ERB MEMORIAL UNION

Mission Statement

The mission of the Erb Memorial Union is to provide an open, inclusive, and resource-rich community where students and staff collaborate to inspire and sustain extraordinary programs and services that promote diversity, social interaction, and growth.

Adopted by 2012 EMU Board of Directors
The Business Office initiated a quarterly meeting between ASUO Accounting Staff, ASUO Student Controllers and members of the EMU Accounting staff to address and solve issues that come up to the satisfaction of all. New personnel can be introduced and thus have a good knowledge of the people they will be working with. Changes can be communicated and understood by all. This quarterly meeting provides consistency and agreed upon expectations by all.

Club Sports rolled out phase 1 of OrgSync adoption. OrgSync creates an online community for campuses that helps departments, programs, and all member-based organizations across campus streamline processes and drive engagement.

The Cultural Forum assisted with administrative and student development of the new Student Activities and Resource Center.

The Craft Center initiated processes to improve efficiency and effectiveness in administrative, workshop, marketing, social media and studio operations. With support from EMU Marketing, over 850 online transactions were processed through the Craft Center website, totaling over $70,000.

Food Service began weekly alcohol service in The Buzz, and saved over 55,000 disposable cups through the 50 for 5000 sustainability initiative.

KWVA held its 20th anniversary celebration.

EMU Marketing had a very busy year:

- Enabled over $227,000 in ecommerce sales for the EMU utilizing EMU Marketing systems/ websites.
- Increased revenue for EMU Marketing by over 500%. From $2,000 in FY11-12 to over $12,000 is FY12-23.
- Created 2013-14 academic planner highlighting EMU programs, services and building highlights and passed out free-of-charge to incoming students at Introduktion. Created branding for “Welcome to the EMU” information table.
- Designed, developed and launched 7 websites.

This year Moss Street Children’s Center was able to be fully enrolled and provide excellent care for student families while they attended school. In addition, Moss Street provided employment and training for nearly 130 students.

Through a student staff driven initiative, the Outdoor Program (OP) installed a solar photovoltaic system at the OP Equipment Facility with funding from the ASUO and Student Sustainability Coalition. In addition, the Outdoor program expanded its Mind and Body stress reducing offerings: yoga hike and meditation hikes every term, created a new student staff position: Service Projects Coordinator, and increased service project trips from an average of 1 per term to a total of 3 per term, also expanded the Willamette River Clean-up to include Holden Center and other partners.

Partnering with EMU Marketing, the Outdoor Program had over 3,300 gear rentals ODP rentals using EMU Marketing point-of-sale system totaling over $75,000.

The UO Bike Program coordinated a formal procurement process to select a vendor for our Bike share system, established more consistent hours for the rental program M-F 12-5pm, and installed eight "do it yourself" bike repair stands across campus.
Initiatives
The EMU employs over 400 students and about 80 professional staff. In addition, some programs such as KWVA rely heavily on student and community volunteers. During the 2012-2013 fiscal year, the following changes in staffing occurred:

The EMU said goodbye to Wendy Polhemus, Interim EMU Director. Wendy graciously took on the role and responsibility for directing the EMU during a period of transition and stayed three years. We owe Wendy a large thank you for the work she did.

Laurie Woodward was hired as the EMU Director in June of 2013. Laurie was the Director of Centennial Student Union, Minnesota State University and previously the Associate Director of the Marshall Student Center at the University of South Florida.

Long time student assistant in the vault Kawika Asam graduated and moved on. Kawika had worked in the Business Office assisting the Vault Administrator for nearly 4 years. His work ethic and understanding of the vault operations were exceptional. With Kawika leaving, the Business Office welcomed Connie Chung as the new student assistant.

Club Sports has expanded the Assistant Coordinator position to 12 months (formerly a 9 month position). With this staffing change, the program is now staffed with (2) 12-month professional staff members, and an Office Manager (9 month position). This expansion
will allow the department to plan the leadership education component of the program and allow more time for cross-department collaboration.

The Craft Center hired two new assistant coordinators, one administration, one studio manager and hired 19 new students and 8 new instructors.

Judy Ashcraft, Custodial Supervisor, Facilities, retired this year after 39 years of service at the EMU.

Jake Vasey was hired as the Executive Assistant and Operations Manager. Jake has been with the UO since October 2006 and previously worked in Human Resources.

Matt Demers was hired as a Custodian. He previously worked as a temporary employee in EMU-Facilities.

Cynthia Belunias, Food Service Office Assistant resigned to move out of state.

Byrd Nelson III Food Service Cook transferred to University Housing.

Moss Street’s early childhood teacher Emily Buffon retired after many years of service at Moss Street. They hired a couple of new substitute teachers to replace those that received full time position other places and received a growth request to increase some part time staff FTE to .70 to begin to cover our FTE shortage. In addition, Moss Street hired and trained over 130 student staff in positions including, student teachers, kitchen prep and bakers, office reception and support, and bus drivers. All student staff meet the child care division and university requirements.

In the Outdoor Program Briana Orr became the new Bike Program Coordinator and moved from half time to a full time permanent position with funding from both OP and Student Affairs.

Rick Haught joined the EMU as the Director of UO Scheduling & Event Services.

The Ticket office moved a half time limited duration position to a half time permanent position. This position focuses on student staff training and lead event coverage.
All EMU programs and services strive to enhance employees’ and student employees’ experience by providing additional training and professional development opportunities. Listed below are examples of the opportunities that students and staff engaged in during the 2012-2013 year:

**Club Sports** Staff participated in the following trainings and committees:
- CPR & First Aid/3 staff
- ODT-Crucial Conversations/1 staff
- ODT-Excel Class/3 staff
- UO Transportation Committee/1 staff
- UO Conduct Standards Committee/1 staff
- National Intramural Recreational Sports Association Creative Excellence Committee/1 staff
- Oregon Women in Higher Education, Board of Directors/1 staff

Andrew Gillespie, **Business Office**, Accountant, is a member of the EMU Renovation Project Team.

Mike Ragsdale, **Cultural Forum** employee, participated in First Aid/CPR and Violence Prevention trainings. He also served on the Renovation SAC committees and Intermingle Planning Committee.

Laura Morris, **Cultural Forum** Program Coordinator, served as a member of the EMU Student Activities Coordinator Search Committee, EMU Renovation Project team, UO Substance Abuse Prevention Coalition, Oregon University Substance Abuse Prevention Summit, and EMU Associate Director Search Committee.

The **Craft Center** had staff who participated in the following trainings offered by the university:
- 1 OA staff Procurement Card Custodian Training, Transforming Meetings, Crucial Conversations, and Crucial Confrontations, and Delegation and Empowerment
- 2 OA staff Student Supervision, Van Training
- 3 OA staff Classified Supervision Intensives
- One Craft Center staff member serves on the EMU Diversity Committee.

**Facilities** has one to two staff members on each of the following committees: Diversity, Safety, Search and Renovation Committees.

**Moss Street Children’s Center** staff participate in the following committees:
Staff and Student
Staff Engagement

Statutory Over Site Committee for Early Intervention, OAEYC, Oregon Association of Child Care Directors, Assessment group, Search Committees, and Early Childhood Planning Team.

Each staff person at Moss Street is required to complete 15 hours of training. These training hours include local and national conference in the field of child development, First Aide CPR, Food Handlers, Recognizing and Reporting Child Abuse and Neglect, Blood Borne Pathogens, and 8 hour of child development.

Outdoor Program staff is very active in trainings, committee and conference participation:

- League of American Bicyclist Certified Bike Instructor Course (1 staff)
- League of American Bicyclists – National Bike Summit 2013 in Washington, DC (1 student staff)
- Oregon Sustainability Higher Education Summit (1 staff presenter, 1 student staff & 1 intern attended)
- ACUI Regional Conference (4 staff, 2 student)
- ACUI National Conference (1)
- Wilderness First Aid (1 staff, 1 student, 3 volunteers)
- EMU Diversity Training LGBT at all staff (4)
- EMU Diversity Training (4)
- MCOD Presentation participant (1)
- MCOD Training Presenter: Fall/Spring New Employee Orientations (1)
- Women in Higher Education Conference (2)
- Oregon Bike Summit (1)
- Powershift West Conference
- EMU Diversity Committee
- MCOD Committee
- 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
- Senior Awards Committee (1)
- EMU Sustainability Work Group (2)
- Bicycle and Pedestrian Advisory Committee (1)
Club Sports teams participated in 259 competitive events (205 home; 54 away). Annual registration for this year was 1073.

The Cultural Forum had 123 events and provided over 300 hours of programming. Cultural Forum annual events, such as the Willamette Valley music festival and the Queer Film Festival, contribute to the Cultural Forum department mission, which is “provide University of Oregon students, and the campus community, with exposure to and experience with the breadth and depth of human expression through productions focusing on contemporary culture, film, performing arts, music, late night programming and visual art”.

The Queer Film Festival is a student produced juried film festival that receives over 120 internationally submitted films a year. The Queer Film Festival coordinator receives film submissions, assembles a jury, selects films from those selected, contracts with local film houses to host the festival, develops and distributes marketing, speaks to campus and community press about the festival and its mission and oversees the management and operation of this annual three day festival in February.

Cultural Forum events are executed by student employees. To produce this year’s Willamette Valley Music Festival, two student coordinators worked for 9 months.

The event included 24 musical groups on 3 stages providing 10 hours of music. To ensure a successful event, 24 – 30 volunteers worked, and new private business and public partnerships were developed.

The Craft Center offers a comprehensive arts program open to UO students, faculty and staff, as well as Eugene community members. The Center is both educational and recreational, encouraging all levels of interest, from beginning hobbyist to serious artist.

This year the Craft Center provided almost 3000 hours of programming, and 2000 students, staff, alumni and community members accessed the Craft Center by purchasing Craft Center passes.

The EMU 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. EMU-Facilities has staff in the building working various shifts covering 19.5 hours in a day.

The Buzz hosted 28 pub nights for a total of 120 hours of programming.

KWVA’s on-air Djs (student and community volunteers) provided 8760 hours of programming. In addition to round the clock on-air programming, KWVA also provides live sports broadcasts, co-sponsors events on campus, and Djs and tables at events.

Moss Street Children’s Center programs year round with events such as the Harvest Carnival, Pancake Breakfast, Moss Street Birthday Party, and various field trips. All of which service the 200 children in care at the center.

This year the Outdoor Program held 120 events that include Mind and Body Yoga classes, skills clinics, and service learning programs with a total of over 3600 attendees. The Outdoor program also provided 115 student organized common adventure trip experiences with over 1200 participants.

UO Scheduling & Event Services reserved space and hosted over 16,000 programs and events this year.

The Ticket Office provides services for events sponsored/produced by other student groups and departments. This year, the Ticket Office supported 377 events.
Recognition

Andy Finley (EMU Accounts Payable Technician) was nominated and selected to attend the 2013-14 Financial Stewardship Institute.

Steve Linster received the 2012-2013 Student Affairs Excellence Medallion.

Four Club Sports clubs held awards this year:

- **Women’s Ultimate Club** was the 2013 USA Ultimate Collegiate Champions
- **Men’s Ultimate Club** was the 2013 USA Ultimate Collegiate finalists (2nd place)
- **Hockey Club** was the 2013 PAC 8 finalist (2nd place)
- **Running Club** was the 2013 NIRCA National Champions

Craft Center Student Employee, Thao Bui, served as Co-Director of the Vietnamese Student Association.

Margaret Hoff, Kitchen Manager received the 2012-2013 Student Affairs Service Award.

The KWVA Student music director, Freeman “Thor” Slaughter, won two awards through College Music Journal (CMJ), and community member/volunteer Dj's won awards by Eugene Weekly Best of Eugene.

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. Many of the parents that have children at Moss were awarded this year for their role in the U of O community and beyond.
Reduction in Waste or Energy Use

Club Sports partnered with the UO Sustainability Program for the Get Pumped! Project. This year, they set out to estimate Club Sports annual travel-related greenhouse gas emissions, develop a pilot tire-inflation event to mitigate those impacts, and determine student volunteer interest in staffing the events. Key partners included Oregon Leadership in Sustainability graduate students, UO Club Sports, and Stadium Auto. The Student Sustainability Fund supported the project with a small grant to purchase equipment. Students from two Club Sports teams participated in the event. They inflated tires on 26 vehicles, which we estimate saved drivers 70-125 gallons of gas, $260-$400 dollars, and 1,375 – 2500 lbs. of carbon from entering the atmosphere.

Through the 50 for 5000 sustainability project, Food Service saved 55,000 cups.

The Outdoor Program implemented the initiatives below to reduce waste and energy use, and received GOLD certification from UO Office of Sustainability’s Green Office Program.

- UO Bike Program coordinated a formal procurement process to select a vendor for our Bike share system.
- Expanded provision of bikes for various conferences, faculty, staff and visiting groups
- Spring ’13 added two more Campus Bike Fix-it Stations and maintained all eight fix-it stations to encourage active transportation.
- Continued use of Water Harvesting System at OP Equipment Facility (Barn)
- Set-up composting facilities at the OP Office and the Equipment Facility (Barn) with weekly pickups
- Awarded $3,700 Student Sustainability Fund grant to build a mobile bike repair bicycle.
- Awarded $28,000 to install PhotoVoltaic panels on the OP Equipment Facility (Barn)

The Moss Street Children’s Center continues collaboration with Campus Recycling office to rework its practices to be more efficient and to reduce waste. Moss Street staff is quick to attend to facilities maintenance issues to assure that their building is running as efficiently as possible. They are also active composters. Additionally, Moss Street expanded its garden to table program this year.
FY 2012-13 Total Budget Expenditures
$10,529,554

Pay & OPE 50%
$5,237,330

Student Pay 12%
$1,254,360

Equipment 1%
$98,300

General Operating 2%
$207,634

Utilities/Custodial 7%
$690,600

Maint/Repairs 2%
$240,676

Assessment 2%
$236,582

Fees & Services 4%
$385,262

Cost of Goods Sold 10%
$1,039,192

Debt Svc 1%
$61,943

Club Fundraising 3%
$317,500

Workshops/Program 7%
$695,174

Major Equip Res 1%
$65,000

Pay & OPE 50%
$5,237,330

FY 2012-13 Total Budget Expenditures
$10,529,554

Expenditures

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FY 2012-13 Total Budget Revenue
$10,529,554

Self Generated Revenue
$4,505,511  43%

Incidental Fees
$5,369,474  51%

Fundraising/Other Support
$469,700  4%

General Fund
$184,869  2%

Revenue