

Project Name UO Erb Memorial Union Renovation and Expansion
Project Number 110451
Purpose Subject Area Committee – Student Veteran’s Center
Location EMU Rogue River Room

Attendees	Name	Organization
	Gretchen Jewett	UO, Student Veteran’s Center
	Megan Curry	UO, Student Veteran’s Center
	Laurie Woodward	UO, EMU Director
	Gregg Lobisser	UO, Student Affairs, User Group Chair
	Dan Geiger	UO, EMU Staff, User Group
	Martina Oxoby	UO, CPRE
	Laura Grover	SERA
	Carissa Mylin	SERA
	Natasha Koiv	SERA

Discussion Items

- Dan explained the background for their location in the building, on the ground floor level on the north student wing.
- Locating this group on the ground floor is good for accessibility and visibility.
- The Veteran’s family services is an ASUO recognized program within the Student Veteran’s Center
- Program
 - Focus on open space - 3 workstations (2 staff stations and 1 student who serves as the reception), work table for student study, lounge, 4-6 computer stations. Be mindful of accessibility for wheelchairs and motorized scooters when locating furniture.
 - Shared Private office for 2-3 people
 - Storage of misc materials (including flags) in a small closet
 - Exterior door will serve as the main entry
 - Door actuator for easier access
- This group has newer furniture that can be re-used.

Wrap-Up / Next Steps

- SERA will provide a furniture and equipment inventory form for staff to complete
- SERA will update the floor plan layout

End Time: 12:00 pm
Recorded by: Carissa Mylin
Date of Report: 08/09/2013