

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

CONFERENCE REPORT *Administration Offices/Marketing*

01 THOSE PRESENT

EMU Administration

Wendy Polhemus, Andrew Gillespie, Steve Linster

University of Oregon, Campus Planning and Real Estate

Martina Bill

University of Oregon, Student Affairs

Gregg M. Lobisser

EMU User Group

Mandy Chung, 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 based upon standard office and workstation standards.
- c. Administration prefers to leave mezzanine, due to difficult way finding. Wendy suggested that possible move to 4th floor would make sense.
- d. May be cost advantages for administration to remaining in mezzanine.
- e. Director's office needs to be larger than standard 120 SF, since private meetings with several people is frequent. Suggested to increase 180 SF.
- f. Reception function: Students are at desk from 8am - 5pm, 1 student workstation with space for waiting.
- g. UO Card administration was separated from EMU administration, and moved to UO Card office for programming clarity.
- h. Marketing spaces to be combined and could be de-coupled from administration in creative open office environment.
- i. Board Room – EMU board has 16 board members; table should seats 20 people, with additional perimeter seating.
- j. Board room to move from administration to shared conference zone and share with Concert Hall VIP room.

- k. Vault is a walk-in type need approximately 100 square feet.
- l. Recycling - University has a central space for office supplies
- m. It is possible at some point in the future that Student Coordinator workstations could be replaced with seating or lounge seating. Students tend to use laptops and will not necessarily need a workstation or desk.
- n. Local storage allowance (36 SF) can take the form of storage cabinets in copy room and pantry.
- o. Accounting storage is stored for 7 years, minimum. This is ideal for remote storage area
- p. SAIT - requires further discussion, currently located in basement of residence hall, no enclosed offices
- q. Administration requires remote storage (400 SF) in addition to IT remote storage (300 SF)
- r. A shared conference room accommodating 10 people was requested.