

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

Attendees	Name	Organization
	Sara Brownmiller	UO, Libraries
	Scott Austed	UO, Knight Library
	Duncan Barth	UO, Libraries
	Peter Verrey	UO, Libraries
	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
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA

Discussion Items

- Sara commented that her staff may be able to support add'l secondary computer stations throughout the building. Suggested that counters with laptop connections would be a good idea.
- SERA to confirm sq ft. allocation on the plans
- Don't need enclosed work or group work room, students can use other meeting rooms. Keep locking storage room at 60 sf.
- Service desk near the main entry, storage room, computer & printer stations
- Service desk is casework, stand up transaction and sit down transaction
- They prepared a layout that accommodates 44 drop-in computer stations
- 2 B&W printers & 1 color printer (all floor models) with pay station next to each printer
- SERA to send equipment inventory forms for staff to complete
- SERA to send furniture inventory forms for staff to complete – likely to re-use existing
- Gregg requested that Sara make recommendations for the student secondary computer stations throughout the building
- Could put more collaborative computer stations in the lounge areas outside of the lab
- Hours are 7:30am – 11:30pm.
- Requested cipher lock door operation or card access for staff access so they know who is entering / leaving. See if occupant load allows second door to be deleted.
- Room needs to be alarmed. Camera in corridors.
- Glass at corner entry & hallway will be good exposure, avoid direct glare.
- Indirect / direct light fixtures.
- Food and drink will be allowed.
- SERA to send updated floor plans to Martina.

Wrap-Up / Next Steps

- SERA – send furniture inventory, equipment inventory, update plans
- Computer lab staff – review / update layouts based on furniture plans

End Time: 10:00am
Recorded by: Carissa Mylin
Date of Report: 08/08/2013