

Project Number 11045
Purpose Subject Area Committee Meetings
Location Gumwood Room
Start Time 10:45 AM

CONFERENCE REPORT

Suite 2: Designated Driver Shuttle, Men's Center, Non Traditional Student Union, Veterans and Family Student Association, Childcare Subsidy

01 THOSE PRESENT

Designated Driver Shuttle
Dennis Johnson

Child Care Subsidy
Morgan Nelson, Rub Betten

Oregon, Campus Planning and Real Estate
Martina Bill, Fred Tepfer

No representatives from Men's Center, Non Traditional Student Union, or Veterans and Family Student Association

EMU User Group
Gregg Lobisser, Dan Geiger, Mandy Chong, Wendy Polhemus

AC Martin
Bob Murrin, Tammy Jow, Christopher King

SERA Architects
Eric Philips

02 DISCUSSION

- a. The needs of the groups were reviewed and resulted in the following program needs which are shown below per version 8.2 of the program.

Resource Center for Student Organizations	Quantity	Unit	NASF	GSF	
Reception / Admin. Asst.	1	64	64	99	
ASUO Programs Advisor	1	100	100	155	
Student Organizations Open Plan Workstations	12	20	240	372	
Student Organizations. Cluster Offices or Alcoves (areas based on existing space)					
DDS Designated Driver Shuttle	1	140	140	217	Or nearby Resource Center
Men's Center	1	244	244	378	
Nontraditional Student Union	1	244	244	378	
Veterans and Family Student Association	1	244	244	378	
Childcare Subsidy (moved to ASUO Suite)					
Happy Aliances of Atheists	1	194	194	301	
Student Insurgent (moved to survival center)					
Open Resource Work Area 1	1	300	300	465	
Work Tables					
Copiers/Printers/with Kitchenette & utility sink					
Open working lounge Area 2	1	300	300	465	
Lounge seating					
Working Cubbies/Alcoves/Semi-private					
Dedicated Small workroom (5)	1	110	110	171	
Work Alcoves/w technology (L,M, S)	10	100	1,000	1,550	
Mail Boxes (includes 40 for ASUO)	250	1	250	388	
Storage Room/supplies	2	36	72	112	
Storage Lockers - Double Tier 15"	200	1	200	310	
	TOTAL		3,702	5,738	
Resource Center Remote Storage	0	100	0	0	

Suite 2 Notes:

1. One scenario located these groups within the Resource Center, and creates clusters of offices that open onto the resource center.
2. Another scenario would create a student grouping elsewhere, with shared common space.
3. Designated Driver Shuttle and Childcare Subsidy currently share a 140 sf space in Suite 2, 159A
4. Child Care Subsidy could move to ASUO suite, since that where the program reports.
5. Designated Driver Shuttle (DDS) is a recognized student organization Childcare Subsidy (CS) is a service to ASUO.
6. Designated Driver Shuttle (DDS)
 - a. DDS Hours...evening 9:30 -3:00am dispatch for five vans getting people home
 - b. DDS currently has 15 drivers for five vans
 - c. DDS has synergy to Saferide

- d. Saferide starts earlier. On weekends they both go until 2-3 am.
 - e. Both groups operate 7 days a week.
 - f. 150 - 250 student pickups on the weekends.
 - g. Couches, computer stations
 - h. Good candidate to be of the Resource Center
 - i. DDS - it would be nice to stage the vans near the EMU, vans are currently staged on Walnut
 - j. DDS - does take personal information during calls, 2 people taking phone calls
 - k. Model responsible behavior, DDS could go next to the pub.
 - l. Needs storage to keep van cleaning supplies, needs file cabinets to the side of desk for files, locked.
 - m. Needs late night accessibility.
 - n.
7. Childcare Subsidy
- a. The child care component is for the accounting part of childcare subsidy
 - b. Has 3 people in the space during the day.
 - c. Needs to be near ASUO Program Coordinator (Nicole).
 - d. Child Care subsidy needs locked files within the shared room.
 - e. Parents/clients seek us out, CS does not need to be up front and center.
 - f. Storage 12 banker's boxes, 3 years of records (candidate for remote storage).

I. IDENTIFICATION / GENERAL INFORMATION

NAME: DENNIS JOHNSON TITLE: Co-Director

PHONE/EXT: 503-522-6167 EMAIL: DENISS3906@gmail.com PRIMARY DEPARTMENT/AFFILIATION: DDS

CURRENT LOCATION: BUILDING NAME(S)/ROOM #: Suite 2 rm 59A

PLEASE INCLUDE A BRIEF DESCRIPTION OF THE FUNCTION(S) OF YOUR DEPARTMENT/AFFILIATION, INCLUDING THE OVERALL MISSION OF YOUR DEPARTMENT: (100 words or less)
Provide safe rides home to VO students to reduce drunk student drivers on the roads of Eugene. we operate between 10pm and 3:00 am.

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
- A. Co-Director, Driver/Navigator/Dispatch
B. Part time
C. office
D. n/a.

III. HOURS OF OPERATION

PLEASE INDICATE THE HOURS AND DAYS OF OPERATION FOR YOUR DEPARTMENT: 9:30 pm - 3:15 am 7 days a week.

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: *DDS*

	POSITION/JOBTITLE	# OF POS.	STATUS	SHIFT	TYPE OF WORKSTATION/OFFICE			LIST EQUIP.
1	<i>Co-Director</i>	<i>2</i>	<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input checked="" type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input type="radio"/> OTHER	
2	<i>Driver, Navigator, Dispatcher</i>	<i>26-30</i>	<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input checked="" type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input checked="" type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
3			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
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5			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
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7			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
8			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
9			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
10			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	

- name
 - Confidentiality
 - Photo ID
 - Last Found
 etc.

VI. TYPES OF SPACES REQUIRED

RECEPTION/WAITING AREAS

1) IS A WAITING AREA REQUIRED:

- YES
 NO

2) NUMBER OF SEATS REQUIRED:

15 ~~20~~

3) OTHER NEEDS:

WORK AREAS

1) TYPE OF WORK AREA REQUIRED:

- DEDICATED WORK AREA
 SHARED WORK AREA

2) NUMBER OF SEATS REQUIRED:

3

3) DESCRIBE WORK AREA EQUIPMENT NEEDS:

Computer, printer, file cabinet,
Desk space for 3, 2 phones

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:

Parking for 6 vans - close to EMU. for safety of employees at beginning and end of night.

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						

24 hour / Late night suite access.

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

- employees coming + going through the night
- students needing to stop by the office for lost + found, questions, etc.

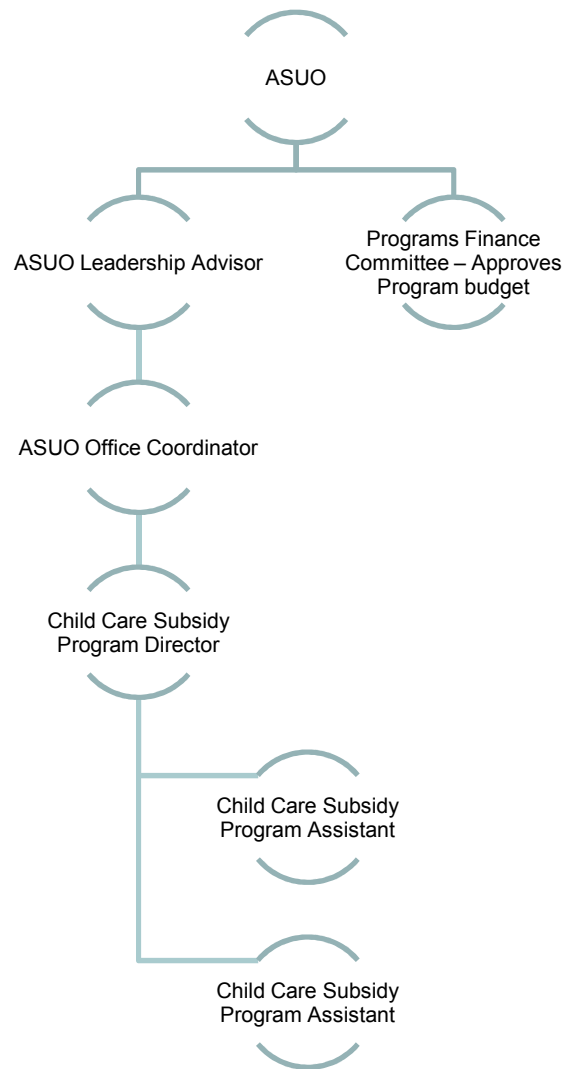
2) WHICH OF THE FOLLOWING STATEMENTS BEST DESCRIBES THE LEVEL OF SECURITY GENERALLY NEEDED FOR YOUR DEPARTMENT'S SPACE:

- 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

Child Care Subsidy Program Organization Chart



TO MODIFY THIS CHART:

Click the organization chart and then use the tools on the **Organization Chart** toolbar.

TO CREATE YOUR OWN CHART:

On the **Insert** menu, point to **Picture**, and then click **Organization Chart**.

I. IDENTIFICATION / GENERAL INFORMATION

<input type="text"/>		<input type="text"/>	
NAME		TITLE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
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)

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- 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:

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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.
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8		<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
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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
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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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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

I. IDENTIFICATION / GENERAL INFORMATION

Morgan Nelson		Child Care Subsidy Program Assistant	
NAME		TITLE	
541-346-0632	subsidy@uoregon.edu	ASUO and Child Care Subsidy	
PHONE/EXT	EMAIL	PRIMARY DEPARTMENT/AFFILIATION	
EMU Suite #2 (Rm #59A) across lobby from ASUO Executive Offices			
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)

Child Care Subsidy works to help low-income student parents financially with ever-increasing costs of child care. We reimburse based on need level and allocate monthly subsidies for families attending the University of Oregon. We deal with highly confidential paperwork and sometimes very sensitive information. It is very important to us that we maintain a confidential and private office environment so the students we serve feel comfortable discussing personal and financial information.

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: M-F btwn 9am-5pm

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		1						
TUES	1	2	2	2				
WED	1	2	2	2				
THU	1	2	2	2				
FRI		1		2				
SAT								
SUN								

V. STAFFING & WORKSTATION REQUIREMENTS

PLEASE LIST ALL STAFF POSITIONS BY JOB TITLE WITHIN YOUR DEPARTMENT

DEPARTMENT NAME: Child Care Subsidy

	POSITION/JOBTITLE	# OF POS.	STATUS	SHIFT	TYPE OF WORKSTATION/OFFICE			LIST EQUIP.
1	ASUO Office Coordinator		<input checked="" type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input checked="" type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
2	Child Care Subsidy Prgrm Director		<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input checked="" type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
3	Child Care Subsidy Program Asst.		<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input checked="" type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
4	Child Care Subsidy Program Asst.		<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input checked="" type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
5			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
6			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
7			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
8			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
9			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
10			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	

VI. TYPES OF SPACES REQUIRED

RECEPTION/WAITING AREAS

1) IS A WAITING AREA REQUIRED:

- YES
- NO

2) NUMBER OF SEATS REQUIRED:

2

3) OTHER NEEDS:

Shared space in our program should only be between the three part-time employees. It would be nice to have a desk area that would accomodate two people instead of just the one it does now.

WORK AREAS

1) TYPE OF WORK AREA REQUIRED:

- DEDICATED WORK AREA
- SHARED WORK AREA

2) NUMBER OF SEATS REQUIRED:

2

3) DESCRIBE WORK AREA EQUIPMENT NEEDS:

There are 3 of us in the office and we come in at off-setting times usually. There isn't more than 2 of us in the office at any one time but it would be nice to have a desk that would fit 2 workers. There isn't room at the one we have now.

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:

space for at least six to 12 bankers boxes

OTHER SPACE NEEDS NOT PREVIOUSLY DESCRIBED:

Our office should be near the ASUO Office Coordinator's workstation

OTHER EQUIPMENT NEEDS NOT PREVIOUSLY DESCRIBED:

We keep our small printer and desktop computer in the office but use ASUO resources for other major office equipment needs

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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