

Project Name UO Erb Memorial Union Renovation and Expansion
Project Number 110451
Purpose Subject Area Committee – Campus Digital Print Center
Location EMU Rogue River Room

Attendees	Name	Organization
	John Boytz	UO, Campus Digital Print Center
	Mark Dixon	UO, Campus Digital Print Center
	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
	Jo Niehaus	UO, CPRE
	Martina Oxoby	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA

Discussion Items

- Carissa explained the building layout on the ground floor level, in relation to their concern about exposure, visibility and accessibility
- It would be acceptable to pull the security doors back into a pocket buried back into the Print center space. It will open up visibility to their space from the lobby area.
- Print Center staff provided a potential layout
- There are usually 3 people working at one time
- Display case for retail items built into front counter, roll up door
- Dispersed coin-op copiers (2) in other areas of the EMU. Currently 1 is right outside the print center and 1 is in the vestibule in the fishbowl and is seldom used. Need to locate these in the new plan. The group discussed the potential for a copier in the north wing for 24/7 use, and one that could be used for conference functions.
- Possible future inclusion of postal boxes for foreign students
- Possible UPS shipping function

Wrap-Up / Next Steps

- Send furniture and equipment inventory form for staff to complete
- SERA to update the floor plan layouts

End Time: 1:30 pm
Recorded by: Carissa Mylin
Date of Report: 08/09/2013