

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

| Attendees | Name | Organization |
|------------------|-------------------------|--------------------------------------|
| | User Group: | |
| | Laurie Woodward | UO, EMU Director |
| | Jessi Steward | UO, EMU Special Projects Coordinator |
| | Gregg Lobisser | UO, User Group Chair |
| | Jo Niehaus | UO, EMU Assoc. Director |
| | Charlotte Nisser | UO, KWVA |
| | Ali Abdul-Sater | UO, KWVA |
| | Eric Komer | UO, KWVA |
| | Dan Geiger | UO, Outdoor & Bike Program |
| | Dana Winitzky | UO, EMU Staff |
| | Project Staff: | |
| | Martina Oxoby | UO, CPRE |
| | Consultant Team: | |
| | Natasha Koiv | SERA |
| | Carissa Mylin | SERA |
| | Laura Grover | SERA |

Discussion Items

REVIEW OF PROGRAM AND FIRST DRAFT FLOOR PLANS

- KWVA reviewed the space plan and provided comments and brought a plan they had developed to show their adjacency needs and locations for glass.
- The Live Broadcast studios need to be directly adjacent with visibility between.
- Production Studios should be closer to the entry of the suite.
- In KWVA’s space plan they combined two student offices into a single larger office.
- The equipment storage closet should be a long, shallow space with access from the front, not a room to walk into.
- KWVA broadcasting is done by DJs that rotate through on a one-hour basis. They also have news and sports shows that can vary from half an hour to three hours. DJs access the music library to prepare for their show. Sometimes both studios will be used concurrently for one show.
- Charlotte mentioned the strong desire to make this space feel like a professional workspace.
- There are approximately 150 DJs and broadcasting occurs 24/7. Secure after-hours access is needed.
- Activity in the suite will be centered toward the entry area.
- The station receives large numbers of CDs that need to be organized and stored.
- In their space plan, KWVA reduced the number of workstations to be sure they could accommodate the rack room.
- In general a more square shaped room works for Live Broadcast. The Production Studios should be more rectangular. The Production Studios will have computers, mixing boards and storage.

- The music library is CDs and vinyl. They must maintain hard copies of some CDs. The library should be housed in a high density storage system.
- SERA would like equipment information for the major pieces as early as possible for room layouts. SERA has past experience with radio station design and will look back at those construction details and specifications. Charlotte also loaned a copy of her book A Face for Radio.
- KWVA needs significant power and data. A separate electrical panel is requested. Most equipment runs off 110 v power.
- KWVA will be purchasing a large amount of new equipment with their budget.
- Sound proofing is necessary for the Live Broadcast Studios and the Production Studios.
- There is a concern about sound from other parts of the building infiltrating their space. Sound proofing will be needed around the suite.
- Pre-recorded interviews are created in the Production Studios.
- Noise from HVAC systems is also a concern. Individual thermostats for rooms is requested.
- Higher ceilings are preferable for acoustics. KWVA inquired about the ceiling height possible in the future location.
- The general manager office should have a line of sight to the entry, with glass at the front of the office.
- Glass denoted for offices and the suite entry can be standard office-type glazing. The glass required for the studios is a specially engineered product.
- They need to be able to get the radio signal in this space as well as cell phone service. Conduit to the roof from this space, minimum 1" – 3" preferred.
- KWVA is required to take part in the federal emergency broadcast system.
- Ali described the locations for glass, and where it needs to be slanted for acoustic purposes (between the studios). This is noted on their plan diagram.
- Lawson Associates is a contractor who specializes in radio station design and construction.
- The suite entry should have a double door entry, or at least a 42" door. Bands bring in equipment on carts.
- Card key access is needed at the suite entry only, not inside the suite.
- KWVA needs approx.. 100 SF for equipment repair somewhere in the building.
- Charlotte requested a second office that has better access to daylight. Jessi is reviewing this with Laurie.
- The group discussed having radio played in part of the EMU, either live or with the 8-second delay. With the glass front studios it would be nice to hear what's happening inside.
- Post-meeting comment from Charlotte: the Student Resource Studios are not part of KWVA. In the colored area plan diagrams they should be shown as part of Scheduling and Event Services.

Wrap-Up / Next Steps

- SERA will revise KWVA's space layout based on the discussion and plan provided by Charlotte and will return via Martina for KWVA review and comment.

End Time: 10:00am

Recorded by: Carissa Mylin

Date of Report: 07/22/2013