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From: Jason Klem

Date: October 24, 2011

Re: Baylor University
 East Village Residential Community
 Hanbury Evans Project No. 10026.00

East Village Academic Partners Planning Update

At the Academic Partner Plan Update GoToMeeting held on 10.20.11 from 1:00-2:00 the following were in attendance:

Name	Company	Email
Jeff Doyle	BU Dean for SL&E	Jeff_Doyle@baylor.edu
Wes Null	BU Vice Provost for Undergraduate Education	Wesley_Null@baylor.edu
Rich Sanker	BU Pre-Health	Richard_sanker@baylor.edu
Ben Kelley	BU ECS	ben_kelley@baylor.edu
Adam Ecklund	BU ECS	adam_ecklund@baylor.edu
Leigh Ann Marshall	BU ECS	leigh_ann_marshall@baylor.edu
Jane Wright	Hanbury Evans	jwright@hewv.com
Jason Klem	Hanbury Evans	jklem@hewv.com
Matthew Lee	Hanbury Evans	mlee@hewv.com

The following items were discussed:

1. The purpose of the meeting was to update the Academic Partners (Engineering & Computer Science; Science & Health) on the ground floor plans based on comments accumulated since the September 15th on campus meeting as well as the switching of the RC to the north parcel and the LLC to the south parcel.
2. Hanbury Evans started the meeting by reviewing the ECS RC. A cumulative Program Request List and September 15th Minutes were included in support of the floor plans. Comments are as follows:
 - A. Tech Lab
 - i. Placed at the northwest corner to serve as a showcase space for ECS recruiting and identity.
 - ii. Placed near the community spaces of the RC
 - iii. ECS felt this space in conjunction with the adjacent Group Study Rooms will provide a key study zone on the ground floor
 - B. Media / Game Room
 - i. Placed on the primary entry portal corner
 - ii. Accommodates 2 game functions, Billiards and Ping Pong
 - C. Community Kitchen
 - i. ECS referenced similar residence communities at other campuses and asked about potential for multiple sinks and ovens.
 1. CLL expressed concern with multiple ovens

2. Hanbury Evans to advise on possibility for this program based on square footage
- D. Residence Hall Director Office
 - i. RHD office is located adjacent to front lobby/desk and along entry portal.
- E. Faculty / Governance Offices
 - i. The layout of the office suite is favorable (offices that open up to a central copy/work zone)
 - ii. Office Manager
 1. Located as a flexible staffing option within the enlarged copy/work zone should this position come online.
 - iii. The floor plan shows 4 faculty offices and 2 staff zones capable of seating 4 staff members.
 1. Due to staff members needing a level of privacy when advising students, ECS requests all staff members office in an enclosed room.
 2. For security and tracking students, Graduate Assistants should not be shown as officing within the secure Faculty/Staff zone
 3. ECS requested 7 total offices: 3 faculty offices (1 larger than the other 2) and 4 staff offices (1 larger than the other 3).
 - a. ECS advised if additional space is needed to accommodate this, the Storage/Kitchenette can be moved, potentially reducing Senior Commons/Conf Room SF
 - b. In a follow-up email on October 24th, ECS described the office spaces required after the GA moves out of the card-access zone as follows:
 - i. Faculty Master
 - ii. Faculty
 - iii. Faculty
 - iv. Faculty (possibly a staff/ administrator in the future)
 - v. Director
 - vi. Asst. Director
 - vii. Academic Advisor
 - viii. Office Manager will be in the middle of the work area.
 4. Re-label the "Faculty Master Office" as "Faculty Office"
 - a. For recruiting of future Faculty Masters, ECS requests this space remain as close to 200SF as possible
 - iv. Design Team to enlarge waiting zone
 - v. Library Storage Room door to move to corridor for greater flexibility
- F. Council Work Room
 - i. Placed at northeast corner of west leg of the building
 - ii. ECS advised that this space can also serve as office space for Graduate Assistant(s) as it is outside of the Faculty/Staff card access zone, this is the current model used at North Village.
- G. Seminar Room
 - i. Located on Courtyard side
- H. Staff and Leadership Apartments
 - i. The Resident Director Apt is located within the east leg adjacent to the Faculty Master Apt
 1. The Library is no longer connected to the Faculty Master Apt, ECS stated this is not an issue.
 - ii. The Resident Chaplain Apt is located within the west leg of the of the building
3. The second half of the meeting focused on a review of the SH LLC. A cumulative Program Request List and September 15th Minutes were included in support of the floor plans. Comments are as follows:
 - A. The Residence Director Office is located adjacent to the lobby in the preferred location for CL&L
 - B. Due to requirements for the Electrical Room location, an odd entry to the Library is created

- i. Hanbury Evans to coordinate with MEP consultants on options that will allow for a more direct access to the Library
 - C. Hanbury Evans to look at a more central door location between Library and Faculty-in-Residence Apt
 - D. SH advised that doors directly connecting the 3 large spaces (Interactive Seminar, Medium Multi-purpose and the Media/Game room) would be very beneficial particularly for lectures, with the Media/Game Room providing an outlet for casual interaction with the lecturer.
 - i. Hanbury Evans to study best ways for greatest flexibility between these 3 spaces
 - ii. An additional exterior door along Bagby Ave will be shown to meet code for the Medium Multi-purpose Room
 - E. Faculty / Governance Offices
 - i. 4 Faculty offices, 1 Program Director desk, 1 staff desk and 1 Graduate Assistant Desk were provided and reviewed
 - 1. SH advised that a total of 5 offices are required and to be labeled as follows:
 - a. 1 Program Director
 - b. 1 SH Advisor
 - c. 3 Faculty Offices
 - 2. The Graduate Assistant Desk to move into open work zone with an additional systems-style desk for flexibility.
4. Next Steps
- A. Hanbury Evans emailed a copy of the presentation to the meeting participants for their review after the meeting concluded
 - B. Hanbury Evans to coordinate a meeting to review the Faculty/Staff Apts

The aforementioned is our understanding of items discussed and decisions made during the meeting. Please contact this office with any additions or corrections to these notes.

JAK/jak

cc: File

Attachments: None

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