

**Project Name** UO Erb Memorial Union Renovation and Expansion  
**Project Number** 110451  
**Purpose** Subject Area Committee – Holden Leadership Center  
**Location** EMU Umpqua Conference Room

<b>Attendees</b>	<b>Name</b>	<b>Organization</b>
	<b>User Group:</b>	
	Laurie Woodward	UO, EMU Director
	Jessi Steward	UO, EMU Special Projects Coordinator
	Gregg Lobisser	UO, User Group Chair
	Rian Satterwhite	UO, Holden Center
	Chris Esparza	UO, Holden Center
	Dan Geiger	UO, Outdoor & Bike Program
	Dana Winitzky	UO, EMU Staff
	<b>Project Staff:</b>	
	Martina Oxoby	UO, CPRE
	<b>Consultant Team:</b>	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA

**Discussion Items**

**REVIEW OF PROGRAM AND FIRST DRAFT FLOOR PLANS**

- The Holden Center runs programs that range from several days up to weeks long and support local, national and international efforts.
- Daily activities involve many students coming and going, including representatives from fraternity and sorority life.
- There are 13 – 14 student employees.
- Reception is usually 1 person, occasionally 2. It is a position shared by 5 rotating staff.
- Holden Center staff and students run trips and have required office hours. They can work on projects for sometimes 10 months, so they need storage.
- One more 100 SF private office is needed to accommodate their Associate Director, Chris.
- The Office manager workspace should be 64 SF. This person keeps sensitive personnel files in their space and will need file space.
- Community Relations and Volunteer Programs workspaces should be 48 SF. They frequently have informal one-on-one conversations with students in their workspaces. There should be space for someone to pull up a chair in their work area.
- Staff in private offices often meet with more than one person in their office.
- Program Coordinator workspace should be 48 SF, they will need lockable storage too.
- Items stored: t shirts (500 at peak time), signs, banners, equipment, tools, office supplies, backpacks, tents
- Leadership Lounge series is a drop-in event that is attended by appx. 15 – 20 students. It is helpful to attract interested students to the Holden Center. Building conference rooms could be used for this function, but it is a good attractor for Holden Center.

- The group discussed workstation sizes. There is some flexibility in sizes (compared to what is currently shown). The office manager needs the largest station due to the amount of filing (and confidential material – HR, budget, payroll).
- Program coordinators & Greek Life advisor need locking files.
- The GTF position is now the Americorps Vista position – 48 SF
- The Coordinator of Global Services is also a Vista position/ future – 48 SF
- One staff member has a collection of approx.. 350 text books that are to be donated to Holden Center. There is not currently space for them. They would like to have a home for them in the renovated space.
- Holden Center uses wall-mounted literature racks.
- For all groups, in the next round of plans, send them with dimensions noted.
- Hours of operation are primarily 8-5, but groups do meet sometimes in the evening. Most of those times a staff member is present.

**Wrap-Up / Next Steps**

- SERA will provide several options for Holden Centers space layout based on the discussion and will return via Martina for KWVA review and comment.

**End Time:** 2:00pm

**Recorded by:** Carissa Mylin

**Date of Report:** 07/22/2013