Project Number   11045
Purpose   Subject Area Committee Meetings
Location   Bean East Conference Room
Start Time   1:00 PM

CONFERENCE REPORT   *ASUO Executive Suite*

01   THOSE PRESENT

ASUO Exec
Consuela Perez, Kerry Snodgrass

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

University of Oregon, Student Affairs
Gregg M. Lobisser

EMU User Group
Wendy Polhemus, Dan Geiger

EMU
Jessi Steward

AC Martin
Bob Murrin, Tammy Jow, Christopher King

SERA Architects
Natasha Koiv

02   DISCUSSION

a. Space standards for workstations and offices were presented and reviewed.
b. NSF areas and quantities for staff positions were right-sized.
c. Reception/Waiting Area: Need better, direct, directional flow. Currently there is a front and back door, and it is difficult to spot visitors and provide assistance. The waiting area should not have a corporate feel, with a gatekeeper. People who walk in should feel welcomed. There should be a feeling of transparency, non-exclusive, non-intimidating.
d. There should be a mini-station for staff printing. A shared printer could be controlled where the paper does not come out until you insert you ID.
e. Mail Room: 200 mail slots are required. 40 mail slots are required for ASUO. The balance can be located in the Resource Center – an opportunity to increase interaction between groups and contacts.
f. Furniture in the ASUO Suite could have wheels. The furniture layout changes every year with every new President.
g. Add a staff position for the Senate President at 36 sf, workstation.
h. There should be 6 workstations for the 20 senate members.
i. The senate workstations should have some sort of distinction – higher partitions or a wing.

j. Quiet, concentration is needed for more senior people and accountants.
k. Julie is the ASUO Programs Advisor. This position should be removed from the ASUO Suite in the program and moves to the Resource Center area.
l. The ASUO Office Coordinator should be adjacent to the SOA (student office assistants) group.
m. The Student Programming Board Coordinator should be located on the bike parking lot.
n. ASUO Accountant should be next to the Controller's Window.
o. "Controllers" is a service that can open and close separate of the main suite. Provide 4 workstations for the 8 controllers. The space includes a transaction window. Provide queuing space for 20 people.
p. The adjacencies diagram was reviewed. Move MCC next to ASUO. Move the Card Office away from ASUO. (Inside joke about the most frequently asked question at ASUO: Where's the Card Office?)
q. Classified or OA Position could be grouped with the Accountant.