

Project Number 11045  
Purpose Subject Area Committee Meetings  
Location Bean East Conference Room  
Start Time 9:30 AM

## **CONFERENCE REPORT**    *Conference and Scheduling Services/Info Center*

### **01**    **THOSE PRESENT**

*EMU Scheduling and Events*

Jessi Steward, Karen Schneider, Wade Young Jelinelo, Mike Ragsdale, Jim Trezona

*EMU Administration*

Wendy Polhemus,

*University of Oregon, Campus Planning and Real Estate*

Martina Bill, Fred Tepfer

*University of Oregon, Student Affairs*

Gregg M. Lobisser

*EMU User Group*

Mandy Chung

*AC Martin*

Bob Murrin, Tammy Jow, Christopher King

*SERA Architects*

Natasha Koiv

### **02**    **DISCUSSION**

1. Space standards for workstations and offices were presented and reviewed.
2. NSF areas and quantities for staff positions were right-sized based upon standard office and workstation standards.
3. All meeting rooms have been consolidated under the conference zone in the program. There were formerly rooms in the located in the student activities zone.
  - a. Scheduling would still control all the meeting rooms in the facility with the exception of the mcc.
  - b. There will be limited dedicated conference rooms for student groups within their suites; instead rooms will be shared among groups and scheduled by Scheduling Services.
4. Location of meeting/conference rooms can be arranged either: 1). rooms scattered throughout the EMU complex or 2). grouped together in a 'conference zone'
5. Multi-functional Auditorium should be the same size as the stage at the concert hall - serves as a practice space for the orchestra, other uses, it is a flex space
  - a. Needs to accommodate 250-300 cinema style = 250 sq. ft. @16 sq.ft./person =~4,000 sf. Similar room at Mondavi Center was 3,500 sq ft.
  - b. Does not require 'heroic' acoustics nor 'black box complexity.

6. Some shared conference rooms need to accommodate groups of 10 or under for conflict mediation, interviews, small group meetings, etc.
7. Existing area = 16570; program now provides 18700. Doesn't include the ballroom
8. Existing Room comments:
  - a. Fir Room - most popular
  - b. Walnut - ugly, no one wants to use it
  - c. Ben Linder - tiered and popular; could duplicate such a room if tiers and layout were better designed.
9. Currently charge labor and equipment, does not charge for room.
10. Future is to forecast a fee per use- word from provost
  - a. \$16.34/ square foot
  - b. 50% academic use, want reimbursement
  - c. Computer lab is 100% academic use
11. Whiteboards are used less frequently. Everyone's using the LCD screens.
12. Adjacent storage needs to adjust with size of conference rooms: Chairs, tables, AV equipment.
13. Spreadsheet of room types will be sent to Jessi to review quantities and sizes of conference rooms.