EMU
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Meeting Number   03
Meeting Type   SUBJECT AREA COMMITTEE
Meeting Date   30 NOVEMBER 2011

Project Number   11045
Purpose   Subject Area Committee Meetings
Location   Gumwood Room
Start Time   8:00 AM

CONFERENCE REPORT   *EMU Administration: Admin Offices, Marketing, Card and Ticket Offices, Facilities/Maintenance/Custodial Services*

01   THOSE PRESENT

EMU Facilities
Erin Siegrist, David Flock, Judy Ashcraft

EMU Business Office
Steve Linster

UO Ticket Office
Mary Barrios

UO Card Office
Joel Woodruff, Jessica Hiatt, Shamsu Said

Oregon, Campus Planning and Real Estate
Martina Bill

EMU User Group
Gregg Lobisser, Molly Kennedy, Wendy Polhemus (EMU Admin), Dana Winitzky (EMU Facilities)

AC Martin
Bob Murrin, Tammy Jow, Christopher King

SERA Architects
Eric Philps

02 DISCUSSION

a. The current program (version 7.2) was presented and revised below (to version 8.2) based upon discussion as indicated in the right hand margin highlighted in orange. Administrative Suite:

Administrative Suite	Quantity	Unit	NASF	GSF				
Reception	1	150	150	233				
Student Workstations	1	36	36	56				
Staff Enclosed Offices								
Director	1	180	180	279				
Assoc. Director/EMU Programs	1	120	120	186				
Assistant to Director	1	100	100	155				
EMU Network support analyst	1	200	200	310				
with Info Technology Assist. (student)								
Manager EMU Business Office	1	100	100	155				
Cashier (remodel for better flow and Security)	1	150	150	233				
with Cashier Assistant (student)-work counter								
Grant Writer	1	100	100	155				
PT EMU Board office (students)	1	120	120	186				
Staff Workstations								
Accounts Payable workstation	1	64	64	99				
Accountant II workstation	1	64	64	99				
HR/Payroll workstation	1	64	64	99				
HR/Payroll workstation 2	1	64	64	99				
PT Grant Writer Student staff	1	20	20	31				
Info Technology	1	36	36	56				
Marketing								
Marketing Director	1	100	100	155				
Marketing Assistant	1	36	36	56				
Marketing Student Staff 6-10	7	20	140	217				
Marketing Work Space	1	150	150	233				
Student Affairs IT Offices								
Director, SAIT	1	100	100	155				
System Admin and Network Analyst	1	80	80	124				
Info Technology Consultant	2	64	128	198				Added SAIT
Student IT	3	12	36	56				Offices
Work area-two table space	1	80	80	124				
SAIT Storage, carts, supplies, equip	1	80	80	124				436 was 600
Vault (walk-in)	1	100	100	155				
Storage (combine with Copy rm.)	3	36	108	167				
Admin / Copy Room / Pantry	1	80	80	124				
TOTAL			2,786	4,318				
Internal Circulation factor 25%			697					
Suite Total			3,483			3,752	-270	
Future Grwoth	2	100	200	310				
Card office SF not included in Admin. Moved to Card								
IT Remote Storage	1	300						
Admin. Remote Storage	1	400						
Staff Conference Room (10)	0	220	0	0	Shared			

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Ticket Office/Box Office:

Ticket Office / Box Office (Retail)	Quantity	Unit	NASF	GSF			
Transaction windows/with POS Cash Reg each	3	40	120	186	**Shared**		
Outside Queuing required during high production periods			0	0	**w/Concert Hall**		
Staffing							
Workstations	2	36	72	112			
Multi Function/phone stations	4	25	100	155			
Cash Register station	1	36	36	56			
Storage, w/safe	1	36	36	56			
			364	564			
Internal Circulation factor 25%			91				
Suite Total			455			442	13
Bathroom in close proximity							
Space for Queing							
Conference room (10)	0	220	0	0	**Shared**		

UO Card Office (Retail)	Quantity	Unit	NASF	GSF			
Reception/Transaction counter (3 stations)	1	150	150	233			
Outside Queuing required during high production periods							
Admin workstation	2	36	72	112			
Photo Capture Stations, PC, printer	2	20	40	62			
Card Encoding station	1	20	20	31			
Banner lookup station	1	20	20	31			
Cash register/counter station	1	36	36	56			
Storage for Cash and Office Supplies	1	36	36	56			
			374	580			
Internal Circulation factor 25%			94				
Suite Total			468			463	5
Card Office Administration (Remote from Card Office)					**Adjacent to Admin**		
UO/EMU Network support Manager Office	1	100	100	155			
emu network support analyst with info assist	1	200	200	310			Added
Server Room (Leaving Bldg to East Campus Res)	0	100	0	0			
EMU Card support Workroom	1	78	78	121			
Card Off. Workstations (2)	2	36	72	112			
IT Card Support							
EMU Card Systems Network Storage	1	36	36	56			
			486	753			
Internal Circulation factor 25%			121.5				
Suite Total			608				
? EMU Network Support 1 staff, + 1 student							
Card Office Remote Storage (equipment, network support ,spare p.	0	450	0	0			
Total Card Office including Admin.			860	1,333			

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Facilities Maintenance:

Facilities Maintenance Custodial	Quantity	Unit	NASF	GSF	Remain in Mezz
Reception Area	1	64	64	99	
Staff					
Facilities Director (enclosed office)	1	120	120	186	
Custodial Services Supervisor (workstation)	1	80	80	124	
Office Manager/Project Supervisor (workstation)	1	80	80	124	
Custodial Coordinator (workstation)	1	36	36	56	
General Maintenance Mechanic (workstation)	1	80	80	124	
Laborer (workstation)	1	64	64	99	
Custodians (6 Full-time shared)	3	36	108	167	
Student Office Assistants (5 Part-time shared)	2	36	72	112	
Student Maintenance/Custodians (3 Part-time shared)	1	36	36	56	
Temporary Staff (3 Full-time shared)	0	36	0	0	
Plan Layout/Drawing Storage	1	150	150	233	
Maintenance Shop (per mezz. area)	1	1,307	1,307	2,026	
Maintenance Wood Shop (per mezz. area)	1	679	679	1,052	
Building Storage (9,920 sf Currently spread between both bldgs)					
? Bldg Supplies	1	1,000	1,000	1,550	
? Building Maintainence Equipment	1	1,000	1,000	1,550	
? Custodial Equip. (Buffers/vaccum, etc)	1	1,000	1,000	1,550	
Janitor Closets (included in Grosing Factor)	0	0	0	0	
TOTAL			5,876	9,108	
? Remote Storage		1,000			
Conference Room (12 seats)	0	264	0	0	Shared

Remote Storage:

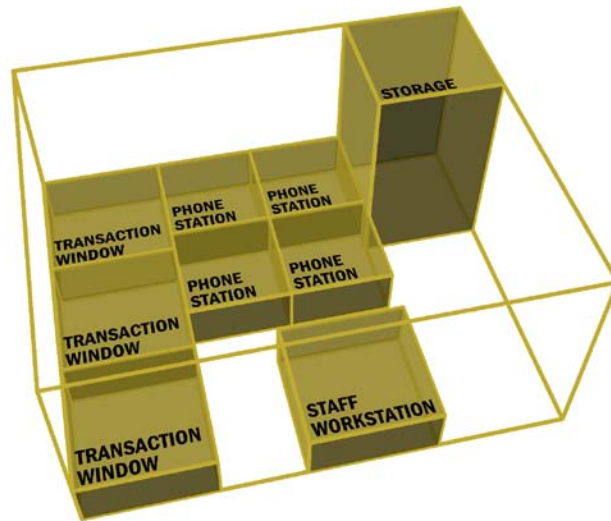| Remote Storage Summary	Quantity	Unit	NASF	GSF	Basement		
Card Office Remote Storage (equipment, network suppor	1	450	450	698			
IT Remote Storage	1	300	300	465			
Admin. Remote Storage	1	300	300	465			
Craft Center Remote Storage	1	1,000	1,000	1,550			
Women's Remote Storage	1	100	100	155			
Multi Cultural Center Remote Storage	1	100	100	155			
Holden Leadership Center Remote Storage	1	200	200	310			
Computer Center Remote Storage	1	200	200	310			
Club Sports Remote Storage	1	100	100	155			
Outdoor Program Remote Storage	1	100	100	155			
Cultural Forum Remote Storage	1	100	100	155			
Sustainablility/Survival Center Remote Storage	1	100	100	155			
ASUO Remote Storage: canopies, archives, dollys, ballot	1	100	100	155			
Resource Center Remote Storage	1	100	100	155			
Concert Hall Remote Storage??	0		0	0			
Oregon Daily Emerald Remote Storage	1	200	200	310			
Art Gallery Remote Permanent Art Storage (Tempered)	1	200	200	310			
KWVA Remote Storage: Canopies, file cabinets, old equi	1	200	200	310			
Facilities Remote Storage	1	1,000	1,000	1,550			
Conference Services Remote Storage	1	100	100	155			
ISA/ISG Remote Storage	1	100	100	155		Added ISA ISG Storage	
Building wide Server Room	1	200	200	310			
TOTAL REMOTE STORAGE			5,250	8,138		Not Previously in Program	
Bike Center Remote Parking	1	200					

b. Scaled three-dimensional blocks to represent the program were also presented. These diagrams are done to illustrate the relative size of program elements and are not intended to show desired adjacencies.
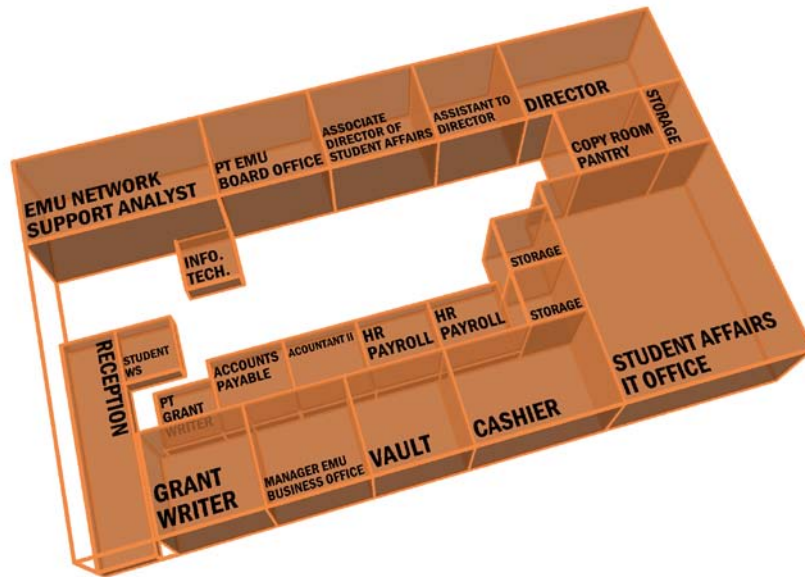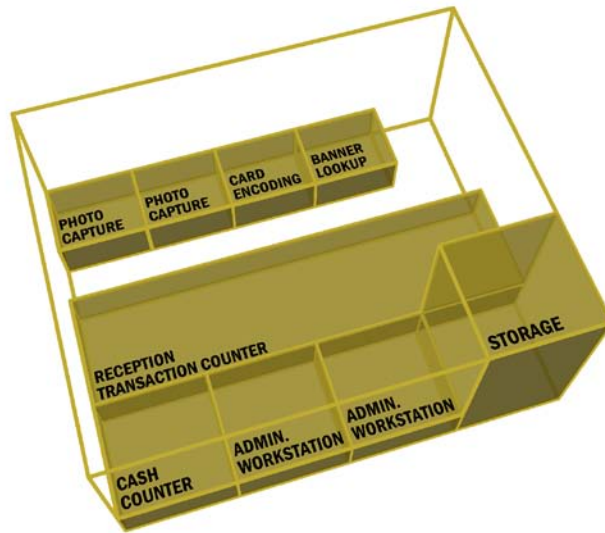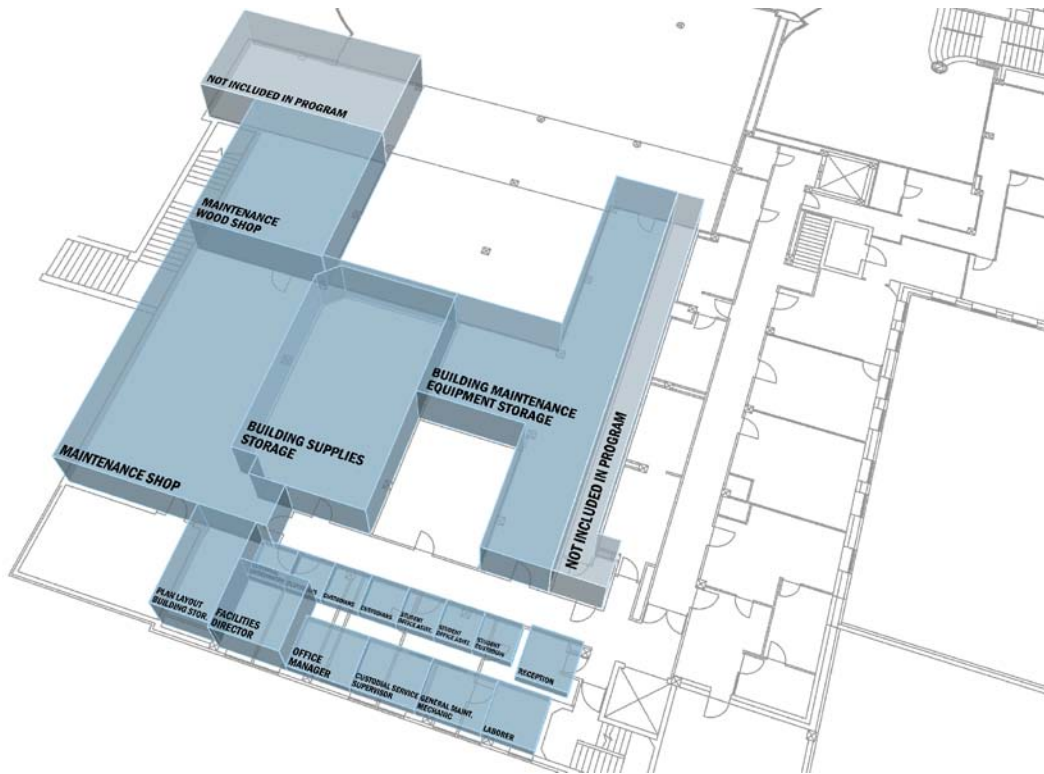
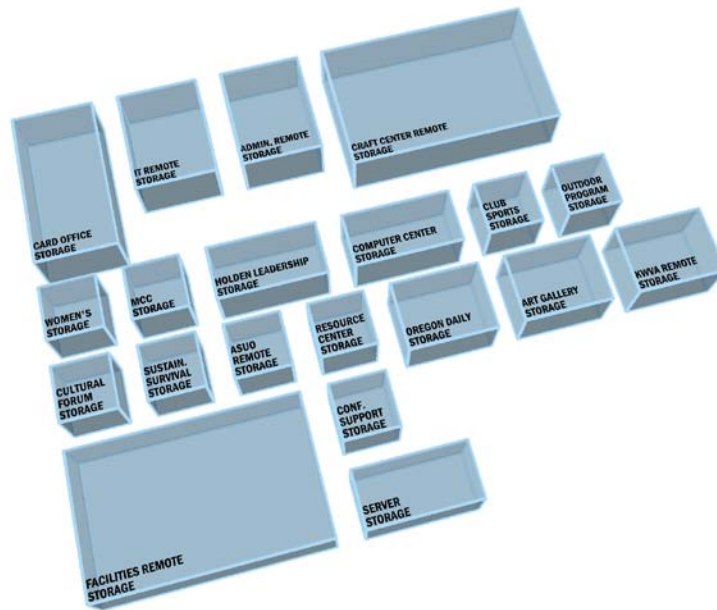

Administrative Suite
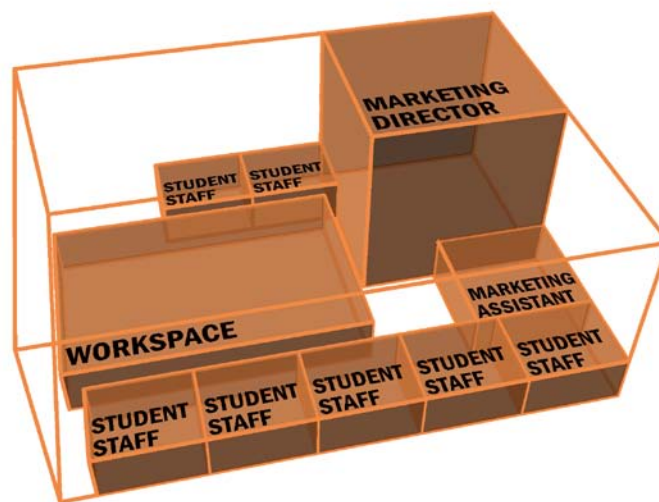
Marketing

Ticket Office

Card Office

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Facilities Maintenance Custodial

Remote Storage

c. Wendy observed that the Administration program represents the current situation. What about future growth? Bob will add a reference line for the record for requested future growth spaces.
d. Marketing does not have a kitchenette.
e. Network support manager. Is it double-counted with Administration's EMU Network Support Analyst and the Info Tech Assistant?
f. Martina suggests that everyone review the program and place names next to offices. This will help to reveal if the are any double counted spaces.
g. Card Office Admin is better served adjacent to the Administrative Suite and remote from the Card Office.
h. The Ticket Office currently has a cash register. Bob will add area to account for the cash register station as a placeholder. Alternatively, cash drawers can be designed at each point of sale. There are three points of sale, one at each transaction window and one phone station.
i. At the Mezzanine Level, the space south of Dana's existing office is mechanical and is not usable as program space.