



UC Merced HBS Bldg Meeting Minutes

Participants: Allison Costa, Nancy Burke, Bobbi Henderson (UCM)
Matt Pietras, Bryan Irwin (SCB)

Date: March 17, 2021
Project: UCM HBS-ME
Project Number: 2019053
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From: Matt Pietras
Purpose: Public Health Dean's Office Breakout
Location: Web Conference

Attachments: Adjacency Diagram

Item	Discussion	Action
1	SCB reviewed the program assigned for the Dean's Office and related functions, including 4 Administrative Offices, and 3 Administrative Workstations.	
2	The Dean's Office collection of spaces will figuratively be command central for Public Health. However, the space would be ideally arranged to foster collaboration. It is intentional that it is not a traditional Dean's Office environment. Avoid creating an environment that is overly hierarchical in configuration.	
3	Dean's office and admin offices should be proximal to each other but not necessarily directly adjacent. The exception is that that an assistant to the Dean's office should be adjacent and precede it, so that access to the Dean's office is not direct from a corridor.	
4	The overall space program does not afford a dedicated conference room for the Dean's office. One of the building shared conference rooms should be located immediately nearby. A huddle 'room' should be incorporated into the Dean's Office, but this is not necessarily a separate space. A dedicated reception space is not afforded by the program, and if one is desired, it would be shared with the other building departments/programs.	
5	Per UCM standards, Administrative offices aren't required to have direct window exposure. Preferred, but not required.	
6	See attached adjacency diagram for a theoretical representation of the office arrangement and further notes.	

End of notes.

The above constitutes the writer's understanding of the items discussed and decisions reached. Should any of the participants disagree with this meeting record, contact the writer in writing within five days of the date of this document. Otherwise, the meeting minutes shall stand as the official record of the meeting described above.

ARCHITECTURE Solomon Cordwell Buenz www.scb.com
PLANNING Chicago T 312.896.1100
INTERIORS San Francisco T 415.216.2450

HBS-ME PUBLIC HEALTH DEANS SUITE BO MEETING
03/17/2021

1. What is the relationship of the Admin Offices to the Dean? Mixed in or separated?
2. What function do the Admin Workstations have?
3. Do Admin Workstations require direct access to exterior windows? No - see note below.
4. What relationship or proximity should these program have to Faculty
5. What is the distinction between admin workstations and admin offices? Do these admins work with all of the faculty in PH? Some of them, yes.
6. There is no conference room meeting room. Is that expected here?

Cohesive feeling, avoid hierarchy

They support the Dean's functions - i.e. Dean's Assist

dean's office and faculty offices should be proximal but don't need to be directly adjacent

huddle room w/in dean's office

avoid hierarchical environment

Create cohesion, but intentionally not a traditional dean's suite - focus on collaboration

Need Breakroom close by

Need Conference room proximate to Dean's office

