

**Project Name** UO Erb Memorial Union Renovation and Expansion  
**Project Number** 110451  
**Purpose** Subject Area Committee – ASUO  
**Location** EMU Umpqua River Room

**Attendees**

<b>Name</b>	<b>Organization</b>
Nicole Nelson	ASUO Professional Staff
Miles Sisk	ASUO Senate
Christina Hardesty	ASUO Executive
Consuela Perez	ASUO Professional Staff
Julie Scroggins	ASUO Professional Staff
Laurie Woodward	UO, EMU Director
Gregg Lobisser	UO, Student Affairs, User Group Chair
Dan Geiger	UO, EMU Staff, User Group
Dana Winitzky	UO, EMU Facilities
Martina Oxoby	UO, CPRE
Jo Niehaus	UO, CPRE
<b>Consultant Team:</b>	
Natasha Koiv	SERA
Carissa Mylin	SERA
Laura Grover	SERA

**Discussion Items**

- Review overall building plans and daylighting diagrams
- Focus on interior layout of the ASUO space, and the public interface.
- Need queing space for access to the controllers, and they must be in an enclosed office. The group discussed an alcove for the public access.
- 2-4 controllers working at the customer service counter, plus need a desk work space in the controller workspace
- Accounting supervises the controller work so needs visual oversight.
- Shared work spaces for student staff
- Professional staff in enclosed offices
- ASUO Executive in a shared office + open workstations for Pres & 2 VPs
- Main entrance will be the north exterior door for visitors, so locate student staff who serve as reception function and with oversight from the Office Coordinator in an office
- They have a new systems furniture reception desk to re-use and some other furniture
- General space for transient work area – posters, couches, tables, laptop connections
- Business hub – printers, copiers, office supplies
- Storage room for larger general stuff, decorations
- TV as a reader board needs to be considered somewhere public
- Archives could be placed in the caged remote storage
- Storage area for students to leave a backpack, coats, etc in a small cubby area
- Want to be highly visible to the street side and to the student boulevard
- Late night access will be from the building interior.

**Wrap-Up / Next Steps**

- SERA – send furniture equipment inventory for staff to complete, update floor plan layouts

**End Time:** 11:00am  
**Recorded by:** Carissa Mylin  
**Date of Report:** 08/08/2013