

Project Number 11045  
Purpose Subject Area Committee Meetings  
Location Bean East Conference Room  
Start Time 11:30 AM

## CONFERENCE REPORT *Women's Center*

### 01 THOSE PRESENT

*ASUO Women's Center*  
Brandy Ota, Erin McGlandrey

*EMU User Group*  
Mandy Chong

*EMU Administration*  
Wendy Polhemus

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

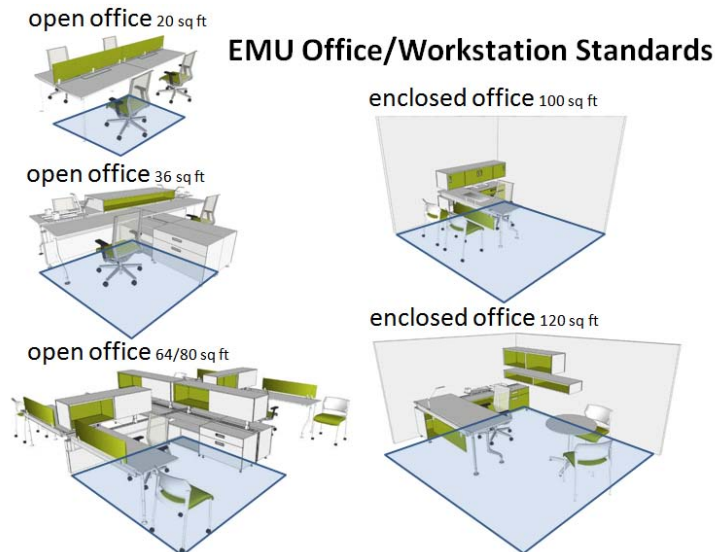
*University of Oregon, Student Affairs*  
Gregg M. Lobisser

*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.

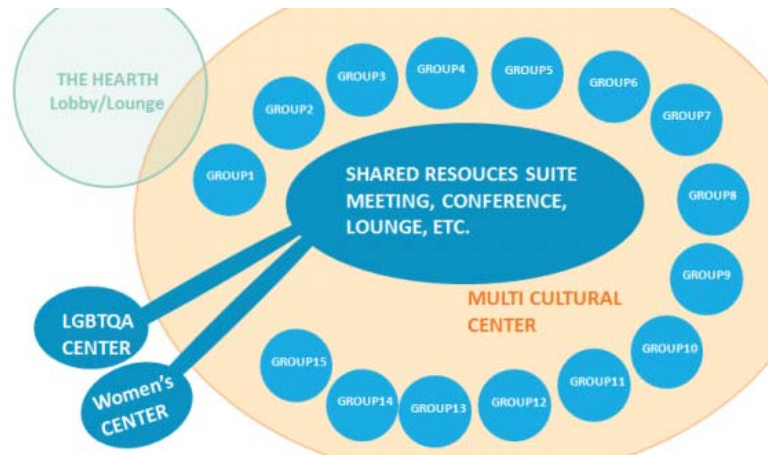


2. NSF areas and quantities for staff positions were right-sized based upon standard office and workstation standards.

Women's Center + SWAT (Saferide & Students for Choice currently in space also)	Quantity	Unit	NASF	GSF	
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	

3. A reception area with a 3 seat waiting zone is required. The reception area is staffed by a student who is located in the general open space. The student is the first responder to anyone who comes in.
4. Enclosed Student workstation room double as a multi-use space that can also be used for Saferide in the evenings.
5. Library shelving should be in their lounge space.
6. Change dedicated conference room to lactation room with a sink and full size refrigerator. Need changing table, pack-n-play, couch, lounge chairs. 120 sf.
7. Storage needs:
  - a. 1 local @ 36 sf
  - b. Add toy cabinet in lounge.
  - c. Remote storage - 100 sf
8. Lounge has a flat screen – prefer wall mounted
9. Copiers - none in space, has printer in area.
10. Students for Choice, Saferide, SWAT
  - a. Students for Choice philosophically is different from Women's Center
  - b. Safe ride should move to 24 hour zone
  - c. SWAT - sexual violence prevention education - has permanent year round staff, director - 100 sf, 1/2 graduate student - 36 sf (lockable desk)
11. Students for Choice staff
  - a. 2 @ 20 sf

- b. 1 storage cabinet
  - c. Equivalent of 1 - 100 sf office
12. Safe ride
- a. Operating hours: 10:00 PM to 2:30 AM every night.
  - b. While dispatchers wait for calls, the space should function like a lounging, social experience.
  - c. Dispatchers
  - d. Requires storage for files and, car cleaning equipment.
  - e. Federal dispatch equipment
13. The adjacency diagram was reviewed and Women's Center would like a direct line into the MCC, like LGBTQA's adjacency diagram. Women's Center does not need to be directly adjacent to the "hearth". Some discretion is required:



14. Safe ride, students for choice fall under "resource center and student organizations"