

Project Number 11045

Purpose Subject Area Committee Meetings – Campus Digital Print Center (Campus Copy)
Location EMU – Fir Room
Start Time 9:00 AM

CONFERENCE REPORT

01 THOSE PRESENT

Printing & Mailing Services (Campus Copy)

Mark Dixon, Maureen Wimberly, Jennifer Harman, John Boytz

University of Oregon, Campus Planning and Real Estate

Martina Bill

University of Oregon, Capital Construction

Darin Dehle

University of Oregon, Student Affairs

Gregg M. Lobisser

EMU User Group

Wendy Polhemus

SERA Architects

Natasha Koiv, Audrey Craig

AC Martin

Bob Murrin, Tammy Jow, Christopher King

02 MISSION

Campus Copy's mission furthers the overall mission of Printing and Mailing Services and the University of Oregon. The center supports student and University activities including class projects, student-affiliated associations and academic course packets. This mission is accomplished through on-line ordering and payment, a centralized location for pick-up and delivery of projects, and digital print applications.

03 ORGANIZATIONAL STRUCTURE

See attached org chart.

04 HOURS OF OPERATION

7:30 am to 5:30 pm, Monday through Friday

05 FREQUENCY OF USE

8 am – 10 am, Monday through Friday, there are 20 non-staff visitors.
10 am – 2 pm, Monday through Friday, there are 40 non-staff visitors.
2 pm – 5 pm, Monday through Friday, there are 50 non-staff visitors.

06 STAFFING AND WORKSTATION REQUIREMENTS

1 Full-time Photo Composition Specialist with a shared open workstation.
1 Full-time Print Services Technician with a shared open workstation.
3 Part-time Student Workers with a shared open workstation.

07 TYPES OF SPACES REQUIRED

A reception/waiting area is required. Waiting area includes walk-up, self-services copiers and kiosks, workable counter space with handicap accessibility.

A conference room is not required.

A shared work area for 6 people is required. Equipment needs include:

- Networked production copiers
- Bindery finishing work stations
- Multiple networked computer stations
- Secure workstation for business reporting/cash handling
- Storage
- Production hand-work area
- Mini lunch area
- Must have clear walkways around equipment

Dedicated storage is required at 30 SF for paper, bindery and equipment supplies.

Other equipment needs not previously described include: High speed networking, and may need special electrical requirements.

08 ADJACENCY REQUIREMENTS

Campus Digital Print Center should be on the same floor as: Food Service, Retail Space, Computer Center, Conference Spaces, Conference Support Spaces, and the Lobby/Atrium.

09 VISIBILITY, ACCESS, AND SECURITY

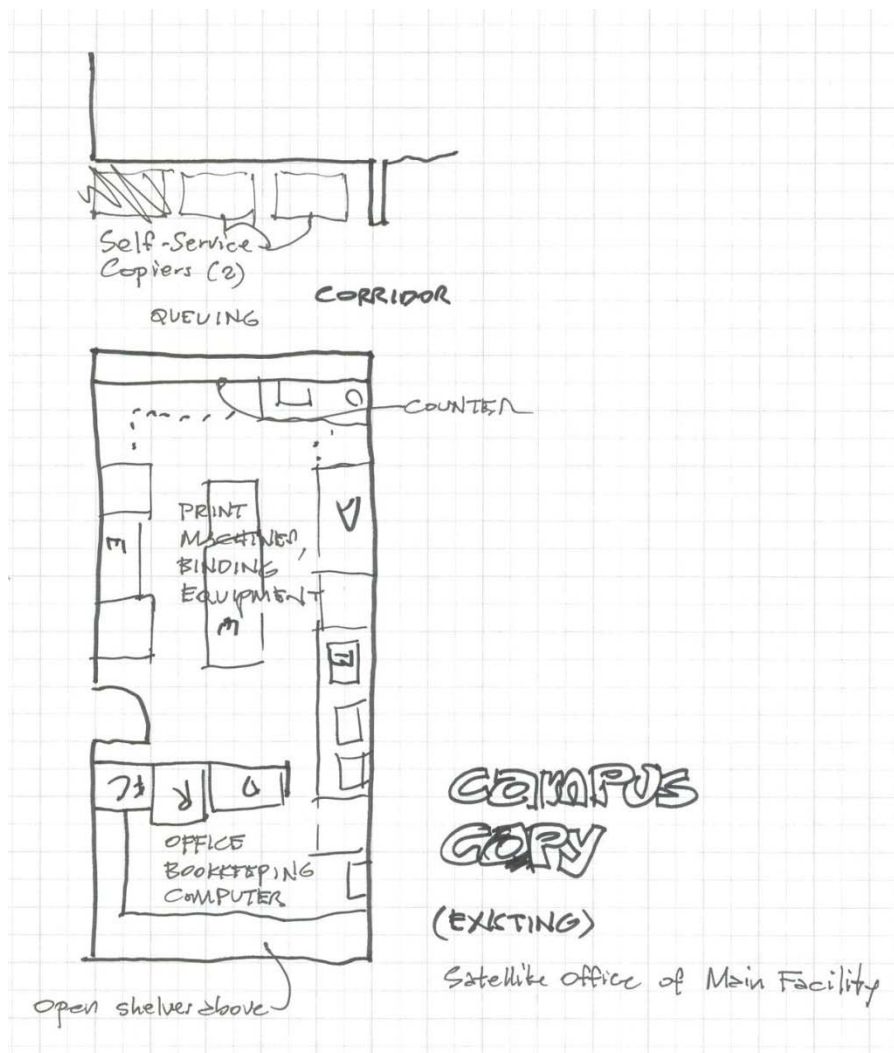
Campus Digital Print Center should be located near the front door, highly visible.

Locking doors at all entrances to the Campus Digital Print Center are required so that it can be closed even if other parts of the building are open.

The Campus Digital Print Center is a "user" of a larger computer network where the system is operated by another department.

10 CAMPUS DIGITAL PRINT CENTER SKETCHES AND NOTES

Current Plan



Notes:

The Campus Digital Print Center handles all digital printing for University tests, copyright clearances, inter-campus mail, bulk mail distribution. The mailing function is not for students. It serves 11 departments and is done at the Baker Downtown Center, not at the EMU.

Campus Copy happens in the EMU. Campus Copy (formerly "Digital Print") is the Kinko's of the University.

Ideally, Campus Copy should be in a centralized location on campus, and would like to have later hours – with a vision to stay open until 9 pm.

Campus Copy does not need loading dock access. Loading is accomplished through parking on the street and moving supplies with a hand truck.

Campus Copy is the "Dairy Mart" of paper, sold right over the counter.

Vision for a drive-up window or bike-up window.

Campus Copy is student service oriented.

Clear circulation aisles are required. Copy machines have pull-out drawers. Aisles need to accommodate pull-out trays or drawers from the machines.

Campus Copy wants to be located in the hub of activity with exterior and interior visibility.

A proposed test of late night venues before the renovation occurs could be scheduled for "dead week" to include: The Buzz, Union Market, Campus Copy and some lounge space.

Assumes wi-fi setup. Needs fast networking for transfer of huge files.

UO Printing & Mailing Services

Campus Copy - EMU

**Mark
Dixon,**
Director

Baker
Downtown
Center

**Maureen
Wimberly,**
Business
Manager

**John
Boytz,**
Assistant
Director

Kathy Viscarra*, 1.0 FTE Classified Photo- composition Specialist, 37.5 hrs/wk	Toni Kline*, 1.0 FTE Classified Print Services Technician, 40 hrs/wk	Jennifer Harman*, Student Worker, 20 hrs/wk	Gina Jacobson*, Student Worker, 20 hrs/wk	Michelle Kunkle*, Student Worker, 20 hrs/wk
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*Shares work areas, no designated work stations.