EMU Furniture Committee Meeting

Purpose: **Process Introduction and Private Area Programming**
Location: LCL Conference Trailer
Date: 31 July 2014

Attendees:

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<tr>
<th>Name</th>
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<tr>
<td>Michelle Knight</td>
<td>Jessi Steward</td>
<td>Andrew Gillespie</td>
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<td>Ellen Grant</td>
<td>Karen Schneider</td>
<td>Laurie Woodward</td>
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<td>Taylor Allison</td>
<td>Mary Farrington</td>
<td>Dana Winitzky</td>
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<td>Laura Morris</td>
<td>Dustin Jackson</td>
<td>Gregg Lobisser</td>
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<td>Kristen Gleason</td>
<td>Mike Ragsdale</td>
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**NOTES**

1:30 Introductions

- Laurie’s charge: Budget is still being confirmed but the priority is 1) public areas, 2) student suites, 3) dining and conference rooms. We want to celebrate UO spirit and let the furniture pop against the gray and neutral tones of the building interior.
- Laurie clarified that groups will not be forced to order new furniture since many have recently purchased furniture, but since the new building will be more open and transparent we want to a consistent level of quality.
- Gregg expressed the EMU is the single most important building on campus; it is the hearth of the campus and as such should be welcoming and inviting to students, staff, faculty as well as campus visitors.

1:35 Project Overview
Purpose: Review the Process and Selection for Public Area Furniture and Private Area Furniture

1. Public Area scope with SERA Architects
   - **Public Area furniture encompasses all of the lounge spaces, circulation hallways, lobby, dining areas, new and existing. The design and selection of furniture in Public Areas will be led by SERA Architects, the first meeting will be next Wed.**

2. Private Area scope with Martina Oxoby, UO CPDC
   - **Private Area furniture encompasses any spaces behind a closed door – Student suites which includes open workstations and private offices, and Conference Rooms. Martina will lead the design/selection process for Private Areas.**
3. Furniture Committee Role
   - Determine design criteria for each type of furniture, which will depend on its location in the building.
   - Determine standard pieces of private area furniture and available options for EMU occupants to choose from.

4. Private Area Selection process
   a. State Contract Vendor Portals
      - UO has contracts set up with multiple furniture vendors and they have created websites of available furniture for us to choose from, many of which are in our campus buildings – Knoll, KI, Herman Miller, Steelcase, etc.

   b. Representative Interviews
      - Committee agreed to establish design criteria standards for private area furniture by type to send to vendors. We will invite vendors to a committee meeting to demonstrate their available lines that meet our criteria and budget and select a vendor.

   c. Furniture Faire
      - In November, samples of public and private area furniture will be available on campus (TBD) for users to test and provide feedback. Committee and staff will evaluate the feedback and make decisions on which pieces to order.

1:45 Review of Private Area Space Design
Purpose: Review Private Area furniture scope
1. Single Occupant Offices
2. Shared workstations – Staff and Students
3. Conference Rooms
   - Martina walked the committee through a sampling of each of these spaces on the building floor plan.

2:00 Design Principles
Purpose: Identify guidelines and criteria and expectations for private area furniture to share with interviewed furniture representatives.
1. Standardization
2. Flexibility/interchangeability
3. Open workstations criteria
4. Seating options and types
   - Committee discussed a standardization within private area furniture and within public area furniture as well as conference room furniture so it’s easily identified where pieces should or should not belong. Create a standard or baseline of each type of
furniture with customization options for color, finish, accessories, seat types.
- Seating - Consider the duration of time spent in different chairs –
dining is a fast turnover space, lounges could be hours at a time
- Tables - Consider stand up and sit down tables for workstations
and public touchdown spaces
- Conference rooms – Consider multiple tables and stacking chairs
for reconfiguration and room clearing; a different color chair per
floor or type of room (Board Room vs small informal meeting
room)
- People Factor – as the student union and hearth of campus, be
cognizant of different body types (wider chairs or chairs without
arms) especially in public areas and conference rooms.
- Need to clarify with each program area if open workstations are
shared or assigned and appropriate drawer storage/security.

2:25 Review and Next Steps
- Homework: walk around campus and take photos of furniture
you like or don’t like and send to Martina moxoby@uoregon.edu
- Next meeting: Wed, August 6, 11:00am-1:00pm, LCL conference
trailer, focus on Public Area Furniture with SERA Architects

2:30 End