

Project Number 11045

Purpose Subject Area Committee Meetings – ASUO Student Suites (ASUO Exec, Women’s Center, Sustainability Center)

Location Bean East Conference Room
Start Time 4:15 PM

CONFERENCE REPORT

01 THOSE PRESENT

ASUO/Sustainability Center/Women’s Center

Brandy Ota (Women’s), Erin McGladrey (Women’s), Maneesha Arora (ASUO), Nathan Howard (Sustainability), Lousia de Heer (Sustainability), Katie Taylor (ASUO), Ben Eckstein (ASUO), Consuela Perez (ASUO)

EMU

Martina Bill, Gregg Lobisser,

User Group

Mandy Chong, Michael King

AC Martin

Tammy Jow, Bob Murrin, Christopher King

SERA Architects

Audrey Craig, Eric Philps

SUSTAINABILITY CENTER:

02 MISSION

The Sustainability Center serves as the hub for student led initiatives that foster and support the transition to sustainability through collaboration, education, and activism. We work with over a dozen student groups working on sustainability issues, helping them to have a greater impact and build support on campus and in the Eugene community. The Center Coordinator also works with departments, faculty and staff on co-curricular programming to support awareness of sustainability issues.

The Center for the Advancement of Sustainable Living (CASL) strives to promote sustainable living on the University of Oregon campus and its surrounding communities through experiential learning.

03 ORGANIZATIONAL STRUCTURE

Please provide org. chart.

04 HOURS OF OPERATION

Monday through Friday, 10 am – 5 pm

05 FREQUENCY OF USE

10 am – 12 pm, Mondays through Fridays, there is 1 non-staff visitor.
12 pm – 2 pm, Mondays through Fridays, there are 2 non-staff visitors.
2 pm – 5 pm, Mondays through Fridays, there are 3 non-staff visitors.
5 pm – 7 pm, Mondays through Fridays, there are 2 non-staff visitors.

06 STAFFING AND WORKSTATION REQUIREMENTS

4 Part-time Student Staff with shared partitioned workstations.
1 Full-time Coordinator with a dedicated private office.
7 Part-time Board of Directors with shared open workstations.
1 (Future) Part-time GTF with a shared partitioned workstation.

07 TYPES OF SPACES REQUIRED

The Sustainability Center requires a reception/waiting area that seats one person. It should include an Information desk and natural light.

The Sustainability Center requires a conference room /lounge that seats 10-12 people. It should include a couch, large work table and large bookcase.

The Sustainability Center requires a dedicated and shared work area that seats 10 people. It should be equipped with a printer, 2 desktop computers, large table, and phones.

The Sustainability Center requires shared storage of 100 SF for storage of banners/posters, boxes, work supplies.

Other space needs not previously described:

- Wall garden
- Functional windows.

08 ADJACENCY REQUIREMENTS

The Sustainability Center requires direct adjacency to the Multi-cultural Center, Student Organizations, Activity Spaces, Lounge Spaces/Info Desk, and the Lobby/Atrium.

09 VISIBILITY, ACCESS, AND SECURITY

The Sustainability Center wants to be more visible, near the “front door”.

The Sustainability Center requires locking doors at all entrances so it can be closed even if other parts of the building are open.

A computer network is not required for this department. (Review with SAC)

ASUO:

02 MISSION

The Associated Students of the University of Oregon (ASUO) is an organization funded by the Student Incidental Fee (I-Fee). Its purpose is to provide for the social, cultural, educational and physical development of its members, and for the advancement of their individual and collective interests both within and without the University. The ASUO is the student government and is run by students for students and works on campus, city, state, and federal-level campaigns. Membership consists of all students at the University of Oregon, who have paid the current term or semester student incidental fee.

They work on registration, phone banking, among a wide variety of activities. They teach other organizations about the environment, how to do conference calls, clipboarding shifts, etc..

03 ORGANIZATIONAL STRUCTURE

Please provide org. chart.

04 HOURS OF OPERATION

8:00 am – 12:00 am, Mondays through Fridays

05 FREQUENCY OF USE

8 am – 10 am, Mondays through Fridays, there are 5 non-staff visitors.
10 am – 12 pm, Mondays through Fridays, there are 10 non-staff visitors.
12 pm – 2 pm, Mondays through Fridays, there are 20 non-staff visitors.
2 pm – 5 pm, Mondays through Fridays, there are 15 non-staff visitors.
5 pm – 7 pm, Mondays through Fridays, there are 5 non-staff visitors.

06 STAFFING AND WORKSTATION REQUIREMENTS

ASUO Executives

1 Full-time President with a dedicated private office.
1 Full-time Vice President with a dedicated private office.
1 Full-time Chief of Staff with a shared open workstation.
15 Full-time Executive Staff with shared open workstations.
2 Full-time Campus Organizers/GTF with dedicated open workstations.

ASUO Senate, Etc

20 Part-time Senators with shared open workstations.
4 Seasonal Administrative Assistants with shared open workstations.
6 Seasonal Program Finance Committee staff with shared open workstations.
5 Seasonal Department Finance Committee staff with shared open workstations.
5 Seasonal Athletics & Contracts Finance Committee staff with shared open workstations.

ASUO Professional Staff & Student Employees

- 1 Full-time ASUO Leadership Advisor with a dedicated private office.
- 1 Full-time ASUO Programs Advisor with a dedicated private office.
- 1 Full-time ASUO Office Coordinator with a dedicated partitioned workstation.
- 1 Full-time ASUO Accountant with a dedicated partitioned workstation.
- 8 Part-time Controllers with dedicated private offices.
- 6 Part-time Student Office Assistants with shared partitioned workstations.
- 1 Part-time Classified or OA Position with a dedicated private office.

07 TYPES OF SPACES REQUIRED

A reception/waiting area is required that seats 3 people. It should be accessible, meets ADA regulations. It is an area for programs that use our printer and copier for their own poster making and other media they publish.

A conference room is required that seats 8 people. It can be used for staff, private meetings, conference calls, interviews of applicants, etc. that would allow confidentiality. Provide telephone access and wireless internet connection.

Two work areas are required. One is a dedicated work area that seats 11 people. The second is a shared work area that seats 4 people. We need both dedicated spaces and shared work spaces. Shared work spaces need banks of computers and printer, copiers, fax, scan, etc.; as well as tables to work on creating signs, or presentation flip charts, etc.

Dedicated storage is required at 150 SF. 30 or more boxes of archived documents, canopies, ballot boxes, cleaning and office supplies, dollies, trip kits, easels, flip charts, electronic equipment, lock boxes, key boxes, etc.

Other space needs not previously described:

Controllers Office: Universally accessible space, lockable space to secure documents (interior door and exterior window). Universally accessible/ADA-public space for our programs: window that will allow for a line of 20 customers, 2 level counter top. Window space for small electronic reader board that faces customer line. Interior: 250 SF. Directly adjacent to Accountants for supervision of Controller team. Needs easily accessible shelving (below 6') for multiple documents that we hand out/use with our programs. Allow for at least 5 people at any one time in the office, including 5 workstations for computers with large or dual screens, and one printer. Space for small wall mountable safe.

Kitchen/break room area that will allow for students and staff to refrigerate, and heat their food, make coffee, with sink with water bottle and hot water features, wash hands and dishes etc. ADA/universal accessibility counter space –AND–

Mail Room for our programs who currently get mail distributed through us to them

Window space for ASUO Reader board and large logo, library shelving, 2 way power assisted doors, interior wall space to display art/event posters to create space to feature pieces that reflect diversity of our student body. 3 large bulletin boards (ASUO, Programs, Community)

08 ADJACENCY REQUIREMENTS

ASUO wants to be on the same floor with:

- Women's Center
- International Center
- Multi-cultural Center
- Leadership Center
- LGBTQA
- Cultural Forum
- Student Organizations
- Student Unions

09 VISIBILITY, ACCESS, AND SECURITY

ASUO requires high visibility and wants to be near the "front door".

Regarding security:

- Locking doors at all entrances are required so ASUO can be closed even if other parts of the building are open.
- Card lock doors are required to record access into the department space.

ASUO is a "user" of a larger computer network where the system is operated by another department.

WOMEN'S CENTER:

02 MISSION

The mission of the ASUO Women's Center is to advocate for the best educational and working environment for the women at the University of Oregon. We accomplish this by working toward societal change and the end of oppression and by supporting personal growth.

03 ORGANIZATIONAL STRUCTURE

04 HOURS OF OPERATION

Monday through Friday, 8 am – 2 pm

All days, Saferide, 5-2am

05 FREQUENCY OF USE

06 STAFFING AND WORKSTATION REQUIREMENTS

Largest in the pac-12
16 Staff
21 Professional Staff
+200 Volunteers

SAFE ROAD
35 members

SWAT
50 members

135-335 people using the space at any given time

07 TYPES OF SPACES REQUIRED

Nursing/Changing Station/Closed Door

Conference Room (Can be shared)

Closed Rooms (confidential spaces for people dealing with: assault, harassment, coming out, the past – one on one conversations)

Lounge for people to share stories, relax, talk, feel safe.

Library

Small computer lab for students

Storage

08 ADJACENCY REQUIREMENTS

Would like to maintain proximity to SAFE and SWAT.

Women's Center has affinities with:

- Multicultural Center
- Counseling center
- ASUO

09 VISIBILITY, ACCESS, AND SECURITY