

Project Number 11045

Purpose Subject Area Committee Meetings – Oregon Daily Emerald  
Location EMU – Bean East Conference Room  
Start Time 9:15 AM

## CONFERENCE REPORT

### 01 THOSE PRESENT

*Oregon Daily Emerald*  
Ryan Frank

*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*  
Natasha Koiv, Audrey Craig

*AC Martin*  
Bob Murrin, Tammy Jow, Christopher King

### 02 MISSION

The Oregon Daily Emerald is an independent, nonprofit media company that serves the University community with news, sports and entertainment. We produce a newspaper five days a week during the fall, winter and spring terms and weekly during the summer. We also provide up-to-the-minute news updates on our website and social networks.

The Oregon Daily Emerald has served the University for 112 years. It was a newspaper, and is now a media company. It is an independent entity, not a part of the Journalism School.

80% of revenues come from its website and newspaper. 20% of revenues come from student fees.

**03 ORGANIZATIONAL STRUCTURE**

Please provide org. chart.

**04 HOURS OF OPERATION**

24 hours, 7 days/week, 365 days/year.

**05 FREQUENCY OF USE**

From 8 am – 7 pm (Monday – Friday), there are 5 non-staff visitors.  
Beyond 7 pm, there are no visitors.  
There are generally no visitors on Saturdays and Sundays.

**06 STAFFING AND WORKSTATION REQUIREMENTS**

See attached “Oregon Daily Emerald Positions 2011-12”.

**07 TYPES OF SPACES REQUIRED**

A reception/waiting area is required that seats 5 people. The waiting area should have wall space to display students’ work: newspapers, website, videos, photographs.

A conference room is required that seats 15 people. The conference room should be equipped with a telephone, laptop space, TV, projector and screen.

An open work area is required that seats 43.  
Newsroom – 25  
Advertising – 12  
Creative Services – 3  
Business – 3

2,000 SF of dedicated storage is required. Items to be stored include:  
Interior: Historic bound volumes of the Oregon Daily Emerald (1920 to present); supply closet, janitorial closet, server room.  
Exterior: Bike and equipment storage.

Other space needs include:  
Student Media Center: The Emerald and KWVA would like to anchor a new Student Media Center. We would like to be adjacent to a new video production facility. See the attached letter for more information.

Loading Dock: Where our daily newspaper could be delivered for distribution and adjacent storage for extra copies.

Bike Storage: Secure outdoor storage for 8-10 bikes and equipment for our student delivery crew

**08 ADJACENCY REQUIREMENTS**

The Oregon Daily Emerald should be directly adjacent to: KWVA, Video Production, Loading Dock, and General Building Storage.

Conference Spaces should be on adjacent floors.

**09 VISIBILITY, ACCESS, AND SECURITY**

The Oregon Daily Emerald (ODE) should be located near the front door, highly visible.

Locking doors at all entrances to the ODE are required, plus an alarm system to detect against unauthorized intrusion.

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



Tuesday, Oct. 4, 2011

Dr. Robin H. Holmes  
Vice President for Student Affairs  
University of Oregon

We believe the new EMU must have a Student Media Center if the University of Oregon is to become the preeminent residential university.

Long ago, the media industry began erasing the lines between print, radio and TV. Other large universities have built or are planning similar centers, including Oregon State University, University of Mississippi and Virginia Commonwealth University.

Media is at the center of student life in the digital age. Students consume news and information without regard to the media platform. This center would cluster student groups representing all media forms into a single space. KWVA and the Oregon Daily Emerald would be the anchors. An independent video facility could be a third primary tenant. Other student media, such as the Commentator and Oregon Voice, would have space, support and resources. Ideally, the center will have a storefront where the KWVA studio and Emerald newsroom are visible to passing students. Headlines, interactive media and even live shows could be on display. Smaller audio and video studios could be available for all students.

The Student Media Center will provide students with an independent learning environment and hands-on experience to launch their careers. It will be the laboratory where students find inspiration to become industry leaders, much like Paul Brainerd or Carolyn Chambers. We believe this concept could be a strong fundraising candidate among foundations and successful UO alums. Both the Emerald and KWVA will help raise money.

We realize there are dozens more details to sort through. But we are deeply passionate about the concept and are committed to playing a leading role in making it happen.

Thank you for your time.



Charlotte Nisser, J.D., M.A.  
General Manager  
KWVA, Campus Radio



Ryan M. Frank  
Publisher  
Oregon Daily Emerald

## Oregon Daily Emerald positions 2011-12

Job Title	Dept	Student/Pro	Employ#	Full time/PT	Shift	Work Station	Computer	Printer
Editor in chief	News	Student	1	Full-time	Day & night	Private office	Yes	Yes
Managing editor	news	Student	1	Part-time	Day & night	Dedicated space	Yes	No
Sports editor	news	Student	1	Part-time	Day & night	Dedicated space	Yes	No
Sports reporter	news	Student	3	Part-time	Day & night	Shared use	Yes	No
News editor	news	Student	1	Part-time	Day & night	Dedicated space	Yes	No
News reporter	news	Student	8	Part-time	Day & night	Shared use	Yes	No
Entertainment editor	news	Student	1	Part-time	Day & night	Dedicated space	Yes	No
Entertainment reporter	news	Student	5	Part-time	Day & night	Shared use	Yes	No
Special sections editor	news	Student	1	Part-time	Day & night	Shared use	Yes	No
Opinion editor	news	Student	1	Part-time	Day & night	Dedicated space	Yes	No
Columnist	news	Student	4	Part-time	Day & night	Shared use	Yes	No
Illustrator	news	Student	1	Part-time	Day & night	Shared use	Yes	No
Copy chief	news	Student	2	Part-time	Day & night	Dedicated space	Yes	No
Copy editor	news	Student	5	Part-time	Day & night	Shared use	Yes	No
Multimedia editor	news	Student	1	Part-time	Day & night	Dedicated space	Yes	No
Multimedia producer	news	Student	4	Part-time	Day & night	Shared use	Yes	No
Design editor	news	Student	1	Part-time	Day & night	Dedicated space	Yes	Yes
Designer	news	Student	3	Part-time	Day & night	Shared use	Yes	No
Photo editor	news	Student	1	Part-time	Day & night	Dedicated space	Yes	No
Photographer	news	Student	5	Part-time	Day & night	Shared use	Yes	No
Social media coordinator	news	Student	1	Part-time	Day & night	Shared use	Yes	No
Ad sales reps	Ads	Student	10	Part-time	Day & night	Dedicated space	Yes	No
Administrative Assistants	Business	Student	2	Part-time	Day & night	Shared use	Yes	No
Bicycle delivery	Business	Student	5	Part-time	Day & night	None	Yes	No
Newspaper hawkers	Business	Student	8	Part-time	Day & night	None	Yes	No
Walking delivery	Business	Student	1	Part-time	Day & night	None	Yes	No
Creative services designer	TACS	Student	6	Part-time	Day & night	Shared use	Yes	No
Publisher	Business	Pro	1	Full-time	Day & night	Private office	Yes	Yes
Business manager	Business	Pro	1	Full-time	Day & night	Dedicated space	Yes	Yes

Ad director	Ads	Pro	1 Full-time	Day & night	Dedicated space	Yes	Yes
Creative services director	TACS	Pro	1 Full-time	Day & night	Dedicated space	Yes	Yes