EMU
erb memorial union

Project Number 11045
Purpose Subject Area Committee Meetings
Location Gumwood Room
Start Time 9:45 AM

CONFERENCE REPORT   *Student Affairs IT*

01   THOSE PRESENT

EMU
Joel Woodruff

Student Affairs IT
Cleven Mmari

Oregon, Campus Planning and Real Estate
Martina Bill

EMU User Group
Gregg Lobisser, Mandy Chong, Wendy Polhemus (EMU Admin)

AC Martin
Bob Murrin, Tammy Jow, Christopher King

SERA Architects
Eric Philps

UNIVERSITY OF OREGON   SERA   ac martin.

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

EMU
erb memorial union

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.

Student Affairs IT within the 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 Analysit	1	80	80	124			
Info Technology Consultant	2	64	128	198			Added SAIT Offices
Student IT	3	12	36	56			
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		

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.
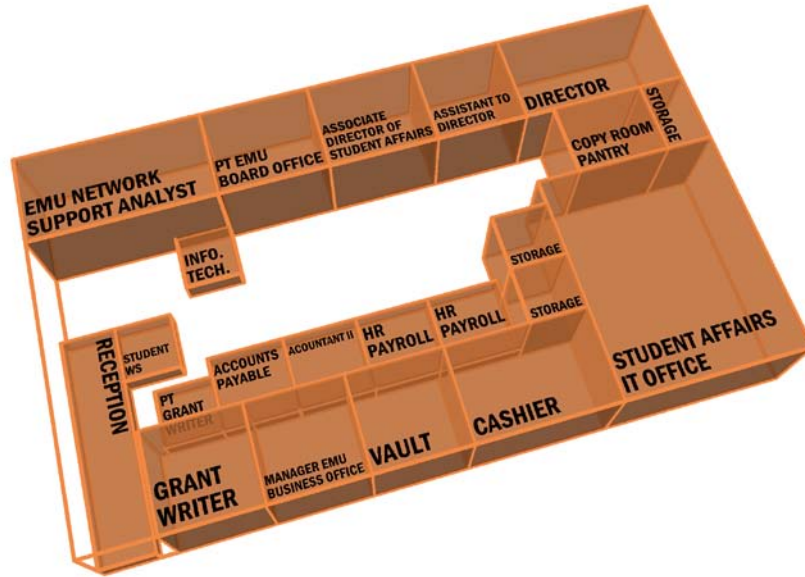
Administrative Suite

Notes for SAIT:

1.   Serves more than EMU, also Health Center and housing.

2.   Hours: 8-5 daily w/ 24 hour emergency staff

3.   Staffing: 4 full time staff. Director enclosed 100sf, 2 open (one 80sf, one 64sf) with partitions more private, one 64sf supervises help desk open office proximity to student workstations.

4.   Students: 3-4 workstations help desk on call from staff and computer station. Sometimes go out to help or work on laptops as well.

5.   Work area for computer repair etc. workbench 2 tables.

6.   Storage needs: Laptop checkout w/ moveable carts within space, charging while stored in room also storage for parts, cables, - 2 (36 sf). Does not work with scheduling and events.

7.   Serves student affairs in general for ballroom registration, orientation, etc.

8. Adjacency – possible near Card office, computer lab, although not sharing resources with them. SAIT could go anywhere in the building. Possible location in Dana's existing office in mezzanine.

9. Windows needed?- yes

EMU
erb memorial union

I. IDENTIFICATION / GENERAL INFORMATION

NAME

TITLE

PHONE/EXT

EMAIL

PRIMARY DEPARTMENT/AFFILIATION

CURRENT LOCATION: BUILDING NAME(S)/ROOM #

PLEASE INCLUDE A BRIEF DESCRIPTION OF THE FUNCTION(S) OF YOUR DEPARTMENT/AFFILIATION, INCLUDING THE OVERALL MISSION OF YOUR DEPARTMENT: *(100 words or less)*

II. ORGANIZATIONAL STRUCTURE

PLEASE PROVIDE OR ILLUSTRATE (AND ATTACH TO THIS FORM) YOUR DEPARTMENT'S CURRENT ORGANIZATION CHART DESCRIBING THE RELATIONSHIP AMONG ALL CURRENT STAFF. PLEASE INCLUDE THE FOLLOWING ITEMS:

A. Each staff position by job title
B. Indicate whether positions are part time, full time (hours per week), staff, student, or volunteer
C. Location of each employee's workstation (if your department has offices at more than one location)
D. Currently vacant positions that are "open" or are expected to be filled

III. HOURS OF OPERATION

PLEASE INDICATE THE HOURS AND DAYS OF OPERATION FOR YOUR DEPARTMENT:

IV. FREQUENCY OF USE

PLEASE INDICATE THE NUMBER OF NON-STAFF VISITORS YOUR DEPARTMENT RECEIVES DAILY:

	8-10am	10am-12pm	12-2pm	2-5pm	5-7pm	7-9pm	9-11pm	11pm-1am
MON								
TUES								
WED								
THU								
FRI								
SAT								
SUN								

V. STAFFING & WORKSTATION REQUIREMENTS

PLEASE LIST ALL STAFF POSITIONS BY JOB TITLE WITHIN YOUR DEPARTMENT

DEPARTMENT NAME:

	POSITION/JOBTITLE	# OF POS.	STATUS	SHIFT	TYPE OF WORKSTATION/OFFICE		LIST EQUIP.
1			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER
2			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER
3			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER
4			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER
5			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER
6			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER
7			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER
8			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER
9			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER
10			○ FULL-TIME ○ PART-TIME ○ SEASONAL	○ DAY ○ NIGHT	○ SHARED USE–OK ○ DEDICATED SPACE (not shared)	○ PRIVATE OFFICE (REQ'D) ○ PARTITIONED WORKSTATION ○ OPEN WORKSTATION	○ COMPUTER ○ PRINTER ○ OTHER

VI. TYPES OF SPACES REQUIRED

RECEPTION/WAITING AREAS

1) IS A WAITING AREA REQUIRED:

☐ YES
☐ NO

2) NUMBER OF SEATS REQUIRED:

3) OTHER NEEDS:

WORK AREAS

1) TYPE OF WORK AREA REQUIRED:

☐ DEDICATED WORK AREA
☐ SHARED WORK AREA

2) NUMBER OF SEATS REQUIRED:

3) DESCRIBE WORK AREA EQUIPMENT NEEDS:

CONFERENCE ROOMS

1) DOES YOUR DEPARTMENT REQUIRE A CONFERENCE ROOM:

☐ YES
☐ NO

2) NUMBER OF SEATS REQUIRED:

4) DESCRIBE CONFERENCE ROOM EQUIPMENT NEEDS:

STORAGE

1) TYPE OF STORAGE REQUIRED:

☐ DEDICATED STORAGE
☐ SHARED STORAGE

2) STORAGE AREA REQUIRED:

SF

3) DESCRIBE ITEMS TO BE STORED:

OTHER SPACE NEEDS NOT PREVIOUSLY DESCRIBED:

OTHER EQUIPMENT NEEDS NOT PREVIOUSLY DESCRIBED:

VII. ADJACENCY REQUIREMENTS

Please indicate the importance or level of adjacency required between your department/affiliation and each of the other functions listed below. Please provide a response for each department or function listed. If your department requires adjacency with other functions not listed here, please write them in and indicate the level of adjacency needed and attach to this form.

	DIRECTLY ADJACENT	SAME FLOOR	ADJACENT FLOORS	SAME BUILDING	SAME COMPLEX	OTHER LOCATION
RETAIL ENTERTAINMENT ZONE						
FOOD SERVICE						
RETAIL SPACE						
UNION SERVICES ZONE						
ADMINISTRATIVE SUITE						
CRAFT CENTER						
WOMEN'S CENTER						
INTERNATIONAL CENTER						
MULTI-CULTURAL CENTER						
LEADERSHIP CENTER						
LGBTQA						
COMPUTER CENTER						
CLUB SPORTS						
OUTDOOR PROGRAM						
CULTURAL FORUM						
OTHER PROGRAM						
CONFERENCE SERVICES ZONE						
CONFERENCE SPACES						
CONFERENCE SUPPORT SPACES						
PERFORMANCE CENTER ZONE						
THEATER SPACES						
PERFORMANCE SUPPORT SPACES						
STUDENT ACTIVITIES ZONE						
ASUO/STUDENT GOVERNMENT						
STUDENT ORGANIZATIONS						
STUDENT UNIONS						
OREGON DAILY EMERALD						
ART GALLERY						
ACTIVITY SPACES						
LOUNGE SPACES/INFO DESK						
SUPPORT ZONE						
LOBBY/ATRIUM						
LOADING DOCK						
GENERAL BUILDING STORAGE						

VIII. VISIBILITY, ACCESS, AND SECURITY

1) HOW IMPORTANT IS IT FOR YOUR DEPARTMENT TO BE LOCATED "NEAR THE FRONT DOOR" OF THE BUILDING VERSUS ON AN UPPER LEVEL OR INTERIOR SPACE

INTERIOR/LESS VISIBLE   FRONT DOOR/MORE VISIBLE

☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
0	1	2	3	4	5	6	7	8	9	10

2) WHICH OF THE FOLLOWING STATEMENTS BEST DESCRIBES THE LEVEL OF SECURITY GENERALLY NEEDED FOR YOUR DEPARTMENT'S SPACE:

☐ LOCKING DOORS AT ALL ENTRANCES TO THE BUILDING ARE SUFFICIENT

☐ LOCKING DOORS AT ALL ENTRANCES TO DEPARTMENT SPACE SO THAT THE DEPARTMENT CAN BE CLOSED EVEN IF OTHER PARTS OF THE BUILDING ARE OPEN

☐ LOCKING DOORS AT ALL ENTRANCES TO DEPARTMENT SPACE PLUS AN ALARM SYSTEM TO DETECT AGAINST UNAUTHORIZED INTRUSION

☐ CARD LOCK DOORS TO RECORD ACCESS INTO THE DEPARTMENT SPACE

3) REGARDING COMPUTER NETWORKS, PLEASE CHECK ONE:

☐ A COMPUTER NETWORK IS NOT REQUIRED FOR THIS DEPARTMENT

☐ THIS DEPARTMENT OPERATES ON AN AUTONOMOUS OR "STAND ALONE" COMPUTER NETWORK

☐ THIS DEPARTMENT IS A "USER" OF A LARGER COMPUTER NETWORK WHERE THE SYSTEM IS OPERATED BY ANOTHER DEPARTMENT