

Project Number 11045

Purpose Subject Area Committee Meetings – Administration Offices/Marketing  
Location EMU – Fir Room  
Start Time 2:00 PM

## CONFERENCE REPORT

### 01 THOSE PRESENT

#### *EMU*

Wendy Polhemus, Ivana Dugonjevcic, Donna Leavy

#### *EMU - Accounting*

Andrew Gillespie, Steve Linster, Andy Finley

#### *EMU - Marketing*

Alexandra Notman, Paol Wells

#### *University of Oregon, Campus Planning and Real Estate*

Fred Tepfer

#### *University of Oregon, Student Affairs*

Gregg M. Lobisser

#### *EMU User Group*

Molly Kennedy

#### *SERA Architects*

Natasha Koiv, Audrey Craig

#### *AC Martin*

Bob Murrin, Tammy Jow, Christopher King

### 02 MISSION

#### *EMU Administration*

EMU Administration provides managerial oversight, leadership, vision and support to the staff and programs affiliated with the EMU. Works collaboratively with the EMU Board of Directors to develop a \$10M annual budget and establish goals and objectives that align with the EMU Strategic Plan. Develop process and procedures that establish good order, sound business practices and a safe, functional building while encouraging creative and unique programming, multicultural development and life-long learning.

#### *EMU Marketing*

EMU Marketing does internal advertising and web development for events and organizations within the EMU as well as all the Departments within the Division of Student Affairs. We do both print and digital.

### **03 ORGANIZATIONAL STRUCTURE**

See attached EMU Organizational (Current) Chart.

### **04 HOURS OF OPERATION**

EMU Administration Reception Area: 8 am – 5 pm, Mondays through Fridays.

EMU Marketing: 9 am – 5 pm, Mondays through Fridays.

### **05 FREQUENCY OF USE**

EMU Administration: 8 am – 5 pm, Monday through Friday, there are 12-20 non-staff visitors.

There is an average of 8 visitors inclusive of reception/director's office, marketing, business office, grant writing, IT (does not include Card Office).

### **06 STAFFING AND WORKSTATION REQUIREMENTS**

#### *EMU Administration/Marketing*

- 1 Full-time EMU Network Support Analyst with a dedicated workstation.
- 1 Full-time Accounts Payable with a shared partitioned workstation (shared with Accounting).
- 1 Full-time Accountant II with a shared workstation (shared with Accounts Payable).
- 1 Full-time HR/Payroll with a shared workstation.
- 1 Full-time Cashier with a dedicated private office.
- 1 Full-time Grant Writer with a small dedicated private office.
- 1 Full-time Assistant to the Director with a dedicated semi-private office.
- 1 Full-time EMU Business Manager with a dedicated private office.
- 1 Full-time EMU Director with a dedicated private office.
- 1 Full-time UO Card/Network Service Manager with a dedicated private office.
- 1 Full-time Marketing Director with a dedicated semi-private office.
- 1 Full-time Information Technology with a shared open workstation.
- 1 Full-time Marketing Assistant with a shared open workstation.
- 1 Part-time Cashier Assistant (student) at the dedicated private vault.
- 1 Part-time IT Student Assistant with a dedicated workstation.
- 6 Part-time EMU Receptionists (Students) with a shared desk/workstation.
- 12 Part-time EMU Board Office (Students) with a shared workstation.
- 6-10 Part-time Marketing (Student Staff) with shared workstations – 7 workstations required.
- 1 Part-time Grant Writer (Student Staff) with a shared workstation.

## 07 TYPES OF SPACES REQUIRED

### *EMU Administration*

A waiting area is required that seats 4 people for the EMU Directors area. It should include a reception desk and fax machine.

A conference room, the Board Room, is required to seat 25 people, minimum. It should have a Board Room atmosphere (16 board members + 4 ex-officio's + 5-10 guests). Equipment includes AV and conference call capabilities.

A dedicated work area is required for Marketing (see below), IT and the Card Office. The IT workshop should accommodate 2-4 seats, and is the place for in-house repairs and configuration (part of SAIT?).

Dedicated storage is required for the business office, admin and IT as follows:

- Financial Records with controlled access: 100 SF
- Admin Supplies: 60 SF
- IT property disposal and spare parts: 300 SF

Items to be stored include

- Records (financial, must keep for 6-7 years)
- Supplies
- Records (administrative, HR sensitive)

Other space needs not previously described:

- Shared copy room
- Confidential paper receptacle
- Vault (currently approximately 70 SF, would like 100 SF)
- EMU Board Office for office hours/workstations (12 students)
- Server Room (if not moved to new residence hall): 150 SF – provide extra power and AC.

Other equipment needs not previously described:

- Card Office: Space requirements discussed during SAC. Need secure POS/cash handling. (3) Photograph stations. Need queuing area and well-designed flow for card production.
- Recycling Station/Water Refill Station
- SAIT: not factored in current program area. If in EMU, needs 800 – 1000 SF (needs to have Clevin Minari, SAIT Director, included)

### *EMU Marketing*

EMU Marketing is an office of creatives who work together as a group. Marketing likes a studio environment with access to daylight or a skylight.

- 1 Private Office
- 7 Workstations should align the perimeter walls.
- There should be one big conference/drafting table in the middle of the room with tall stools.
- Built-in Storage
- Space for 3 large format printers
- Space for 2 – 2'x5' plotters

## **08 ADJACENCY REQUIREMENTS**

EMU Administration should be in the same building with all other uses in the EMU.

EMU Marketing has some affinities to the future Media Center.

## **09 VISIBILITY, ACCESS, AND SECURITY**

EMU Administration tends to be less visible and does not need to be at the “front door”. There should be clear way finding to the EMU Admin area.

The Card Office should be at the “front door”.

EMU Administration requires locking doors at all entrances plus an alarm system to detect against unauthorized intrusion, particularly at the Vault.

EMU Administration is a “user” of a larger computer network where the system is operated by another department.

The Accounting Office would like a more secure entryway. It would be nice to have a transaction counter that separates the reception/waiting area from the vault.

EMU Accounting requires a larger waiting area to address the morning rush of students with tills.

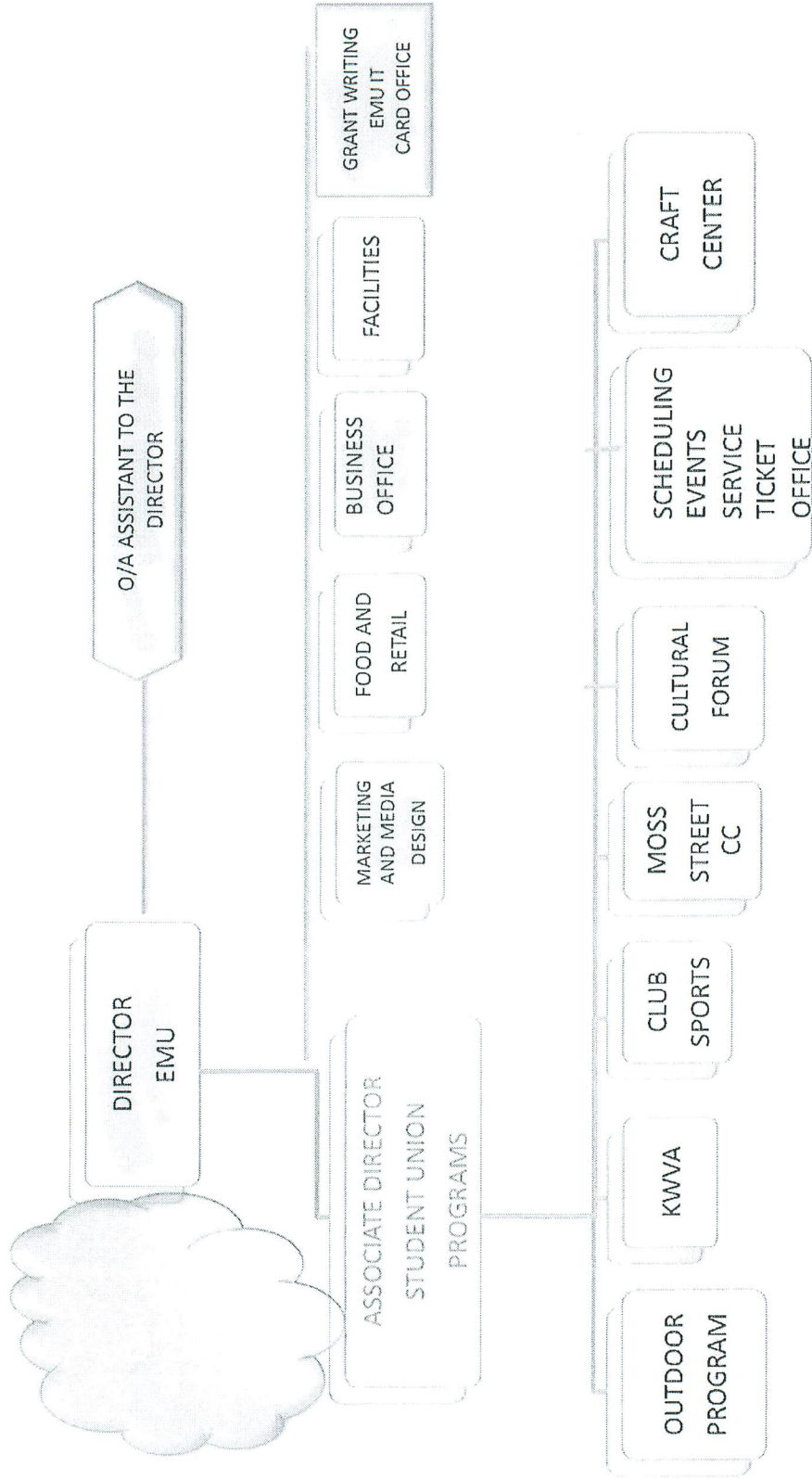
## **10 EMU ADMINISTRATION EXHIBITS**

The following exhibits (attached) have been provided by EMU Administration:

- EMU Organizational (Current) Chart
- Mezzanine Floor of existing spaces



# EMU ORGANIZATIONAL CURRENT



■ Positions not fully funded  
 ■ Positions/programs funded

EMU ADMINISTRATION

10/9/11

