

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

Attendees	Name	Organization
	User Group:	
	Mike Kraiman	UO, EMU Schedule and Events
	Karen Schneider	UO, EMU Schedule and Events
	Ryan Rusby	UO, EMU Schedule and Events
	Mike Ragsdale	UO, EMU Schedule and Events
	Roberta Thompson	UO, EMU Schedule and Events
	Wade Jelinek	UO, EMU Schedule and Events
	Rick Haught	UO, EMU Schedule and Events
	Jim Trezona	UO, EMU Schedule and Events
	Ayo Adeysi	UO, EMU Schedule and Events
	Gregg Lobisser	UO, User Group Chair
	Dan Geiger	UO, Outdoor & Bike Program
	Dana Winitzky	UO, EMU Staff
	Jessi Steward	UO, EMU Special Projects Coordinator
	Project Staff:	
	Martina Oxoby	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA

Discussion Items

REVIEW OF PROGRAM AND FLOOR PLAN FOR SCHEDULING AND EVENTS SUITE

- (Karen) Scheduling works 8am-5pm in a traditional office manner. They are the face of the department. They interact with students, faculty and staff all over campus. They do meet with clients at their desks. They can have 5 people waiting in their waiting space. Currently it is beneficial for them to have a wide open space where everyone can see and talk to each other.
- (Wade) Event Services works 24/7 and uses their space more like a work space than an office. They repair and store equipment. Event services performs professional event coordination. They assign resources and run a student crew to execute events. They have 25-30 students working at any time. They supervise and support events as they occur. Most of the time when their customers come to their office they need immediate support. They also manage the amphitheater. Most of the emergency needs happen in the ballroom.
- Event Services staff could utilize a work bench for equipment repair so it doesn't have to be done at their desks.
- Event services staff need a back door that allows access to event spaces after hours.
- Because of the nature of their work, they'd like to have double doors into their space. Minimum 42" door, but preferably 48".

- They will be losing a 100 SF copier space they currently share with the ticket office that we will need to account for somewhere in their space.
- They requested to keep the functions that are in the space that are designated for new tele/data closets. This space could be used for a check-in station and/ or coat check. Dana would also like to keep the closet across from the elevator.
- Rick will send a breakdown of which workstations are in Event Services and which are in Scheduling. They would really like to be in separate spaces, which can be locked off from each other after hours.
- Scheduling and Event Services staff indicated that they would like to see a shared break room somewhere in the building.

REVIEW OF CONFERENCE ROOM LAYOUT AND DISTRIBUTION

- They are happy with the layout of the conference rooms on Level 2 (sheet Z102). Especially the variety of sizes, the spread and the functionality.
- Expressed concerns with the size and number of restrooms that accommodate the Very Large divisible conference room on Level 1 (sheet Z101). They would be willing to give up a conference room for more restrooms in this area. People like to schedule the conference spaces from 9-5 and need to have amenities close by to have all day conferences with efficient breaks. SERA noted the connecting stair between the ground level restrooms and level 1 which eased concerns about access to restrooms.
- Concern about the amount of storage for the Very Large conference room and other rooms in this area.
- Pedal Power Storage – They have bikes that generate electricity for outdoor functions and amplified sound. Could there be a space at the south end of the craft center outdoor space to store these bikes? They have electronic equipment so they would need to be secured and not get wet.
- Canopy Storage – We will need an 80 SF room for canopies in addition to the other canopy storage noted by Dana. Rick will be sending the dimensions to Martina. This area also houses 500 lbs of sandbags. The canopies are typically wet and messy so they don't like to bring them too far into the building. Natasha suggested that maybe the EMU needs an ancillary shed space to house all the wet outdoor items.
- Current Room M115A – (on sheet Z101m) This room is used to store mobile lighting and high end audio and video equipment. This space will be relinquished for Facilities storage. We will need a room approx. 250 SF to accommodate the equipment stored in it.
- Very Large Conference Room (Level 1) – They would like to know if it can it be broken down further from two spaces? Can it break down into 4 or 6? They are hoping to create a really grand entrance into this conference center – a space they can be proud of. They want double doors into the side space from the storage room. This room will need to have darkening capabilities. There was some debate about what the front wall should be. Should it be glassy so the activities inside are highly visible? Or should it be solid to reduce noise transmission from the atrium? The room should have carpet for acoustic purposes.
- Discussion of the possibility of removing the Northernmost of the small river rooms to optimize the architecture.
- Multifunctional Auditorium – Will need full blackout capabilities. Laurie would like to add back retractable seating to the auditorium. The concert hall donor still wants to be involved in the project – maybe this is a good opportunity for him. The A/V room should have a second door from the public corridor.
- A 2-ton forklift will be used on the upper floors – check with structural design team.
- Don't count the meditation room as part of the conference room tally. Do keep the footwash.
- They would like to retain the face wall in the Ben Linder Room.

- The table sizes they will be using vary but will primarily be the following:
 - 18" x 6'-0" or 8'-0"
 - 24" x 6'-0"
 - 30"x 6'-0"
- They plan to reuse all their existing conference furniture except the black plastic chairs in the walnut room.
- SERA team will need to inventory the furniture in the River Rooms.

Wrap-Up / Next Steps

- Rick will send SERA a breakdown of which workstations should be designated for scheduling and which workstations should be designated for event services.
- Once SERA receives the updated workstation breakdown, we will re-submit space plan options via Martina for Scheduling and Event Services review and comment.

End Time: 11:00 am

Recorded by: Carissa Mylin

Date of Report: 07/23/2013