For more information, visit the Annual Report Website
Welcome to the Erb Memorial Union 2011-12 Annual Report!

This has been a year defined by exploration. As we start the journey towards renovation and expansion of the EMU students, staff and the campus community were engaged to help describe what the realm of the possible could look like in a new student union. Following a competitive selection process, the architectural firms of AC Martin (Los Angeles) and SERA (Portland) were chosen to assist us in defining this way ahead. The expectation of an inclusive, transparent and thoughtful process has never been higher. Unfortunately, the scope and complexity of the renovation project combined with the steep initial cost estimates resulted in two student referendums that failed to support an additional building fee for the project. There is little disagreement as to the need for renovation; our challenge is to deliver a project scope that provides a level of value that students can support amidst challenging economic times.

As you will see in this report, EMU Programs and Services continue to be diverse in their subject matter and transforming in their impact, touching over 12,000 people on an average academic day. Overall, the student experience is enriched and nurtured through the quality and innovation of EMU programs and services. The following pages celebrate this year’s many achievements and highlights such as:

• The EMU Board of Directors adoption of revised EMU Mission Statement
• Late night programming initiatives Ducks After Dark and EMU Nights
• Dining make-over in Fishbowl with HiDef TV’s activated a place for global sporting community and special broadcast events
• Implementation of numerous sustainability and energy conservation improvements
• Gathering an EMU-wide Cultural Snapshot to establish a baseline for Multicultural Organizational Development

Enjoy!

Wendy Polhemus

Interim Director, Erb Memorial Union
DEPARTMENTS

Administration

EMU Administration

DIRECTORY

Interim Director – Wendy Polhemus

Interim Associate Director of Student Union Programs and Services – Jessi Steward

Executive Assistant to the Director – Donna Leavy

CONTACT

541-346-3705

Email

Business Office

As the financial backbone of the student union, the EMU Business Office oversees all financial activities for the EMU and the ASUO. It provides direct services in accounting, payroll, accounts payable, billing, cash deposits, assets and risk management, campus cash and student trust fund management, grants, contracts and financial reporting and analysis. The office also administers all ATM and vending machines across campus.
UO Card Office

Provides UO photo ID cards and badges for students, faculty, staff, and departments. The Card Office also oversees Campus Cash, the University's debit card program.

DIRECTORY

UO Card Office Manager – Joel Woodruff
Technical Support Specialist – Jessica Hiatt
EMU Operations Assistant – Lynn Yapuncich

CONTACT

541-346-3113
Email
Website

Grant Writing

EMU Grant Writing provides fund raising and grant proposal preparation for EMU and ASUO projects. 2011-2012 grants included:

• Continued collaboration with U.S. Bank to support campus-wide student programming. This year's $5,000 fund was allocated to 13 events, of 45 applicants, initiated by the EMU, ASUO, and campus departments

• The $750 GEARs grant funded the first of 5 Bike Fix-It Stations, now located throughout campus. GEARs’s funding was key in attracting an additional $8250 in cash and in-kind project support

• The EMU Board Fundraising Committee received $5730 in two UO Student Sustainability grants:
  1. Our first grant ($3200) funded the purchase of a Fender Blender Pro pedal powered stationary bike equipped with a front mounted blender. Now used by EMU programs, the pedal powered system is used to educate students about energy consumption
  2. Our second grant ($2530) enabled EMU Food Service in collaboration with the UO Landscape Architecture Department Urban Farm to create the EMU Herb Garden. Located in the EMU Fountain Courtyard, the flourishing garden now produces herbs, fruits, and vegetables used in daily EMU recipes

• Moss St. Children's Center received a U.S. Department of Education Grant of $6995 to expand its Early Sprouts Nutrition Program. Grant funding was used to purchase classroom materials and supplies to
introduce young children to healthy eating habits and recipes

- The Cultural Forum received a $2250 Western States Arts Federation (WESTAF) grant to present Salman Ahmad: Rock and Roll Jihad. The two-day appearance included public concerts and lectures by the internationally acclaimed Pakistani rock star and peace advocate.

DIRECTORY
Grant Writer – Mary Farrington

Network Services
EMU Network Services provides a broad range of technical and administrative services to the EMU, ASUO, Physical Education and Recreation, Computing Labs, and the Knight Library Copy/Print Services. These services include technical support for: the CS Gold, Kronos and Campus Cash systems, software applications and system administration, and support for 350 computers, 90 printers and eight servers used by the EMU and ASUO.

STAFF
Network Services Manager – Joel Woodruff
Network Support Analyst – Bruce Eveland
Facilities

EMU Facilities provides maintenance, custodial, and project supervision support necessary to maintain the EMU and provide students with a welcoming and safe environment, positively impacting their ‘outside of the classroom’ learning experience. Provides project management and consultation services for large and small remodels within the EMU, various construction projects, and equipment purchase.

The Building

• The Erb Memorial Union is the busiest building on campus, hosting students, faculty, staff, alumni, campus visitors, and their events. During the academic year, the EMU is open 19 hours a day, seven days a week and averages over 12,000 visitors a day

• The EMU has approximately 226,000 square feet of interior space. Each of our custodians cleans an average of 32,571 square feet in an eight hour shift. The national average is custodians cleaning 25,000 square feet per eight hour shift

2011-2012 Highlights

• EMU representative to the Campus Planning User Group for the EMU Renovation

• Facilitated contract on The UPS Store project

Sustainability Initiatives

• Supported ASUO Take Back the Tap initiative, by installing and maintaining a bottle refill station on the main level of the EMU

• Installed energy efficient LED lighting in parts of the EMU

• Updated the building's mechanical programming and installed Variable Frequency Drive motors, resulting in reduced energy usage and a decrease in energy expenditures (electricity, steam and chilled water)

• Improved energy efficiency and overall sustainability by upgrading and replacing single window panes,
weather stripping, wood/aluminum doors and frames; adding additional programming controls to HVAC systems; replacing airflow system motors with energy efficient types; install new/additional lighting controls in various areas; reducing and managing costs through routine preventative maintenance

Staff Accomplishments and Directory

• Continued to formalize training program for student staff, and have identified a variety of learning outcomes in each area that students are employed; Facilities currently employs 12 students from a variety of backgrounds

• Transitioned from graveyard custodial shift to two separate, overlapping shifts – day and swing. This allows custodial staff the benefit of increased interaction with the campus community, and creating a more inclusive EMU team. This shift change has also allowed Facilities to assess the operational challenges of performing custodial and maintenance work during high occupancy. This information will prove invaluable in helping prepare to support the 24/7 vibrancy expected in the renovated EMU

• Hired three new custodians: Michael Barr, Howard Updegraff and Dean Kilgore

• Employs 12 student employees from a variety of backgrounds

TRAININGS AND COMMITTEES IN WHICH STAFF/STUDENT STAFF PARTICIPATED

• UO C-Cert (Community Emergency Response Team) trainings: 3 staff

• FEMA ICS-100, ICS-200, ICS-700: 1 staff

• Maintenance staff are trained in SIEMENS 5-620 APOGEE Workstation Operations

• General Maintenance Mechanic is a licensed Backflow Assembly Tester

• Office Manager/Project Supervisor holds CAP-OM-TA certification from the International Association of Administrative Professionals, and achieved Microsoft Office Specialist Master level certification in 2012

DIRECTORY

Maintenance

• Director – Dana Winitzky

• Project Supervisor, Office Manager – Erin Siegrist

• General Maintenance Mechanic – David Flock

• Trades Maintenance Worker – Chad Wells

Custodial

• Custodial Services Manager – Judy Ashcraft

• Custodial Coordinator – Matthew Guthrie

• Custodian – Michael Barr

• Custodian – Richard Evarts

• Custodian – Kelly Fagundus
Marketing

EMU Marketing develops, implements, and directs marketing, communication, and branding programs for the EMU and its diverse enterprises. This includes research, assessment, strategic planning, advertising, promotion, creation of marketing materials, web design, and web/software development.

2011-2012 Highlights

• Some new initiatives that went into effect this year were the EMU Facebook and Twitter presence, and marketing the EMU Nights events
• Implemented Basecamp to keep track of projects and provide a platform for client requests and feedback
• Increased tracking of websites through Google Analytics
• EMU Marketing launched an EMU Facebook page to reach out to the campus community and promote awareness of its diverse programs and services
• Launched an EMU Twitter account to promote timely and concise messaging of EMU events
• Partnered with the UO Ticket Office to offer ticketing solutions to Mozart players, Bach festival and multiple
student organization events

Sustainability Initiatives

• Partnered with EMU Food Service to launch a campaign for 50 for 5,000. Marketing launched a website that allowed visitors to post suggestions and also provided interactive large-scale signage in the Fishbowl so visitors could track the cup-saving progress.

• Marketing supported the construction of “living compost bins“ with live grass tops to promote composting in the Fishbowl

• Created signage for the ASUO Take Back the Tap initiative, which promotes the use of multi-use containers for water consumption

• Provided digital slides for cultural events in lieu of printed materials

Numbers

• Created over 40 original poster designs

• Created over 20 original handbill designs

• Created and launched 8 websites

• 24 websites developed and maintained by Marketing, with 265,604 visits and 514,388 page views

• Marketing point-of-sale system supported over 6,500 Outdoor Program gear rentals

• Launched online ticket sales program that supported over 100 events

• EMU Marketing e-commerce system supported sales of over 1,300 tickets and over 500 Craft Center class seats

• Gained over 200 Facebook likes for the “EMU” in 6 months

• Gained over 100 followers for the “EMU” on twitter in 6 months

Staff Accomplishments and Directory

• Student programmers setup new web servers supported by Student Affairs Information Technologies to enhance the security and stability of EMU websites

• Student programmers and designers developed websites for Queer Film Festival, Willamette Valley MusicFest, Bike Music Festival, 50 for 5,000, ACUI Region 14 conference, Teach it Forward, Student Affairs website and EMU Marketing’s own website. Students met with clients, collaborated on the site structure and design, and mentored each other throughout the process. The sites feature custom content management systems that allow departments to easily maintain their sites

• Student staff conceived, designed and created all the marketing materials [posters, handouts, t-shirts, print ads, web banner ads and numerous other materials] for a variety of events, including: Willamette Valley Music Festival, I am Student Affairs, EMU Nights, Queer Film Festival, Intermingle, Ducks after Dark, EMU Nights, ACUI Region 14 Conference, and over 13 different concerts and lectures sponsored by the Cultural Forum
SERVICES

The Erb Memorial Union provides a variety of services for the convenience of the campus community.

ATMs

Break Pool Hall
The Break Pool Hall provides leisure, relaxation, study areas and game activities with 11 pool tables, a snooker table, video games, table tennis, foosball, air hockey, big-screen TV, and free use of cards and board games. It also hosts UO billiards classes, programs, events, and is the lost and found center for the entire campus.

Campus Copy Center
Provides quick copy services and two self-serve copy machines.

Computer Lab
Provides students with free use of PC and Macintosh computers, software, color and B&W scanners, e-mail and internet services.
Information Center

The Information Center assists students, faculty, staff, and visitors in locating events, rooms and people in the EMU and on campus. The Center also distributes maps and written materials about the University, EMU Programs, and the community. The Information Center served over 3,000 students and visitors this year.

The UPS Store

The UPS Store – a privately-owned franchise operation – offers mailbox and postal services, along with domestic and international shipping, packaging, printing and business-related services. General information about The UPS Store services is available on the company website, and the EMU location has its own website available [here](#).

Food Service

EMU Food Service provides a diverse selection of high quality, economically-priced food and beverages at cafes and coffee shops throughout campus.

Erb Memorial Union Food Service operates two coffee shops and and a convenience store within the EMU, and four satellite cafes across campus. Additionally, EMU Food Service negotiates and oversees the contracts and operations of eight commercial restaurant lessees, located in the EMU and Knight Law School.

EMU Food Service also administers the campus-wide contracts for 135 food and beverage vending machines. These vending contracts provide nearly $10,000 of in-kind donations of snacks and beverages to student sponsored events each year.

EMU Operations:

- Buzz Coffeehouse [EMU]
- Daily Grind [Knight Library]
• Hearth Café [Lawrence Hall]
• Lillis Café [Lillis Complex]
• Fishbowl [EMU]
• Union Market [EMU]

Lessees:
• Bite of Mexico
• Holy Cow Café
• Qdoba
• Panda Express
• Pita Pit
• Subway
• World Flavors

2011-2012 Highlights
• Converted the former Mangiamo bakery concept into the Fishbowl Grill with expanded breakfast and all-day menu items
• Installed in the Fishbowl a multi-media platform to provide television, video, and audio for guests
• Pub Night reintroduced beer and wine in the Buzz Café after a successful three-event pilot program
• The EMU Herb Garden was created, where Food Service student employees raised and harvested vegetables, fruits, and herbs in the EMU for use in the kitchen
• Collaborated with international students to facilitate 7 Cultural Dinners
• A series of cooking classes and farm tours were initiated to expose students to new cultural experiences and awareness of sustainability issues

Sustainability Initiatives
The 50 for 5,000 beverage waste-reduction initiative ran for two months, during which over 12,000 disposable cups were saved
Bottled water sales were restricted at EMU managed venues in support of the ASUO Take Back the Tap initiative

Staff Accomplishments and Directory
• Byrd Nelson III was hired as a Cook 1 for the Fishbowl Grill
• Food Service helped build community within the EMU by catering the EMU Holiday Luncheon and EMU Picnic
UO Scheduling and Event Services

Scheduling and Event Services collaborates with University of Oregon students, campus departments, and the larger community to provide helpful, high quality, personalized service in all areas of event facilitation to enrich and enliven the university.

Having the responsibility for ensuring that events are facilitated with respect to the laws, rules, and policies governing the use of University facilities, Scheduling and Event Services is dedicated to the principles of enhanced communication, improved customer service, increased flexibility, and reduced bureaucracy.

While serving a broad diversity of clients, the department has an intentional focus towards a learning-based approach for students. Scheduling and Event Services spends a significant amount of time coaching and helping student groups navigate the campus policies and best practices in executing events. Additionally, Scheduling and Event Services provides professional-level training to student staff, from event scheduling to event execution.
2011-2012 Highlights

• Partnered with Housing & Catering Services and several other campus departments to explore consolidation of conferencing and event facilitation into a “one stop shop” program

• Participated on the committee and facilitation of InterMingle 2011 to successfully welcome 3,000 students to campus, encouraging community building and social interaction among new students. SES provided $1,000 of in-kind donation in support of InterMingle

Sustainability Initiatives

• Partnered with the UO Cultural Forum to incorporate LED lighting systems secured through sustainability grants, allowing a 90% reduction in energy consumption at select events

• Continued to manage and promote Pedal Power sound system, allowing the possibility of an audience powered event experience

Numbers

• 15,916 events represented a 12% increase in total event occurrences, including 90,759 hours of programming, resulting in a 6% increase above 2010-2011 totals

• Total event occurrences included 6,423 ASUO events (18% increase), 9,257 UO Department Events (8% increase), and 236 community events (20% decrease)

• Total programming hours included 28,123 for ASUO events (7% increase), 60,737 for UO Department Events (6% increase), and 1,899 community events (15% decrease)
Staff Accomplishments and Directory

- Karen Schneider was promoted to the position of Scheduling Manager and Wade Young-Jelinek was promoted to the position of Event Services Manager
- In Event Services, Jason Way and Thomas Wade were hired as Event Production Coordinators, and in Scheduling, Myeshia Cleveland was hired in the position of Scheduling Coordinator
- Jessi Steward continued to hold two positions as the Director of Scheduling and Event Services and the Associate Director of Student Programs and Activities
- Mike Ragsdale partnered with Dave Villalobos of the Outdoor Program on the Pedal Power project, and were recognized with the Excellence in Innovations for Sustainability Award at the 2012 Association of College Unions International (ACUI) conference in Boston
- In support of co-curricular development, Event Services trained students in the use of complex event equipment such as sound and lighting systems. Students then used these systems and equipment in real life situations, often applying high level thinking skills developed in academic programs to troubleshoot problems on show day
- In support of co-curricular development, student staff in Scheduling learned and exercised professional skills in front office management and customer service, providing real-life context for academic experiences
- 20-25 students were employed in Event Services, and 9 students in Scheduling

Training and Committees in Which Staff/Student Staff Participated

- First Aid training: 14 staff
- UO Supervisor Course: 2 staff
- Managers and Supervisors Conference: 1 staff
- Oregon Women in Higher Ed conference: 2 students, 4 staff
- Gatekeeper Training (suicide prevention): 1 staff
- Language & Labels II course: 1 staff
- Oregon Women in Higher Ed: 4 students, 3 staff
- Association of Collegiate Conference and Event Directors regional conference – Int'l (ACCED-I): 2 staff
- ACUI Regional Conference, Presenters: 3 staff
- EMU Board of Directors – House Committee: 1 Staff
- Long Range Strategic Planning Committee: 1 Staff
- InterMingle 2011 Planning committee: 2 staff
- Stage Production Coordinator Search Committee: 2 Staff

Directory

Director – Jessi Steward
Campus Scheduling Technical Administrator – Mike Kraiman
Scheduling Manager – Karen Schneider
Scheduling & Event Coordinator – Roberta Thompson
Scheduling & Event Coordinator – Dale Greenlee
Scheduling & Event Coordinator – Myeshia Cleveland
Event Services Manager – Wade Young-Jelinek
Lead Event Production Coordinator – Ryan Rusby
Event Production Coordinator – Jason Way
Event Production Coordinator – Mike Ragsdale
Event Production Coordinator – Tom Wade
Lead Setup Coordinator – David Valdenegro
Setup Coordinator – Jim Trezona
Lead Night Manager – Terry Johnson

CONTACT
541-346-6000
Email
Location
Website

UO Ticket Office
The UO Ticket Office provides a full range of ticketing and box office services for a wide range of University departments, student groups and community organizations. These include, advance ticket sales, on-site ticket sales and cashier services, season ticket sales/renewals, and workshop registration. As an outlet for TicketsWest, Ticketmaster, the Hult Center, the WOW Hall, Matthew Knight Arena, and a variety of local promoters, the Ticket Office sells tickets for a wide range of events happening on campus, in Eugene, Portland, and throughout the Northwest.

Additional Services:
• Passport and ID photos
• LTD bus pass purchase
• Fax sending
• UO Campus Cash deposit site
• EWEB pay station
• Student office key checkout

Numbers
• Provided services for 400 student group and department events
• Interacted with thousands of customers: students, staff, alumni, parents, and community members
• Social media presence includes 448 Facebook likes, and 1,929 Twitter followers

Staff Accomplishments and Directory
• Employed nine students. All students employed with the Ticket Office remain there throughout their college careers, and all of them graduate. 3 students will graduate in 2012. 4 students graduated in 2011
• Provided advanced training and leadership opportunities for three student staff members that resulted in study abroad and internship opportunities
• Added a part-time position with a focus on student staff training and lead event coverage

DIRECTORY
Ticket Office Manager – Mary Barrios
Ticket Office Specialist – Jennifer Ludwig
Ticker Office Specialist – Jessica Hollowell

CONTACT
541-346-4363
Location
Website
Club Sports

Club Sports is a co-ed, competitive, recreational program designed to give students an athletic alternative to existing intramural and intercollegiate programs.

The diversity of the 48 Club Sports teams engages a cross section of UO students in fun, physical activities that hone their athletic skills and gives them opportunities to represent the University of Oregon in intercollegiate competition across the nation.

With the support of three professional staff members, Club Sports teams are initiated and administered by students. Individual club coordinators take responsibility for their teams, while the five-member Executive Committee oversees allocation of program funds, the future direction of the program, and disciplinary action for team violations.

2011-2012 Highlights

- Introduced the web-based platform OrgSync as a way to streamline administrative operations and to provide a tool for member clubs to organize their clubs and facilitate connection of students to organizations, departments, and programs. OrgSync creates an online community for campus, and helps units across an institution improve communication, information sharing, collaboration and reporting with online tools students want to use.
- OrgSync made event planning resources available for current and emerging student leaders. By implementing an event registration protocol, Club Sports will be better equipped to target program events that require additional support through event planning advising.
- Collaborated with the Graduate School and PE & Rec to hire 2 GTFs to provide certified athletic trainer.
Collaborated with the School of Education to offer credit opportunity for coordinators enrolled in the Club Sports Practicum

In support of co-curricular development, provided an experiential educational setting for students to learn entrepreneurial, conflict resolution, time management, fundraising, and logistical skills

Sustainability Initiatives

Transitioned to electronic forms on OrgSync, and eliminated paper forms, to support fiscal and environmental sustainability

Numbers

- Club Sports had 344 competitive events and performances, representing a 9% increase above 2010-2011 events, 87 were at home and 257 away
- Hosted 4,421 hours of practice time, resulting in a 5% increase in practice hours
- $3.46 was spent per participant on average for the 1,596 participants this year
- 274 Facebook likes, 1 Facebook group
- Participation per member club is tracked in an effort to monitor trends and evaluate resources needed to help clubs succeed. See Table A:

<table>
<thead>
<tr>
<th>Freshmen</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
<th>Total Undergraduate Student Participants</th>
<th>Total Graduate Student Participation</th>
<th>Total Faculty/staff Program Participants</th>
<th>Total Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>522</td>
<td>357</td>
<td>371</td>
<td>284</td>
<td>1534</td>
<td>53</td>
<td>9</td>
<td>1596</td>
</tr>
</tbody>
</table>

Staff Accomplishments and Directory

- Liisa Heinonen resigned as office manager upon her marriage and relocation to California
- Stephanie Green, former Club Sports Office Assistant at University of Kentucky, was hired as UO Club Sports Office Manager in September 2011
- Created new student employment opportunities, which include two student program assistants. One program assistant is supporting administrative operations. The second position is focused on providing marketing & communications support for administration and member clubs
- Employed 2 student program assistants, 2 GTF certified athletic trainers, 60 volunteer student leaders, and 5 volunteer student leaders at the executive level
- The Men’s Ultimate team (Ego) earned 3rd place at the 2012 National College Championship in Boulder, CO, and the Women’s Ultimate team (Fugue) earned 2nd place
• 28 member clubs represented the University in national events, a 36% increase in national level competition above 2010-2011

• In support of co-curricular development, provided intentional leadership development trainings to enrich the club sports experience, including resume writing, club constitution creation, and time management

TRAININGS AND COMMITTEES IN WHICH STAFF/STUDENT STAFF PARTICIPATED

• Search Committee (SRC Operations Coordinator): 1 staff
• Transportation Committee: 1 staff
• EMU Renovation Subject Area Committee: 2 staff/3 students
• SRC User Group Committee: 1 staff
• UO Student Conduct Panel: 1 staff
• UO Assessment Fellows: 1 staff
• Search Committee –(Director, PE&Rec): 1 staff
• NIRSA Creative Excellence Committee (external): 1 staff
• NIRSA National Championship Series Committee (external): 1 staff
• Oregon Women In Higher Education –Board of Directors (external): 1 staff
• Banner: 1 staff
• First Aid/CPR training: 3 staff
• Supervisor training: 1 staff
• Project Management training: 1 staff
• Crucial Conversations training: 1 staff
• MCOD training: 2 staff

DIRECTORY

Coordinator – Kristen Gleason
Assistant Coordinator – Shawn Rubino
Office Specialist – Stephanie Green
Office Manager – Liisa Heinonen

CONTACT

541-346-8025
Website

CLUB SPORTS TEAMS

Aikido, Archery, Badminton, Baseball, Bass Fishing, Bowling, Climbing, Crew, Cricket, Cycling, Dance, Disc Golf,
Craft Center

The Craft Center offers a comprehensive arts program designed to assist students in developing skills in a diverse array of arts and crafts processes.

The Craft Center is both educational and recreational, and encourages all levels of interest, from beginning hobbyist to serious artist. With well-equipped studios and extensive workshops offered each term, the Craft Center augments and compliments the educational opportunities available at the University of Oregon.

Accomplished artists and crafts people teach the intimate, informal workshops with an emphasis on quality individual instruction designed to encourage participants to pursue their creative side.

2011-2012 Highlights

• Programmed free Friday workshops to increase campus awareness of Craft Center programs, and allow Craft Center student employees to gain confidence in teaching group workshops
• Encouraged diversity, multi-cultural organizational development, an open and inclusive community, building community and social interaction, and enhancing the student experience and social growth
• Programmed unique events such as:
SUMMER 2011
• Hosted West Coast Craft Center Director’s Conference
• Hosted 110 Chinese high/middle school students in Tie Dye workshop and Glassblowing demos
• Glassblowing/fusing Teambuilding event for UO Career Center professional staff

FALL 2011
• Programmed 6 workshops for University Week of Welcome
• Held Tie Dye event during Intermingle for 500 students
• Hosted 16 workshops for Oregon Arts Educators Conference
• Freshmen Interest Group ceramics event
• Student Science Scholars glassblowing and fusing workshop
• Glass Teambuilding for EMU Scheduling and Events Services professional staff
• Annual Craft Center Winter Craft Sale
• Freshman Interest Group Japanese ceramic coiling workshop
• Glass etching for UO Teaching and Learning Center
• Glass Teambuilding event for City of Eugene professional staff

WINTER 2012
• Global Perspectives for Youth Chinese Tie Dye workshops
• Glass Etching workshop for Family Programs
• Fulbright Scholar children’s workshop
• Mills International staff ceramics activity
• Outdoor Program Photo Competition co-sponsor

SPRING 2012
• International Student Association Tie Dye event
• International Student Association glass torch and ceramic wheel throwing demonstrations
• Free Student Friday workshops
• Student Science Scholars glassblowing and fusing workshop
• Workshops for Daughters and Sons to Work Day
• ASUO Street Fair ceramics and glass torch demos
• Big Brothers and Sisters tour and demonstrations
• Glass Etching activity for Oregon Hall staff
• Living Learning Center Block Party ceramics wheel throwing
• Rec Center Take a Hike circuit information table
• Levi-Strauss staff teambuilding activity
• CASTLE staff glass fusing activity
• Oregon Hillel ceramic mezuzah workshop
• Hula Hoop making workshop at EMU pub night

Numbers
• The Craft Center hosted 340 events and initiatives this year, and offered 2800 hours of programming
• Craft Center workshops had 937 unique student participants, 209 staff, 89 alumni, 266 community members, and 60 Craft Center staff, for a total of 1561 unique participants
• 66 students participated in the 5 Free Friday Workshops

Staff Accomplishments and Directory
• In support of co-curricular development, created professional development opportunities for student staff to teach formal workshops in their areas of expertise; 13 student staff instructors taught 17 workshops, which resulted in increased communication skills, teaching skills, self confidence, and collaboration skills
• Employed 45 students, including international students from Japan, South Korea, and Vietnam
• Hired 9 new student employees and 7 new instructors

TRAININGS AND COMMITTEES IN WHICH STAFF/STUDENT STAFF PARTICIPATED
• Diversity training: 6 staff
• MCOD training: 1 staff
• First Aid and CPR training: 4 staff
• Search Committee Chair for Craft Center Studio Manager: 1 staff
• Attended Oregon Women in Higher Education conference: 1 staff
• Participated in EMU Renovation Subject Area Meetings: 5 staff
• Participated in EMU Marketing Director search committee: 1 staff

DIRECTORY
Coordinator – Diane Hoffman
Assistant Coordinator – Jeff Weitzel
Assistant Coordinator – Laura Gerards
Ceramics Technician – Renae Kowitz
Glass Technician – Tim Jarvis
Workshops Offered by the Craft Center


Cultural Forum

The Cultural Forum presents cultural events in music, film, performing arts, contemporary topics, and the visual arts that represent a diverse scope of artistic expression.

These events reflect the diverse interests of students and encourage a social and educational interchange for both the campus and greater Eugene community. 75% of the events were free to students, and 85% occurred on campus.

With the support of two professional staff members, twelve student coordinators [comprised of graduate and undergraduate students] conceive, initiate, negotiate, promote, and implement all Cultural Forum events and gallery art shows.

2011-2012 Highlights

• Launched the Ducks After Dark Program. In partnership with the Division of Student Affairs, the Cultural Forum, and a student committee, Ducks After Dark is a series of late night double feature films chosen by
UO students for UO students, as an alternative to high risk activities

- Put on several large events including the Willamette Valley Music Festival and InterMingle
- Cultural Forum’s Facebook presence includes 215 likes

Numbers

- Cultural Forum put on 81 events this year, which included 198 hours of programming
- 3,000 unique participants attended the Willamette Valley Music Festival, 4,000 attended InterMingle, and 1,000 attended the series of Ducks After Dark movies
- The Willamette Valley Music Festival included 24 different musical groups, on 3 stages, for 10 hours of music. The event took 8 months of planning, and 20 volunteers to execute. Approximately $11.67 per participant was spent to put on the event. The ratio of money spent on food/cost of entertainment/hours of learning experiences is $1,800/$35,000/10, or 180/3,500/1. The headliner concert was near capacity in its space
- Approximately $6.5 is spent per participant for InterMingle. The ratio of money spent on food/cost of entertainment/hours of learning experiences is $1,800/$26,000/8, or 225/3250/1
- Approximately $18 is spent per participant for Ducks After Dark. The ratio of money spent on food/cost of entertainment/hours of learning experiences is $1,575/$6,000/45, or 105/400/3

Staff Accomplishments and Directory

- All professional staff were retained. Student coordinators left in June due to graduation or change in educational focus. All student coordinators who were hired in June for the current academic year have continued. All student office assistants were retained, with the exception of two who graduated
- 4 student employees and 15 stipend coordinators were employed this year, as opposed to 5 employees and 9 coordinators in 2010-2011

TRAININGS IN WHICH STAFF AND STUDENTS HAVE PARTICIPATED

Mandy Chong – Office Coordinator

- University Senate, Classified Staff Representative, Nominated, Elected 2 year term May 2012- present
- EMU Diversity Advisory Committee, April 2007-Present, Appointed
- InterMingle Program Committee, Budget Coordinator and Activity Coordinator Appointed 2004-Present
- Student Awards and Scholarship Reading, Spring Term each year, 2005-present, Different committees based on need
- University Senate Classified Staff Leadership Award Selection Committee Winter term each year: 2011-present Named committee member
- Association of College Unions International (ACUI) region 14 Conference Planning Committee Education Session Coordinator and Student Case Study Track Coordinator June 2012-October 2012
- EMU Renovation/Expansion User Group, Classified & EMU staff Representative February 2011-May 2012
Applied & appointed

• Travel Training by Connie Isaacs and Laurie Jacoby August 28-29, 2012 Passed travel quiz, approved for access to UO travel forms

• Training: SharePoint Level 2 by Debra Sorenson June 26, 2012

• Fraternity & Sorority Life Chapter Growth Development Plan Review Spring 2012

• Multicultural Organization Development Retreat & Training Division of Student Affairs December 14-15, 2011

• “Whistling Vivaldi: how Stereotypes Affect Us and What We Can Do” by Claude M. Steele Center on Diversity and Community lecture series November 3, 2011

• EMU Marketing Coordinator Search, Lead EMU Programs group, October 2011

• Fraternity & Sorority Life Chapter Growth Development Plan Review Spring 2012

Laura Morris – Program Coordinator

• EMU Associate Director Search Committee Member, Summer 2012

• Fraternity and Sorority Life Chapter Growth Development Plan Review 2012

• Purchasing Rules and Regulations Level 1 by Catherine Susman Noll September 2011

• InterMingle Program Committee and Performance Coordinator 2011-Present, Co-Chair 2012

• Transforming Meetings Workshop July 12 – 2011

• An Afternoon with Peter Lake, Risk Management in Higher Education Settings, Oregon State University, July 15th, 2011

• Division of Student Affairs Assessment Fellow, August 2011 – February 2012

• Association of College Unions International (ACUI) region 14 Conference Planning Committee Entertainment. Speakers and Conference Program Coordinator June 2012 – October 2012

• EMU Marketing Coordinator Search, EMU Programs group, October 2011

• University of Oregon Supervision Course, Fall 2011 – Spring 2012

DIRECTORY

Program Coordinator – Laura Morris

Office Coordinator – Mandy Chong

Stage Production Coordinator – Mike Ragsdale

CONTACT

541-346-4373

Email

Website
KWVA

KWVA is both a voice for students and a place for them to gain broadcast, production, and operation experience in a state-of-the-art broadcast facility.

KWVA is the University of Oregon’s student-focused radio station. The listening range covers all of Eugene/Springfield and areas of Junction City, Veneta and Lorane.

KWVA serves as a campus and community outlet for information and music that is not readily available anywhere else. Volunteer student and community on-air personalities program their own shows, which include music, sports, news and talk broadcast over FM radio and streamed on the Internet.

2011-2012 Highlights

• Sports staff attended Fiesta Bowl football game
• Featured live sports broadcasts
• Co-sponsored various EMU events, and provided DJ services

Numbers

8760 hours of on-air DJ, news, and sports programming, which is going 24 hours a day, 7 days a week, 365 days a year

Staff Accomplishments and Directory

• Funding was gained for Ali Abdul-Sater to begin as a part-time engineer in the 2012-2013 year
• Student Music Director attended College Music Journal (CMJ) conference, and won two awards
• Community member volunteer DJs won awards in Eugene Weekly's Best of Eugene issue
• Trained new DJs, sports, and news student staff
• Engaged approximately 150 employees and volunteers, about 100 of them students

DIRECTORY
General Manager – Charlotte Nisser

CONTACT
541-346-0645
Email
Website

Moss Street Childrens Center

Moss Street Childrens Center provides developmentally appropriate child care for infants, preschoolers, and school children in kindergarten through fifth grade.

The center’s unique mission provides multifaceted support and learning opportunities for three unique yet related populations; children, student parents, and student staff.

First and foremost, the MSCC provides quality care for children. The center is certified by the Oregon Child Care Division and is open 48 weeks of the year.

Secondly, MSCC removes the need for child care as a barrier, giving student parents access to the world of higher education that may not have otherwise been open to them. The center offers flexible scheduling
around course times and the academic calendar to support student families.

Finally, MSCC offers students invaluable work and practicum experiences in the areas of child development.

2011-2012 Highlights

• Awarded a grant from the Department of Education and USDA Food Wellness to offer a garden to table program, “Early Sprouts”
• Planned and implemented a children’s art show with the two other campus child care centers. The show was hosted by the Ford Alumni Center, the EMU, and the Education Department. The artists and their families attended a reception
• Continued participation in professional associations including the OAEYC, OACCD, NAEYC, and NCCCP
• Collaborated with Greek students and the UO Law School's volunteer group to put on the Harvest Carnival
• Worked with the Recycling Center and the Many Nations Longhouse to put on their Earth Day celebration
• Reached out to the American Language Institute to help improve their services to the students participating in both AEI and Moss Street Children’s Center programs, which led to a deeper relationship with the Saudi student association
• Continued partnerships with the City of Eugene and Centro Latino Americano to provide an outdoor exploration and skill building program to Hispanic families in our community. Provided childcare for the multicultural conference at the Ford Alumni Center
• In support of co-curricular development, assisted students with graduate research on site, with family/child recruitment, and single interviews or observation requests. This year we hosted an entire class of music students for four consecutive observations

Sustainability Initiatives

• Reviewed recycling and composting program in consultation with UO Recycling, and identified even more efficiency in their programs
• Taught and modeled sustainable ideals and practices in every age group, in meal service and in building design and maintenance. The Moss Street Children’s Center facility is award winning in the area of sustainable design, their food program and gardens are recognized as exceptional, and they have one of the campus’s top composting programs

Numbers

• High quality early childhood program for children ages 3 months to 11 years including a USDA meal program, provided 10.50 hours a day, 5 days a week, 48 weeks a year, with breakfast, lunch and snack served for 200 families (128 at a time)
• Harvest Carnival was attended by 200 children, over 100 parents, who are students, alumni, and community members. Attended by 28 staff, and 50 volunteers from student groups
• Parent Teacher conferences were held by 15 staff, and attended by 100 parents, who are students, alumni,
and community members

- Pancake Breakfast was attended by 120 children and 100 parents, who are students, alumni, and community members. Attended by 15 staff

- Movie Showing was attended by 40 children plus siblings, as well as 50 parents, who are students, alumni, and community members. Attended by 5 staff

- Alumni Gathering was attended by 15-20 children and their 15-20 parents, who are alumni, and their families. Attended by 4 staff

- Children's Art Show was attended by 50 children and their 50 parents, who are students, alumni, and community members. Attended by 15 staff

- Moss Street Birthday Party was attended by children and their parents, who are students, alumni, and community members. Attended by all staff. About 300 people attended total

- Earth Day Celebration was attended by 50 children, as well as staff, including 5 student staff

Staff Accomplishments and Directory

- Moss Street Children’s Center hired a new Director, Becky Lamoureux, as well as a new early childhood associate teacher, Mark Jennings

- Exceeded the new professional development expectations of their outside licensing authority, the State Department of Employment’s Child Care Division. Offered a joint program with the City of Eugene Parks and Recreation Department and the Centro Latino, to offer outdoor skills and exposure to the University community for Hispanic children and their families

- In support of co-curricular development, increased their use of student volunteers, by offering students opportunities to do internship or practicum work in the center

- Hired and trained over 140 student staff in positions including: student teachers, kitchen prep and bakers, office reception and support, and bus drivers. 150 students work at Moss Street Children’s Center altogether

- Employed 28 staff, as well as employing some parents

- 32 repeat volunteers/interns were employed, 8 of whom were given student positions following their volunteering positions

- Many of the Moss street staff have received recognition for longevity at the University and have been placed high in the Child Care Division Registry

TRAININGS AND COMMITTEES IN WHICH STAFF/STUDENT STAFF PARTICIPATED

- Student staff orientation was provided to 60 students by 20 staff. Student staff evaluation provided to 150 students, by 24 staff. 15 Student staff meetings were attended by 130 students, and given by 20 staff

- 3 quarterly parent council meetings were attended by 15 parents each time

- 5 students and 27 staff participated in staff in-service week

- Staff were trained this year to screen children for developmental delays with the Ages and Stages
Questionnaire and the will implement these screenings next year program wide

- 150 student staff, and 28 staff attended trainings on topics including allergies, first aid/CPR, language acquisition, social emotional development, recognizing and reporting child abuse and neglect, blood borne pathogens, EPI pen administration, food handlers card, criminal history registry, child development and developmental screening
- Staff advocated for student child care needs, by participating in the Early Childhood Planning Team, the Statutory Oversight Committee of the Early Intervention Programs, and other ad hoc meetings at the state and local level aimed at implementing the Governor’s early learning council plans

**DIRECTORY**

Director – **Becky Lamoureux**

**CONTACT**

541-346-4384

[Email](#)

[Website](#)

---

**Outdoor Program**

The Outdoor Program provides assistance, resources, skill clinics, and equipment rentals for a wide range of user-initiated outdoor adventures.

The Outdoor Program does not offer trip packages to participants, rather it empowers and helps them organize and plan their own adventures. This “common adventure” format can be described as experiential, cost sharing, consensus lead, low cost, egalitarian, and participant initiated.

The Outdoor Program also offers low cost equipment rentals, a resource room (with guide books, maps, and helpful, experienced staff), instructional clinics, and a bike loan program. They also host numerous events on campus.

**2011-2012 Highlights**

- Initiated phase one of a new design of the Outdoor Program website
- Created a new Outdoor Program mission statement
- Common Adventure Trips, initiated by students, helped the Outdoor Program meet their core purpose “to inspire learning through student-powered outdoor adventure”
- Mind & Body (yoga & meditation hikes) clinics helped the Outdoor Program meet their Active Lives goal of “encouraging mind and body wellness and fun activities to reduce stress.”
- Skills Clinics (bike maintenance, kayak pool session, trip initiator etc..) advanced the Outdoor Program’s values of Student Empowerment by “providing leadership opportunities, out of class learning, and instilling a sense of ownership in the program’s direction”
- The Consensus-Based Leadership Model, inclusive philosophy, emphasis on multicultural organizational development, and partnering with multicultural campus and community partners allows the Outdoor Program to foster a community, create a welcoming and compassionate environment, emphasize social responsibility, and embrace cultural diversity

**Sustainability Initiatives**

- Initial planning in progress for new Bike Share Stations on campus
- Installed two campus Bike Fix-it Stations
- The Outdoor Program won the ACUI National Award for Sustainability, as well as being nominated for the MLK Award. In 2010-2011, won the Silver Award for Bike Friendly University
- Provided bikes for various conferences and visiting groups, and installed Bike Fix It stations on campus to encourage alternative transportation which resulted in reduced energy usage and waste
- Initiated a departmental bike loan program to reduce campus vehicle use, by making bikes available for UO departments to use on university business or to loan to staff
- Bike FixIt Stations were implemented, to assist campus bike commuters and avoid more vehicles coming to campus. A network of 6 self use bike repair stations were installed on campus, in collaboration with the ASUO Sustainability Center, and Campus Planning

**Numbers**

- The Outdoor Program hosted 1,210 events, initiatives, and trips this year, a 17% increase above 2010-2011
- This year, the Outdoor Program had 5,314 unique participants attend their events, such as skill building clinics, films, speakers, bike repair classes, etc, which represents a 25% increase above 2010-2011
- 981 unique students participated in trips this year, a 15% increase above 2010-2011, as well as 109 participants of unknown affiliation with the University, also a 15% increase, for a total of 1,090 trip participants
- 2,240 unique students rented equipment from the Outdoor Program this year, which represents a 28% increase above 2010-2011. 560 people of unknown affiliation rented equipment, also a 28% increase above the previous year
- The total number of unique participants in the Outdoor Program for 2011-2012 was 9,204, a 78% increase above 2010-2011
- The Outdoor Program spent $4.70 per participant on average for 120 events
- 15 student staff, and more than 60 student volunteers worked with the Outdoor Program this year
- The Outdoor Program's internet and social media presence includes 19,320 unique website visitors, 60,054 total website hits, 1261 Facebook likes, and 3 Facebook groups. Facebook likes increased from 772 likes at the beginning of the 2010 annual report period
Staff Accomplishments and Directory

Briana Orr served as a temporary position working on special planning projects for the Bike Program. The EMU Board approved a part-time permanent position for Bike Program Coordinator to start in FY13.

TRAININGS IN WHICH STAFF AND STUDENTS HAVE PARTICIPATED

• ACUI Regional Conference (3 staff, 1 student)
• ACUI National Conference (2 staff)
• Supervising Students (1)
• Contracts and Purchase Orders (2)
• Wilderness First Responder (2 staff, 1 student)
• Wilderness First Aid (2 students)
• MCOD Training Participants (3)
• MCOD Training Presenter: various SA Dept and New Employee Orientation (1)
• White Guilt Panel, EMU Women’s Center Staff Training (1)
• Facilitating Productive Conversations, UO Housing Staff Training (1)
• White Privilege Panel, Bias Awareness Week (1)
• Using Consensus for Difficult Conversations Power Point, UO Housing (1)
• Using Consensus for Difficult Conversations Power Point, Women in Higher Education Conference (1)
• Activist of the Issue, UO Women’s Center, The Siren Magazine, Nov 2011 (1)
• Nominee for UO MLK Jr. Award 2012 (1)
• Supervising Students (1)
• Suicide Prevention Team (2)
• Powershift West Conference
• National Bike Summit

COMMITTEES IN WHICH STAFF AND STUDENTS HAVE PARTICIPATED
• EMU Diversity Committee (2)
• ACUI Region 14 planning committee (1 staff, 1 student)
• Skaters for Eugene Skate Parks (Board of Directors)
• EMU Board of Directors (1)
• EMU Renovation Management Team (1)
• EMU Renovation User Group
• MCOD Student Affairs MCOD Committee (1)
• Senior Awards Committee (1)
• Greek Chapter Growth and Development Committee
• EMU Sustainability Work Group (2)
• SA Assessement Committee

DIRECTORY
Coordinator – Dan Geiger
Assistant Coordinator – Suzanne Hanlon
Trip Facilities Manager – David Villalobos
Bike Program Coordinator – Briana Orr
Office Manager – Rithy Khut

CONTACT
541-346-4365
Website
The Erb Memorial Union Board of Directors is responsible for making general policy decisions and long-range plans for the EMU.

The board allocates the EMU's multi-million dollar budget, assigns space for student organizations, and advises EMU staff in the management, administration and long range planning of the EMU.

The sixteen-member Board is comprised of twelve students [seven elected in a campus-wide election and five direct appointments from either EMU programs or the ASUO], three faculty representatives appointed by the President of the university, and one EMU staff representative elected by his/her peers.

2011-2012 Highlights

- A new EMU mission statement was drafted and adopted, after a series of opportunities for EMU stakeholders to provide input
- Growth items were approved for various EMU programs, services, and departments:
  - Approved a part-time permanent position for Bike Program Coordinator to start in 2012-2013
  - Funding was gained for a part-time engineer in 2012-2013
- The EMU Board Fundraising Committee received $5730 in two UO Student Sustainability grants:
  - The first grant ($3200) funded the purchase of a Fender Blender Pro pedal powered stationary bike equipped with a front mounted blender. Now used by EMU programs, the pedal powered system is used to educate students about energy consumption
  - The second grant ($2530) enabled EMU Food Service in collaboration with the UO Landscape Architecture Department Urban Farm to create the EMU Herb Garden. Located in the EMU Fountain Courtyard, the flourishing garden now produces herbs, fruits, and vegetables used in daily EMU recipes

Numbers

Held approximately 27 hours of Board meetings, 8 hours of budget hearings, 8 hours of Board training and retreat, and 39 hours of weekly office hours (3 hours per student Board member)

In support of co-curricular development, 14 students (Board plus manager) made budget and policy decisions that allowed them to exercise skills gained in classes dealing with business, communications, policy management, etc

Staff Accomplishments and Directory

- Callie Gisler served on the search committee for the Associate Director of Student Union Programs and Services
- Elizabeth Bracker, David Dinh, Catherine Gifford, Callie Gisler, Michael King, Kaitlyn Lange, Vania Loredo, Yeojin Niehaus, Michael Reeves, and Dylan Scandalios served on the 2011-2012 Board of Directors,
and were replaced in May 2012 by new members Aj Gorton, Aaron Christiansen, Carmen Kuncz, Jackie Montarbo, Jeffery Mullen, Katie O’Neill, and Quinn MacLean. Johnathan Anchell and Jeremy Hedlund served in both 2011-2012 and 2012-2013

DIRECTORY

Jonathan Scott Anchell
Rachel Elizabeth Bracker
David Minh-Tan Dinh
Catherine So Ling Gifford
Mary Callie Gisler
Jeremy Robert Hedlund
Michael James King
Kaitlyn Marie Lange
Vania Valeria Loredo
Ian Primeau Needham
Yeojin Jo Niehaus
Michael Jeremy Reeves
Dylan Alexander Scandalios

CONTACT

541-346-3720

Website