a huge amount of space for one organization.
- Need MU input on direction
- Report circulated to team

Additional Programming Requests

- (4-5) pre-collegiate/outreach/soft recruiting units who might make sense to study in more detail. There are a number of fairly small groups who range in size from under 1,000 square feet to almost 2,500 square feet. If all groups were considered, the total amount of space needed would be in the range of 6,000 to 7,000 square feet.

Considering these groups provides the following opportunities:

- Improve/facilitate an economy of scale for administrative activities by co-locating these units and possibly sharing resources
- Free up space in core academic facilities
- Offer a better venue for their activities through improved access to parking, meeting rooms, etc.
- Higher visibility in a prominent campus building, rather than being located in an academic building
- Provide a location that highlights the importance of their mission to visitors and program participants
- Office space would be adjacent to activity spaces for programs and activities they already offer in the Union
Note: Without talking to each of these groups, we do not know if a move to the Memorial Union is something that would match their program needs. We are hesitant to identify and engage the groups in substantive discussions until there is some agreement that this option should be explored in more detail. With more discussion, we might collectively recommend that only a couple of the groups consider relocating to the Union, which would reduce the overall space required.