

Project Number 11045

Purpose Subject Area Committee Meetings – Scheduling and Events/Meeting Rooms Info Center
Location EMU – Bean East Conference Room
Start Time 8:00 AM

CONFERENCE REPORT

01 THOSE PRESENT

Scheduling and Event Services

Karen Schneider, Althea Olds-Selover, Wade Young-Jelinek, Mike Ragsdale

University of Oregon, Campus Planning and Real Estate

Fred Tepfer

University of Oregon, Capital Construction

Darin Dehle

University of Oregon, Student Affairs

Gregg M. Lobisser

EMU User Group

Wendy Polhemus, Mandy Chong

EMU

Jessi Steward

SERA Architects

Audrey Craig

AC Martin

Bob Murrin, Tammy Jow, Christopher King

02 MISSION

Provide exceptional, state-of-the-art, multi-category event services to a diverse campus population and community members, with the ability to respond quickly and effectively to unexpected requests.

- Historical Memory
- Student Support/Ed
- Concierge, Info Center
- Link Between Events and Administration

Provide event support in terms of physical and human resources required to facilitate events on campus.

03 ORGANIZATIONAL STRUCTURE

Information required.

04 HOURS OF OPERATION

Scheduling: 8 am – 5 pm, Monday through Friday
Event Services: Event-based. Try not to work between 2-6 am.

05 FREQUENCY OF USE

8 am – 10 am, Monday through Friday, there are 15 non-staff visitors.
10 am – 2 pm, Monday through Friday, there are 25 non-staff visitors.
2 pm – 5 pm, Monday through Friday, there are 15 non-staff visitors.
7 pm – 9 pm, Fridays and Saturdays, there are 500 non-staff visitors.

06 STAFFING AND WORKSTATION REQUIREMENTS

Scheduling:

- 2 Full-time Scheduling and Event Coordinators with dedicated workstations.
- 1 Seasonal Scheduling and Event Coordinator with dedicated workstation.
- 3 Part-time Student Staff (3 stations shared by 9 students) with shared workstations.
- 1 Part-time Assistant to Interim Associate Director of EMU with dedicated workstation.
- 1 Full-time Scheduling Manager with dedicated, partitioned workstation.
- 1 Full-time Scheduling and Event Services Director with dedicated workstation.

Event Services:

- 1 Full-time Event Service Manager with dedicated private office.
- 1 Full-time Lead Event Production Coordinator with dedicated partitioned workstation.
- 1 Part-time Event Production Coordinator with dedicated partitioned workstation.
- 2 Part-time/Seasonal Event Production Coordinators with dedicated partitioned workstations.
- 1 Lead Set-up Coordinator with dedicated partitioned workstation.
- 1 Set-up Coordinator with dedicated partitioned workstation.
- 30-40 Part-time Student Workers with shared open workstations.

07 TYPES OF SPACES REQUIRED

Scheduling:

- A reception/waiting area is required that seats 8-10 people. The waiting area should include
- Station to sit/fill out forms with a computer
 - Info Center/Resources
 - Separate area/station for short spontaneous meetings or special handling customers.

A conference room is required that seats 8 people. It should be equipped with the following:

- Computer
- Plasma Screen
- Whiteboard (portable)
- Speaker System
- Conference Phone

A dedicated work area is required that seats 9 people. It should be equipped with:

- Computers
- Printers (some share)
- Copier/Scanner
- Customer Seating/Room to Meet
- Phone
- Fax
- Radios
- Storage/Files

Dedicated storage is required for storage of:

- Office supplies
- Sandwich boards
- Hand truck
- Temporary event holds
- Decor

Other space needs not previously mentioned include:

- Kitchen/Break Room
- Coat Closet
- Workstation (laminating, etc.)
- Restroom

Event Services:

A reception/waiting area is required that seats 2 people "for office". For programming space, for performers space, we will need ways to control access to each space to deal with capacity issues safely.

A conference room is required that seats 30 people. In addition to reservable spaces, we need a conference room for meetings (departmental and with clients).

A dedicated work area is required that seats 16 people for office.

Dedicated storage, at 5,000 SF, is required for items including: professional sound and _____ equipment, stages, cords, canopies, etc.

Other space needs not previously described include: ballrooms, conference spaces, meeting rooms, amphitheaters, concert halls and theaters.

Other equipment needs not previously described include: In many cases, spaces will need to be fit with dedicated and installed pro sound, lighting and A/V equipment.

08 ADJACENCY REQUIREMENTS

Scheduling should be on the same floor with Conference Support Spaces, Performance Support Spaces, and the Lobby/Atrium.

Event Services should be directly adjacent to Conference Spaces, Conference Support Spaces, Theater Spaces, Performance Support Spaces, and Loading Dock.

09 VISIBILITY, ACCESS, AND SECURITY

Scheduling:

The Scheduling Office tends to be less visible.

It should have locking doors at all entrances so that it can be closed even if other parts of the building are open.

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

Event Services

Event Services seeks to be in the middle – between the interior and the “front door”.

The level of security includes three options:

- Locking doors at all entrances to department space so that the department can be closed even if other parts of the building are open.
- Locking doors at all entrances to department space plus an alarm system to detect against unauthorized intrusion.
- Card lock doors to record access into the department space.

Event Services operates on an autonomous or “stand alone” computer network.

10 SCHEDULING EXHIBITS + NOTES

The following exhibits (attached) have been provided by Scheduling:

- 2010-2011 Space Use Assessment
- Facilities Resource List – Updated 9-14-2011
- General Pool Classroom 2010-2011
- Lawns We Schedule
- Quick Classroom Chart – 7-22-2011
- Room & Space Information

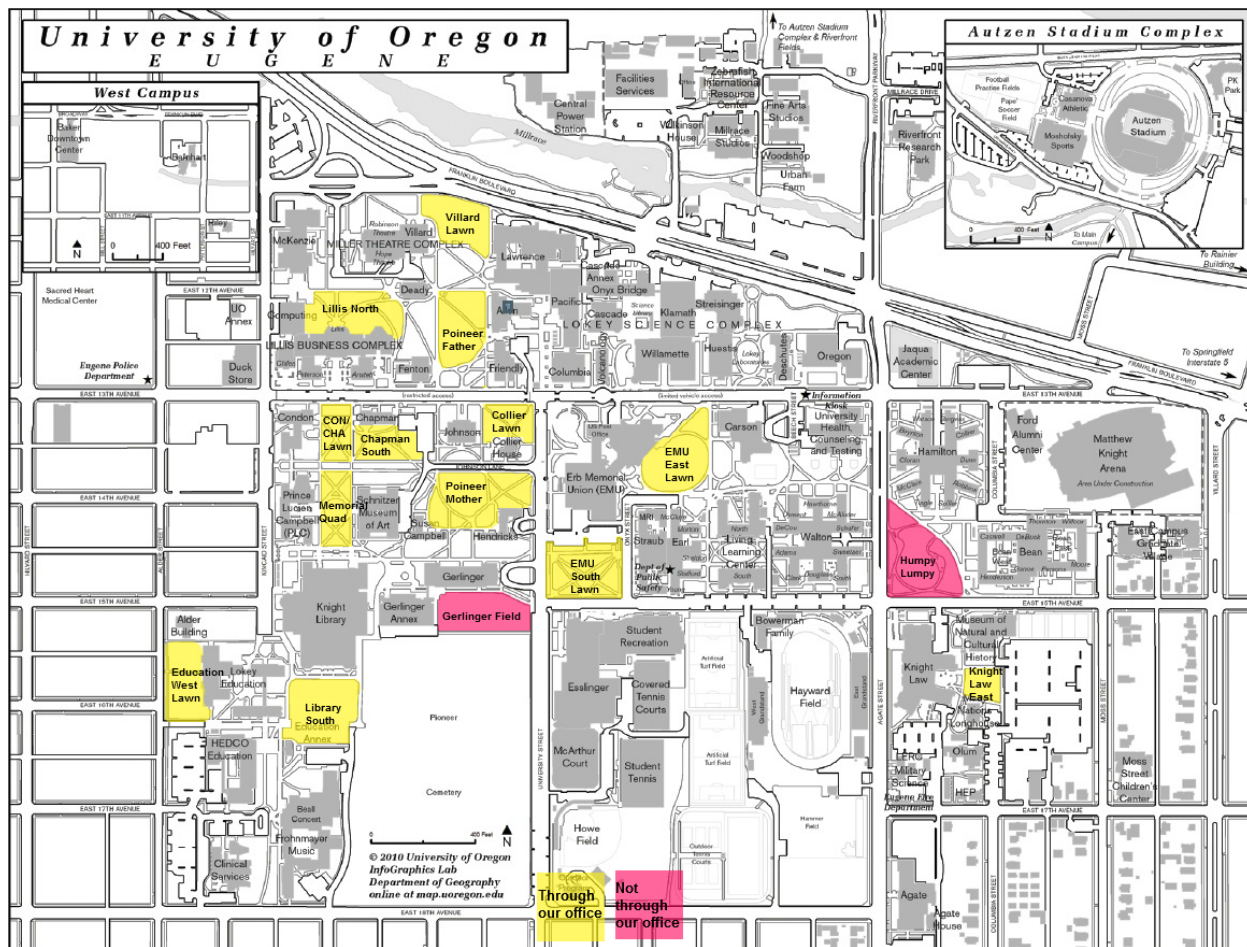
Currently groups of 25-35 are too big for small conference rooms and too small for larger meeting rooms. There is a need for conference rooms for 20-80.

Weddings are scheduled to use outdoor space. Outdoor space is cost-prohibitive for meetings due to set-up costs for items like tents.
A meeting room of 10 would be the smallest they would want to accommodate.

Create discreet places of meeting, like booths, alcoves, like the window seats at the existing gallery.

All conference rooms are currently keyed. Keys are distributed for ID's and must be returned within 24 hours. Scheduling hopes to eliminate keys altogether, and create palm access to schedules.

Lawns We Schedule



EMU Space Use Assessment

Based on events from 7:00 AM to 9:00 PM, between Jul 01 2010 and Jun 30 2011.
There are 5,110.00 total hours in the report period.

Space Name	Max. Capacity	Blackout Hours	Possible Hours	Hours Used	Time Utilization	Potential Additional Hours	Potential Additional Revenue
EMU ROOMS							
ALSEA ROOM	16	1,036	4,074	1,312.25	32.21%	1,381	\$5,322
BALLROOM	760	1,036	4,074	443.72	10.89%	1,815	\$90,757
BEN LINDER ROOM	148	1,036	4,074	1,511.83	37.11%	1,281	\$15,106
BOARD ROOM	30	1,036	4,074	1,387.38	34.05%	1,343	\$5,177
CENTURY A	14	1,036	4,074	1,348.25	33.09%	1,363	\$5,253
CENTURY B	8	1,036	4,074	1,201.00	29.48%	1,437	\$5,537
CENTURY C	8	1,036	4,074	1,116.75	27.41%	1,479	\$5,699
CENTURY D	12	1,036	4,074	1,356.42	33.29%	1,359	\$5,237
CENTURY E	12	1,036	4,074	1,266.50	31.09%	1,404	\$5,410
CENTURY F	12	1,036	4,074	1,199.50	29.44%	1,437	\$5,539
COQUILLE ROOM	16	1,036	4,074	949.33	23.30%	1,562	\$6,021
FIR ROOM AREA	384	1,036	4,074	2,671.17	65.57%	701	\$8,271
GUMWOOD ROOM	216	1,036	4,074	615.75	15.11%	1,729	\$20,389
MAPLE ROOM	75	1,036	4,074	560.17	13.75%	1,757	\$6,771
METOLIUS ROOMS	16	1,036	4,074	866.50	21.27%	1,604	\$6,181
OAK ROOM	75	1,036	4,074	617.50	15.16%	1,728	\$6,661
OWYHEE ROOM	16	1,036	4,074	909.00	22.31%	1,583	\$6,099
ROGUE ROOM	22	1,036	4,074	1,744.75	42.83%	1,165	\$4,489
UMPQUA ROOM	16	1,036	4,074	1,511.55	37.10%	1,281	\$4,938
WALNUT ROOM	150	1,036	4,074	1,835.67	45.06%	1,119	\$6,715
GERLINGER LOUNGE	208	0	5,110	1,359.00	26.59%	1,876	\$70,331
Total Potential Additional Revenue for Above Spaces							\$295,905
SELECTED CLASSROOMS (sorted by size)							
PLC 627	15	0	5,110	281.17	5.50%	2,414	\$9,306
WIL 112	30	0	5,110	293.50	5.74%	2,408	\$9,282
GER 246	49	0	5,110	300.00	5.87%	2,405	\$9,269
WIL 110	76	0	5,110	387.08	7.58%	2,361	\$14,169
STB 146	94	0	5,110	346.33	6.78%	2,382	\$14,291
LA 115	119	0	5,110	181.17	3.55%	2,464	\$14,786
ALL 221	160	252	4,858	137.50	2.83%	2,360	\$27,831
LA 177	216	0	5,110	345.33	6.76%	2,382	\$40,897
PLC 180	344	14	5,096	311.25	6.11%	2,392	\$41,069
COL 150	510	0	5,110	219.25	4.29%	2,445	\$41,979

NOTES:

Blackout Hours is the total hours of all blackout dates defined for a space for this report time period.

Possible Hours is calculated by taking the total possible hours for the report period defined by the user report parameters and subtracting the total blackout hours for the space during that same time period.

Hours Used is the total number of hours for all occurrences assigned to this space during the report period.

Time Utilization is the percentage of hours a space is used during the report period. This is the quotient of Hours Used divided by Possible Hours. This value is expressed as a percentage.

Potential Additional Hours is calculated by subtracting the hours used from possible hours. This number is then multiplied by 0.5 to adjust for an estimated utilization of 50%. The resulting number is representative of one year, July-June.

Potential Additional Revenue is calculated by converting the potential additional hours to a number of days (by dividing by 24), then multiplying the result by the estimated 2012 daily non-campus-organization rental rate appropriate for the space. The amount shown is representative of one year, July-June.

Tammy Jow

From: Martina Bill [mbill@uoregon.edu]
Sent: Friday, October 07, 2011 9:12 AM
To: Bob Murrin; Tammy Jow; Natasha Koiv
Subject: FW: Information sheets you requested
Attachments: Room & Space Information.docx; Facilities Resource List -- updated 9.14.11.xls; General Pool Classrooms 2010-2011.xlsx; Lawns we Schedule.jpg; Quick classroom chart 7.22.11.xlsx; 2010-2011 Space Use Assessment.pdf; Scheduling_And_Event_Services_2010-11_Goal_Statements1.doc; 8.1.11 Flow chart.doc

Categories: University of Oregon - EMU

Please see attached and below additional information from Scheduling and Events SAC.

Martina S. Bill | Planning Associate
UO Campus Planning & Real Estate
541.346.5880 | <http://uplan.uoregon.edu/>

----- Forwarded Message

From: Jessi Steward <steward@uoregon.edu>
Date: Thu, 6 Oct 2011 18:14:12 -0700
To: Martina Bill <mbill@uoregon.edu>
Cc: Karen Schneider <karens55@uoregon.edu>, Wade Young-Jelinek <jelinek@uoregon.edu>, Mike Ragsdale <mragsdal@uoregon.edu>, <a.r.seloover@gmail.com>, Wendy Polhemus <wpp@uoregon.edu>
Subject: FW: Information sheets you requested

Martina,

Can you please pass on to the folks who would be best served to get this info? It is additional info for the Scheduling and Event Services Department from our SAC meeting.

Room Comparison

You can reference the Room & Space Information document attached. From my calculations we currently have 16,570 square feet of meeting room space. The proposed spaces from our meeting on Wednesday total 11,400 square feet. This is a decrease of 5,170 square feet.

The number of spaces and sizes breaks down as follows:

Proposed roomsCurrent

1 @ 2,200Fir Room (1)

2 @ 1,200Ben Linder, Walnut, Gumwood (3)

4 @ 900None

8 @ 400Maple, Oak, Rogue, Umpqua, Board (4)

smaller, not proposedAlsea, Coquille, Metolius, Owyhee, Century A, B, C, D, E, F (10)

Staffing/Office Needs

Please see the attached flow chart for current staffing. The question of additional staffing was asked, and I do not believe we can fully answer this until we fully understand what our expanded role would be with both Conferencing/ One Stop Shop and the Concert Hall. It could be 1-2 additional folks, or much more depending on the level of service that we are providing.

Current (although slightly dated) Mission Statement:

Scheduling and Event Services coordinates diverse programming for the benefit of students, departments and the community. Our goal is to deliver professional and personalized customer service.

I have also included a number of other references that may be of interest to folks as they look at spaces that we schedule (or don't) to get a feel for our scheduling environment. Please let me know if anything is unclear or if we can possibly include anything else to help.

Best,
Jessi

From: University Scheduling
Sent: Wednesday, October 05, 2011 10:53 AM
To: Jessi Steward
Subject: Information sheets you requested

Jessi,

Attached you will find the following:

EMU Rooms & Space Information
Facilities Resource List (Spaces we DO NOT schedule)
General Pool Classrooms 2010-2011 (specifics for classrooms we schedule)
Lawns we Schedule
Quick classroom chart 7.22.11 (Just room names and capacity)

I'm going to take a look at the classroom lists and make sure they are updated.

Please let me know if there's anything else I can do for you.

Best,

Althea Olds Selover
University of Oregon
Scheduling and Event Services
1228 University of Oregon
Eugene, OR 97403-1228
schedule@uoregon.edu <<mailto:schedule@uoregon.edu>>
Phone: 541-346-6000
Fax: 541-346-6071
<http://scheduling.uoregon.edu> <<http://scheduling.uoregon.edu>>

----- End of Forwarded Message

Facilities Resource List

Building/Room	Seating Capacity	Contact Person
Baker Center	85 Row 65 Clsm; 10ppl Teleconference	Patrick Burns 6-1475 pburns@uoregon.edu
Beall Hall	520, rarely available	Janet Stewart 6-5679
Bean East/West/Moore Dining/Earl Classroom 1&2	64, each room	Catering and Conference Services 6-4303
Bowerman Heritage Hall	50 w/o tables, 40 w/ tables	Jan Brady: 6-4337 NOT AVAILABLE FALL TERM
Casanova Ctr, Pittman Room	300	Tammy Cook 6-5312
Eugene Pioneer Cemetery		Tim King 6-5256
Ford Alumni Center	(TO BE DETERMINED)	Shawn Kahl
GER 219, Dance Studio	30	Glenn Cashel 6-1180
GER Sun Porch	150	Glenn Cashel 6-1180
GER 220, Woodruff Gym	398	Glenn Cashel 6-1180
Information Services	12	Beth Sprague 6-1799, Katie Stover 6-1772
Jaqua Conference Room	8	Shirley Brabham 6-1144
Jaqua Classroom	24	Shirley Brabham 6-1144
Jaqua Auditorium	114	Shirley Brabham 6-1144
Jaqua Atrium	100	Shirley Brabham 6-1144
Johnson Hall 105	20	Peggy Kegel 6-3514
JSMA Reception Hall and South Courtyard	Reception Hall 118 South Courtyard 103	Jamie Leaf 6-6491 jsment@uoregon.edu http://jsma.uoregon.edu/information/rental/
JSMA Lecture Hall and North Courtyard	Lecture Hall 118 North Courtyard 103	Jamie Leaf 6-6491 jsment@uoregon.edu http://jsma.uoregon.edu/information/rental/
JSMA Hope Hughes Pressman Lobby	120	Jamie Leaf 6-6491 jsment@uoregon.edu http://jsma.uoregon.edu/information/rental/
JSMA Campbell Memorial Courtyard	60	Jamie Leaf 6-6491 jsment@uoregon.edu http://jsma.uoregon.edu/information/rental/
JSMA Art Studio	86	Jamie Leaf 6-6491 jsment@uoregon.edu http://jsma.uoregon.edu/information/rental/
KNI LIB 41, 42	See individual spaces: 64, 25	Stacy Dehart 6-0766
KNI LIB Browsing Room	140	Sheila Gray 6-1891
KNI LIB Studio A	45	Lynette Boone 6-1943
LAW Classrooms	See individual spaces	Jim Horstrup 6-0040 horstrup@uoregon.edu
Lewis Lounge	20	Office of the President 6-3037
LIL Atrium	250	Frank Sharpy, 6-4794
LIL, CHI, PETR Joint Control	See individual spaces	Frank Sharpy, 6-4794
LLC North 123	40, Classroom setup	Catering and Conference Services 6-4303
LLC North 125	40, Classroom setup	Catering and Conference Services 6-4303
LLC South 101	Determined by setup	Catering and Conference Services 6-4303
Mac Court	9000	Glenn Cashel 6-1180
Many Nations Longhouse	120	Gordon Bettles 6-6262, 6263
Matthew Knight Arena	12,364 for basketball; center stage concerts seat 12,784; end-stage concerts seat 9,217 or 10,937	Mike Duncan, 6-5326
Military Science Conference Room	8-12, open to traffic	Cindy Youngman 6-3102
North of Franklin	All spaces except Riverfront Park; can help determine who to contact for riverfront spaces.	Diane Wiley 6-5566
NW Christian College Banquet Room	100	Carla Aydelott 684-7241
NW Christian College 2 Dining rooms	8 and 15	Carla Aydelott 684-7241
NW Christian University Various Classrooms	50 Max Various rooms & sizes	Carla Aydelott 684-7241
NW Christian University Chapel	200	Carla Aydelott 684-7241
NW Christian University Morse Event Center	1250	Carla Aydelott 684-7241
PARS Bonus Room	500 Theater style, 262 with tables	Glenn Cashel 6-1180
PLC 314	16	TK Landázuri 6-5547
Romania Bldg		Brian Kimball 6-2322
WIL, Paul Olum Atrium	250 Max	Bonnie Grimm 6-4787
WIL 240D	20-25 Max	Bonnie Grimm 6-4787
WIL 350	20-25 Max	Bonnie Grimm 6-4787
White Stag Building		Barbara McDonald 503-412-4038

University of Oregon General Classrooms - 2010-2011

Bldg	Rm	Seats	Dept	Cap	Physical Attributes										Media Resources										Net	Legend				
Allen (ALL)																														
	216	M		49	K	W						V	P					D				E/W								
	221	F		160	K	W	D	CR	V	P	M(4)		S	D	*						C	E/W								
	301A	M	J	36	K	W	J					V	P	M				D				E/W								
Cascade (CAS)																														
	202	M	GEOL	35	A	C	W	J	D			V	P				S	D				E								
Chapman (CHA)																														
	202	M		32	K	W		L		V	P	M					D					E/W								
	203	M		29	K	W		L		V	P	M					D					E/W								
	204	M		45	K	W				V	P						D					E/W								
	207	F		117	K	W				CR	V	P					S	D				E/W								
	307	M	HC	25		W	J					V	P					D				C								
Chiles (CHI)																														
Offline Summer 2010	128	F		94	A	*	C		D	CR	V	P		PC			D					E/W								
Offline Summer 2010	225	T	LCB	58	A	*	C	J	D	CR	V	P		PC			D					C	E/W							
Clinical Services (CLS)																														
Plasma Display	216	T		18									P																	
	250	F		150	A	K			D	CR	V	P					S	D				C	E							
Columbia (COL)																														
	44	M		28	K	C	W		L		V	P	M				D					E								
	45	M		28	K	C	W		L		V	P	M				D					E								
	150	F		510	A	K			D	CR	V	P					S	D	F			C	E/W							
Condon (CON)																														
	104	M		39	K	W		L		V		M					D					E								
	106	T	GEOL	30	K	W	J			V	P						D					E/W								
	201	M		30	K	W		L		V	P	M(2)					D					E/W								
	203	M		30	K	W		L		V	P	M(2)					D					E/W								
	260	M		40	A	K	W			V	P	M(2)					D					E/W								
	301	M		39	K	W	D	L		V	P	M					D					E/W								
Plasma Display	330	T		23	K	W				V	P											E/W								
	360	M		40	A	K	W			V	P						D					E/W								
Deady (DEA)																														
	102	F		50	K	W																E								
	104	M		17	K	W																E								
	106	M		50	K	W					P		PC									E								
	205	M		31	K	W																E								
	206	M		15	K	W																E								
	208	F		90	K	W				V	P						S	D				E								
	209	F		27	K	W																E								
	301	M		49	K	W				V	P						D					E								
	303	M		35	K	W																E								
	306	M		49	K	W					P		PC									E								
	307	M		49	K	W					P		PC									E								
Education (ED)																														
	116	T		36	K	C	W															E/W								
	117	T		48	K	C	W															E/W								
	176	M		54	K	C	W			CR	V	P	M				D					E/W								
	276	M	ED	54	K	C	W	J	D	CR	V	P	M				D					E/W								
Esslinger (ESL)																														
	105	M		60	A	K	W				V	P	M(2)				D				C	E								
	107	M		40	A	K	W				V	P	M				D					E								
	112	M		49	A	K					V	P	M(2)				D					E								
	116	M		49	A	K					V	P	M(2)				D					E								
Fenton (FEN)																														
Offline Summer 2010-11	105	T	MATH	34	A	K	W	J			V	P		PC			D					E/W								
Offline Summer 2010-11	110	F		157	K		D	CR	V	P				S(2)	D	*				PRS		E/W								

Seats
M= Tablet Armchairs
T= Tables w/Chairs
F= Fixed Seats
S= Fixed Tables/Moveable Chairs

Physical Attributes
*= Contact LCB for access
A= Air Conditioning
C= Carpeting
D= Dimming lights
J= Joint Control
K= Classroom Key
L= Language Dedicated
W= Window

Media Resources
*= Starboard Panel
C= Document Camera
CR= Crestron Panel
D= DVD/CD
F= Film Projector
IP= Videoconferencing
M=Monitor (TV)
P= Computer Proj/Plasma Display
PC= Computer in Room
PRS= Personal Response System
S(2)= Dual Slides
S= Slide Projector(s)
V= VCR

Net
E= Ethernet Port
W= Wireless Network
E/W= Both

University of Oregon General Classrooms - 2010-2011

Bldg	Rm	Seats	Dept	Cap	Physical Attributes										Media Resources										Net	Legend		
Offline Summer 2010-11	117	M		42	K	C	W					V	P	M			D										E	
Offline Summer 2010-11	119	M		20	K		W																					
Friendly (FR)																												
Offline Summer 2010	106	M	LING	42	K		W			L		V		M			D										E/W	
Plasma Display	206	M		15	K		W					V	P	M			D										E/W	
	214	M		30	K		W			L		V	P	M			D										E/W	
	217	M		24	K		W			L		V		M			D										E/W	
	221	M		18	K		W			L		V		M			D										E/W	
	225	M	RL	28	K		W	J		L		V	P	M			D										E/W	
Gerlinger (GER)																												
	242	M		88	K		W					V	P	M(2)			D										E/W	
	246	M		49	K		W					V	P	M(2)			D										E/W	
	248	M		49	K		W					V	P	M(2)			D										E/W	
	301	M		49	K		W					V	P	M			D										E/W	
	302	M		112	K		W					V	P	M(2)			D										E/W	
	303	M	HPHY	35	K		W	J				V	P	M			D										E/W	
Hedco Building (HED)																												
	142	T	ED	44	A		C		J		CR	V	P				D										E/W	
	144	T	ED	38	A		C		J		CR	V	P				D										E/W	
	146	T	ED	44	A		C		J		CR	V	P				D										E/W	
	220	T		92	A		C				CR	V	P				D							IP			E/W	
International House - Earl Complex (EARL)																												
Reserve thru RO 8am-5pm	1	T	RO	30			C	W		L	CR	V	P				D									C	E	
Reserve thru RO 8am-5pm	2	T	RO	30			C	W		L	CR	V	P				D									C	E	
Jaqua Center (JAQ)																												
Not available in Summer	101	F	RO	114	A		W	J	D		CR		P				D						IP			C	E/W	
Lawrence (LA)																												
	115	F		119	K		W		D		CR	V	P			S(2)	D	*		IP							E/W	
	166	M		66	K				D		CR	V	P			S(2)	D										E/W	
	177	F		216	A	K			D		CR	V	P			S(2)	D	*								C	E/W	
	254	M	PPPM	26	K		W	J	D			V	P	M		S(2)	D										E/W	
Library (LIB)																												
Reserve thru Library	A	T	LIB	45	A		C		D			V	P	M(5)									IP			C	E/W	
Reserve thru Library	41	T	LIB	60	A		C		D		CR	V	P		PC		D	*		IP	PRS					C	E/W	
Reserve thru Library	42	T	LIB	24	A		C		D		CR	V	P		PC		D	*		IP						C	E/W	
Reserve thru RO 8am-5pm	102	T	RO	12	A		C	W				V		M			D										E/W	
Reserve thru RO 8am-5pm	222	T	RO	15	A		C																				E/W	
Reserve thru RO 8am-5pm	235	T	RO	15	A		C	W																			E/W	
Reserve thru RO 8am-5pm	322	T	RO	25	A		C	W																			E/W	
Reserve thru RO 8am-5pm	401	T	RO	18	A		C																				E/W	
Lillis (LIL)																												
	111	S		60	A	*	W		D		CR	V	P		PC		D	*								C	E/W	
	112	M		68	A	*	W		D		CR	V	P				D										E/W	
	132	S	LCB	60	A	*	W	J	D		CR	V	P		PC		D	*								C	E/W	
	162	S	LCB	60	A	*	W	J	D		CR	V	P		PC		D	*								C	E/W	
	175	S		46	A	*	W		D		CR	V	P		PC		D	*								C	E/W	
	182	F		283	A	*	W		D		CR	V	P		PC		D	*		IP						C	E/W	
	185	S		46	A	*	W		D		CR	V	P		PC		D	*								C	E/W	
	211	S	LCB	103	A	*	W	J	D		CR	V	P		PC		D	*								C	E/W	
	212	S	LCB	60	A	*	W	J	D		CR	V	P		PC		D	*								C	E/W	
	232	S	LCB	60	A	*	W	J	D		CR	V	P		PC		D	*								C	E/W	
	245	T	LCB	40	A	*	W	J	D		CR	V	P		PC		D										E/W	
	255	T	LCB	40	A	*	W	J	D		CR	V	P		PC		D										E/W	
	262	S	LCB	60	A	*	W	J	D		CR	V	P		PC		D	*								C	E/W	
	275	S	LCB	46	A	*	W	J	D		CR	V	P		PC		D	*								C	E/W	
	282	F		243	A	*	W		D		CR	V	P		PC		D	*		IP	PRS					C	E/W	
	285	S	LCB	46	A	*	W	J	D		CR	V	P		PC		D	*									C	E/W
Living Lrng Ctr (LLC)																												
Reserve thru RO 8am-5pm	101	T	RO	157	A		W				CR	V	P				D									C	E/W	
Reserve thru RO 8am-5pm	123	M	RO	39	A		W				CR	V	P				D									C	E/W	
Reserve thru RO 8am-5pm	125	M	RO	39	A		W				CR	V	P				D									C	E/W	
McKenzie (MCK)																												
	121	M		30	A	K						V	P	M			D										E/W	
	122	M		32	A	K						V	P	M			D										E/W	

Seats

- M= Tablet Armchairs
- T= Tables w/Chairs
- F= Fixed Seats
- S= Fixed Tables/Moveable Chairs

Physical Attributes

- *= Contact LCB for access
- A= Air Conditioning
- C= Carpeting
- D= Dimming lights
- J= Joint Control
- K= Classroom Key
- L= Language Dedicated
- W= Window

Media Resources

- *= Starboard Panel
- C= Document Camera
- CR= Crestron Panel
- D= DVD/CD
- F= Film Projector
- IP= Videoconferencing
- M= Monitor (TV)
- P= Computer Proj/Plasma Display

PC= Computer in Room

- PRS= Personal Response System
- S(2)= Dual Slides
- S= Slide Projector(s)
- V= VCR

Net

- E= Ethernet Port
- W= Wireless Network
- E/W= Both

University of Oregon General Classrooms - 2010-2011

Bldg	Rm	Seats	Dept	Cap	Physical Attributes								Media Resources								Net	Legend
	123	M		30	A	K						V	P	M			D			E/W	Seats M= Tablet Armchairs T= Tables w/Chairs F= Fixed Seats S= Fixed Tables/Moveable Chairs Physical Attributes *= Contact LCB for access A= Air Conditioning C= Carpeting D= Dimming lights J= Joint Control K= Classroom Key L= Language Dedicated W= Window Media Resources *= Starboard Panel C= Document Camera CR= Crestron Panel D= DVD/CD F= Film Projector IP= Videoconferencing M=Monitor (TV) P= Computer Proj/Plasma Display PC= Computer in Room PRS= Personal Response System S(2)= Dual Slides S= Slide Projector(s) V= VCR Net E= Ethernet Port W= Wireless Network E/W= Both	
	125	S		95	A	K					CR	V	P			D			E/W			
McKenzie (MCK)	129	F		147	A	K			D		CR	V	P			S(2)	D		C	E/W		
	214	M	ENG	56	A	K			J		CR	V	P				D			E/W		
	221	F		95	A	K					CR	V	P				D			E/W		
	229	F		95	A	K					CR	V	P			S	D			E/W		
	240A	M		125	A	K	W		D		CR	V	P			S	D		PRS	C		E/W
	240B	M		27	A	K	W				V	P	M				D			E/W		
	240C	M		125	A	K	W				CR	V	P			S(2)	D			E/W		
	345	M		14	A	K					V		M							E/W		
	373	M	HIST	30	A	K	W	J			V	P		PC			D			E/W		
	471	M	HIST	28	A	K	W	J			V	P		PC						E/W		
	473	M		22	A	K					V	P					D			E/W		
Plasma Display	475	T		22	A	K	W	D			V	P					D			E/W		
Pacific (PAC)																						
	8	M		28	A	K	W		L		V	P	M			D				E		
	9	M		28	A	K	W		L		V	P	M			D				E		
	11	M		39	A	K					CR	V	P			D				E		
	12	M		34	A	K					CR	V	P			D				E		
	16	F		52	A	K			D		CR	V	P			S(2)	D			E		
	30	F		53	A	K			D		V	P				S(2)	D			E		
	123	F		203	A	K			D		CR	V	P			S(2)	D	*		PRS		E
Peterson (PETR)																						
	101	T		30		*	W				CR	V	P			D			C	E/W		
Plasma Display	102	M		32		*	W		L		CR	V	P			D				E/W		
	103	T		30		*	W				CR	V	P			D			C	E/W		
	105	T		36		*	W				CR	V	P			D			C	E/W		
	107	T		30		*	W				CR	V	P			D			C	E/W		
Prince Lucien Campbell (PLC)																						
	180	F		344	A	K			D		CR	V	P			S	D	*	F	PRS	C	E/W
	189	M		36	A	K					V	P	M(2)			D				E/W		
	248	T		20		K	W													E		
	353	T	PHIL	25		K	W	J												E		
	361	M		20		K	W													E		
	627	T		15		K	W				V		M							E		
Straub (STB)																						
	142	F		70	A	K	W				V	P	M(2)			D				E/W		
	146	M		94	A	K	C	W			V	P			S	D				E/W		
Villard (VIL)																						
	101	M		30		K	W		L		V		M			D						
	201	M		30		K	W		L		V		M			D				E/W		
	300	M		49	A	K					CR	V	P			S	D			E/W		
Volcanology (VOL)																						
	101	M		25		K	W				V	P				D				E		
	307	M	GEOL	46		K	C	J	D		V	P			S	D				E		
Willamette (WIL)																						
	100	F		224	A	K	C	W	D		V	P			S(2)	D	F	IP	PRS	E/W		
	110	F		76	A	K	C		D		V	P			S(2)	D	F	IP		E/W		
	112	T		30	A	K	C													E/W		

Effective April 2010

