

Project Name UO Erb Memorial Union Renovation and Expansion
Project Number 110451
Purpose Subject Area Committee – Legal Services and Student Advocacy
Location EMU Walnut Room

Attendees	Name	Organization
	User Group:	
	Hilary Berkman	UO, Legal Svcs and Student Advocacy
	Ilona Givens	UO, Legal Svcs and Student Advocacy
	Gregg Lobisser	UO, User Group Chair
	Dan Geiger	UO, Outdoor & Bike Program
	Dana Winitzky	UO, EMU Staff
	Laurie Woodward	UO, EMU Director
	Jessi Steward	UO, EMU Special Projects Coordinator
	Project Staff:	
	Martina Oxoby	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA
	Eric Philps	SERA

Discussion Items

REVIEW OF PROGRAM AND FIRST DRAFT FLOOR PLANS

- Currently the floor plans and program are short (3) private offices for the staff they currently have. Both groups received funding for additional staff.
- They will need (8) offices in total and a storage room for client files that they access on a daily basis.
- They have (2) student reception desks that sit adjacent but serve different functions.
- Legal Services includes: (3) Attorneys and (1) Legal Assistant.
- Student Advocacy includes: (3) Attorneys and (2) Students.
- They will need a waiting area for 4-5 people. This also currently serves as their copier area with a floor model copier.
- Files need to be within their office suite for immediate access and control of confidential documents.
- Following the meeting, Hilary and Ilona toured Carissa and Laura through their space.

Wrap-Up / Next Steps

- SERA will provide a revised space layout based on the discussion items and submit back to Legal Services and Student Advocacy via Martina for review and comment.

End Time: 4:30pm
Recorded by: Carissa Mylin
Date of Report: 07/22/2013