

Project Number 11045  
Purpose Subject Area Committee Meetings  
Location Bean East Conference Room  
Start Time 11:00 AM

## CONFERENCE REPORT *Cultural Forum and Art Gallery*

### 01 THOSE PRESENT

*EMU Cultural Forum*

Mandy Chong, Mike Ragsdale, L. Morris

*EMU Administration*

Wendy Polhemus, Jessi Steward

*University of Oregon, Campus Planning and Real Estate*

Martina Bill, Fred Tepfer

*University of Oregon, Student Affairs*

Gregg M. Lobisser

*AC Martin*

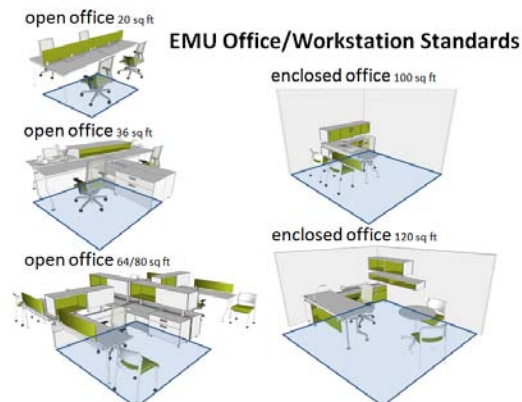
Bob Murrin, Tammy Jow, Christopher King

*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.

Cultural Forum	Quantity	Unit	NASF	GSF	
Reception 2 waiting Workstation	1	50	50	78	
Program Coordinator	1	100	100	155	
Office Manager	1	64	64	99	
Production Coordinator	1	64	64	99	
Student Coordinators (9)	5	20	100	155	
Work Area for 10 students	1	70	70	109	
Copy room	1	50	50	78	
Kitchenette/Festival Support	1	25	25	39	
Storage	1	36	36	56	
			<b>595</b>	<b>922</b>	
Internal Circulation factor 25%			149		
Suite Total			<b>744</b>		
Cultural Forum Remote Storage:	1	100			
Conference Room (10 seats)	0	220	0	0	<b>Shared</b>

- Needs a Prep area with sink and refrigerator, 3' ref, 30" sink, 4' counter (kitchenette)
- Needs regular access to a shared 10 person conference room
- ART GALLERY

Art Gallery Lounge	1	400	400	620	
Art Staging Area	1	200	200	310	
Local Gallery Storage	1	200	200	310	
Dispersed Integrated Display for Artwork	1	400	400	620	
Print/Computer Stations	20	35	700	1,085	
Information Center	1	300	300	465	
At night use for DDS if has 24/7 access					
	<b>TOTAL</b>		<b>14,700</b>	<b>22,785</b>	
Remote Permanent Art Storage (tempered air)	0	200	0	0	

- Rather than a dedicated art gallery, it was preferred to integrate within an 'art lounge' and to distribute artwork throughout the building into built-in display cases and wall hanging.
- Art Storage – could be located in a remote storage location, but would require security, and climate control to protect artwork.