

Project Number 11045  
Purpose Subject Area Committee Meetings  
Location Gumwood Room  
Start Time 1:30 PM

CONFERENCE REPORT ***Student Leadership 1: Holden Center, , ASUO Executive Suite, Resource Center, Sustainability Center, Women's Center***

**01 THOSE PRESENT**

*Holden Center*

Chris Esparza, Deanna Drappell Belcher

*ASUO Executive Suite*

Ben Eckstein, Katie Taylor, Alexandra Flores Quilty, Julie Palmar

*Resource Center*

Hillary Buckman

*Sustainability Center*

Louisa de Heer, Nathan Howard, Sophie Luthin

*Women's Center*

Brandy Ota

*Oregon, Campus Planning and Real Estate*

Martina Bill, Fred Tepfer

*EMU User Group*

Gregg Lobisser, Dan Geiger, Mandy Chong, Wendy Polhemus

*AC Martin*

Bob Murrin, Tammy Jow, Christopher King

*SERA Architects*

Eric Philps

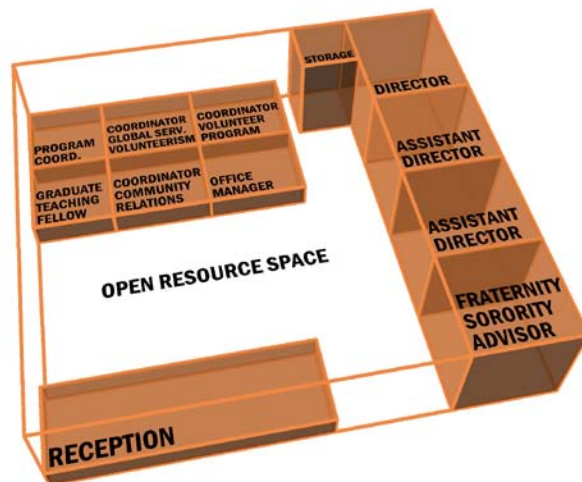
**02 DISCUSSION**

- The current program (version 7.2) was presented and revised below (to version 8.2) based upon discussion. Changes are indicated in the right hand margin highlighted in orange.

Holden Center Program:

Holden Center	Quantity	Unit	NASF	GSF	
Reception (5)	1	200	120	186	
<b>Staff</b>					
Director (enclosed office)	1	120	120	186	
Assist. Director 1 (enclosed office)	1	100	100	155	
Assist. Director 2 (enclosed office)	1	100	100	155	
Fraternity and Sorority Advisor (enclosed off.)	1	100	100	155	
Coor. Global Serv & Volunteerism (workstation)	1	80	80	124	
Coor. Of Community Relations (workstation)	1	80	80	124	
Coordinator Volunteer Program (workstation)	1	80	80	124	
Office Manager (workstation)	1	80	80	124	
Program Coordinator (workstation)	1	64	64	99	
Graduate Teaching Fellow (workstation)	1	64	64	99	
Student Staff	7	20	140	217	added 7 workstations
Open Resource Space (25)	1	500	500	775	
Includes: Advising space, project creation & mgmt. space, computing/tech space, brainstorm/smartboard space computer workstations (6 @ 20SF), work tables, lounge type space					
Storage	1	50	50	78	increasd storage to 50 from 36
			<b>1,678</b>	<b>2,601</b>	
Internal Circulation factor 25%			420		
Suite Total			<b>2,098</b>		
Holden Leadership Center Remote Storage	0	200	0	0	2,686 -589
Shared Conference Room (18)	0	400	0	0	Shared

- Scaled three-dimensional blocks to represent the program were also presented. (Does not included added program elements).



**Holden Center:**

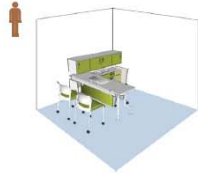
**DIRECTOR**

1 OFFICE @ 120 SF



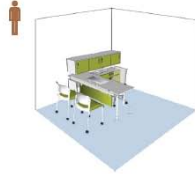
**ASSISTANT DIRECTOR I**

1 OFFICE @ 100 SF



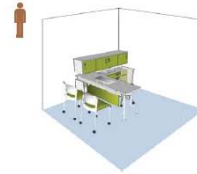
**ASSISTANT DIRECTOR II**

1 OFFICE @ 100 SF



**FRAT. /SORORITY ADVISOR**

1 OFFICE @ 100 SF



**CRD. GLOBAL SERV**

1 WORKSTATION @ 80 SF



**CRD. COMMUNITY RELATIONS**

1 WORKSTATION @ 80 SF



**CRD. VOLUNTEER PRGM.**

1 WORKSTATION @ 80 SF



**OFFICE MANAGER**

1 WORKSTATION @ 80 SF



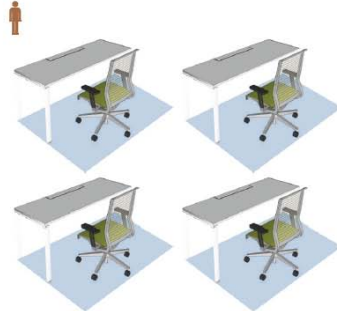
**PROGRAM COORDINATOR**

1 WORKSTATION @ 64 SF



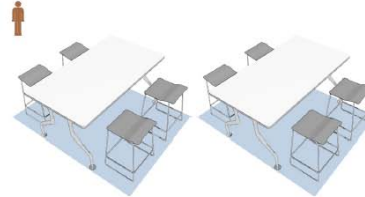
**OPEN RESOURCE SPACE**

6 WORKSTATIONS @ 20 SF



**OPEN RESOURCE SPACE**

2 WORK TABLES



**GRAD. TEACHING FELLOW**

1 WORKSTATION @ 64 SF

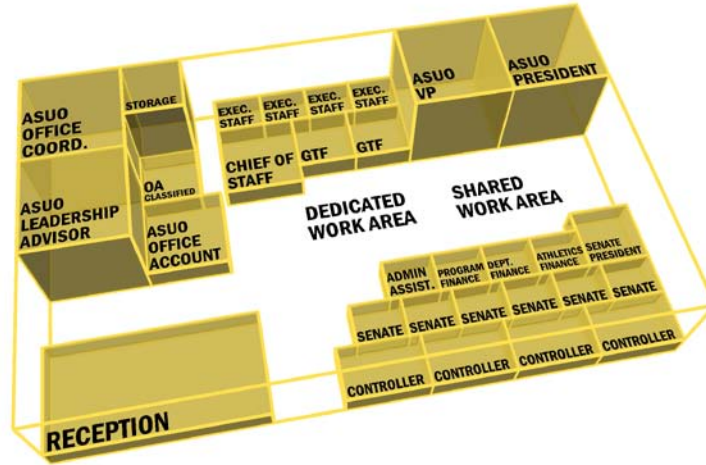


ASUO Executive Suite Program:

- The current program (version 7.2) was presented and revised below (to version 8.2) based upon discussion. Changes are indicated in the right hand margin highlighted in orange.

ASUO / Student Government	Quantity	Unit	NASF	GSF	
Reception Area	1	200	200	310	
3 staff Student Office Assis.	3				
1 workstation					
Seating for 3					
Copy Area (Move to Resource Center)					
Staff					
<i>ASUO Executives</i>					
President (Enclosed Office)	1	100	100	155	
Vice President (Enclosed Office)	1	100	100	155	
Chief of Staff	1	64	64	99	
Executive Staff (15 in shared workstations)	8	20	160	248	
Campus Organizer/GTF	2	36	72	112	
<i>ASUO Senate, Etal</i>					
Senators (21 in shared open workstations)	3	20	60	93	Senate stations reduced from 6 to 3
Senate President	1	36	36	56	
Administrative Assistant (4 in shared open workstations)	1	20	20	31	
Program Finance Cmte (6 in shared open workstations)	1	20	20	31	
Department Finance Cmte (5 in shared open workstator)	1	20	20	31	
Athletics/Contracts Finance Cmte (5 in shared open wkst)	1	20	20	31	
<i>ASUO Professional Staff &amp; Student Employees</i>					
ASUO Leadership Advisor (Enclosed Office)	1	100	100	155	
ASUO Programs Advisor (to Resource Center)	0	100	0	0	
ASUO Office Coordinator	1	100	100	155	
Childcare Subsidy (affinity with Office coordinator)	1	140	140	217	Added CCS to ASUO
ASUO Accountant	1	64	64	99	
Controllers (PT)	4	40	160	248	
Walkup Counter (20) people					
Student Office Assistants (6 in shared workstations)	0	20	0	0	
Classified or OA Position	1	36	36	56	
Dedicated Work Area (11 people)	1	220	220	341	
Work Tables					
Computer Workstations					
Printers/Fax/copiers/scanners					
Shared Work Area (4)	1	80	80	124	
Local Storage	1	36	36	56	
<b>TOTAL</b>			<b>1,808</b>	<b>2,802</b>	
Internal Circulation factor 25%			452		
Suite Total			2,260		2,777 -517
Kitchenette nearby in Resource Center					
Conference Room (10 People)	0	220	0	0	Shared
ASUO Remote Storage: canopies, archives, dollys, ballot	0	100	0	0	Centralized

2. Scaled three-dimensional blocks to represent the program were also presented. (Does not include added program elements). ASUO Executive Suite:



**ASUO LEADERSHIP ADVISOR**  
1 OFFICE @ 100 SF



**ASUO OFFICE COORD.**  
1 OFFICE @ 100 SF



**ASUO ACCOUNTANT**  
1 WORKSTATION @ 64 SF



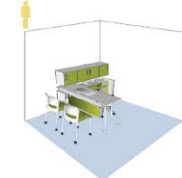
**CLASSIFIED OR OA**  
1 WORKSTATION @ 36 SF



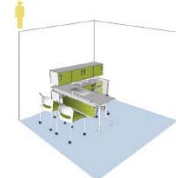
**CONTROLLERS**  
4 WORKSTATIONS @ 40 SF



**PRESIDENT**  
1 OFFICE @ 100 SF



**VICE PRESIDENT**  
1 OFFICE @ 100 SF



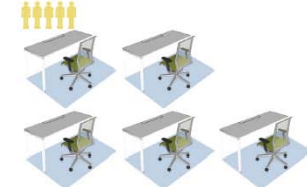
**CHIEF OF STAFF**  
1 WORKSTATION @ 64 SF



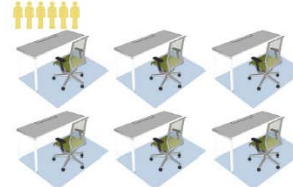
**CAMPUS ORGANIZER/GTF**  
2 WORKSTATIONS @ 36 SF



**EXECUTIVE STAFF**  
5 WORKSTATION @ 20 SF



**SENATORS**  
6 WORKSTATIONS @ 20 SF



**SENATE PRESIDENT**  
1 WORKSTATION @ 36 SF



**ADMIN. ASSISTANT**  
1 WORKSTATION @ 20 SF



**PRGM. FINANCE CMTE.**  
1 WORKSTATION @ 20 SF



**DEPT. FINANCE CMTE.**  
1 WORKSTATION @ 20 SF



**ATHLETICS FINANCE CMTE**  
1 WORKSTATION @ 20 SF

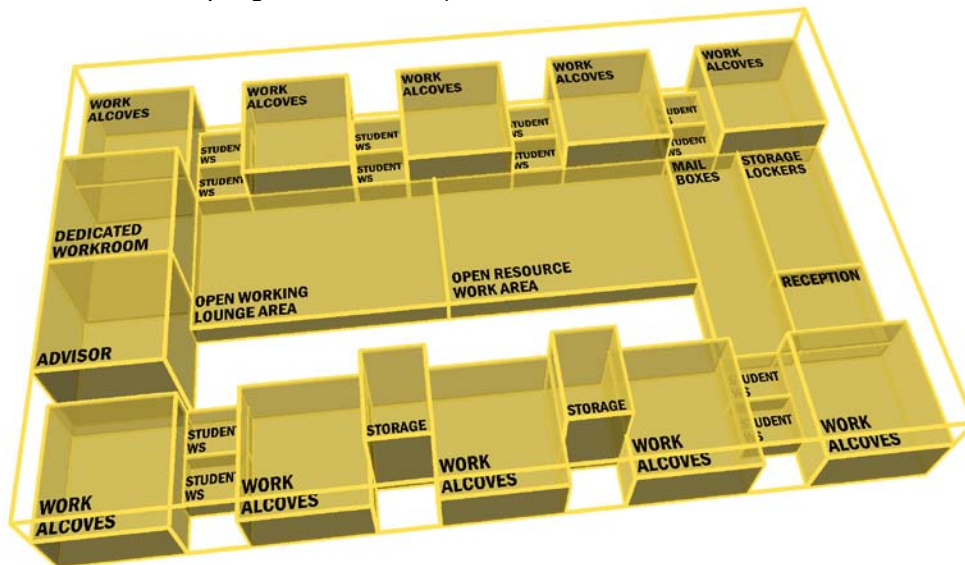


Resource Source Program:

- The current program (version 7.2) was presented and revised below (to version 8.2) based upon discussion. Changes are indicated in the right hand margin highlighted in orange.

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	
<b>Student Organizations. Cluster Offices or Alcoves (areas based on existing space)</b>					
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	
<b>TOTAL</b>			<b>3,702</b>	<b>5,738</b>	
Resource Center Remote Storage	0	100	0	0	
					previously (v7.2) was 2,636 net
					and 4086 Gross

- Scaled three-dimensional blocks to represent the program were also presented. (Does not included added program elements). Resource Center:

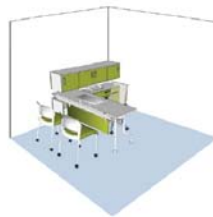


**Resource Center Offices:**

**RECEPTION/ ADMIN. ASSIST.**  
1 WORKSTATION @ 64 SF



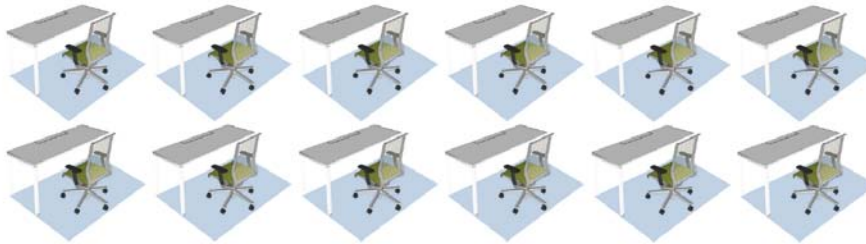
**ASUO PROGRAM ADVISOR**  
1 OFFICE @ 100 SF



**OPEN RESOURCE WORK AREA 1**  
WORK TABLES/ COPIERS/PRINTERS



**STUDENT ORGANIZATIONS WORKSTATIONS**  
12 WORKSTATIONS @ 20 SF

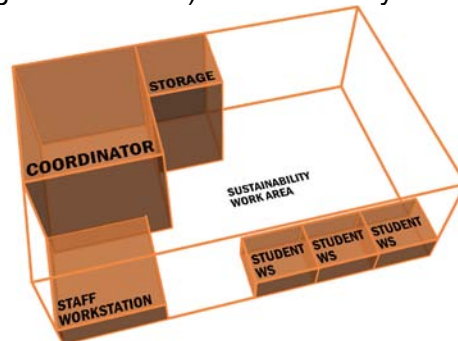


**Sustainability Center:**

- The current program (version 7.2) was presented and revised below (to version 8.2) based upon discussion. Changes are indicated in the right hand margin highlighted in orange.

Sustainability Center		Quantity	Unit	NASF	GSF			
Staff Offices								
	Coordinator (Enclosed)	1	120	120	186			
	Staff Workstations	1	64	64	99			
	Student Workstations	5	20	100	155			
	Open Work area/seating/resource area	1	200	200	310			
	Storage	1	50	50	78			
	<b>SUB TOTAL</b>			<b>534</b>	<b>828</b>			increased to 50 sf
	Internal Circulation factor 25%			134				
	Suite Total			668				
	Sustainability Center Remote Storage		100			379	289	
	Conference Room (18)	0	400	0	0			Separated from Sustainability and Survival Center

- Scaled three-dimensional blocks to represent the program were also presented. (Does not include added program elements). Sustainability Center:



Sustainability Center Offices:

**COORDINATOR**  
1 OFFICE @ 120 SF



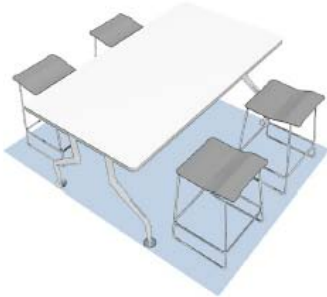
**STAFF WORKSTATION**  
1 WORKSTATION @ 64 SF



**STUDENT WORKSTATIONS**  
3 WORKSTATIONS @ 20 SF



**OPEN WORK AREA**





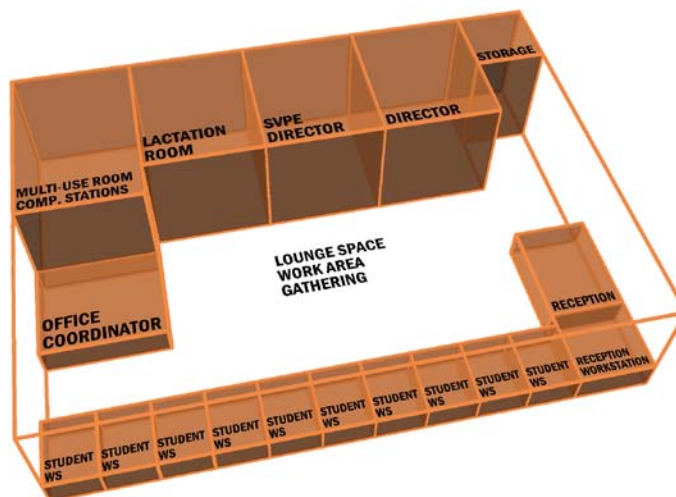
Women's Center:

1. The current program (version 7.2) was presented and revised below (to version 8.2) based upon discussion.

Women's Center + SWAT	Quantity	Unit	NASF	GSF	
<b>(Saferide &amp; Students for Choice currently in space also)</b>					
<b>Sexual Wellness Advocacy Team, Students for Choice</b>					
Reception (3 seats waiting)	1	50	50	78	
Reception workstation	1	36	36	56	
<b>Staff</b>					
Director (enclosed office)	1	120	120	186	
Office Coordinator Work Stations	1	80	80	124	
Student Work Stations	10	20	200	310	
SVPE Director (enclosed office)	1	120	120	186	
PT SVPE Graduate student workstation	1	36	36	56	
Multi-use enclosed rm/Student computer stations/lounge (May be used by Saferide in evenings)	1	150	150	233	
Lactation Room w/sink & ref.	1	120	120	186	
Lounge Space/Library/Work area/Gathering (15 people)	1	300	300	465	
Storage	1	36	36	56	
	<b>TOTAL</b>		<b>1,248</b>	<b>1,934</b>	
	Internal Circulation factor 25%		312		
	Suite Total		1,560		
Conference Room (25)	0	550	0	0	shared
Women's Remote Storage	1	100	100	155	

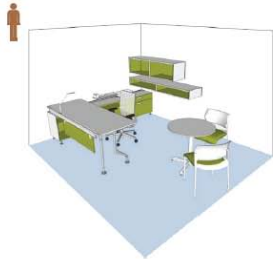
2. Scaled three-dimensional blocks to represent the program were also presented.

Women's Center:

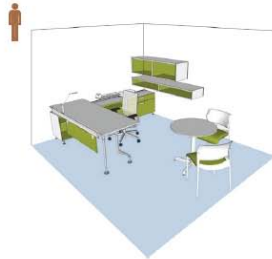


Women's Center Offices:

**DIRECTOR**  
1 OFFICE @ 120 SF



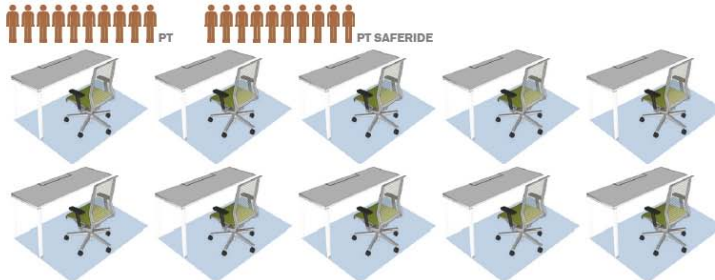
**SVPE DIRECTOR**  
1 OFFICE @ 120 SF



**OFFICE COORDINATOR**  
1 WORKSTATION @ 80 SF



**STUDENT STAFF**  
10 WORKSTATIONS @ 20 SF



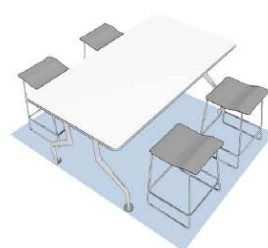
**PT SVPE GRADUATE STUDENT**  
1 WORKSTATION @ 36 SF



**RECEPTION**  
1 WORKSTATION @ 36 SF



**LOUNGE/WORK AREA**



Notes:

1. Holden Center
  - a. 7 workstations for dedicated members: student staff. Design Team to break out the sf of computer stations, lounge, collaboration space, etc. to see if these 7 additional are required.
  - b. The area will act as a resource center for non ASUO groups sorority/frats, etc, defacto meeting space for homeless groups.
  - c. Break room/kitchenette to be located in Resource Center
2. Resource Center
  - a. The idea of alcoves within the suite that could serve as homes for incoming student groups (similar to SUs and MCC) – possible home for sustainability center, Non-Traditional Student Union, Veterans, Happy Atheists etc.
  - b. Alcoves could also be designed for unassigned groups as drop-in work/planning space.
  - c. Need to establish policy by mgmt, who pays for materials, etc.
    - i. Shared kitchen for student workers, especially after hours in resource center. But who manages it? plumbing vs. non plumbing

- ii. Some may need more microwave and fridge space rather than just a sink, vice versa: utility sink for cleanup, food scraps, paint brushes
- 3. ASUO Executives Offices
  - a. Reduce Senator Workstations to 3.
  - b. GTF is "Campus Organizer" remove letters GTF from program.
  - c. No walls between execs and senators
  - d. Childcare subsidy was added to ASUO suite.
  - e. Policy Question: Is locker space only for ASUO recognized groups? (To be located in resource center).
- 4. Sustainability Center
  - a. Need storage for student groups that are homeless. Increase from 36sf to 50sf in the suite, in addition to central storage.
  - b. Sustainability center as a resource center of its own for a variety of sustainability Groups:
    - i. Coalition Against Environmental Racism
    - ii. Climate Justice League
    - iii. Campus Recycling
    - iv. Earth First!
    - v. BuildOn
    - vi. CASL
    - vii. Ecological Design Center
    - viii. OSPIRG
    - ix. Net Impact
    - x. Students for Global Health
    - xi. Live Move
    - xii. Design Bridge
    - xiii. Land Air Water (LAW)
    - xiv. School Garden Project
    - xv. Sustainable Business Group
    - xvi. Holistic Options for Planet Earth Sustainability
    - xvii. Slow Food UO
  - c. Survival Center was moved to its own suite.
  - d. Possible relationship with and Eco-concierge for the building – reception can be starting spot for these tours – affinities with main information desk.
  - e. Break room/kitchenette to be located in Resource Center
  - f. Increase from 4 to 6 interns now at 10 hrs/week each. Need 5 student workstations.
- 5. Women's center
  - a. SAC should meet in future with MCC,SUs, LGBTQA.
  - b. Loves everything.
  - c. Safe ride could be in or out of the suite....whatever works.