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November 10, 2015

Webster University
Interdisciplinary Science Building

FF&E User Group Workshop # 1
Location: EAB Paric Conference Room 358

Purpose: Review the preliminary furniture layouts for function and develop furniture budget

Agenda:

10:00-11:00	Deans' Suites Institute of Human Rights Commons Conference Rooms Work/Copy Rooms
11:00-12:00	Psychology Quantitative Lab
12:00-1:00	Lunch
1:00-2:00	International Languages & Cultures Translation Lab Teaching Kitchen
2:00-3:00	Religious Studies Biological Sciences
3:00-5:00	Computation Lab Science Labs

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November 11, 2015

Webster University
Interdisciplinary Science Building

FF&E User Group Workshop # 2
Location: EAB 253/262

Purpose: Review the preliminary furniture layouts, set criteria and develop furniture budget

Agenda:

10:00-11:00	Anthropology Sociology
11:00-1:00	Break/Lunch
1:00-3:00	Nurse Anesthesia Nurse Anesthesia Labs
3:00-5:00	Nursing Nursing Labs Mock Exam Rooms

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September 7, 2016

Webster University
Interdisciplinary Science Building
Workshop #1

Location: EAB Room 358 Paric Conference
Time: 8:30am – 5:05pm

Agenda

Objectives during each group session:

- Review feedback and notes from previous workshops (conducted November 2015)
- Confirm furniture layouts (office, lab, classroom, and public spaces) and needs for each space
- Review furniture options that will be shown during the furniture fair

8:30 – 9:00 SB&C set up if needed

9:00 – 10:00 Dean's Team kickoff (staff)

10:00 – 11:00 Nurse Anesthesia & Nursing

11:05 – 12:00 International Languages & Cultures

12:00 – 1:00 Break for lunch

1:00 – 2:00 Biological Sciences

2:00 – 3:00 Anthropology, Sociology & Psychology

3:05 – 4:05 SGA Students

4:05 – 5:05 Wrap Up Session with Deans

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September 20, 2016

Webster University
Interdisciplinary Science Building
Workshop #2

Location: EAB Room 358 Paric Conference
Time: 8:00am – 5:05pm

Agenda

Objectives during each group session:

- Review photos from site visit of each department
- Focus on Office Layouts and display needs per department
- Look at Office typicals (3D renderings, storage specifics)

7:45 – 8:00 SB&C set up

8:00 – 9:00 Events / Ceremonies, Accessibility Committee, and Facilities Operations
(current furniture plans and additional event layouts for discussion)

9:00 – 10:00 Dean's Team

10:00 – 11:00 Break

11:00 – 12:00 International Languages & Cultures

12:00 – 2:00 Biological Sciences, Anthropology, Sociology & Psychology
(will have new layout options for Becky and Nicole's shared office for discussion)

2:05 – 3:05 Nurse Anesthesia & Nursing

3:05 – 4:05 SGA Students
(will review items proposed for the furniture fair)

4:05 – 5:05 Dean's Wrap up Session

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September 28, 2016

Webster University
Interdisciplinary Science Building
Office Typical Review

Location: Loretto Hall 201
Time: 8:00-9:30

Agenda

Review of Private Office Layouts for Furniture Fair
- Review typicals that will be ordered for the furniture fair
- Review updated private office typical requested by the biology and ASP departments
- Review updated adjunct office layout options
- Discuss one-on-one meeting agenda and time frame

Review of Furniture Fair Items
- Review ancillary items to be ordered for the furniture fair

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March 23rd, 2017

Webster University
Browning Hall Interdisciplinary Science Building
PEC Meeting

Location: Loretto Hall 360
Time: 8:30-9:30

Agenda

- Review furniture package including fabric and finish selections
  - Classrooms
  - Labs
  - Teaching Kitchen
  - Lecture Hall
    - Evaluation of sample chair
  - Public Spaces
  - Offices

- Questions for the PEC
  - Determine when the furniture package for the dean's suite should be reviewed with the new dean

- Next Steps
  - Product specifications
  - Proposals & order entry

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April 6th, 2017

Webster University
Browning Hall Interdisciplinary Science Building
PEC Meeting

Location: Loretto Hall 360
Time: 4:00-5:00

Agenda

- Evaluate reuse of existing classroom chairs
- Review revised options for conference room tables
- Review adjunct storage

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March 16th, 2017

Webster University
Interdisciplinary Science Building
Pre-PEC Meeting

Location: Loretto Hall 402
Time: 10:00-11:00

Agenda

- Review updated budget
  - Discuss reuse of existing inventory
  - Confirm unassigned office furnishings

- Review final furniture selections and finish package
  - Classrooms
  - Labs – Discuss process for obtaining feedback from additional evaluations
  - Teaching Kitchen
  - Public Space
  - Dean's Suite
  - Private Offices
  - Staff Areas
  - Misc

- Discuss agenda for PEC meeting on 3/23/17

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November 11, 2016

Webster University
Interdisciplinary Science Building
Advisory Committee Meeting

Location: EAB 102
Time: 2:00-3:00

Agenda

- Brief overview of design and construction progress
- Update on furniture planning process
  - Review findings of furniture Workshops 1 & 2
  - Discuss progress of faculty one-on-one review meetings
- Review overall furniture plans per floor
  - Discuss public spaces
- Present an overview of the furniture fair
  - Review product that will be shown at the furniture fair
  - Review furniture fair process
    - Furniture fair to be held January 24th and 25th, 2017
    - Discuss how the furniture fair will be organized
    - Discuss how the results of the furniture fair will be communicated to the Webster University Community
- Move and logistics planning

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March 8th, 2017

Webster University
Interdisciplinary Science Building
PEC Meeting

Location: Loretto Hall 402
Time: 1:00-2:30

Agenda

- Recap of furniture fair & overview of furniture fair results

- Review furniture selections specific to each room focusing on:
  - Classrooms
  - Teaching Kitchen
  - Labs – Stool type
    - Upholstered backless stool vs. Urethane stool with back
    - Discuss cleanability and chemical resistance of upholstery
    - Discuss options needed:
      - Casters or Glides
      - Footring included or omitted
  - Workrooms
    - Upholstered backless stool vs. Urethane stool with back
    - Discuss cleanability and chemical resistance of upholstery
    - Discuss options needed:
      - Casters or Glides
      - Footring included or omitted

- Review selection for faculty office task chair
  - Confirm if any faculty have a need for a different task chair

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April 6th, 2017

Webster University
Browning Hall Interdisciplinary Science Building
Faculty Review Meeting

Location: EAB 392
Time: 11:00-1:00

Agenda

- Review furniture package including fabric and finish selections
  - Classrooms
  - Labs
  - Teaching Kitchen
  - Lecture Hall
  - Public Spaces
  - Offices

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October 26, 2016

Webster University
Interdisciplinary Science Building
One-On-One Faculty Office Reviews

Location: Webster Hall, Room 219
Time: 8:00-5:00

***Each faculty member will be assigned a 20 minute window during this time frame.**

Agenda

Review and select office desk layout
Review and select book and filing storage options
Review existing furniture to be reused, if applicable

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February 27, 2017

Webster University
Interdisciplinary Science Building
PEC Meeting

Location: Loretto Hall 360
Time: 9:00-10:00

Agenda

- Recap of furniture fair
- Overview of furniture fair results
  - Review attendees' survey results
  - Review product selections
- Discuss how the results of the furniture fair should be communicated to:
  - Faculty
  - Staff
  - Students
  - The Journal
- Next Steps
  - Faculty review of furniture selections – completed by March 10th
  - Product specifications
  - Order entry April 1st

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October 27, 2016

Webster University
Interdisciplinary Science Building
PEC Review Meeting – Furniture

Location: Loretto Hall, Room 360
Time: 9:00-10:00

Agenda

- Update on furniture planning process
  - Review findings of furniture Workshops 1 & 2
  - Discuss progress of faculty one-on-one review meetings

- Review overall furniture plans
  - Discuss public spaces

- Discuss upcoming Furniture Fair
  - Review product that will be shown at the furniture fair
  - Review furniture fair process
    - Furniture fair to be held November 29th and November 30th
    - Discuss how the furniture fair will be organized
    - Discuss how the results of the furniture fair will be communicated to the Webster University Community
    - Discuss publicity strategy for the furniture fair

Questions:

- How will the furniture fair be publicized? Who should be contacted regarding a newspaper article about the furniture fair?

- Should a time be scheduled for a walk-through of the furniture fair with the PEC? Consider a time at the end of the day.

- Should a time be scheduled for a walk-through of the furniture fair with the Deans of the College of Arts and Sciences?

- How should the College of Arts and Sciences' transition from Webster Hall be handled (i.e., future use and function of Webster Hall labs)?

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April 19th, 2017

Webster University
Browning Hall Interdisciplinary Science Building
Proposal Review

Location: LH 201
Time: 10:30-11:30

Agenda

- Review proposal packages
  - Public Spaces
  - Lab Furniture
  - Faculty & Staff Offices – Floors 1, 3, and 4
- Review options for conference & meeting rooms
  - Provide update on custom boardroom table option
  - Review selections for other conference & meeting rooms
  - Review chair options
- Review classroom finishes in conjunction with existing classroom chair
  - Leona will provide chair from San Diego for evaluation

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August 22, 2016

Webster University
Interdisciplinary Science Building
FF&A Kick Off Meeting with PEC

Location: Loretto Hall, Room 402
Time: 10:30 – 11:30

Agenda

- Brief Overview of Building Design Package (includes finish and plan review)
- Kick Off of Furniture Package
    - Overview of the FF&A process
    - Workshop Intent
    - 30/60/90 Timeline
    - Furniture Fair – Details and Expectations (photos)

Follow Up Questions

- Advisory Committee meeting after workshops completed – overview of information collected / engage them in the project status?
- How is data from Furniture Fair shared with PEC, design team, Webster U?
    - How is the information documented
    - Shared on ISB website
- Donor Wall / Donor Recognition
- Other ways to include the Webster community throughout the process?

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