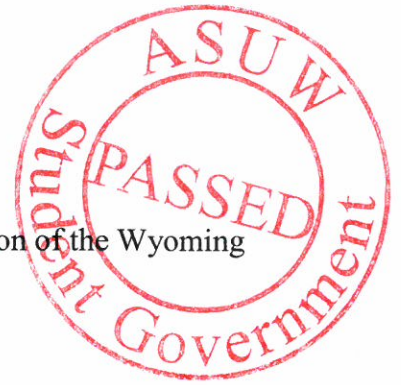


SENATE BILL #2561



TITLE: ASUW Support for Expansion and Renovation of the Wyoming Union, and Housing Plan for UW

DATE INTRODUCED: April 4, 2017

AUTHORS: Senators Defebaugh and Wetzel

SPONSORS: Senators Drake and Welsh

1. WHEREAS, it is the duty of the Associated Students of the University of Wyoming (ASUW)
2. Student Government to serve our fellow students in the best manner possible; and,
3. WHEREAS, the ASUW Student Government created the ASUW Facilities Endowment with
4. Senate Bill #2042 to “finance the enhancement of student services buildings, venues, and
5. other projects at the University of Wyoming (UW) as designated by the ASUW”; and,
6. WHEREAS, the Wyoming Union (Union) is the center of all campus life, student resources,
7. and a venue for all Recognized Student Organizations (RSOs); and,
8. WHEREAS, the last substantial renovation to the Union was completed in 2002; and,
9. WHEREAS, the UW and the State of Wyoming have shown a clear emphasis of investment
10. focused on educational facilities on campus, but not the corresponding lifestyle and
11. residential facilities; and,
12. WHEREAS, focus on increased recruitment and retention has grown the student body at UW
13. to the point where the Union can no longer fulfill the demand being placed on its meeting
14. rooms, study spaces, and other entertainment venues to entice and attract more of campus life
15. to the building; and,
16. WHEREAS, continued growth and retention of the student population is a major initiative of
17. the UW 2018-2022 Strategic Plan and has been further emphasized by the Strategic
18. Enrollment Plan published by UW; and,

19. WHEREAS, the ASUW Strategic Plan for 2014-2018 has recommendations for increased
20. space allotment for student government, student services, and other programs; and,
21. WHEREAS, retention of students involves caring for their academic success, financial
22. success, the physical and mental well-being of students, and their sense of belonging on
23. campus; and,
24. WHEREAS, the Union is a key facility in creating an environment for student success to
25. flourish by creating extra-curricular learning opportunities and an emphasis on global
26. citizenry; and,
27. WHEREAS, the Union has been a focal point for the ASUW Student Government, to ensure
28. that RSOs, Campus Activities Center, SLCE (Service, Leadership, and Community
29. Engagement), Fraternity and Sorority Life, Student Media, Non-Traditional Student Center,
30. Rainbow Resource Center, Multicultural Resource Center, Veterans Service Center, and
31. other aspects of student involvement have had adequate space allocations; and,
32. WHEREAS, the Union and the Residence Halls at UW foster a community that is inclusive
33. and welcoming to all students; and,
34. WHEREAS, UW President Nichols is launching a comprehensive 10-year Housing Plan for
35. UW that matches ASUW Student Government's zeal for inclusivity and focus on student
36. success services; and,
37. WHEREAS, the ASUW Student Government is dedicated to including student
38. representatives and student perspective on both the UW 10-year Housing Plan and Union
39. Expansion and Renovation for a combined Campus Life Revisioning; and,
40. WHEREAS, the ASUW Student Government, in an effort for maximum student input and
41. collaboration, would like to see a Student Co-Chair for both the UW 10-year Housing Plan

42. Committee and Union Expansion and Renovation; and,

43. WHEREAS, the ASUW Student Government created, as a template, the initial steps for an

44. all-encompassing Union Expansion and Renovation Plan as outlined in Addendum A; and,

45. WHEREAS, the ASUW Facilities Endowment balance is currently \$391,593.08 with an

46. expected balance as of June 30, 2017 of approximately \$415,641.92; and,

47. WHEREAS, the ASUW Reserve balance is currently \$277,386.58.

48. THEREFORE, be it enacted by the Associated Students of the University of Wyoming

49. (ASUW) Student Government that the ASUW Student Body recognizes and supports the

50. need for renovation and expansion to student life and residential housing facilities; and,

51. THEREFORE, be it further enacted by the ASUW Student Government that an initial

52. \$275,000 be allocated from the ASUW Facilities Endowment and \$75,000 from the ASUW

53. Reserve to be spent on an outside consultant/architecture firm to help with the planning and

54. scope of the Wyoming Union Expansion and Renovation project; and,

55. THEREFORE, be it further enacted that the development of a Request For a Proposal (RFP)

56. be executed at the discretion of the Union Expansion and Renovation Planning Committee

57. with members from the ASUW Student Government, Dean of Students or designee,

58. Executive Director of Residence Life and Dining Services or designee, Vice President of

59. Student Affairs or designee, and Vice President of Administration or designee; and,

60. THEREFORE, be it further enacted that the RFP include qualifications requiring the

61. consultant/architect to have extensive experience working with Student Unions; and,

62. THEREFORE, be it further enacted that these allocations be added to the ASUW Budget for

63. Fiscal Year (FY) 2018, through FY '19 if unencumbered, set to expire on June 30, 2020 if

64. unencumbered and returned to the ASUW Facilities Endowment and the ASUW Reserve as

65. expendable; and,

66. THEREFORE, be it further enacted that if the amount required to obtain a successful

67. consultant/architect and plans does not amount to the allocation, that any unspent monies be

68. returned to the ASUW Facilities Endowment and the ASUW Reserve; and,

65. THEREFORE, be it further enacted that the allocation, for the Wyoming Union Expansion

66. and Renovation, not be transferred from the ASUW Facilities Endowment until a contract is

67. signed to hire the consultant/architect; and,

68. THEREFORE, be it further enacted that \$60,000 be allocated from the ASUW Facilities

69. Endowment to be spent on an outside consultant/architecture firm to help with the planning

70. and scoping of the University of Wyoming (UW) 10-year Housing Plan, contingent on

71. matching funds from the UW; and,

72. THEREFORE, be it further enacted that student designees shall be required to work

73. alongside the UW Presidents Office, Vice President of Student Affairs, Vice President of

74. Administration, Dean of Students, Executive Director of Residence Life and Dining to

75. facilitate the development of the Housing Plan as designated in Addendum B; and,

76. THEREFORE, be it further enacted that this allocation be added to the ASUW Budget for

77. Fiscal Year (FY) 2018, through FY '19 if unencumbered, set to expire on June 30, 2020 if

78. unencumbered and returned to the ASUW Facilities Endowment as expendable; and,

79. THEREFORE, be it further enacted that the allocation for the UW 10-year Housing Plan, not

80. be transferred, from the ASUW Facilities Endowment, until a contract is signed to hire the

81. consultant/architect and matching funds are allocated.

Referred to: AT&S, B&P

Date of Passage: 04/11/17 Signed: Tyann W...
(ASUW Chairperson)

"Being enacted on 04/17/2017, I do hereby sign my name hereto and
approve this Senate action." Mimi Proctor

ASUW President

Handwritten text, possibly a signature or date, located at the top of the page.

Addendum A



ASUW's Union Expansion and Renovation Plan Spring 2017

The purpose of this document is to describe the goals of the ASUW Student Government for the continued prioritization of the expansion of the Wyoming Union. As the centerpiece of campus, the Wyoming Union's expansion is essential to the growth of student life and involvement academically and socially.

In This Document:

ASUW Expansion Proposal	- Page 2
Addendum A - Finalized 2017 Written Expansion Renovation Plan	- Page 5
Addendum B - ALM2S Union Renovation/Expansion Plans	- Page 6



Originally constructed on March 3, 1939, the Wyoming Union is the geographical center of campus and known as the living room of campus. An addition in 1957, 1973, and a comprehensive renovation and addition in 2002 have transformed the Wyoming Union into a place where students, staff, faculty, and community come together. The Union offers over 19,000 square feet of meeting and conference space. In addition, the building houses the University Store, Copy Center, First Interstate Bank, and a variety of dining options. Student services include the ASUW Student Government, Greek Life, Campus Activities Center, SLCE (Service, Leadership and Community Engagement), Student Media, Non-Traditional Student Center, Rainbow Resource Center and the Multicultural Resource Center.

The University of Wyoming is experiencing increases in student population, student organizations, and usage of the Wyoming Union. A comprehensive Union visioning plan was attempted in the Fall of 2016, but due to major campus wide budget cuts, never reached a long term plan. Through that process it has become clear that internal relocation of resources will no longer suffice to meet the growing needs the university community demands of the Union. As the centerpiece of student life, the Wyoming Union needs to be a priority in the plans of growth and investment on the campus of the University of Wyoming. A revitalized Wyoming Union has the potential to increase the inclusivity, involvement, and general wellness of student life, accomplishing the goals of the Fourth Pillar of Retention as put forth by President Nichols.

One of the major initiatives being considered as part of the University of Wyoming 2018-2022 Strategic Plan is student success, including retention and shortened time from enrollment to graduation. Student wellness and sense of belonging is one of the four pillars of student success that leads to greater retention and graduation rates. The State of Wyoming and the University of Wyoming have shown clear emphasis on growth and investment in the facilities and opportunities of education on the campus with the renovation of the Coe Library, the recent construction of the College of Business, Enzi STEM Undergraduate Lab Facility, High Bay Research Facility, and the current construction of the new Engineering Education and Research Building.

There are many different options to increase the utilization and revitalize the potential of the Wyoming Union including, but not limited to:

- Expansion and Creation of a Fine Dining Option
- Addition of Student Leadership Office Space
- Addition of Union Senate Chambers for Meeting and Purposes
- Addition of Second/Third Floor Kitchen/Prep Space for Easy Access Catering
- Expansion of Student Services Availability

- Efficient Office Space for Union Administration and Union Events Staff
- Greater Space Availability for Events

Benefit to Campus:

The benefit of an expansion and renovation to the Wyoming Union cannot be overstated. As students continue to engage in the rigors of college life, transitioning to global citizens, it is imperative that campus resources be available to assist. The Wyoming Union is not just the center of campus life and events, it also serves as a hub of education in a different light through cultural exposure and experiential learning. The Union develops an education experience for students and the community in ways no standard classroom can through events, formal presentations and speakers, along side day to day interaction. The aim of expansion and renovation is to upgrade the conditions and opportunities of the facility and it's technology; making the Union flexible in its physical space and digital capacity to grow with the demands of students. With the progression of the expansion and renovation, all aspects of campus education should be reflected in the Union, drawing from all corners of campus and student life. Such opportunities can include but should not be limited to:

- Additional event space
- Upgraded meeting and conference rooms
- Movie theatre
- New and upgraded retail options
- Flexible physical space for business opportunities and initiatives
- More physical space for cultural/art demonstrations and experiences
- Capacity for technology upgrades to all areas

Moving Forward:

In consultation with the University of Wyoming and the Wyoming Union, the ASUW Student Government will allocate approximately \$350,000 from the Facilities Endowment to hire an architecture firm with experience in student unions. The firm will be requested to design a minimum of three variations of the expansion with some input from the current expansion plan created from ALM2S (Addendum A), the various student organizations that utilize the Wyoming Union, and to provide listening sessions available to the community and the general student body to provide greater input towards the expansion of the facility.

Prior to the allocation of the money the ASUW Student Government hopes to meet with:

- The UW Board of Trustees Facilities Committee
- The Division of Student Affairs, as the direct oversight of the Wyoming Union
- The Division of Administration and Facilities Architecture Office
- Constituency Organizations of the Wyoming Union and the Union Board
- The UW Foundation

As the process moves forward, it is the goal of the ASUW Student Government to keep student opinion at the forefront of the planning process as was a precedent set with the Half-Acre Gymnasium expansion. The ASUW Student Government will work with the Division of Student Affairs to incorporate the Wyoming Union Board as a student operated committee and a program of the ASUW Student Government to ensure direct student oversight of the operation of the facility and to allow for an ease of access to students to bring forward concerns and goals for the growth of the Union and its utilization at the centerpiece for student life and well-being.

Following the allocation of the money the ASUW Student Government will:

- Submit an R.F.I. through the University Procurement Services

- Design a plan with the Division of Administration, Division of Student Affairs, and the UW Foundation to discuss the options of bonds or public-private partnerships for funding the expansion
- Hire an architecture firm to make the designs
- Bring the architect(s) to campus to meet the constituents of the Union and discuss the goals for expansion and decide a timeline for the process to move forward.
- Schedule student/constituency listening sessions to gain input on the designs
- Approve the designs and bring the firm back in for final feedback from the community and general student body
- Collaborate with the Union Board and the Wyoming Union Administration to create and implement a Wyoming Union Strategic Operations Plan to ensure the building is maintained and utilized to its full abilities following the construction.
- Finalize the designs and plans for funding of the expansion

Addendum A

Thank you for participating in the Wyoming Union Visioning process. As we have previously discussed, space in the Wyoming Union is extremely limited. The architectural firm ALM2S was hired to provide us with recommendations to maximize utilization of the space in the Wyoming Union. They were charged with assessing the current space and current needs to determine the best space utilization. ALM2S held charrettes to discuss with stakeholders what they needed and attempted to come up with the best configuration for the Wyoming Union. ALM2S came up with an initial plan, which was vetted to the stakeholders. The initial vetted plan was adjusted, with the goal of maximizing service to students. A final plan has since been developed which lays out a new configuration for the Wyoming Union. This is a very challenging process given the fact that there is a great deal of space needs and limited amount of space available.

The reorganization of space will begin this semester, with continuing adjustments being made as the funds and resources are available.

1. Relocate SLCE to the former computer lab on the ground level. This allows SLCE to operate in one space instead of three. No immediate renovations are needed, but there will be some renovations needed as funds are available.
2. Relocate the Veterans Center, currently in Knight Hall, to the third floor of the Wyoming Union. A major renovation of this space will be required and fundraising is currently underway.
3. Relocate the Union Administrative office to the current art gallery space on the lower level. A minimal renovation will be required and minimal funds should exist within the union budget.
4. Relocate Student Media to the current Union Administrative office space, plus Union 002 on the lower level. Student Media would maintain some space for storage on the third floor of the Wyoming Union.
5. Relocate Wyoming Union Marketing to the SLCE triangle space on the lower level of the Wyoming Union.
6. Relocate Fraternity and Sorority Life to the current Wyoming Union Marketing space, plus the neighboring SLCE office. This allows Fraternity and Sorority Life to have more space and operate in one building instead of two. When funds are available these two spaces could be connected as one.
7. Relocate the Wyoming Union Custodians to the current Fraternity and Sorority Life space on the lower level of the Wyoming Union, instead of the fourth floor location, which is extremely disconnected from the rest of the Wyoming Union.
8. Relocate the Wyoming Union Art Gallery to the south half of the First Interstate Bank space, once their lease is up.
9. When funds are available, relocate Rolling Mill to the North half of the First Interstate Bank space, which will free up the current Rolling Mill space for additional seating and potential programs.

We appreciate all the students, faculty and staff who participated in the vetting sessions and for sharing their opinions on the visioning for the Wyoming Union. Please share with your students and staff as appropriate.

Sincerely,

Eric Webb

Executive Director of Residence Life, Dining and the Wyoming Union

Sean Blackburn

Associate Vice President and Dean of Students



TABLE OF CONTENTS

	Page
Credits	2-3
Executive Summary	3
Construction History Timeline	4
Existing and Short Term Space Allocation	
• Lower Level	5
• Main Level	6
• Second Level	7
• Third Level	8
• Fourth and Fifth Levels	9
Narrative and Cost Estimate	10-11
Charrette Minutes	12-16
Visioning Concepts - Long Term	
• Lower Level	17
• Main Level	18
• Second and Third Levels	19

UNION VISIONING STUDY

University of Wyoming
May 2016



CREDITS

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envision strategies | Design Team | Food Service Consultant

Peg Rodger, Principal, rrodger@envstrategies.com

University of Wyoming | Stakeholders/Participants

• Operations - Events, Custodial, Information Desk/Pete's Game Room, Marketing

Scott Diederich, Union Custodial
Justin Flori, Union Events
Dan Marshall, Information Desk
Rae Ann Martinez, Union Custodial
Kelly Ockers, Union Custodial
Ryan O'Neil, Union Events
Bailey Quick, Union Administration
Joyce Sinner, Union Custodial
Dennis Teague, Union Custodial
Eric Webb, Executive Director of Residence Life, Dining & Union
Ian Worthing, Union Custodial

• Student Publications

Cary Berry-Smith, Student Media
Sean Blackburn, Student Media

• Dean of Students/Greek Life

Paige Hanewald, Panhellenic Council
Tristan Hilpert, Fraternity/Sorority Life
Andrew Porter, Interfraternity Council

• ASUW/ASTEC

Julian Abas, ASUW/ASTEC
Danae Davis, ASUW/ASTEC
Andrew Hays, ASUW/ASTEC
Kristy Isaak, ASUW/ASTEC
Brian Schueler, ASUW/ASTEC
Macki Snyder, ASUW/ASTEC

• Resource Centers - Multicultural, Rainbow, Non-Traditional and Women's

Conrad Chavez, Multicultural
Brittany Gelbart, Non-Traditional and Gender Programs (NTGP)
Jamie Hampton, NTGP
Elizabeth Lembo, NTGP
Keenan Mattimore, RRC

• Campus Activities Center (CAC)

Megan Cooper, CAC
Rob Essaf, CAC
Madison Graham, CAC
Jordan Junyck, CAC
Jennifer Kirk, CAC
Jake Ostrow, CAC
Mahin Sandoval-Chavez, CAC

• Service, Leadership & Community Engagement (SLCE)

Sagan Hunsaker, SLCE Project Coordinator
Erin Olson, SLCE Assistant Director
Bailey Quick, Union Administration
Danielle Raffa, SLCE Student Coordinator
Richard Raridon, SLCE Project Coordinator
Uriel Santiago, SLCE Graduate Assistant

• General Student Body

Brady Cates, Branding Iron
Paul Drake, ASUW
Greg Durham, Residence Life & Dining Services
Brian Schueler, ASUW President



EXECUTIVE SUMMARY

• University Store

Marnie Becker, University Store
Misty Eaton, University Store
Robert Jenkins, University Store
Jessica Lindmier, University Store
Jenny McCullough, University Store
Brian Schueler, ASUW President
Carolyn Shutt, Auxiliary Services, University Store Copy/Print
Shaun Ziegler, Auxiliary Services

• Copy Center

Patrick Eastman, Copy Center
Carolyn Shutt, Auxiliary Services, University Store Copy/Print
Shaun Ziegler, Auxiliary Services

• Dining Services

Cara Casabaum, Dining Union
Reggie Conerly, Director, Dining Services
Marta Givens, Associate Director, Dining Services
Derek Jones, Dining Services, Catering

• Faculty

Bob Trumbull, UW Postal

• Staff

Sean Blackburn, DOS
Tami Browning, CACS
Justin Flori, Staff Senate
Tristan Hilpert, FSC/DOS
Jennifer Kirk, CAC
Dan Marshall, Information Desk
Erin Olson, SLCE Office
Susan Schultz, Staff Senate
Megan Selheim, STOP Violence/DOS
Rachel Stevens, Staff
Arron Sullivan, Staff Senate

• General Student Body

Kaylee Allies, Student
Norma Lira-Perez, Student
Sandra Loza, Student

• Union Board

Mark Collins, Associate Vice President of Operations

As part of a plan to envision what the Wyoming Union should and could be, the University of Wyoming (UW) commissioned a thorough visioning process to chart a course for the Union's future. Always and envision strategies were selected in the Fall of 2015 to develop and lead a collaborative process where all the user groups and stakeholders were involved and a clear direction was determined.

The original 44,500 sq. ft. building, constructed at a cost of \$250,000, was dedicated on March 3, 1939 with College President Arthur Griswald Crane stating, "This Union is more than a play house, however valuable wholesome play may be. It means a place for business, for conferences, for music, for relaxation and recreation.....it is dedicated to training the art of living together, to team work, which is democracy.....The building is an extension of our homes and rooms in which we live."

Several major renovations and additions have occurred throughout the 75+ year history of the building including:

- 1957 addition of 33,000 square feet, to serve over 4,000 students.
- 1972 addition of 44,500 square feet, enlarging the building to 122,000 square feet.
- 2002 renovation and addition costing \$12.8 million, headed by a Union Board and a Re-Union Planning Committee, brought the building to its current size of over 136,000 square feet. Participants in the 2002 project included current Union Director Darcy DeTienne, Associate Union Director Kim Zafft and Faculty Member Michael Brown. All three are members of the current visioning core team.

The visioning study officially kicked off in November 2015 with an initial core team meeting to assist the design team with what are the perceived strengths and weaknesses of the existing facility. Generally, the team felt the Union functions well serving as home base, the heart of campus and a vibrant space for engagement. However, concerns included a general lack of space for many of the student-centric programs, structural limitations of the building (too many columns) and over-utilized in some areas/under-utilized in others.

Shortcomings that have been identified and need to be addressed include:

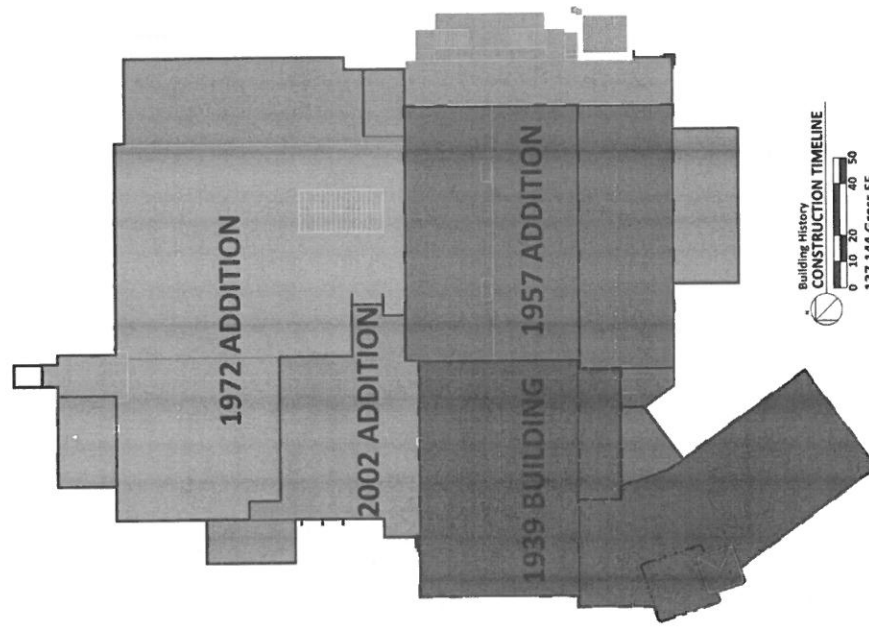
- Improve circulation, handicapped accessibility and way-finding, as well as more restrooms on the main level.
- Expand and improve the quality of the student-centric spaces, i.e., CAC, ASUW, FSL and the Resource Centers.
- Provide more program space for student groups and improve transparency – "See and Be Seen."
- Allow for High Touch, not just High Tech.

The preliminary concepts and spatial reallocations included in this document were developed through user group meetings, a two-day visioning charrette, tours of existing spaces and comparisons to similar facilities on other campuses in the region. The design team requested specific information from the users and stakeholders and documented the results based on expressed needs and professional experience.

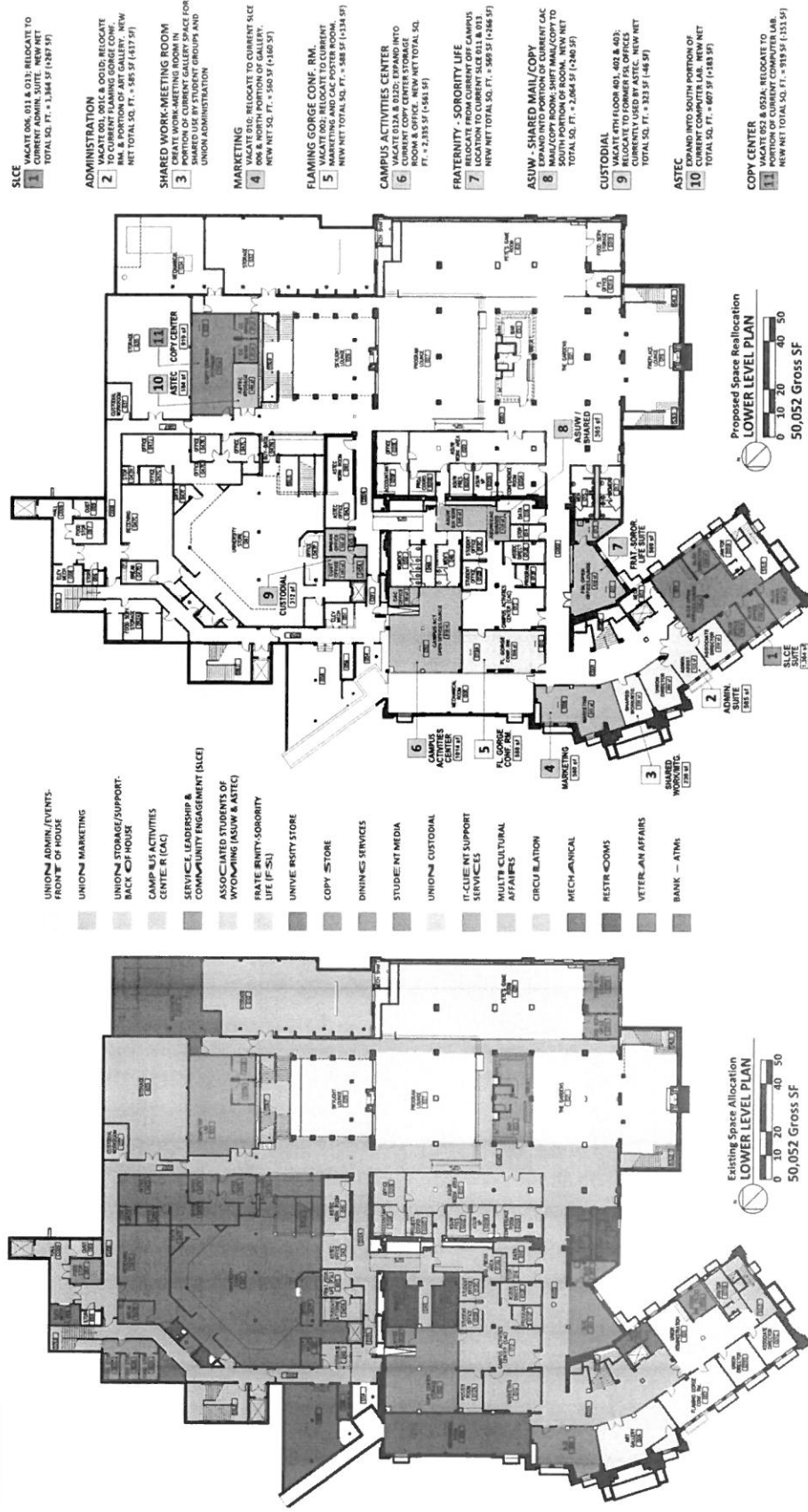
Ultimately, the proposed short-term recommendations are based on a framework of quality physical spaces and necessary adjacencies that enhance the Union mission of student involvement and engagement.



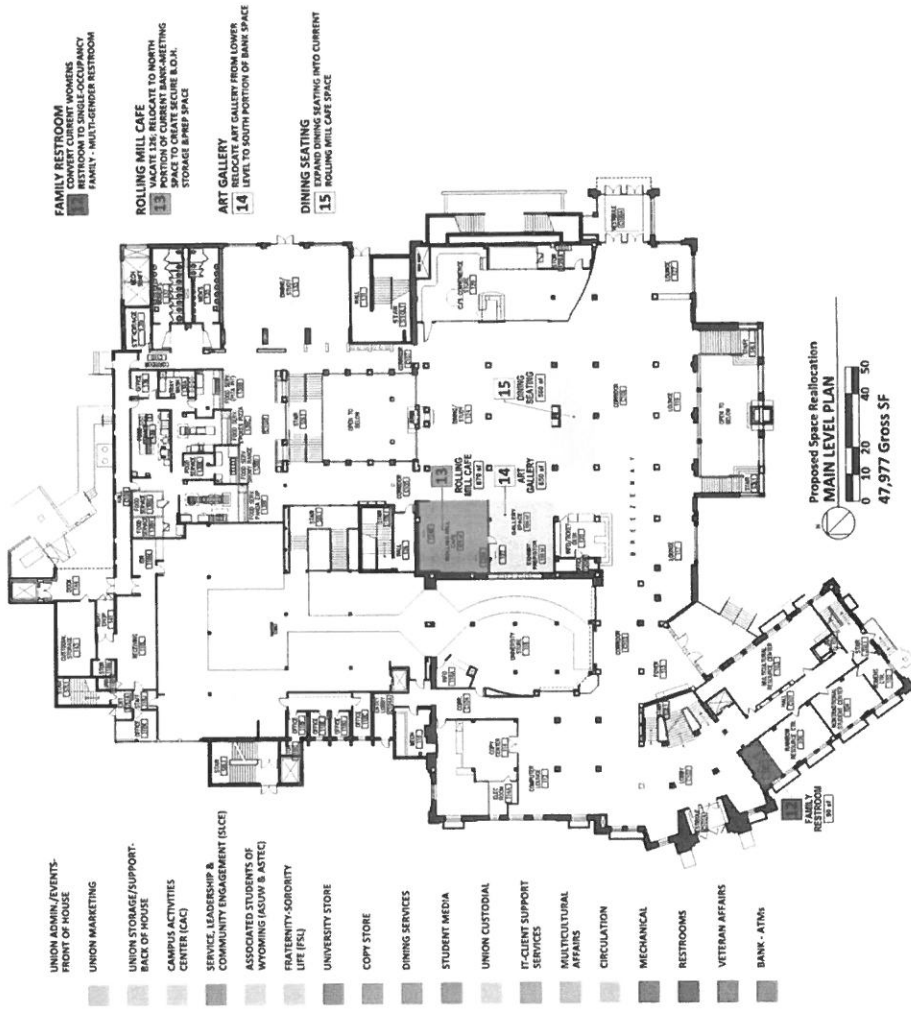
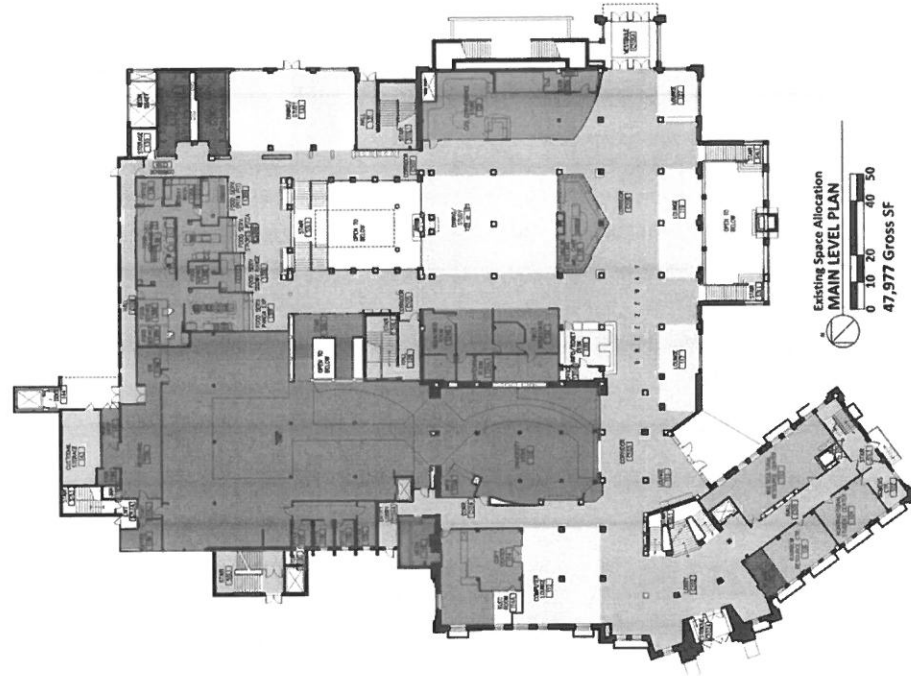
CONSTRUCTION HISTORY TIMELINE



EXISTING & SHORT TERM SPACE ALLOCATION - LOWER LEVEL



EXISTING AND SHORT TERM SPACE ALLOCATION - MAIN LEVEL

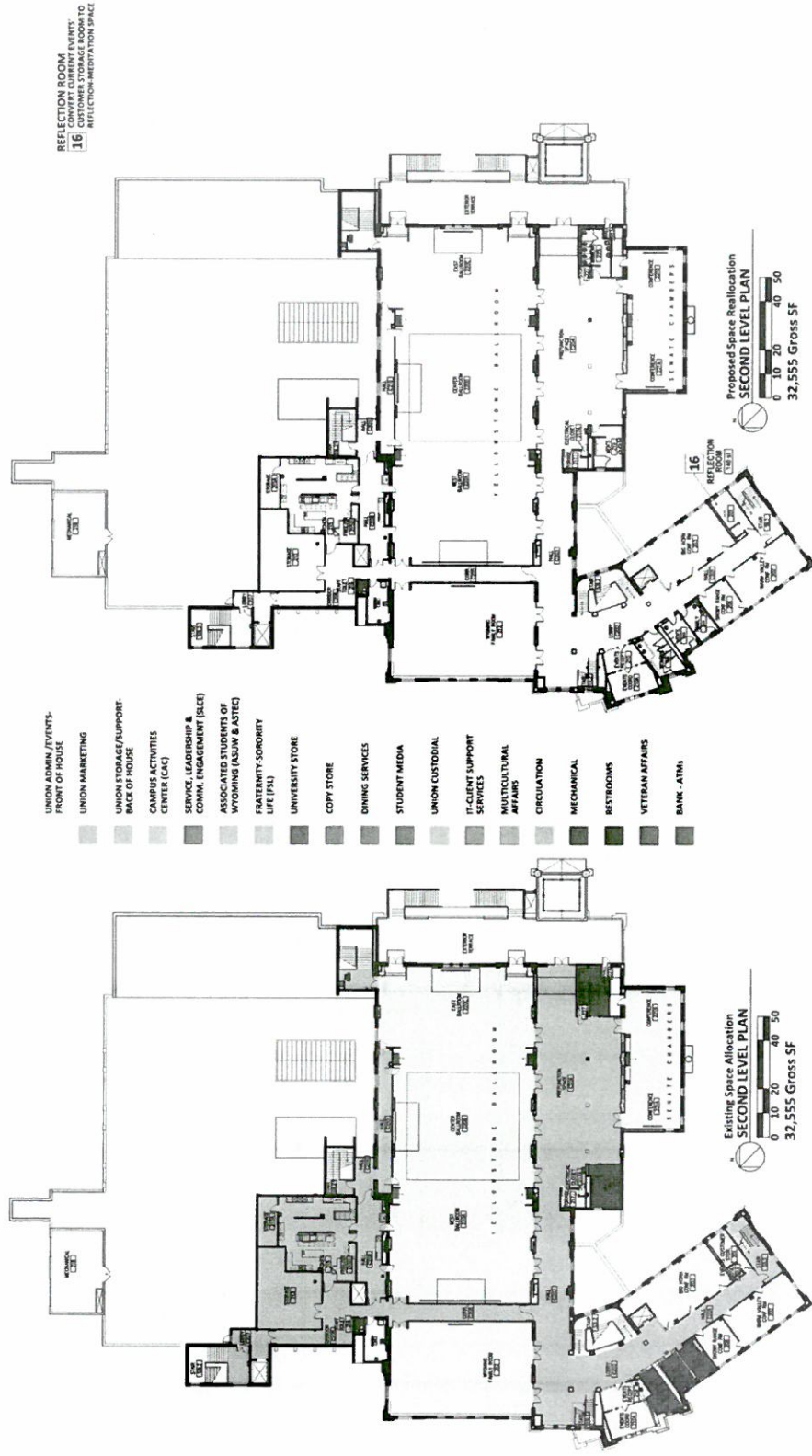


- UNION ADMIN. EVENTS- FRONT OF HOUSE
- UNION MARKETING
- UNION STORAGE/SUPPORT- BACK OF HOUSE
- CAMPUS ACTIVITIES CENTER (CAC)
- SERVICE LEADERSHIP & COMMUNITY ENGAGEMENT (SLCE)
- ASSOCIATED STUDENTS OF WYOMING (ASUW & ASTEC)
- FRATERNITY-SORORITY LIFE (FSL)
- UNIVERSITY STORE
- COPY STORE
- DINING SERVICES
- STUDENT MEDIA
- UNION CUSTODIAL
- IT-CLIENT SUPPORT SERVICES
- MULTICULTURAL AFFAIRS
- CIRCULATION
- MECHANICAL
- RESTROOMS
- VETERAN AFFAIRS
- BANK - ATMs

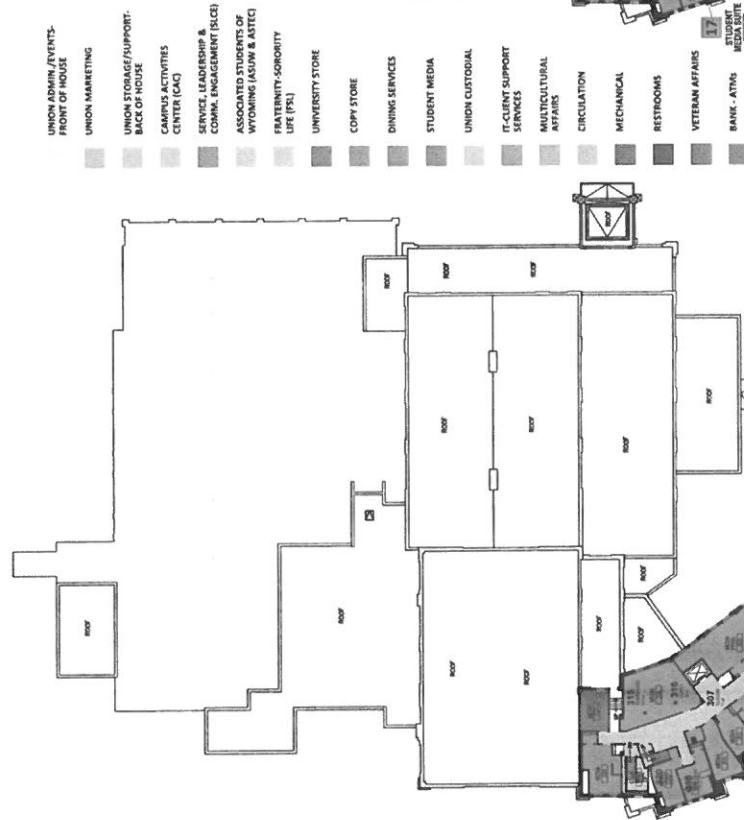
- FAMILY RESTROOM
CONVERT RESTROOMS
FAMILY - MULTI-GENDER RESTROOM
- ROLLING MILL CAFE
VACATE 126. RELOCATE TO NORTH
END OF BUILDING. ADD DINING
SPACE TO CHATEAU SECURE B.O.H.
- ART GALLERY
RELOCATE ART GALLERY FROM LOWER
LEVEL TO SOUTH PORTION OF BANK SPACE
- DINING SEATING
EXPAND DINING SEATING INTO CURRENT
ROLLING MILL CAFE SPACE



EXISTING AND SHORT TERM SPACE ALLOCATION - SECOND LEVEL



EXISTING AND SHORT TERM SPACE ALLOCATION - THIRD LEVEL



STUDENT MEDIA
17
CONSOLIDATE STUDENT MEDIA INTO NORTH PORTION OF 1ST FLOOR

MULTICULTURAL OFFICES
18
GRATE TWO PRIVATE OFFICES FOR MULTICULTURAL AFFAIRS. NOT CURRENTLY LOCATED IN UNION

VETERANS AFFAIRS SUITE
19
GRATE VETERANS AFFAIRS SUITE IN SOUTH PORTION OF 1ST FLOOR. CURRENTLY OCCUPIED BY STUDENT MEDIA

Existing Space Allocation
THIRD LEVEL PLAN
0 10 20 40 50
5,773 Gross SF

Proposed Space Reallocation
THIRD LEVEL PLAN
0 10 20 40 50
5,773 Gross SF



NARRATIVE AND COST ESTIMATE

WYOMING UNION SPACE REALLOCATION NARRATIVE & COST ESTIMATE – SHORT TERM; LOW COST 5/5/16

- **Bold italic** indicates specific groups or spaces followed by current square footage allocation and room numbers.
- Green text indicates net square footage increase between existing and proposed allocations.
- Red text indicates net square footage decrease between existing and proposed allocations.
- Orange text indicates alternative space allocation.
- Cost estimates are based on 2016 construction costs and assume that the vast majority of work is done by one general contractor in a single short timeframe to gain economy of scale and limit mobilization/start-up costs.
- A construction contingency of 15%-20% should be added to the estimate numbers below for unforeseen conditions or necessary scope changes once better defined.
- An asbestos abatement contingency of \$50,000 - \$60,000 should be added for extensive third floor remodel.

LOWER LEVEL

1. **Service, Leadership & Community Engagement (SLCE)** – 1,097 sf – 001A, 006, 011 & 013
 - Vacate 006, 011 and 013; remain in 001A and expand into current admin. suite 001, 001C and 001D
 - New net total square footage: 1,364 sf (+267 sf)
 - Light remodel of former administration and conference room spaces – 1,364 sf x \$40/sf = \$54,560
2. **Union Administration** – 1,202 sf – 001, 001C and 001D (Does not include 001A within office suite used by SLCE)
 - Vacate 001, 001C and 001D; relocate to current Fleming Gorge conference room 002 and portion of current Art Gallery 004
 - New net total square footage: 655 sf (-547 sf)
 - Remodel of former art gallery and conference room spaces – 655 sf x \$80/sf = \$52,400

3. Shared Work/Meeting Room – 230 sf

- Create new work/meeting room to be shared by student groups and Union administration
- New net total square footage: 230 sf (+230 sf)
- Reconfigure gallery into smaller space – 435 sf x \$80/sf = \$34,800

4. Marketing – 400 sf – 010

- Vacate 010; relocate to current SLCE 006 and north portion of current gallery.
- New net total square footage: 560 sf (+160 sf)
- Light remodel of former SLCE space and gallery space – 560 sf x \$40/sf = \$22,400

5. Fleming Gorge Conference Room – 454 sf – 002

- Vacate 002; relocate to current Marketing 010 and current CAC poster room 012A
- New net total square footage: 588 sf (+134 sf)
- Remodel of former Marketing and CAC poster room spaces – 588 sf x \$80/sf = \$47,040
- Exchange proposed spaces with Marketing: (-14 sf for Conf. Rm.)

6. Campus Activities Center (CAC) – 1,774 sf – 012, 012A, 012B, 012C, 012D, 012E and 012F

- Vacate Poster Room 012A and north portion of Work Room 012D; Expand into Copy Center Storage 052 and CC office 052A
- New net total square footage: 2,335 sf (+563 sf)
- Light remodel of former copy center storage space; 900 sf x \$40/sf = \$36,000
- Vacate office 012C for ASUW's use; 2,222 sf (+448)

10 | WYOMING UNION VISIONING STUDY | Narrative and Cost Estimate



7. **Fraternity Sorority Life (FSL)** – 303 sf – 04S and 04SA (Previously in Union but currently off-site)
 - Relocate to former SLCE spaces 011 and 013
 - New net total square footage: 569 sf (+266 sf)
 - Very minor power/data/finish upgrades of former SLCE spaces 011 and 013; 569 sf x \$20/sf = \$11,380

8. Associated Student of the University of Wyoming (ASUW) – 1,824 sf – 020, 020A, 020B, 020C, 020D, 020E & 020F

- Expand into CAC Work Room 012D, 240 sf; south portion of 012D to be shared with CAC for copier, mailboxes, etc.
- Reconfigure doors so access to office 020F doesn't go through office 020E
- New net total square footage: 2,064 sf (+240 sf)
- Minor power/data/finish upgrades for student senators including 4-6 workstations. 240 sf x \$40/sf = \$9,600
- Reconfigure doors so access to office 020F doesn't go through office 020E: \$5,500
- Add office 012C with new door into 012D, 113 sf – 2,304 sf (+353 sf)

9. Custodial Office/Break Room – 369 sf – 401 and 402

- Vacate 401, 402 & 403; relocate to 04S, 04S Closet and 04SA
- New net square footage: 323 sf (-46 sf)
- Very minor power/data/finish upgrades to 04S, 04S Closet and 04SA; 323 sf x \$20/sf = \$6,460

10. Associated Students Technical Services (ASTEC) – 424 sf – 041 and 043

- Expand into south portion of 033; 183 sf
- New net total square footage: 607 sf (+183 sf)
- Construct 18' long framed wall to subdivide 033 into two spaces: \$4,400

11. Copy Center Storage/Office – 1,070 sf – 052 and 052A

- Vacate 052 and 052A; relocate to a portion of 033, 033A and 033B
- Add door from 033 to hallway
- New net total square footage: 919 sf (-151 sf)
- Very minor work to remove computer cabling, etc.- small offices to remain unchanged; 919 sf x \$10/sf = \$9,190
- Add door from 033 to hallway; \$4,000

Computer Lab – 1,107 sf – 033, 033A and 033B

- Close computer lab and change to laptop checkout from Information Desk
- New net total square footage: 0 sf (-1,107 sf)
- Cost to vacate computer lab accounted for in #11 Copy Center Storage above

The Gardens Bar & Seating Area – 1,968 sf – 021 and 023

- No change

Subtotal; Lower Level Construction Cost - \$292,130

MAIN LEVEL

12. **Family Restroom** – 90 sf – 110
 - Convert existing Women's Restroom to Family/Multi-gender Restroom
 - Remodel to convert existing Women's RR to Family/Multi-Gender RR; 90 sf x \$80/sf = \$7,200

13. Rolling Mill Cafe – 523 sf – 126

- Relocate RM cafe to north portion of current bank/meeting room space to provide secure back-of-house storage & prep space
- New net total square footage: 670 sf (+147 sf)
- Demolish existing meeting rooms and remodel space for new food venue including reuse existing moveable equipment; 670 sf x \$250/sf = \$167,500



14. **Art Gallery – 600 sf**
- Expand dining seating/student lounge space into south portion of current bank/ATM space
 - New net total square footage for dining: 650 sf (+50 sf)
 - Demolish existing bank space for new art gallery and exhibit storage/prep: 650 sf x \$120/sf = \$78,000
15. **Dining Seating – NA**
- Expand dining seating/student lounge space into space currently occupied by Rolling Mill Café
 - New net total square footage: 560 sf (+560 sf)
 - Demolish existing bank space for new dining seating space; 560 sf x \$80/sf = \$44,800
 - Cost 36 seats (\$200/seat) and 9 tables (\$400/table) = \$10,800
- **Retail Bank Space (south portion) – 639 sf – 112**
- Convert south portion into Art Gallery
 - Bank to vacate space with ATMs only in Union
 - Relocate one ATM east vestibule = \$5,000
- **Retail Bank Space (north portion) – 638 sf – 124, 124A, 124B & 124C**
- Relocate Rolling Mill Café to this space. Remodel cost accounted for in #13 Rolling Mill Café item above.
- **Dining Seating/Study Space – 1,745 sf – 124**
- Increase table/chair density within existing space
 - 1,745 sf / 15 sf per seat = 116 seats; actual only 88 seats
 - Net increase: 28 seats
 - Cost 28 seats (\$200/seat) and 7 tables (\$400/table) = \$8,400
- **Information Desk – xxx sf – 120**
- Use information desk for checkout of laptop computers to replace computer lab
 - Cost to create secure computer storage space = \$5,000
- **Computer Lounge – xxx sf – 112**
- Add print station to replace one removed in computer lab
 - Cost to relocate print station = \$2,500
- **Women's Restroom – 90 sf – 110**
- Convert to Family/Multi-Gender Restroom. Cost accounted for in #12 Family Restroom above.
- **Multicultural Resource Center (MRC)**
- No change
- **Rainbow Resource Center (RRC)**
- No change
- **Non-Traditional Student Center (NTSC)**
- No change
- **Womens Center (WC)**
- No change
- Subtotal; Main Level Construction Cost - \$329,200**

SECOND FLOOR

16. **Reflection/Meditation Room – NA**
- Convert existing storage room 201, used by Events' customers, to Reflection/Meditation space
 - New net total square footage: 140 sf (+140 sf)
 - Light remodel of space; 140 sf x \$40/sf = \$5,600
 - If foot wash station is desired within space, then cost will increase
- Subtotal; Second Level Construction Cost - \$5,600**

THIRD FLOOR

17. **Student Media – 3,302 sf - 301, 301A, 302, 303, 305, 305A-B-C, 306, 306A-B-C-D, 310, 310A, 312, 314, 315, 316, 318, 318A, 320, 320A, 326 and 326A-B**
- Allocate north portion of floor for private suite – 314, 315, 316, 318, 318A, 320, 320A, 326, 326A-B, 401, 402 and 403
 - Fourth floor spaces 401, 402 and 403 to be used for storage only due to exiting concerns
 - Add cross-corridor door just north of elevator lobby for sound attenuation only; door cannot be locked to maintain proper exiting
 - New net square footage: 1,752 sf (+1,550 sf)
 - Remodel of north portion of third floor: 1,383 sf x \$80/sf = \$110,640
 - Fourth floor spaces 401, 402 and 403 to be used for storage only due to exiting concerns. No cost associated with 4th floor.
 - Add cross-corridor door just north of elevator lobby; \$5,000
18. **Multicultural Affairs Staff Offices – Not currently located in Union**
- Allocate offices 310, 301A and 312 for private office and consultation
 - New net square footage: 301 sf (Current sq. ft. unknown)
 - Very minor power/data/finish upgrades to offices 310, 301A and 312; \$20/sf x 301 sf = \$6,020
 - If full remodel of these two offices is desired then cost will increase to \$80/sf.

19. **Veterans Service Center – Not currently located in Union**
- Allocate south portion of floor for private suite – 301, 301A, 302, 303, 305, 305A-B-C, 306 and 306A-B-C-D
 - Add cross-corridor door just south of elevator lobby for sound attenuation only; door cannot be locked to maintain proper exiting
 - New net square footage: 1,650 sf (Current sq. ft. unknown)
 - Remodel of south portion of third floor: 1,650 sf x \$80/sf = \$132,000
 - Add cross-corridor door just south of elevator lobby; \$5,000
- Subtotal; Third Level Construction Cost - \$258,660**

FOURTH FLOOR

20. **Custodial Office/Break Room – 369 sf – 401, 402 and 403**
- Custodial relocate to lower level, former FSL offices
 - Fourth floor spaces 401, 402 and 403 to be used for student media storage only due to exiting concerns
- Subtotal; Fourth Level Construction Cost - \$0**

Subtotal; Construction Cost – all floors combined - \$885,590
Estimating/Scope of Work Contingency - \$132,838
Third Floor Asbestos Abatement Contingency - \$50,000
Total Conceptual Construction Estimate - \$1,068,428

CHARRETTE MINUTES

Minutes from Visioning Charrette
February 10th and 11th, 2016

Wyoming Union Visioning Study
University of Wyoming
Laramie, WY

The following six questions were asked of each user group/state holder:

- Current staff/usage and future staffing projections?
- Current space allocation (What works/doesn't work)?
- Required adjacencies?
- What should be in the Union, but currently isn't?
- What is currently in the Union, but could be elsewhere?
- If possible, what would you like to see changed with regard to space and layout?

Wednesday – February 10th – Wyoming Union Senate Chambers

Operations - Events, Custodial, Information Desk/Pete's Game Room, Marketing (8:00 – 8:40)

- Custodial:
 - Generally they felt their current staffing of 8 was sufficient for the size of building and usage. Their space on the 4th floor is difficult to access and is "off the beaten path". They are on their feet all day so traveling to the 4th floor for breaks, etc. is not appealing. Emergency egress and ADA access are also issues. They typically use dining seating areas on the lower and main levels for their breaks.
 - Their main storage is in a +/- 500 SF room off the deck. This is where they store large pieces of equipment such as floor scrubbers, etc. Dennis suggested increasing the door size into this space to improve equipment move-in/move-out.
 - They also have other smaller storage closets around the building.
 - They could use more mop basins.

Information Desk/Pete's Game Room:

- The information desk is pretty large. Typically they only have one person working the desk but there are two workstations. The desk is always staffed if the building is open. There is a small storage room behind the desk.
- Game room is adequately sized but they could always use more space. There are (5) 9' long billiard tables, (1) 7' long table, (1) ping-pong table and (2) X-box stations. They would like to replace the 7' table with a 9' table. The Game Room also has a foosball table, dart board, and shuffle board.
- They host sanctioned billiards tournaments.
- One question they are asked regularly is, "where are the restrooms?" especially for men on the main level. There is a women's restroom near the west entry, but the only men's restroom is in the very far NE corner of the building.

- Marketing: (We ran out of time before we were able to get to the Marketing group, however, they provided the following feedback to Darcy after the charrette.)
 - They should be located near CAC and SLCE, but not connected via internal doors.
 - Being located near the administration office suite is also preferred.
 - They are currently in space 010, which is about 400 SF with 1 full-time staff member and 8 part-time student employees. There is no private office within the space.
 - Students like the open/shared work space but it is very crowded and overheats quickly due to the number of people and computers in the space.



Follow Up with Previous Group, if needed (3:30 – 4:10) – Move to a different meeting room or lounge space

- We followed up with Events because we ran out of time in the first session.
- Their office space is on the 2nd floor near the main west stair and close to the family room, ballrooms and other meeting spaces. It is important that they stay in this location since they schedule and manage most of the second level.
- It is very tight in their space with 3 full time staff and one half time staff. No private offices to meet with customers.
- Storage is lacking. Sometimes they have to take meeting room spaces offline and use them for temporary storage for user groups.
- They have a priority scheduling system –
 1. Legislative Meetings, i.e., ASUW, Faculty Senate and Staff Senate
 2. Official University Functions, i.e., President's Convocation, Homecoming, Family Weekend
 3. Recognized Student Organizations, Union Programs & ASUW Programs/Events
 4. University Departments, Offices and Colleges Meetings/Events
 5. Off-Campus Organizations, i.e., wedding receptions, community events
- Large scale events have shifted to other locations (i.e. Gateway Center, Conference Center) but have been backfilled with student groups. Someone noted that not being able to serve alcohol may be causing events to move to other venues that do allow it.
- Ballroom usage is down on weekdays during the day, but evenings and weekends are still busy.
- Program spaces include the Skylight Lounge, the Gardens and Pete's Game Room.
- It was stressed that the conference spaces should not be scheduled more than 50-60% in order to allow for proper turnover and prep before events.

Student Media (8:45 – 9:25)

- Publications include The Branding Iron newspaper, Orientation Guide, Frontiers magazine, Reach online student magazine and the Owen Wister Review.
- Currently have 2 full time staff with 3rd position frozen.
- They could effectively work in 2/3 of their existing space if it were laid out correctly. The existing 3rd floor space was not included in the 2000 remodel, so the finishes are very dated and worn.
- They have intentionally held off on making any physical upgrades to their current space, not knowing if they would remain in the space. There are definite needs for electrical and AV/IT upgrades. In addition to the spatial layout and finishes.
- Electrical breakers trip if they have too much equipment running at once due to the increased electrical demand of computers, video equipment, space heaters, microwave, fridge, etc. The original building was wired for what has evolved. They have to stagger usage to keep it from happening.
- They have 4 computers for graphics, 2 computers for editors, as well as computers for writers. They want their student staff to do their work in the suite, but sometimes space/equipment doesn't allow for it.
- Right now, access to the building/space is only available when the building is open unless special authorization is given on a very limited basis. They would like to have access until midnight, which fits with Union hours, or even later.
- They have a green screen/TV "studio" space where they do short video clips.
- There was extensive discussion on the state of various print media, particularly the newspaper. However, it was noted that print advertising is still the only type that makes money. The local businesses that advertise in the Branding Iron have been slow to embrace social media ads such as Twitter or Facebook.
- It was noted that newspapers are trending away from state and national news and going with more local "refrigerator" news.
- They like being in the Union but could also be in a different building as long as they are centrally located on campus. However, as noted above, after hours building access is critical which is why the Union, with its late hours, makes sense.
- Sara noted that she thinks Student Media should be in the Union but maybe not have as much space.



Dean of Students/Greek Life (Now Fraternity & Sorority Life) (9:30 – 10:10)

- Tristan clarified that they rebranded themselves a few years ago as Fraternity & Sorority Life (FSL), instead of Greek Life. Paige and Andrew also participated in the discussion. They are the current presidents of Panhellenic Council and Interfraternity Council, respectively. They currently use the Senate Chambers for their governing board meetings.
- Sean Blackburn noted that he would like to see a "Leadership Center" in the lower level.
- They were previously in the lower level of the Union, offices 045 and 045A, but are currently renting space in the Pi Kappa Phi Fraternity house. However, their lease is up at the end of June and they definitely want to move back into the Union.
- If they for some reason could not come back into the Union, their second choice would be in the Washakie Building.
- When they were in their previous space they shared the conference room in the ASUW suite.
- People still go to 045 thinking their office is still in the Union even though they haven't been there for a couple of years.
- We discussed the viability of the 3rd floor space, if we could find a different space for Student Media. This was generally not well received because they want space near the other student-centric spaces such as ASUW, CAC and SLCE, with which they interact daily.
- They need two private offices – a reception/front of house space and storage space for presentation materials. Total would be 500-700 SF. Currently, there is one FTE (Tristan), one graduate advisor (20 hrs/week) and 1 work study student (12-17 hrs/week). If they continue to grow one more part-time or full-time staff member would be needed.
- Chris Maki noted that campus standard private offices range from 120 to 150 SF, and GA workspace is 70 SF.
- There are currently 14 chapters with approx. 560 members total. They are definitely growing because there were 380 members in the fall of 2014. Tristan projected 700-800 members in a few years. Currently, eight fraternities and two sororities have expressed interest in UW.
- They participate in many programs and activities including Manpower Resource, Homecoming, Cowboy Connect, Casino Night, Summer Orientation, athletics events, and they help students move into the residence halls.

Assoc. Students of the Univ. of Wyoming (ASUW)/Assoc. Students Technical Services (ASTEC) (10:25 – 11:05)

- Six people from ASUW and ASTEC were able to attend the session. They handed out 4-5 pages of comments they had prepared based on the questions we provided.
- ASTEC currently has 2 full-time professional staff members, 2 student programmers, 1 student office assistant (16-25 hrs/week) and 13-15 student staff members. Their primary office is in 043 (very tight) and they also have a work room 041. They do not have space to accommodate all the student staff. They also store regularly used equipment in 045 since FSL has temporarily vacated that space. They also use about 1/5 of the boiler storage room 032.
- ASUW is at capacity in their current space. They are sharing offices right now so they cannot add another executive. Currently down one FTE so when hiring freeze is lifted, they will need another 1-2 offices.
- Conference room 020A within their suite is heavily used. Up to 30 senators use the space when it is not being used as a conference room.
- The accounting office 020F is accessible only through office 020E, which is very disruptive.
- They would like separate conference and work spaces.

Resource Centers: Multicultural, Rainbow, Nontraditional and Women's (11:10 – 11:50)

- Multicultural (MRC)
- Conrad opened by explaining how the MRC functions, i.e., serving numerous different ethnic groups, providing support services and promoting intercultural awareness. It is one large space, so sometimes if one group is heavily using the space then other groups might feel like it is not available to them. Ideally

each ethnic group would have their own smaller space with one larger shared space. However, due to space limitations, they understand that this is probably not possible.

- MRC has 1 full-time staff member and 3 part-time work/study students working 10-15 hrs/week.
- There are 8 computers and 2 printers in the space. 7,000 users log on to computers each semester.
- It is a social space as well as an academic space, although sometimes the social aspect takes over.
- It lacks a private office.
- Five student groups have storage space within the MRC.
- According to Conrad, 11% of students identify as a domestic minority.
- There are currently two professional staff members with offices in Knight Hall that really should be in or near the MRC, so they can deal with student issues that arise frequently and need immediate attention.
- Rainbow Resource Center, Non-traditional & Women's Resource Center
- Their space is directly across the hall from the MRC. They have 1 FTE plus 2 part-time work study students (9-11 hrs/week).
- They like their location on the main level near the front entry, but it is too small. They also value being on a secondary hallway so it is a little quieter.
- They would like to expand their library.
- Additional programming space is needed.
- Space 102 serves as a private advising space for the MRC, RRC and NTWRC. It also serves as a lactation space for nursing women, as necessary.
- One suggestion was to make the small women's restroom by the west entry into a single-occupancy gender neutral/family restroom, since the only other single-person restroom is on the second level.
- The WRC runs a program called WIMSE – Women in Math, Science and Engineering.
- Of the total student population, 51-52% are women, 39% nontraditional and 3.5-10% LGBTQ.

Campus Activities Center (CAC) (Wednesday, 1:00 – 1:40)

- Currently have 4 full-time staff, 1 grad. 5 student programmers, 1 summer programmer – 20 hrs/week and 1 safe zone coordinator. Long term they could see adding 1 additional programmer.
- There are 225 different registered service organizations (RSOs), of which 28 are new this year.
- 307 registered events this semester with 42% of those occurring within the Union – mostly in the ballroom or family room.
- They like the open central space in their suite. However, they need more outlets and more RSO work stations.
- Need more storage for RSOs; standard locker size generally works for each group.
- Desired adjacencies include FSL, ASTEC, ASUW and SLCE.
- Someone suggested a "Service Center" for CAC, FSL and SLCE, but not ASUW. They need their own suite nearby.
- They would love a movie theater in the building. The family room or senate chambers are currently used but they are insufficient. The quality of the chairs and AV is inadequate. A micro-theater idea was suggested. It would need to be tiered with comfortable chairs and seating for up to 100.
- A stand up performance venue is desired. The ceiling in the ballroom is too low to accommodate this use.
- More power and high-speed wifi in all venues.
- Spaces they felt weren't necessarily needed in the Union were: student media, copy center, computer lab, bank space, reduce bookstore size, fireplace in skylight lounge.
- Things they would like to see changed include: The Gardens as its own space with backdrop, higher ceilings in ballrooms, green room for performers, more visibility for the art gallery, break room for union employees, reduced column size (wraps are bigger than they need to be), flip Gardens and game room, concrete floor in gallery instead of carpet and hazers/fog machines for events.

Service, Leadership & Community Engagement (SLCE) Center (Wednesday, 1:45 – 2:25)

- Erin provided a 6-7 pg. handout outlining their concerns, and gave an overview of their programs. They are currently spread out on the lower level in 3 different areas which makes it hard to foster a collaborative environment. However, they like being close to CAC, marketing, admin and ASUW.



- Erin's office is actually in the administrative office suite. She has the only private office. Two professional coordinators share a second office. Two graduate assistants, 14 alternative break student leaders and 50 Street Team student leaders share the third space.
- They lack a "front desk" to assist customers.
- Office layout is affecting productivity and they have confidentiality issues as well. Most the time they go outside of the office suite to find a quiet place elsewhere in the Union.
- They continue to see their programs grow but they lack space to accommodate this growth.
- Someone suggested that all student-centric user groups should be on the main level.
- Most of their meetings occur in the afternoon – usually creates conflicts between groups.
- Would be willing to share conference/meeting spaces with CAC, ASUW, ASTEC, FSI, etc.
- They have 7 computers used by 25 students.
- They have 3 full-time employees and 5 part-time student workers.
- Need storage space.
- Would like to add a service learning resource library, but have no room in the current spaces.

General Student Body (2:45 – 3:25)

- Four students participated in this session, but one had to leave for class after about 15 minutes.
 - We asked why they came to the Union, with the following responses:
 1. Cut through the breezeway to get a break from the weather
 2. Purchase food
 3. Visit the University store
 4. Attend meetings or program function
 5. Watch TV
 - Three of the students liked Pita Pit the best out of the existing offerings, while the other preferred Panda. Everyone was also very complimentary of Rendezvous.

Thursday – February 11th – Wyoming Union Senate Chambers

University Store (Thursday: 8:00 – 8:40)

- Misty, the store manager, opened the discussion explaining how the basic operation of the store works and who manages what division.
 - There have been significant operational changes in the last few years, from in-store to online sales. They have added one full-time and one half-time staff positions related to online sales. They do not see a need to add any staff in the foreseeable future based on their current space usage.
 - There is a need for a BOH photography space for online sales. Currently they photograph right out on the floor.
 - Misty noted that the trend they are seeing at other union bookstores is to provide a lounging space where patrons can hang out for extended periods with soft seating and amenities such as a coffee shop.
 - They need more conference room space, as well as prep space for processing product that is received.
 - It was noted that the opening of the Gateway Center has definitely affected foot traffic within the store.
 - Although the Union is the hub of campus during the week, it does not seem to be the hub during the weekends like it used to be.
 - They would love to take over the space currently occupied by the information desk to get more frontage along the main east/west breezeway. They like the bank space.
 - Five years ago, textbook sales accounted for 60% of sales, but now it is down to 51%. Clothing is 3%. Technology is 6%.
 - Office supplies and miscellaneous items are 40%.
 - During fall semester they take 4,500 book orders and spring semester it is about 3,000.
 - There are four merchandise categories – clothing, art/office supplies, technology and books.
 - There was a suggestion to combine the copy center and store along with a package/shipping space into one large venue to better serve the students.
 - Someone suggested that the ID office move from Knight Hall into the Union.

- Someone suggested that a parking/transit office near the east entry could make sense.
- The Senate Chambers are used for cap/gown distribution in May – one full week.
- The store is deficient in prep space and fixture storage.
- It would be nice to have an exterior entry so the University store could operate different hours than the Union.
- Some people confuse the Brown 'n Gold Outlet near the Gateway Center as being associated with the University Store. However, it is a separate private business that competes with the University Store.

Copy Center (8:45 – 9:25)

- The Copy Center located to their current space around 2000, and was remodeled approximately 2-1/2 years ago.
 - They like their main floor location near the west entry. It easy for students to find and is centrally located on campus. They could not see themselves in a different location within the building or in a different campus building. They like being next to the University Store.
 - Course packets account for about 20% of their sales. 80% is from walk-in traffic or email orders.
 - Students generate about 15% of their revenues.
 - They offer free delivery. The majority of their deliveries are carried through the breezeway to the east entry, down the ramp and to their delivery truck in the east parking lot.
 - They receive bulk supply deliveries at the dock then bring it from the back hallway through the public space of the Union.
 - They get numerous inquiries per day asking where they can print to from the computer just outside their entry in the open lounge.
 - Students will work on the computers in the adjacent lounge, come in to the center to print, and many times go back out to the computers to make revisions before reprinting.
 - The storage room on the lower level is adequate. They also use the space for production work such as punching/binding, etc.
 - John's office is in the space on the lower level. Sometimes he will travel up the west stair, exit the stairwell to the exterior, then come back into the building through the west door just north of the center. This is faster than going to the main west interior stair.

Dining Services (9:30 – 10:10)

- Maria noted that they only have about 1,300 SF of BOH space, which includes about 200 SF for an office and walk-in cooler, for a \$1M+ operation, which is really small. As a minimum, they would love to be able to have the 5' wide service hallway to increase their prep/storage space. They also need hood space.
- They like the front and center location of the Rolling Mill, but it is problematic in that it is out in the middle of the public area with no BOH space or even a back wall. It is not secure and they have to do prep work right out in front of the clientele. If it could be shifted to a different space in the same general area that would be helpful. They would like to expand the menu, such as offering sandwiches. Peg suggested that maybe it could be combined with CJs.
- Eric noted that there is a real concern that the health department could shut them down since there is no way to completely secure the space. The thought is that the person at the front information desk can keep an eye on the Rolling Mill venue, but during slow times there might not be someone at the desk. So far, the health department hasn't made an issue, however they had a similar condition at another venue and they were forced to shut down because someone tampered with their product.
- Rendezvous is another food venue they operate in an adjacent building. Numerous people throughout the two days of sessions said they really like it.
- Maria noted there are approximately 496 "hard" seats for dining throughout the building, which is not enough for peak meal periods. That includes main level and lower level but not soft seating.



- There was considerable discussion about the need to add another venue, where it should be located and what concept it should be. There were numerous suggestions including chicken, burgers, sandwiches, Mexican and Mediterranean. Eric noted that from their last campus-wide survey, chicken was the number one request, specifically Chick-Fil-A. Ebert & Gerbert's Sandwich Shop was also mentioned.
- Eric noted that UW is their own franchisee for Panda and Pita and that they would most likely be the same for any national brand brought into the Union. The other option is to develop their own concept for one of the desired food types noted above.
- We discussed if the space currently leased by the bank could be used for another venue. However, that space is directly below the ballrooms, which makes routing of necessary exhaust ductwork to the roof very difficult, if not impossible.
- We also discussed if another venue could be added to the west of Panda, within space currently utilized by the University store. This would give them direct BOH access to the dock. However, the queuing space would be in a dead-end area which is already congested when Panda is busy.
- One suggestion was to move the internal store stair to the lower level, infill the existing stair open and use it for a venue. This would spread out the queuing line while still be fairly close to BOH spaces.
- Marta noted that if a new major venue was built, hard seating would need to be increased by 80-120 to accommodate the additional traffic. (Peg noted to me to use a 15 SF/seat factor which equates to 1,200 to 1,800 SF needed for this added seating.)
- Panda currently serves about 600 customers per day.
- Panda and Pita seem to be the two most popular venues. Several people noted that the hotdog/ice cream venue doesn't ever seem to be busy. Eric noted the hotdog venue space is very small so what can go in there is very limited. It would have to be combined with the pizza venue to make it functional for one of the possible vendors noted above. Even with combining them, it would still be on the small side.
- BOH storage and prep space is lacking. Prep space for all the venues is combined within the 1,300 SF noted above.
- The total transactions per day for all the venues combined in the Union is 2,300-2,800, including about 1,000/day at C's.
- C's is in need of more storage and more storefront, if possible. Peg suggested that an emporium concept might work. This would help with the issue brought up by the University store staff that sometimes on weekends there is no food venue open in the facility, and that people complain to them about that issue.
- We quickly discussed the circuitous path that catering has to take from the dock to the ballrooms, and that the catering kitchen upstairs is too small to properly prepare meals. It was suggested that all the kitchen equipment should be removed if it is not being used. However, Kim noted that the kitchen is used by other outside vendors at times, not just the H&D catering staff.
- There were extensive discussions regarding the lower level spaces, i.e., The Gardens, gaming area, Skylight Lounge and the computer commons. One suggestion was to move the bar out of the middle open area, create more of a coffee house ambience offering coffee all the time and beer on select evenings. Eric suggested a coffee roaster so they can roast/brew their own coffee.
- It was suggested to move the bar to the SE corner where the food service offices are currently located. (During our building walk at the end of the 2-day session, Peg noted that the ceiling height in that area is very low which may impede the overall desired ambience.)
- We also discussed a rotating local restaurant concept for the additional venue noted above.
- It was noted that the Union cannot advertise that they sell beer in the Gardens; only the band or program that goes along with it.
- We discussed the issue of poor flow around the Rolling Mill. It is confusing where the lines for ordering and pickup start and stop.

Follow Up with Previous Group (1:45 – 2:25)

- Derek from Catering came back since we ran out of time during the Dining session.
 - He reiterated the difficulty of bringing prepared food from the dock, down one elevator to the lower level, through a back hall to a different elevator and then up to the 2nd floor.
 - It was again noted that the kitchen on the 2nd floor is too small for it to be useful for them. They only do very minor reheat work in the space. However, they do use the BOH space to start clean up and dishwashing while the event is going on. They then finish the work off site.
 - All catering food is currently prepared in Crane Hall and then transported to various spaces on campus.
 - Catering business has tripled since taking over the conference center at the Hilton Gardens.

Faculty (10:25 – 11:05)

- Bob came to the meeting to suggest that a UPS Store is needed in the Union. We discussed that the University Store provides a similar service, but it is at the back of the store so it is somewhat inconvenient and most people aren't aware of it.
- Bob also suggested that an Amazon store or lockers could be a possibility.

Staff (11:10 – 11:50)

- We discussed numerous topics related to various spaces within the Union during this session.
 - The pizza and hotdog venues do not appear to be popular. There never seems to be a line. It was noted that much of the pizza venue's business is whole pizza being delivered to various spaces within the buildings vs. by the slice at the storefront.
 - The queuing lines for Pita and Panda are long and that there is not a designated takeout/pickup order line.
 - The lower level overall is under-utilized.
 - Someone wanted to see more visibility for the student groups. They felt like they were "stuck downstairs". They suggested that the student group spaces be moved to the main level and shift all the food venues downstairs. However, it was noted that prior to the 2000 major renovation all the food venues were downstairs and they could not stay in business because of that fact.
 - Career Services holds a job fair in the ballrooms and it is very hard to move materials up to the second level.
 - The new bus transit stop, related fencing, sidewalks and loading dock traffic makes the circulation patterns "weird". The east entry, plaza and general circulation is "awkward".
 - There was discussion about the new Half-Acre Gym entry near the loading dock causing safety concerns. Delivery trucks now have to back up across a sidewalk/pedestrian crossing which is more heavily used now than before the gym entry was constructed. Eric and Kim noted that they had raised this concern when the Half-Acre Gym was being designed but the entry was still placed at the SE corner.
 - Someone liked the fact that the lower level is "hidden away". They like to go down there because they can find a quiet space to have lunch with a friend and can actually carry on a conversation. Often they sit in the high-top seats in the gaming area because that space is not being used.
 - Would like outdoor seating on the East and West sides of the building.
 - There was a request for a Panera Bread type concept – fresh salads, soup and sandwiches, including the ambience and a quiet place to dine. Subway, Mexican and Jamba Juice were also mentioned.
 - Flow downstairs is confusing; need better wayfinding.
 - Union lacks outdoor space. We discussed the difficulties of viable outdoor space usage because of the climate in Laramie. One possibility is to integrate a sunken plaza space with the idea of a lower level entry point to help protect patrons from prevailing winds.

Veteran's Center (12:00 – 1:00)

- Marty was asked to join us for a working lunch to discuss if the Veteran's Center should be in the Union.
 - Marty was very adamant that he didn't feel the Veteran's Center would be appropriate in the Union. He said that many of the veterans he helps have PTSD or some other type of anxiety and that the large crowds with related noise can be



- very difficult for them to deal with. He also said some people have service dogs to help them and many times students want to pet the service animals.
- He used the words, "utter chaos" to describe the Union.
- They are currently located on the 2nd floor of Knight Hall. They are looking to expand with the need for additional office and lounge space.
- Typically they try to help veterans get comfortable on campus during the first year or two, then try to assimilate them back into regular activities that occur in the Union.
- Order is critical. They can get very frustrated if they don't have order and if they can't control the situation. Again, the Union is too loud and busy to have that order.
- There are 650-700 veterans on campus; they currently serve about 250 in some capacity.
- Space needs to be open – without walls and doors.
- Veterans are open to living in a communal environment, which currently is not available on campus.

General Student Body (1:00 – 1:40)

- Three students came to this open session. All of them use one of the resource centers – Multi-Cultural, Rainbow or Women's/Gender Advocacy.
- A quiet prayer or reflection space is needed.
- One wanted Chick-Fil-A in the Union.
- A couple of them said they liked having the art gallery in the building even though it seems to be under-utilized.
- One suggested the local restaurant Sweet Melissa's should be the new food venue.
- We discussed the concept of shared food venues, with varying concepts coming in different days of the week.
- Need more of a coffee shop/house atmosphere for the coffee venue.
- Would like more space for quiet study and for programming.
- Would like to see more in the Game Room.
- Bank area is not useful. Maybe convert to study rooms?
- Discussed the concept of the Bookstore being in the University Store.
- Mexican was mentioned as a desired food choice.

Union Board (2:40 – 3:20)

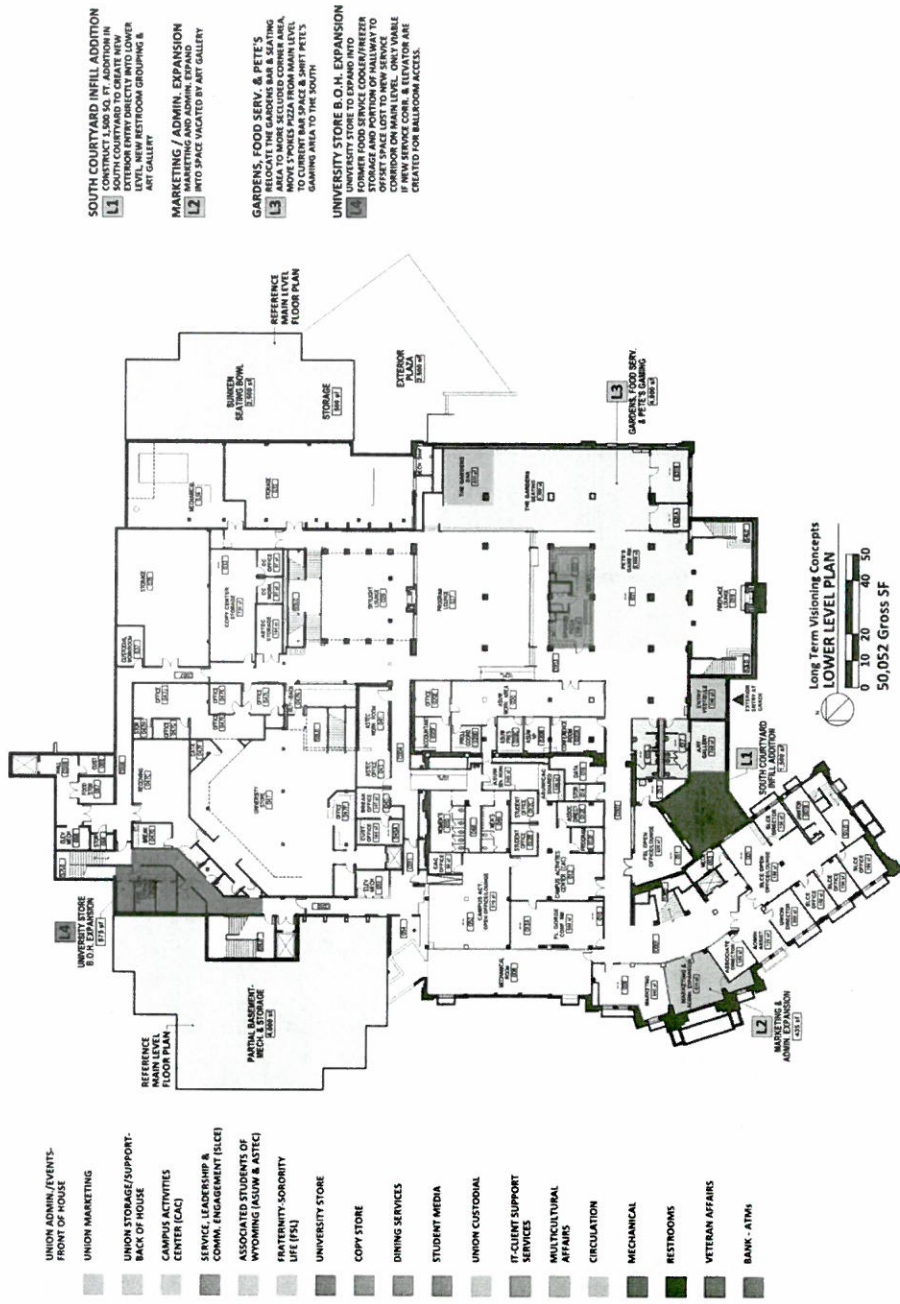
- Mark Collins attended and we did a general recap of the previous sessions.

Recap with Core Visioning Team (3:30 – 4:30)

- Most core team members were able to attend some of the sessions so we skipped the recap and did a building walk with Peg, Darcy, Mark, Eric, Shaun and Brad.
- We walked the Back of House (BOH) food service space including the difficult routing between the dock and the ballroom servery.
- We also observed the staff make a transition from standard open seating in the Gardens to a performance arrangement with alcohol service. The staff was moving large boxes on wheels to act as space dividers to control where alcoholic drinks could be in the space. It seemed to be a very cumbersome task with numerous staff required to make it happen.
- It seemed to be more difficult because the serving bar is out in the middle of the big open area so many space dividers were required to "enclose" the space.

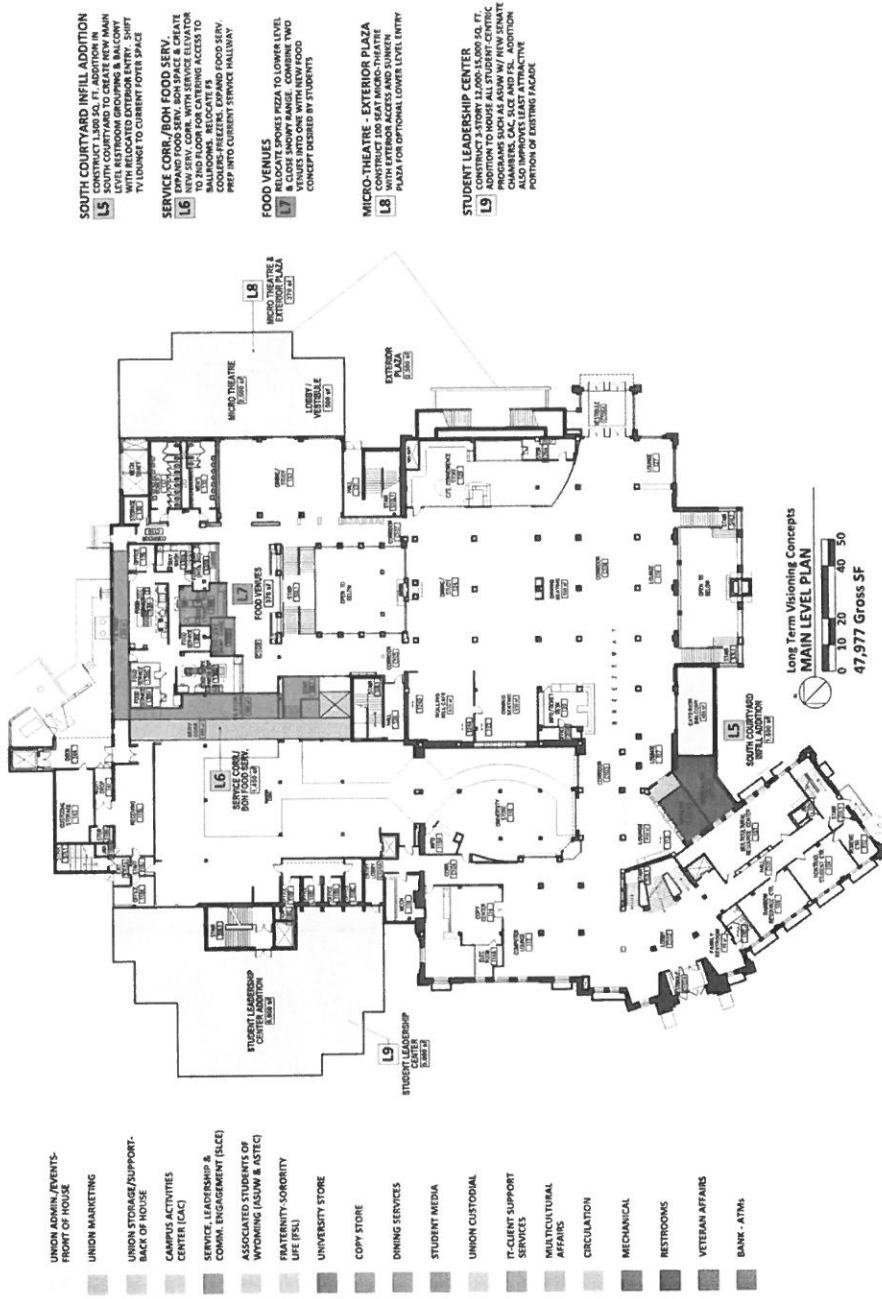
Prepared by: Brad Massey

Reviewed by: Peg Rodger, Darcy DeTienne, Eric Webb, Matt Newman and Shaun Moscrip



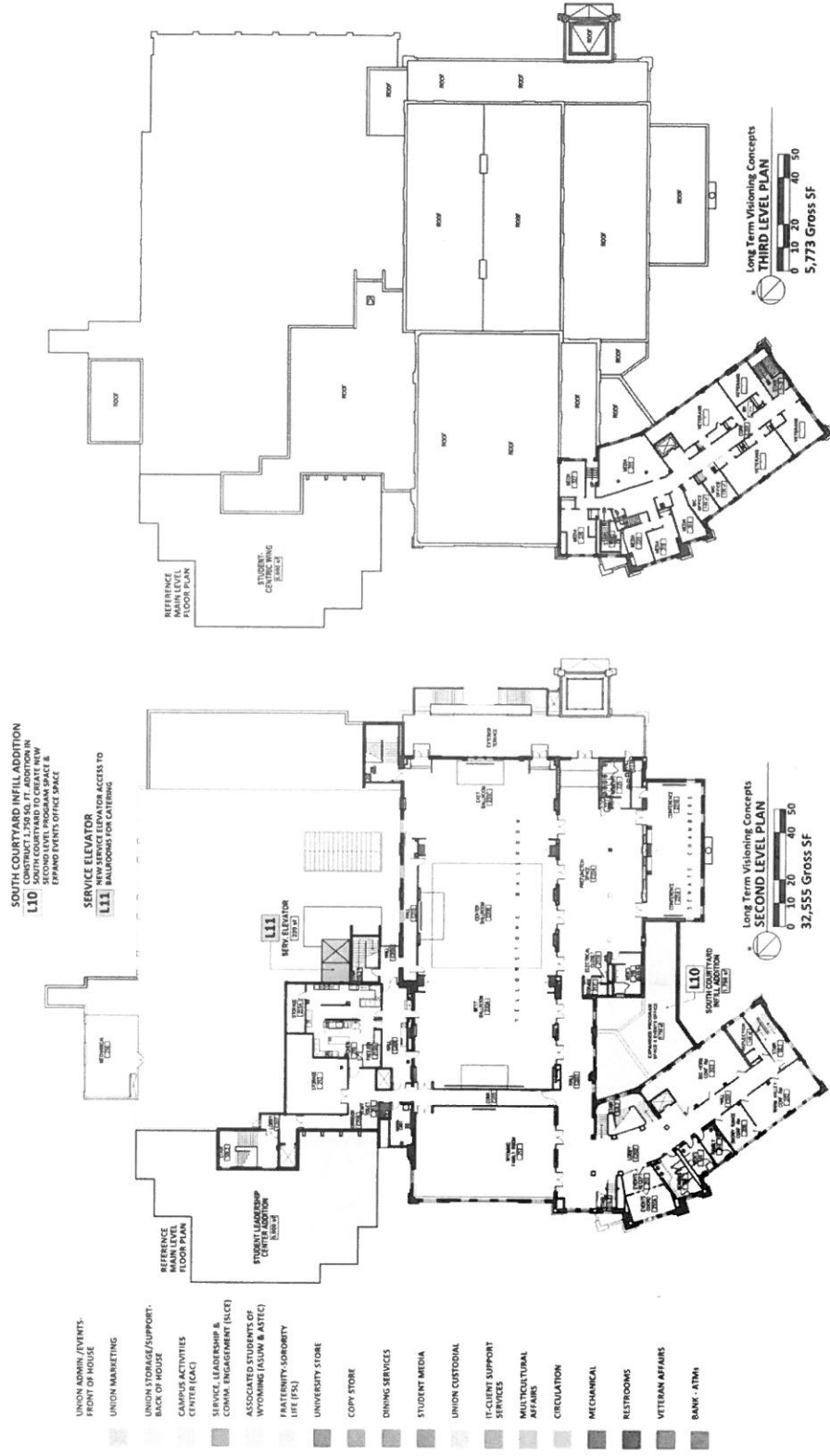


VISIONING CONCEPTS - LONG TERM, MAIN LEVEL





VISIONING CONCEPTS - LONG TERM, SECOND AND THIRD LEVELS





Addendum B

April 4, 2017

ASUW Office
Wyoming Union
1000 E. University Ave.
Department 3625
Laramie, WY 82071

Re: Letter of Intent for UW's 10 Year Housing Plan Committee

Dear ASUW:

The University of Wyoming and the Department of Residence Life and Dining Services are extremely excited to be developing a 10 Year Housing Plan. We have a bright future ahead of us and we will soon be developing plans for a new and exciting on-campus residential experience. This new residential experience will be designed to better meet the needs of the students and support student success at the University of Wyoming.

A key component in designing facilities that will adequately promote student success is a well-represented committee of UW students.

We are asking for your support for student representation on the committee from the following:

- One representative from ASUW
- One representative from Freshman Senate
- Two representatives from RHA or one representative from RHA and representative from NRHH
- One Representative from FSL (Fraternity and Sorority Life)
- One Senior RA
- One future sophomore who has decided not to live on campus
- One future sophomore who has decided to live in the residence halls their sophomore year
- One Residential Honors student



If you see a need for additional student representation we are more than happy to be flexible. One challenge we will face is these students will need to be available during the Summer, as an effort to have the plan ready in early Fall. Efforts will be made to include individuals from underrepresented groups on campus.

Thanks in advance for your support.

Sincerely,

Eric Webb
Executive Director, Residence Life, Dining Services and the Wyoming Union
1000 E. University Ave.
Department 3394
Laramie, WY 82071

