



**WOU BOARD OF TRUSTEES RETREAT  
MEETING NO. 29 – SEPTEMBER 11, 2019  
9:00 AM – 4:30 PM  
OREGON GARDENS – SILVERTON, OREGON, LOTUS ROOM  
AGENDA**

- I. CALL-TO-MEETING/ROLL CALL**
- II. CHAIR’S WELCOME**
- III. DISCUSSION/ACTION: WOU:Salem Capital Purchase**
- IV. BREAK**
- V. AGB PRESENTATION – REVIEW SURVEY RESULTS**
- VI. LUNCH (Trillium Room)**
- VII. AGB PRESENTATION – STRATEGIC ISSUES IN HIGHER EDUCATION:  
Strategic Thinking about Impact on WOU**
- VIII. AGB PRESENTATION – OVERSEEING EDUCATIONAL QUALITY:  
Theory and Practice**
- IX. BREAK**
- X. SUMMARY AND ACTION ITEMS**
- XI. A LOOK AHEAD – 2019-2020 PLANNING**
- XII. ADJOURNMENT**

Dinner will be served in the Trillium Room following the meeting.

**Executive, Governance, and Trusteeship Committee (EGTC), September 11, 2019,  
WOU:Salem Capital Purchase**

By the results of price negotiation and due diligence, the staff determine that the Vick Building located at 525 Trade St. SE, Salem, OR 97301 will strategically enhance the university's fixed assets to fulfill its mission by providing sufficient and adequate academic space for Salem-bound students. Negotiated purchase price of \$2,735,000 represents a cost of \$75.56 per square foot. The purchase of the building will add six classrooms and one computer lab, accommodating up to 498 occupants at any given time. This occupancy does not cross the 500 occupant threshold and will not trigger a seismic upgrade per AC+Co Architecture Community determination.

The academic pro forma estimates that the building at full capacity will run at a positive margin after accounting for direct and indirect expenditures (including depreciation). The academic programs may be offered at the building as early as Fall 2020. Financing pro forma considered three funding sources, with the staff recommending purchase utilizing reserves with a future revolving line of credit established to replenish cash on hand.

**COMMITTEE RECOMMENDATION:**

The Western Oregon University Executive, Governance, and Trusteeship Committee (EGTC) recommends the Western Oregon University Board of Trustees approve the purchase of the building located at 525 Trade St. SE, Salem, OR 97301 at the price of \$2.735 million to the full board for approval. The purchase and capital improvements are to be financed by drawing \$3.5 million of the university reserves, with a future revolving line of credit established to replenish cash on hand.



## ***Salem:WOU Capital Purchase***

### ***Table of Contents***

- 1) [Updated Trade Street Purchase Overview](#) (pg. 3)
- 2) [Addendum to the Real Estate Agreement](#) (pg. 4)
- 3) [Memorandum: Code Review](#) (pg. 5)
- 4) [Financing Options](#) (pg. 8)
- 5) [Vick Building Proforma](#) (pg. 9)
- 6) [Vick Building Gantt Overview](#) (p. 11)
- 7) [Vick Building Punch List](#) (p. 12)
- 8) [Information Technology Infrastructure for WOU:Salem](#) (p. 13)
- 9) [Safety and Security Needs Assessment](#) (p. 14)



Total Sq. Ft: 36,197 Sq Ft  
Basement: 11,867 Sq Ft  
First Floor: 12,165 Sq Ft  
Second Floor: 12,165 Sq Ft  
Private Parking Lot: 40 spaces

List Price: \$2,950,000 (reduced from \$3,100,000)  
Conditional Agreed Upon Price: \$2,725,000  
Due Diligence: 90 Days  
Inspections Deadline: July 22  
Final Board of Trustee Approval Deadline: August 21

**Re-Negotiated Price: \$2,735,000**

*Re-negotiated price increased due to extended timeline resulting in \$10,000 additional expenses to the seller. In addition, \$100,000 will go towards creating a Yost Scholarship for Leadership endowment fund, providing approximately \$4,000 per year in student scholarships.*

Due diligence resulted in approximately \$600,000 of repairs and deferred maintenance. Upon BOT approval, closing will take place on September 13, 2019.

Zoned CB – Central Business District  
Adult and Post-Secondary Education is permitted

Most recent traffic count (2017) had 17,000 cars per day

Walking distance to State Capitol Building and Transit Mall, and in the heart of downtown Salem makes this property appealing for visibility (signage = marketing and awareness), access to amenities, and convenience for students.

# ADDENDUM TO REAL ESTATE SALE AGREEMENT

1 This is an Addendum to:  Real Estate Sale Agreement  Seller's Counter Offer  Buyer's Counter Offer

2 RE: Real Estate Sale Agreement No. 19-157 Dated 5-16-2019 Addendum No. B

3 Buyer: Western Oregon University

4 Seller: Yost Properties, LLC

5

6 The real property described as: 525 Trade Street SE, Salem, OR 97301 (R89049/R89050)

7

8

9 SELLER AND BUYER HEREBY AGREE THE FOLLOWING SHALL BE A PART OF THE REAL ESTATE SALE AGREEMENT REFERENCED ABOVE.

- 10 1. Purchase price to be \$2,735,000.00.
- 11 2. Seller agrees to a closing date of on or before September 13, 2019. \$10,000.00 of the purchase
- 12 price increase due to Seller incurred costs for this closing date.
- 13 3. Seller agrees to gift \$100,000.00 to the Western Oregon University Foundation at closing,
- 14 establishing the "Yost Scholarship for Leadership" to provide scholarships for qualified Salem
- 15 based students on an on-going basis.
- 16 4. Buyer agrees to grant Seller 30 days after closing to remove all personal property from the
- 17 building. During this time, Seller agrees to insure his personal possessions, but not the building
- 18 itself.
- 19 5. Buyer releases all contingencies, with the exception of full board approval at scheduled board
- 20 meeting on September 11, 2019.
- 21

22 ALL REMAINING TERMS AND CONDITIONS NOT OTHERWISE MODIFIED SHALL REMAIN IN FULL FORCE AND EFFECT.


23

24 Buyer Signature Tatjana Karasman Date 8, 5 8:30 a.m. p.m.

25 Buyer Signature \_\_\_\_\_ Date \_\_\_\_\_, \_\_\_\_\_ a.m. p.m.

26

27 Seller Signature Roger Yost Date 8/2/2019 | 4:29 PM PDT a.m. p.m.

28 Seller Signature \_\_\_\_\_ Date \_\_\_\_\_, \_\_\_\_\_ a.m. p.m.   
8/2/2019 | 4:39 PM PDT

29

30 Selling Licensee: George Grabenhorst Listing Licensee: Terry Hancock

31 Selling Firm Broker Initials/Date \_ / \_ Listing Firm Broker Initials/Date  8/2/2019 | 4:39 PM PDT

**To:** Michael Smith, Western Oregon University (WOU)  
**From:** Blake Bural, AC+Co  
**Subject:** **Code Review – Vick Building**  
**Date:** July 16, 2019

Our office was asked to perform an initial commercial code review and zoning code review for the existing Vick building located at 525 Trade Street SE, Salem, OR. We used the 2014 Oregon Specialty Structural Code and Salem's Revised Code for our analysis. We had previously drawn the building and in general our plans match the existing conditions found today. We performed two code analysis's for WOU. First was an analysis based on their desired use of the building. Further analysis is described below. Then we performed a second code analysis to eliminate what we believe would be required upgrades to the building and that narrative is described below as well.

Initial code summary is found in the attached pdf title 19078-A0.1. Based on identified room uses from WOU we calculated an occupancy at 639 people. Per Chapter 16 of the OSSC adult education buildings with an occupancy over 500 will trigger a mandatory seismic upgrade as this triggers a risk category change from II up to III (which is more restrictive). With the above-mentioned occupancy load, we analyzed the plumbing fixtures within the building and found that additional restrooms would need to be built in order to meet minimum fixture counts. Egress was generally checked, there are multiple stairs and exits, however the lack a complete corridor on the 2<sup>nd</sup> floor to the SE stair would need to be further reviewed for compliance if left as-is. What corridors exist appear to meet minimum OSSC requirements with fire rated doors and frames. Given the above information and required upgrades we looked at the building with new a different mix of uses and performed a second code analysis.

The second analysis, pdf title 19078-A0.1 v2, maintained a number of the initial space uses however changes in uses which would limit the number of people in the building was analyzed. The second pass arrived with an occupancy at 498 which did not cross the 500 occupant threshold. So, in our opinion there is not a mandatory trigger for a seismic upgrade as the building's risk category would remain at a class II. Then given the new occupant load of 498 we again analyzed the existing restrooms and found the existing restrooms to meet the minimum number of fixtures required. Lastly, related to egress we showed a new extension to the 2<sup>nd</sup> floor corridor to complete the path which we feel is necessary from a code perspective.

Our office did confirm with the City of Salem that in 2002 they have a registered B Occupancy for the building. So, a first-time occupancy is not needed for either Building & Safety or the Planning department. If WOU intends to occupy the building, prior to occupancy, you will need to do at a minimum a building permit to build the proposed corridor walls and confirm occupancy, and then do a class 1 site plan review for the change of use.

There are further details in the attached code reviews. This memo is serving to provide a narrative for the more pertinent items. Feel free to call or write with any additional questions.

END OF MEMO

Encl.

cc: File



# CODE COMPLIANCE

## GENERAL

VICK BUILDING CODE ANALYSIS  
 PROJECT NUMBER: 2019.0074  
 STATE OF OREGON 2014 STRUCTURAL SPECIALTY CODE, AMENDMENTS BASED ON 2012 IBC  
 PRINCIPAL ARCHITECT: BLAKE BURAL, AIA  
 PROJECT DESCRIPTION: CODE ANALYSIS TO CONVERT FORMER OFFICE BUILDING TO SECONDARY SCHOOL USE.

## ZONING CODE

LISTED ZONE: OVERLAY	CB CENTRAL BUSINESS GENERAL RETAIL OFFICE OVERLAY	
ADJACENT ZONES:	CB CENTRAL BUSINESS CB CENTRAL BUSINESS CB CENTRAL BUSINESS PA PUBLIC AMUSEMENT	
PERMITTED USE:	POST SECONDARY / ADULT EDUCATION	SECT. 524.1
DEVELOPMENT STANDARDS:		
HEIGHT	NO MAX	SECT. 524.4
LOT SIZE:	NONE	SECT. 524.2
SET BACKS:		
ABUTTING STREET (WEST / SOUTH)	0 FT OR 10 FT - BLDG 6 FT OR 10 FT - VEHICULAR USE	SECT. 524.3
INTERIOR SIDE/REAR	NONE - BLDG 5 FT - VEHICULAR USE	
OFF-STREET PARKING:	NONE REQUIRED, PROPERTY IN DOWNTOWN PARKING DISTRICT	
EXISTING PARKING	= 41 PS	
HANDICAP PARKING:		
TOTAL REQUIRED:	= 2 PS	
TOTAL PROVIDED:	= 0 PS, DOES NOT COMPLY	
BICYCLE PARKING:	ADULT EDUCATION	SECT. 806-8
PARKING REQUIRED:	4 OR 1 PER 10,000 SF	
TOTAL PROVIDED:	= 4 PS, COMPLIES (LOCATION TBD)	
LOADING SPACE REQUIREMENTS:	EDUCATION USE	SECT. 806-9
TOTAL REQUIRED:	= 1 PS, COMPLIES	
TOTAL PROVIDED:	USING 806.075,a EXCEPTION - NO DELIVERIES OVER 8,000 LBS OF DELIVERY TRUCK WEIGHT	
OVERLAY ZONE		
DESIGN REVIEW GUIDELINES AND STANDARDS		
ENTRANCE:	PRIMARY BUILDING ENTRANCE PROVIDED FOR EACH FACING A STREET. THERE IS A NEW FACING THE SOUTH, WEST AND NORTH SIDES OF THE BUILDING	
WINDOWS:	SUBJECT TO EXISTING BUILDING STANDARD, WINDOWS MUST NOT BE REDUCED IN GLAZING PERCENTAGE PER 632.025, 2.B, ii, aa	
CANOPIES:	SUBJECT TO EXISTING BUILDING STANDARD, CANOPIES MUST NOT BE REDUCED IN LENGTH FROM WHAT EXISTING PER 632.025, 2, B, iv, aa	

## USE AND OCCUPANCY CLASSIFICATION (CHAPTER 3)

B OCCUPANCY SECONDARY SCHOOL ABOVE 12TH GRADE SECT 304

## GENERAL BUILDING HEIGHTS AND AREAS (CHAPTER 5)

CONSTRUCTION TYPE: IIIB, NON-SPRINKLED TABLE 503  
 BUILDING AREA:

EXISTING BUILDING	12,166 SF
BASEMENT	12,166 SF
FIRST	12,166 SF
SECOND	12,166 SF
TOTAL	36,498 SF

BASE ALLOWABLE 19,000 SF PER FLOOR

BUILDING IS CONSIDERED WITH BASEMENT AS THE LOWEST FLOOR IS NOT ABOVE GRADE AND THE FLOOR ABOVE IS LESS THAN 6 FEET ABOVE GRADE (APPROX. 4-5 FT) SECT DEFINITION

OCCUPANCY SEPARATIONS: NONE SECT. 508.4

## TYPES OF CONSTRUCTION (CHAPTER 6)

CONSTRUCTION TYPE: IIIB, NON-SPRINKLED TABLE 601

BUILDING ELEMENTS:		
STRUCTURAL FRAME:	0-HR	TABLE 601
EXTERIOR BEARING WALL:	2-HR	TABLE 601
INTERIOR BEARING WALL:	0-HR	TABLE 601
EXTERIOR NON-BEARING WALL:		
x < 5'-0" =	1-HR	TABLE 602
5 ≤ x < 10'-0" =	1-HR	TABLE 602
10'-0" ≤ x < 30'-0" =	1-HR	TABLE 602
x ≥ 30'-0" =	0-HR	TABLE 602
INTERIOR NON-BEARING WALL	0-HR	SECT. 601
FLOOR, INCLUDING BEAMS	0-HR	TABLE 601
ROOF, INCLUDING BEAMS	0-HR	TABLE 601

## FIRE-RESISTANCE-RATED CONSTRUCTION (CHAPTER 7)

EXTERIOR WALLS, PROJECTIONS

0-2 FT	NOT PERMITTED (NORTH)
2-3 FT	24 INCHES
3-30 FT	24 INCHES, PLUS 8 INCHES FOR EVERY FOOT < 3FT
30 FT +	20 FEET (EAST, SOUTH, WEST)

BUILDINGS, SAME LOT N/A SECT. 705.3

WALL OPENINGS 0-3 FT UP, NS - NOT PERMITTED (NORTH) TABLE 705.8  
 30 FT + UP, NS - NO LIMIT (WEST, SOUTH, EAST)

UNPROTECTED OPENINGS ALLOWED WHERE EXTERIOR WALL IS NOT RATED SECT. 705.8.1 EX 2

FIRE WALLS NONE SECT. 706

FIRE PARTITIONS CORRIDOR WALLS, 1-HOUR SECT 708

SHAFT ENCLOSURES (STAIRS, ELEVATOR AND VERT. SHAFTS): SECT. 713

FIRE RATING: 1-HR FIRE BARRIER SECT. 713.4

OPENINGS: SHALL BE SELF CLOSING, BY SMOKE DETECTION SECT. 713.7

ELEVATOR LOBBY: NOT REQUIRED, LESS THAN 4 STORIES SECT. 713.14.1

OPENING PROTECTION: DOORS 60 MIN RATING REQUIRED (ELEVATOR AND STAIR) TABLE 716.5  
 20 MIN RATING REQUIRED (CORRIDOR)

## INTERIOR FINISHES (CHAPTER 8)

OCCUPANCY:	GROUP B	
VERTICAL EXITS:	CLASS A	TABLE 803.9
EXIT CORRIDORS:	CLASS B	TABLE 803.9
ROOMS:	CLASS C	TABLE 803.9

## FIRE PROTECTION SYSTEM (CHAPTER 9)

B OCCUPANCY		
EXISTING BUILDING	NON-SPRINKLED	SECT. 903.2.3
PORTABLE FIRE EXTINGUISHERS SHOWN ON PLANS	TBD	

FIRE ALARM		
B OCCUPANCY, REQUIRED IF...	OCC LOAD > 500 OCC LOAD > 100 ON ANY LEVEL OTHER THAN EXIT DISCHARGE	SECT 907.2.2

## MEANS OF EGRESS (CHAPTER 10)

OCCUPANT LOAD:	639 OCCUPANTS	
EGRESS WIDTH - REQUIRED:	689 OCC x (0.2) = 137" = 11'-6"	SECT. 1005.3.2
PROVIDED:	36: EA (2) = 72" 72: EA (6) = 432"	

STAIR EGRESS WIDTH		
REQUIRED:	689 OCC x (0.3) = 206" = 17'-4"	
PROVIDED:	STAIR 1 = 6'-9" STAIR 2 = 4'-3" STAIR 3 = 6'-0" STAIR 4 = NEED TO VERIFY	

EGRESS ILLUMINATION:	REQUIRED	SECT. 1006.1
ACCESSIBLE EGRESS	NOT REQUIRED, EXISTING BLDG	SECT 1007.1, EX 1

PANIC HARDWARE	OCC LOAD > 50,	
COMMON PATH	75 FT	TABLE 1014.3

SPACES WITH ONE EXIT	B OCC 49 MAX OCCUPANTS	TABLE 1015.1
EXIT TRAVEL DISTANCE	200 FT, COMPLIES	TABLE 1016.2

CORRIDOR		
RATING	B OCC, NON-SPRINKLED = 1 HOUR RATING (≥30 OCC LOAD)	TABLE 1018.1
WIDTH	44 INCHES MIN	

DEAD END	20 FEET MIN, NON-SPRINKLED	SECT 1018.4
EXITS REQUIRED	2 FROM EACH FLOOR	

## STRUCTURAL DESIGN (CHAPTER 16)

RISK CATEGORY:		
EXISTING:	CLASS II	SECT 1604.5
RISK OF CLASS III	IF OCCUPANCY OF ADULT EDUCATION BUILDING > 500, CLASS III CATEGORY TRIGGERED WITH SEISMIC UPGRADE REQUIRED	

## PLUMBING SYSTEMS (CHAPTER 29)

EXISTING SCHOOL		
B OCCUPANT LOAD:	639	TABLE 2902.1
MALE	320	
FEMALE	320	

B OCC	MEN					WOMEN					UNISEX				
	WC	LAV	UR	DF	SHWR	WC	LAV	DF	SHWR	WC	LAV	UR	DF	SHWR	
REQUIRED:	8	5	-	-	-	8	5	-	-	-	-	-	-	-	
REQUIRED W/ URINALS	7	5	3	-	-	8	8	-	-	-	-	-	-	-	
EXISTING:	4	5	3	-	-	8	6	2	-	1	1	-	-	-	

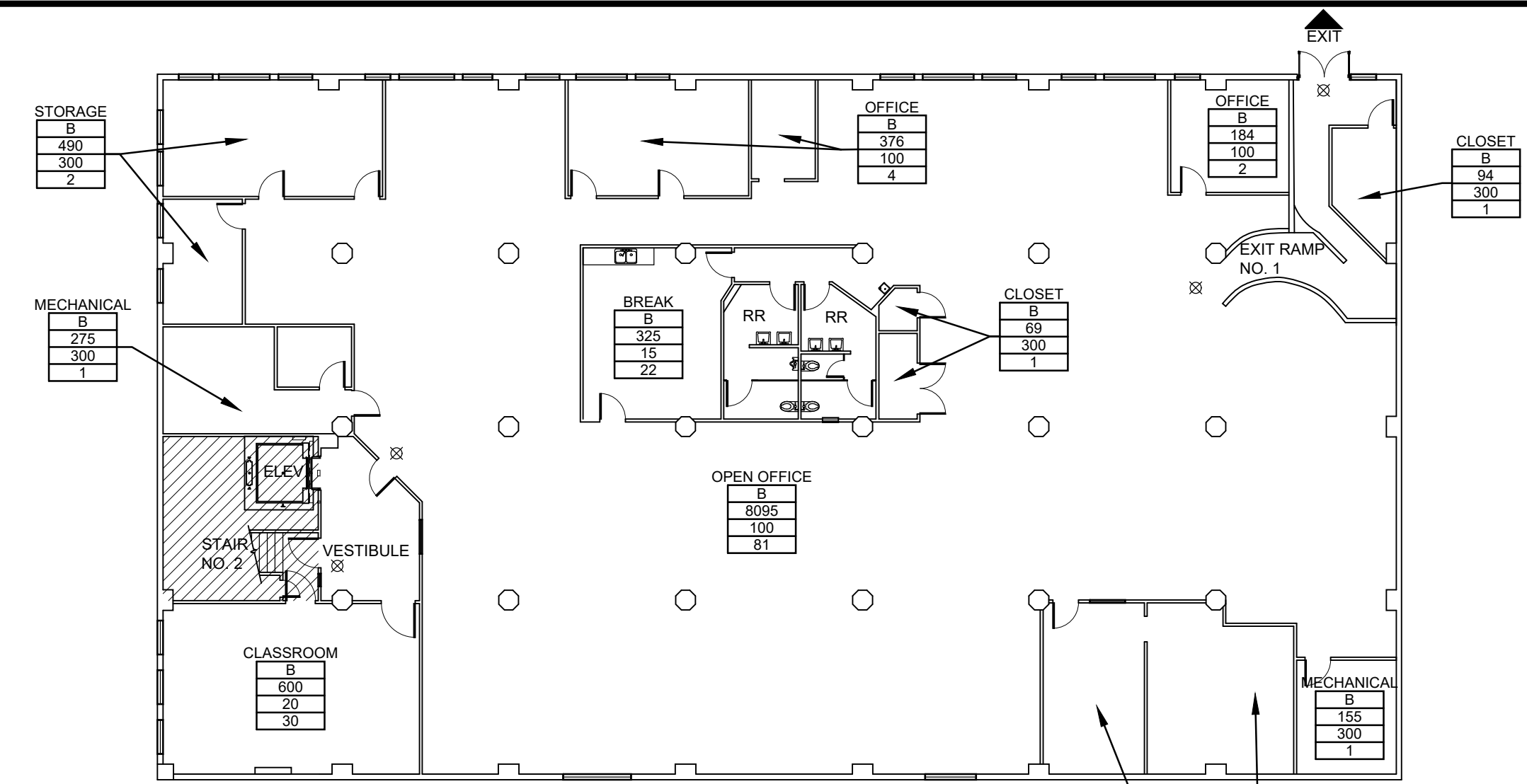
SUMMARY: THE CURRENT BUILDING IS DEFICIENT 2 TOILETS AND 1 LAVATORY (SINK) FOR THE CURRENT OCCUPANCY

## OREGON ENERGY CODE

BUILDING ENVELOPE		
ROOF	REQUIRED PROVIDED	R-20ci ABOVE DECK UNKNOWN
WALLS (ABOVE GRADE - MASS)	REQUIRED PROVIDED	U-0.150 R-15 METAL FURRED AND INSULATED IF NEW OR EXPOSED
SLAB ON GRADE	REQUIRED PROVIDED	UN-HEATED SLAB, NONE UN-HEATED SLAB, NONE
WINDOWS	REQUIRED PROVIDED	U-0.45 U-0.45 (WHERE NEW ARE PROVIDED)
OPAQUE DOORS	REQUIRED PROVIDED	U-0.80 U-0.80 (WHERE NEW ARE PROVIDED)
VESTIBULE		NOT REQUIRED

## SYMBOL LEGEND

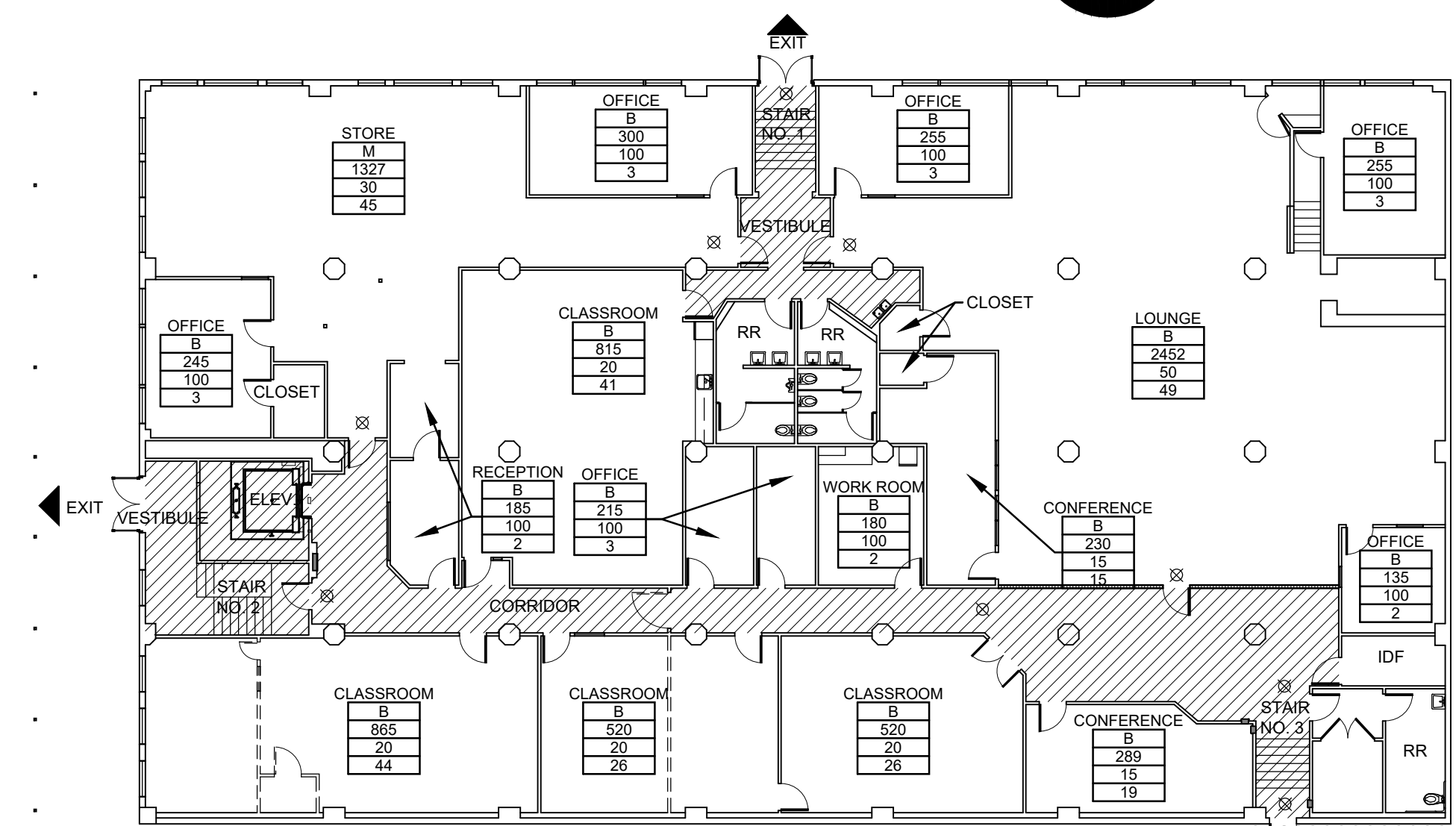
ROOM	—	OCCUPANCY CLASSIFICATION
□	—	SQUARE FOOTAGE OF AREA
□	—	OCCUPANT LOAD FACTOR
□	—	OCCUPANTS
⊗	—	EXIT SIGNS REQUIRED (MINIMUM)
EXIT	—	REQUIRED EXIT
▨	—	1 HOUR SHAFT OR CORRIDOR



BASEMENT FLOOR CODE REVIEW

SCALE: 1/16" = 1'-0"

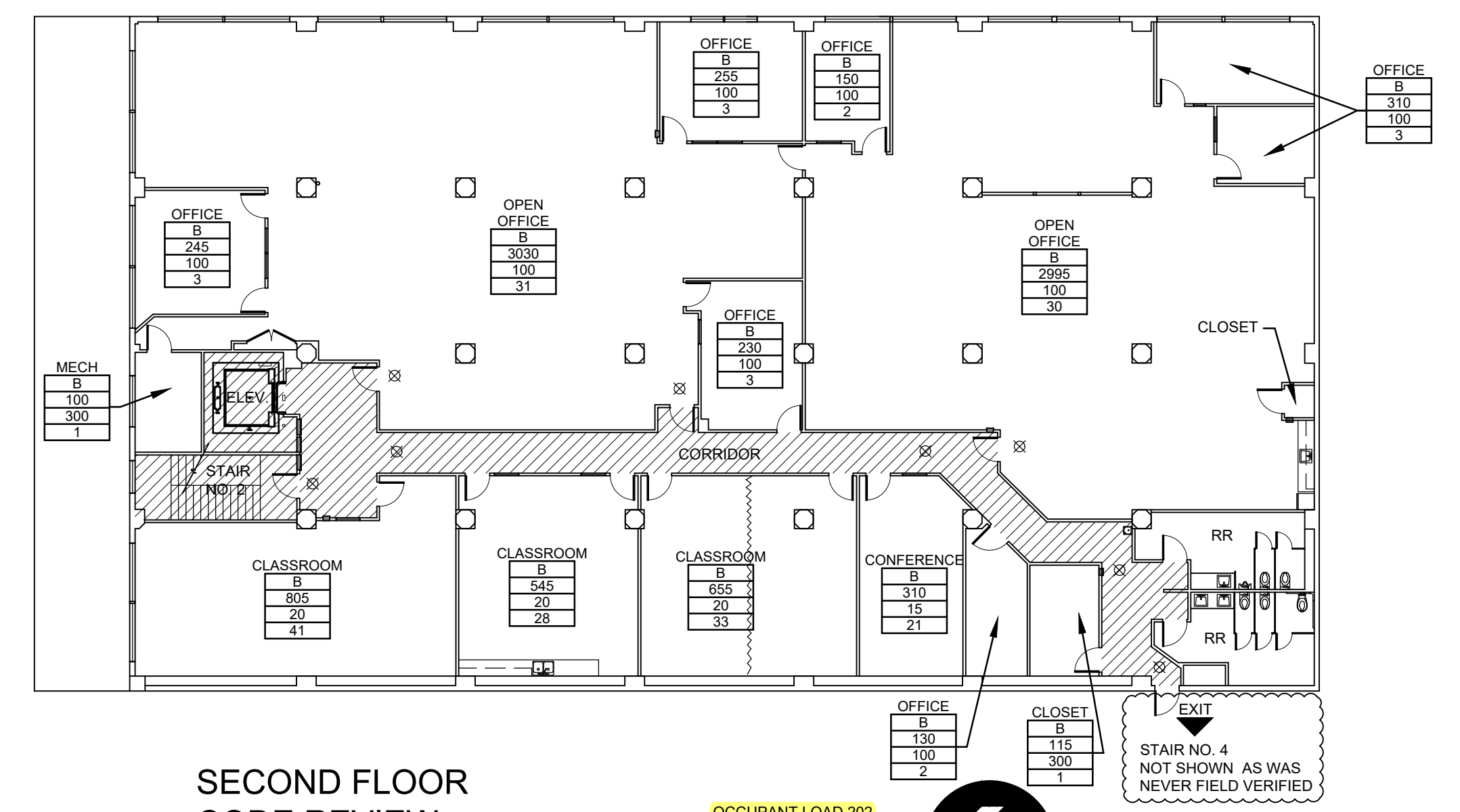
OCCUPANT LOAD 151



FIRST FLOOR CODE REVIEW

SCALE: 1/16" = 1'-0"

OCCUPANT LOAD 286



SECOND FLOOR CODE REVIEW

SCALE: 1/16" = 1'-0"

OCCUPANT LOAD 202

SCHEMATIC DESIGN  
 NOT FOR CONSTRUCTION

In the event conflicts are discovered between the original signed and sealed documents prepared by the Architects and/or their Consultants, and any copy of the documents transmitted by mail, for, electronically or otherwise, the original signed and sealed documents shall govern.

JOB NO. 2019.0074  
 DATE 09 JUL 2019  
 DRAWN  
 REVISIONS



VICK BUILDING CODE REVIEW

525 TRADE STREET SE  
 SALEM, OREGON 97301  
 SHEET



# CODE COMPLIANCE

## GENERAL

VICK BUILDING CODE ANALYSIS  
 PROJECT NUMBER: 2019.0074  
 STATE OF OREGON 2014 STRUCTURAL SPECIALTY CODE, AMENDMENTS BASED ON 2012 IBC  
 PRINCIPAL ARCHITECT: BLAKE BURAL, AIA  
 PROJECT DESCRIPTION: CODE ANALYSIS TO CONVERT FORMER OFFICE BUILDING TO SECONDARY SCHOOL USE.

## ZONING CODE

LISTED ZONE:	CB CENTRAL BUSINESS OVERLAY	GENERAL RETAIL OFFICE OVERLAY	
ADJACENT ZONES:	NORTH: CB CENTRAL BUSINESS WEST: CB CENTRAL BUSINESS EAST: CB CENTRAL BUSINESS SOUTH: PA PUBLIC AMUSEMENT		
PERMITTED USE:	POST SECONDARY / ADULT EDUCATION		SECT. 524.1
DEVELOPMENT STANDARDS:	HEIGHT: NO MAX LOT SIZE: NONE		SECT. 524.4 SECT. 524.2
SET BACKS:	ABUTTING STREET (WEST / SOUTH): 0 FT OR 10 FT - BLDG 6 FT OR 10 FT - VEHICULAR USE		SECT. 524.3
INTERIOR SIDE/REAR:	NONE - BLDG 5 FT - VEHICULAR USE		
OFF-STREET PARKING:	NONE REQUIRED, PROPERTY IN DOWNTOWN PARKING DISTRICT		
EXISTING PARKING:	= 41 PS		
HANDICAP PARKING:	TOTAL REQUIRED: = 2 PS TOTAL PROVIDED: = 0 PS, DOES NOT COMPLY		
BICYCLE PARKING:	ADULT EDUCATION		SECT. 806-8
PARKING REQUIRED:	4 OR 1 PER 10,000 SF = 4 PS		
TOTAL PROVIDED:	= 4 PS, COMPLIES (LOCATION TBD)		
LOADING SPACE REQUIREMENTS:	EDUCATION USE = 1 PS		SECT. 806-9
TOTAL REQUIRED:	= 0 PS, COMPLIES USING 806.075.a EXCEPTION - NO DELIVERIES OVER 8,000 LBS OF DELIVERY TRUCK WEIGHT		
TOTAL PROVIDED:			
OVERLAY ZONE:	DESIGN REVIEW GUIDELINES AND STANDARDS		
ENTRANCE:	PRIMARY BUILDING ENTRANCE PROVIDED FOR EACH FACING A STREET. THERE IS A NEW FACING THE SOUTH, WEST AND NORTH SIDES OF THE BUILDING		
WINDOWS:	SUBJECT TO EXISTING BUILDING STANDARD, WINDOWS MUST NOT BE REDUCED IN GLAZING PERCENTAGE PER 632.025, 2.B, ii, aa		
CANOPIES:	SUBJECT TO EXISTING BUILDING STANDARD, CANOPIES MUST NOT BE REDUCED IN LENGTH FROM WHAT EXISTING PER 632.025, 2, B, iv, aa		

## USE AND OCCUPANCY CLASSIFICATION (CHAPTER 3)

B OCCUPANCY	SECONDARY SCHOOL ABOVE 12TH GRADE	SECT 304
-------------	-----------------------------------	----------

## GENERAL BUILDING HEIGHTS AND AREAS (CHAPTER 5)

CONSTRUCTION TYPE:	IIIB, NON-SPRINKLED	TABLE 503
BUILDING AREA:		
EXISTING BUILDING:		
BASEMENT:	12,166 SF	
FIRST:	12,166 SF	
SECOND:	12,166 SF	
TOTAL:	36,498 SF	
BASE ALLOWABLE:	19,000 SF PER FLOOR	
BUILDING IS CONSIDERED WITH BASEMENT AS THE LOWEST FLOOR IS NOT ABOVE GRADE AND THE FLOOR ABOVE IS LESS THAN 6 FEET ABOVE GRADE (APPROX. 4-5 FT)		SECT DEFINITION
OCCUPANCY SEPARATIONS:	NONE	SECT. 508.4

## TYPES OF CONSTRUCTION (CHAPTER 6)

CONSTRUCTION TYPE:	IIIB, NON-SPRINKLED	TABLE 601
BUILDING ELEMENTS:		
STRUCTURAL FRAME:	0-HR	TABLE 601
EXTERIOR BEARING WALL:	2-HR	TABLE 601
INTERIOR BEARING WALL:	0-HR	TABLE 601
EXTERIOR NON-BEARING WALL:		
x < 5'-0" =	1-HR	TABLE 602
5 ≤ x < 10'-0" =	1-HR	TABLE 602
10'-0" ≤ x < 30'-0" =	1-HR	TABLE 602
x ≥ 30'-0" =	0-HR	TABLE 602
INTERIOR NON-BEARING WALL:		
FLOOR, INCLUDING BEAMS:	0-HR	SECT. 601
ROOF, INCLUDING BEAMS:	0-HR	TABLE 601

## FIRE-RESISTANCE-RATED CONSTRUCTION (CHAPTER 7)

EXTERIOR WALLS, PROJECTIONS:		
0-2 FT:	NOT PERMITTED (NORTH)	
2-3 FT:	24 INCHES	
3-30 FT:	24 INCHES, PLUS 8 INCHES FOR EVERY FOOT < 3FT	
30 FT +:	20 FEET (EAST, SOUTH, WEST)	
BUILDINGS, SAME LOT:	N/A	SECT. 705.3
WALL OPENINGS:		
0-3 FT:	UP, NS - NOT PERMITTED (NORTH)	TABLE 705.8
30 FT +:	UP, NS - NO LIMIT (WEST, SOUTH, EAST)	
UNPROTECTED OPENINGS ALLOWED WHERE EXTERIOR WALL IS NOT RATED:		SECT. 705.8.1 EX 2
FIRE WALLS:	NONE	SECT. 706
FIRE PARTITIONS:	CORRIDOR WALLS, 1-HOUR	SECT 708
SHAFT ENCLOSURES (STAIRS, ELEVATOR AND VERT. SHAFTS):		
FIRE RATING:	1-HR FIRE BARRIER	SECT. 713
OPENINGS:	SHALL BE SELF CLOSING, BY SMOKE DETECTION	SECT. 713.7
ELEVATOR LOBBY:	NOT REQUIRED, LESS THAN 4 STORIES	SECT. 713.14.1
OPENING PROTECTION:		
DOORS:	60 MIN RATING REQUIRED (ELEVATOR AND STAIR) 20 MIN RATING REQUIRED (CORRIDOR)	TABLE 716.5

## INTERIOR FINISHES (CHAPTER 8)

OCCUPANCY:	GROUP B	
VERTICAL EXITS:	CLASS A	TABLE 803.9
EXIT CORRIDORS:	CLASS B	TABLE 803.9
ROOMS:	CLASS C	TABLE 803.9

## FIRE PROTECTION SYSTEM (CHAPTER 9)

B OCCUPANCY		
EXISTING BUILDING:	NON-SPRINKLED	SECT. 903.2.3
PORTABLE FIRE EXTINGUISHERS SHOWN ON PLANS:	TBD	
FIRE ALARM:		
B OCCUPANCY, REQUIRED IF...:	OCC LOAD > 500 OCC LOAD > 100 ON ANY LEVEL OTHER THAN EXIT DISCHARGE	SECT 907.2.2

## MEANS OF EGRESS (CHAPTER 10)

OCCUPANT LOAD:	498 OCCUPANTS	
EGRESS WIDTH - REQUIRED:	498 OCC x (0.2) = 100" = 8'-3"	SECT. 1005.3.2
PROVIDED:	36: EA (2) = 72" 72: EA (6) = 432"	
STAIR EGRESS WIDTH - REQUIRED:	498 OCC x (0.3) = 150" = 12'-6"	
PROVIDED:	STAIR 1 = 6'-9" STAIR 2 = 4'-3" STAIR 3 = 6'-0" STAIR 4 = NEED TO VERIFY	
EGRESS ILLUMINATION:	REQUIRED	SECT. 1006.1
ACCESSIBLE EGRESS:	NOT REQUIRED, EXISTING BLDG	SECT 1007.1, EX 1
PANIC HARDWARE:	OCC LOAD > 50,	
COMMON PATH B OCCUPANCY:	75 FT	TABLE 1014.3
SPACES WITH ONE EXIT:	B OCC 49 MAX OCCUPANTS	TABLE 1015.1
EXIT TRAVEL DISTANCE B OCCUPANCY, NON-SPRINKLED:	200 FT, COMPLIES	TABLE 1016.2
CORRIDOR RATING WIDTH:	B OCC, NON-SPRINKLED = 1 HOUR RATING (≥30 OCC LOAD) 44 INCHES MIN	TABLE 1018.1
DEAD END:	20 FEET MIN, NON-SPRINKLED	SECT 1018.4
EXITS REQUIRED:	2 FROM EACH FLOOR	

## STRUCTURAL DESIGN (CHAPTER 16)

RISK CATEGORY:		
EXISTING:	CLASS II	SECT 1604.5
RISK OF CLASS III:	IF OCCUPANCY OF ADULT EDUCATION BUILDING > 500, CLASS III CATEGORY TRIGGERED WITH SEISMIC UPGRADE REQUIRED, IT IS NOT SO THIS IS NOT TRIGGERED	

## PLUMBING SYSTEMS (CHAPTER 29)

EXISTING SCHOOL:		
B OCCUPANT LOAD:	498	TABLE 2902.1
MALE:	249	
FEMALE:	249	
B OCC REQUIRED:		
REQUIRED W/ URINALS:		
EXISTING:		

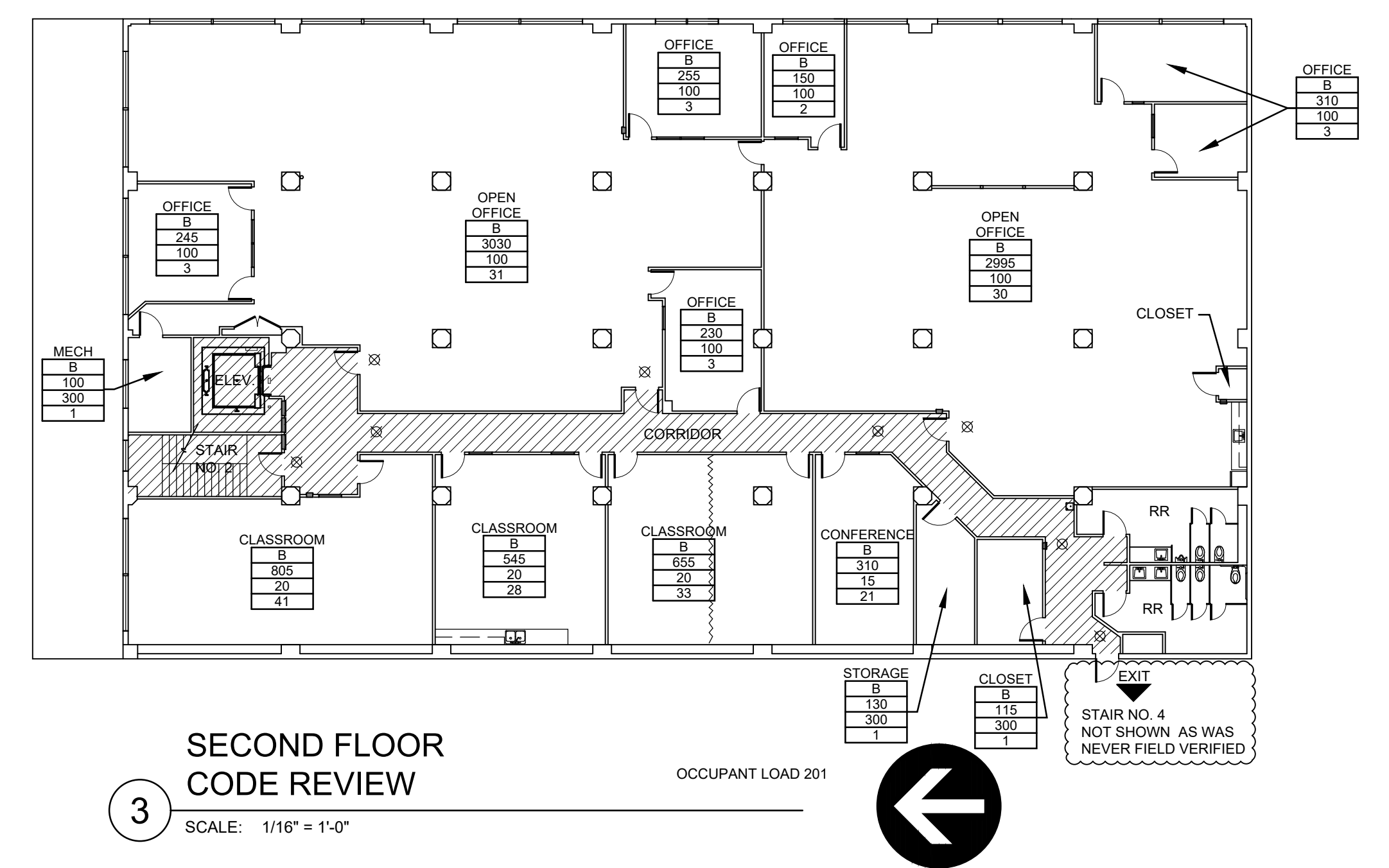
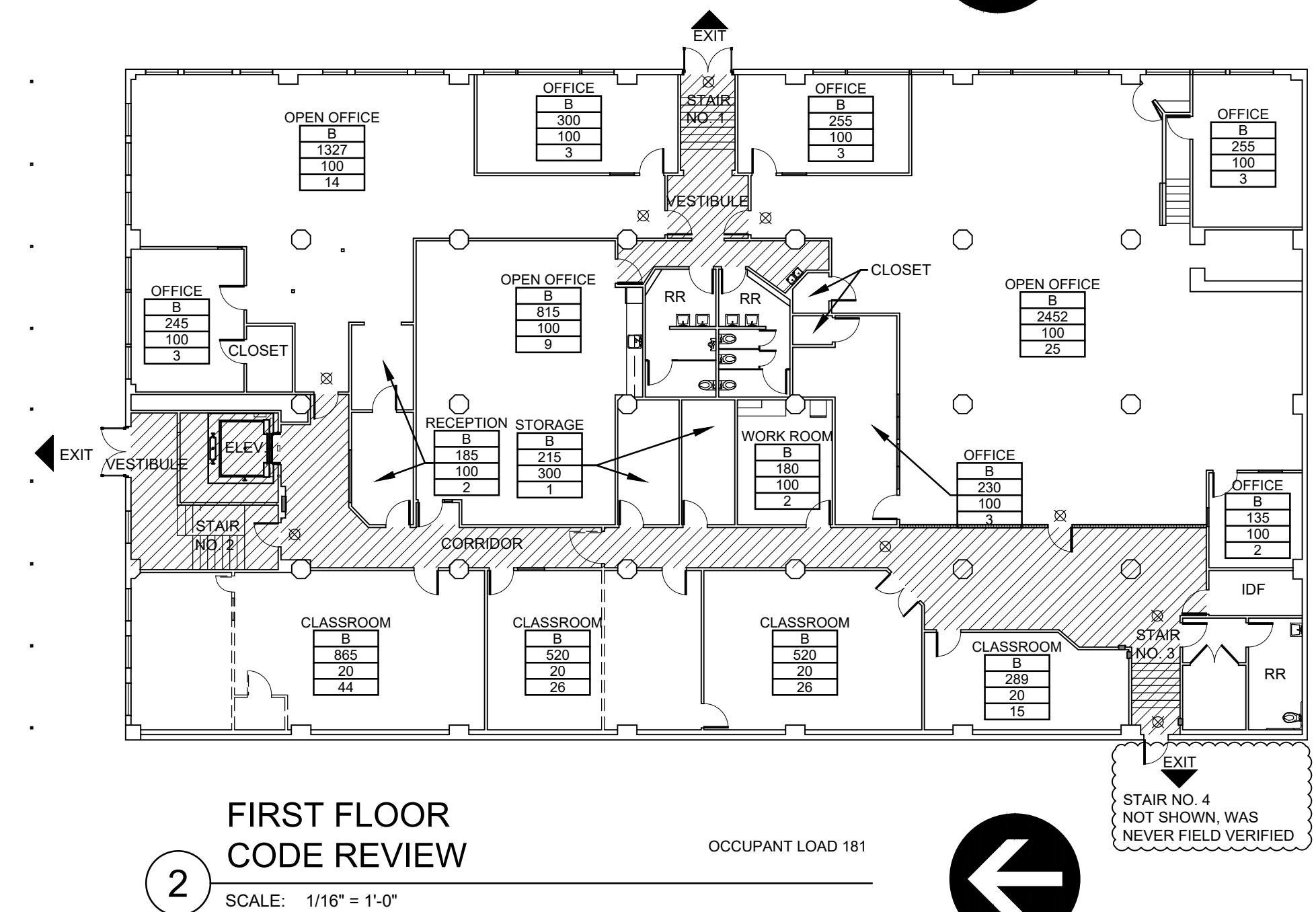
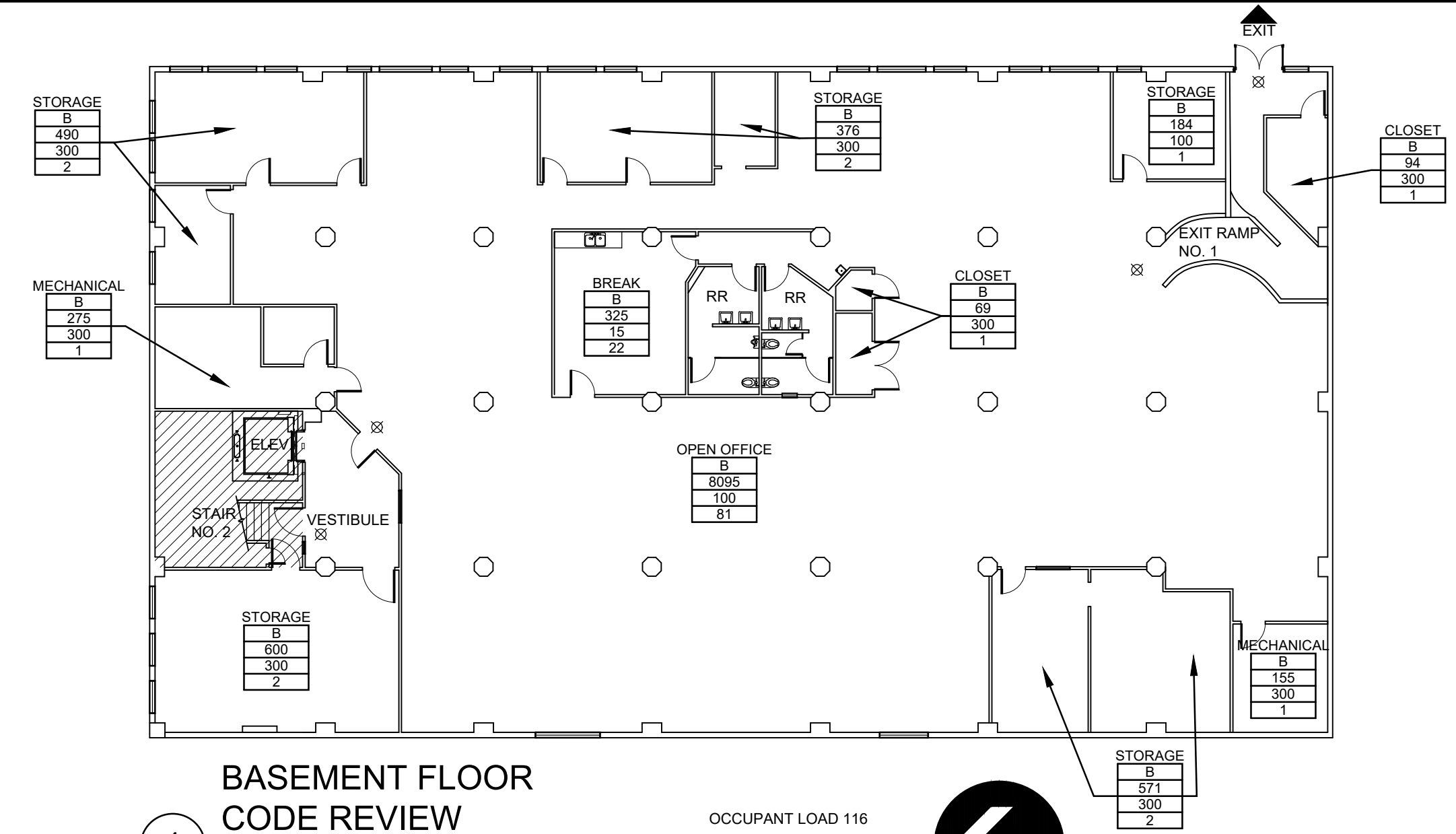
SUMMARY: THE CURRENT BUILDING IS COMPLIANT WITH REQUIRED RESTROOMS

## OREGON ENERGY CODE

BUILDING ENVELOPE:		
ROOF:	REQUIRED: R-20ci ABOVE DECK PROVIDED: UNKNOWN	
WALLS (ABOVE GRADE - MASS):	REQUIRED: U-0.150 PROVIDED: R-15 METAL FURRED AND INSULATED IF NEW OR EXPOSED	
SLAB ON GRADE:	REQUIRED: UN-HEATED SLAB, NONE PROVIDED: UN-HEATED SLAB, NONE	
WINDOWS:	REQUIRED: U-0.45 PROVIDED: U-0.45 (WHERE NEW ARE PROVIDED)	
OPAQUE DOORS:	REQUIRED: U-0.80 PROVIDED: U-0.80 (WHERE NEW ARE PROVIDED)	
VESTIBULE:	NOT REQUIRED	

## SYMBOL LEGEND

ROOM	—	OCCUPANCY CLASSIFICATION
□	—	SQUARE FOOTAGE OF AREA
□	—	OCCUPANT LOAD FACTOR
□	—	OCCUPANTS
⊗	—	EXIT SIGNS REQUIRED (MINIMUM)
EXIT	—	REQUIRED EXIT
▨	—	1 HOUR SHAFT OR CORRIDOR



SCHEMATIC DESIGN

NOT FOR CONSTRUCTION

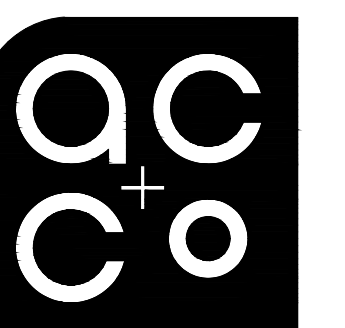
In the event conflicts are discovered between the original signed and sealed documents prepared by the Architects and/or their Consultants, and any copy of the documents transmitted by mail, for, electronically or otherwise, the original signed and sealed documents shall govern.

JOB NO. 2019.0078

DATE 11 JUL 2019

DRAWN

REVISIONS



ARCHITECTURE COMMUNITY  
 363 State Street  
 Salem, OR 97301-3533  
 P: 503.581.4114  
 www.accoac.com

VICK BUILDING CODE REVIEW

525 TRADE STREET SE SALEM, OREGON 97301

SHEET

A0.1 Page 7 of 14



**Vick Building Financing Options**

\*Use cash and then call on credit line to replenish cash

	<b>Scenario 1</b>	<b>Scenario 2</b>	<b>Scenario 3</b>
<b>Sources of Funds</b> Cash on Hand Revolving Line of Credit* Traditional Mortgage	2,735,000	2,735,000	2,735,000
<b>Advantages</b>	No interest	Spread over 2 years, assuming interest of 3.5%, no lien, no pre-payment penalty. Annual payment: 1,417,913 Total interest: 100,827 Provides cash reserves for 2 years	Assuming 3.5% interest over 15 years, annual payment would be: 234,624 Total interest: 784,367 Low annual payment amount/not depleting cash reserves
<b>Disadvantages</b>	Depletes cash reserves	Paying interest Higher annual payment	Paying interest Lien on property

**Staff Recommendation**

We recommend Scenario 2 - this is a conservative approach that does not deplete cash, allows for credit facility with our strong position, and avoids putting a lien on our property, which allows for quick re-sale in necessary.

Note: Buying the property rather than leasing serves as an investment as real estate typically appreciates in value, it also has a 0 net impact on our balance sheet.

Annual Depreciation (non-cash) (straight-line, 39 year, 0 salvage value):

70,128

**WOU: Salem**  
**Projections for Evening/Weekend Schedule**

	<b>Amount</b>	<b>Note</b>
<b>Revenue*</b>		
Tuition	2,483,712	Assumes full capacity
<b>Direct Operating Expenses</b>		
<b>Personnel</b>		
Teaching Salaries	1,134,000	Sections @ \$4500/ section
Teaching OPE	362,880	
PLC Stipends	42,000	@ \$500/ section
PLC Stipends OPE	13,440	
Site Director	80,000	1.0 Site Director
Site Director OPE	42,604	
Academic Programming	32,770	25% of Associate Provost for Program Development
Academic Programming OPE	14,737	
Student Support Staff	63,444	1 Support Staff @ \$45,000+ OPE
		\$13 * 5.5 hours/night * 5 nights per week * 33 weeks;
		plus 2% OPE
Student Workers	<u>12,033</u>	
<b>Total Personnel</b>	<b>1,797,908</b>	
<b>Services &amp; Supplies</b>		
Utilities	30,000	
Security	5,000	
S&S	<u>100,000</u>	Additional Room Equipment + Operating Supplies
<b>Total S&amp;S/ Non-Personnel</b>	<b>135,000</b>	
<b>Total Direct Operating Expenses</b>	<b>1,932,908</b>	
<b>Indirect Expenses</b>		
Depreciation	70,128	
Overhead	<u>193,291</u>	10% of Direct Operating Expenses
<b>Total Indirect Expenses</b>	<b>263,419</b>	
<b>Operating Income (Loss)</b>	<b>287,385</b>	

<b>Assumptions</b>	
Rooms per Night	6
Sections per Room	3
Days per Week	4
Saturday Rooms	6
Saturday Session	2
Total Sections per Term	84
Terms per Year	3
Sections per Year	252
Average Credits per Section	4
Head Count Per Course	14
Total Credit Hours Generated	14,112
Res UG Tuition Rate	176

\*This does not include any resulting additional revenues from the SSCM, or potential rent from future tenants.

**WOU: Salem****Projections for All Day + Evening/Weekend**

	<b>Amount</b>	<b>Note</b>
<b>Revenue*</b>		
Tuition	5,322,240	Assumes full capacity
<b>Direct Operating Expenses</b>		
<b>Personnel</b>		
Teaching Salaries	2,430,000	Sections @ \$4500/ section
Teaching OPE	777,600	
PLC Stipends	90,000	@ \$500/ section
PLC Stipends OPE	28,800	
Site Director	80,000	1.0 Site Director
Site Director OPE	42,604	
Academic Programming	32,770	25% of Associate Provost for Program Development
Academic Programming OPE	14,737	
Student Support Staff	126,888	2 Support Staff @ \$45,000+ OPE
		\$13 * 5.5 hours/night * 5 nights per week * 33 weeks * 2
Student Workers (2)	<u>24,067</u>	students; plus 2% OPE
<b>Total Personnel</b>	<b>3,647,466</b>	
<b>Services &amp; Supplies</b>		
Utilities	30,000	
Security	5,000	
S&S	<u>100,000</u>	Additional Room Equipment + Operating Supplies
<b>Total S&amp;S/ Non-Personnel</b>	<b>135,000</b>	
<b>Total Direct Operating Expenses</b>	<b>3,782,466</b>	
<b>Indirect Expenses</b>		
Depreciation	70,128	
Overhead	<u>378,247</u>	10% of Direct Operating Expenses
<b>Total Indirect Expenses</b>	<b>448,375</b>	
<b>Operating Income (Loss)</b>	<b>1,091,400</b>	

<b>Assumptions</b>	
Rooms per Night	6
Sections per Room	7
Days per Week	4
Saturday Rooms	6
Saturday Session	2
Total Sections per Term	180
Terms per Year	3
Sections per Year	540
Average Credits per Section	4
Head Count Per Course	14
Total Credit Hours Generated	30,240
Res UG Tuition Rate	176

\*This does not include any resulting additional revenues from the SSCM, or potential rent from future tenants.



Start Date **Sep 13, 2019**

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Notes
	Sep '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20	Mar '20	Apr '20	May '20	Jun '20	Jul '20	Aug '20	Sep '20	Oct '20	
Phase One Planning & Review	<b>Building Needs Assessment</b>														Finalize list of needs/ Create specific WOU committees for project advising
	<b>Roof/Asbestos Abatement RFP</b>														Create scope of work/ Include Abatement estimates.
	<b>Lock &amp; Door Planning</b>														Note: Building exterior will get rekeyed immediately. Interior will happen as soon as parts are delivered.
	<b>Architect Selection</b>														Work with local Architect familiar with this building.
	<b>UCS Needs Assessment</b>														Low Voltage Needs/Communication with main Campus
	<b>CPS Needs Assessment</b>														Security Analysis/Local Law enforcement contacts
	<b>WOU Salem Academic Assessment</b>														Signage/Parking policies/Student Services
Phase Two Construction	<b>ADA Needs Assessment</b>														Malissa and Team will review for general initial needs
	<b>Roof Replacement</b>														Replace roof and abate Asbestos
	<b>Lock &amp; Door Re-Key</b>														Install interior locks as construction completes
	<b>Design/Permitting/ City Code Management/Certificate of Occupancy</b>														Architect will get official letters for occupancy
	<b>Mechanical, Electrical, Plumbing/ Interior and Exterior Work</b>														Repair/Replace/Build Fire Corridors/New roof access/ Exterior work to include parking lot.
<b>Low Voltage/ Telecom/Cameras</b>														UCS will coordinate/Install	
<b>Announcement Pending Board Approval</b>															WOU official announcement to community
Phase Three Move in & Kickoff	<b>WOU SALEM OPEN</b>														Open for business
	<b>Order and install FFE</b>														Fixtures, Furnishing and Supplies/ Review and order ADA specific furniture needs
	<b>Establish Service/Support Procedures</b>														Building Services Procedures (cleaning, garbage, repair requests)
	<b>Establish Security &amp; Safety Protocols</b>														Emergency preparedness procedures in place
<b>ADA Final Review</b>															WOU Standards for ADA are in place

**Milestone Dates**

9/11/2019	Board Approval
9/13/2019	Sale Finalized
9/30/2019	Bid process concluded
10/15/2019	Construction Begins
8/30/2020	Construction Complete
9/1/2020	Furniture and occupants move in
9/30/2020	First Day of WOU Salem Classes

Vick Building Punch List - 525 Trade Street, Salem, OR

#	ITEM	Page #	Description or Table #	Self or Contract	Cost	Phase 1	Phase 2	Phase 3
1	Roof Replacement	16	n/a	Contract	\$365,000.00	\$182,500.00	\$182,500.00	
2	Chimney Coping	17	1	Self	\$200.00		\$200.00	
3	Tree Trimming	19	Item 9	Contract	\$750.00		\$750.00	
4	Window Replacement 2nd floor	25	2.2	Contract	\$75,000.00	\$25,000.00	\$25,000.00	\$25,000.00
5	Uneven sidewalks ADA	27	2.5	Contract	\$1,200.00	\$1,200.00		
6	Asphalt resurface	27	2.5 (item 3 - 4)	Contract	\$7,000.00	\$2,000.00	\$2,000.00	\$3,000.00
7	Slope landscaping and direct water away from building	27	2.5 (Item 5)	Self	\$1,200.00	\$500.00	\$800.00	
8	Soffett Repairs	28	2.6 ( Item 1 - 5)	Contract	\$4,000.00	\$2,000.00	\$2,000.00	
9	Exterior Faucets Repair	29	2.7	Self	\$100.00	\$100.00		
10	Galvanized Pipe Repair	33	4.1	Self	\$1,200.00		\$1,200.00	
11	Water Fountain in Basement	34	4.1 Item 2	Self	\$750.00	\$750.00		
12	Oil Tank Possibility on Grounds (Possibly filled already)	35	4.4	Contract	\$2,000.00	\$2,000.00		
13	Roof Access	37	5	Self	\$8,000.00		\$8,000.00	
14	Replace Stained Ceiling Tiles	38	5.0 (Item 2 - 4)	Self	\$450.00	\$450.00		
15	First Floor Single Pane Windows	41	5.4	Contract	\$18,000.00	\$6,000.00	\$6,000.00	\$6,000.00
16	Misc. Plumbing	46	6.5	Self	\$2,000.00	\$1,000.00	\$1,000.00	
18	Zinsco Panel Replacement	53	7.1	Self	\$2,500.00	\$2,500.00		
19	Misc. Electrical	55	7.2	Self	\$2,000.00	\$2,000.00		
20	HVAC Misc. (Hard to determine without turning them on)	58 - 63	7.9 - 8.0	Self	\$12,000.00	\$6,000.00	\$6,000.00	
21	All local thermostats need to convert to remote control access	65	8.0 (Items 7 - 9)	Self	\$18,000.00	\$2,000.00	\$8,000.00	\$8,000.00
22	AC Units are all on R-22/ Need to be updated	69	8.2 (Item 6 & 7)	Self	\$50,000.00	\$8,000.00	\$12,000.00	\$30,000.00
23	Pest Control	71	8.5	Self	\$100.00	\$100.00		
<b>Total</b>					<b>\$571,450.00</b>	<b>\$244,100.00</b>	<b>\$255,450.00</b>	<b>\$72,000.00</b>

## Information Technology Infrastructure for WOU:Salem

WOU Salem will be fully integrated into the existing WOU network infrastructure. The building will have full wireless capabilities, with a user experience identical to what is seen on the WOU campus. Cybersecurity will be achieved by a full integration of WOU Salem into the existing WOU network. Telephone service will be tightly integrated utilizing the same phone system, allowing 5-digit dialing between campuses and the full WOU phone system capabilities. Digital signage at WOU Salem will use the WOU campus signage server to manage the signs. Security alarms will be tied to the WOU campus security notification system. All smart classrooms, office computers and labs will be connected to the WOU network, using the same login credentials and security infrastructure as when they are on the WOU campus. The door locks can be controlled from the WOU campus. The security camera images will be monitored both at WOU Salem and by Public Safety and will be stored on the WOU campus camera servers.

We are actively searching for dark fiber or conduit that runs from the WOU Salem to the State of Oregon Revenue building. This will allow the WOU Salem network to be an extension of the WOU main network, utilizing existing security infrastructure and extending other services such as telephone, security alarms, security cameras, digital signage and desktop support services.

The to do list includes:

- install network switches, network fiber and wire, and wireless access points
- install network security cameras
- install smart classrooms
- install computer labs
- install office computers
- install digital signage
- install ip-telephony
- install ip-security and ip-fire alarms
- install ip-locks



## **Safety and Security Needs Assessment for Vick Building**

WOU Salem safety and security will be provided by a combination of Campus Public Safety (CPS), Salem Police Department, and Salem Fire department resources. The key is going to be forging new relationships with Salem Police Department and Salem Fire Department to partner with us in providing the safest environment possible. Meetings with those agencies and CPS are planned for September, 2019. In addition, WOU Salem will be monitored by cameras at CPS and will be physically checked daily by CPS officers.

Rebecca Chiles, Director of CPS, and Allen Risen, Occupational and Environmental Health and Safety Officer, inspected the building on June 12, 2019. The following issues will be addressed before the building is occupied:

- Fire Alarm monitoring
- Elevator phone monitoring
- Security alarm installation and monitoring
- Security cameras
- Patrolling the property (every shift, each day, etc.)
- Quarterly building inspections
- Parking Enforcement
- Reporting of crimes, medical, etc.
- Emergency Planning
- Clery reporting

Rebecca Chiles