



UC Merced HBS-ME Meeting Minutes

Participants: Allison Costa, Anna Song, Trevor Hirst, Bobbi Henderson, Deborah Wiebe (UCM)
Matt Pietras, Matthew Gadie (SCB)
Martin Gicklhorn (GLP)

Date: February 10, 2021
Project: UCM HBS Bldg DPP
Project Number: 2019053
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From: Matt Pietras
Purpose: HSRI Sub-Ctte Programming Workshop
Location: Web Conference

Attachments: Department/program Diagram

Item	Discussion	Action
1	There is a desire for a clear branding/identity for HSRI inside along with a clear directory to its spaces, especially if it is not all on the first floor.	
2	Executive office needed: An executive director office for Trevor Hirst is needed to be added to the schedule as a new and separate item. Note* <ul style="list-style-type: none"> - This room must not be in close proximity to any labs or spaces with magnetic field/high magnetic uses. - Secure storage room with/lock box/locked cabinets for gift cards/electrical equipment and other high value elements. 	UCM – Confirm program request to be accommodated.
3	Storage <ul style="list-style-type: none"> - Storage is essential – for both sensitive medical information related to HIPAA laws and health fairs (wagons, easels, incentives outdoor play equipment, tents, tables and chairs.) - Access to storage to be made convenient. - In addition to General Storage, HSRI needs a secure storage space for storage of gift cards and laptop computers. This should be in the form of safe (for the gift cards) bolted to the floor within a lockable storage room. The Storage Rm. does not need to be dedicated to HSRI. 	
4	First Floor Occupancy needs: <ul style="list-style-type: none"> - In an ideal scenario, public-facing congregating space – such as a flexible conference area – to meet and greet visitors/guest would be located on the ground floor. This could be repurposed from Medium Conference Room (19) or similar. - The locations of spaces (52) Bio/Chemical lab (54) Wet air lab (56) Clinical exam room are not necessarily required to be on the first floor of the building. While ground floor occupancy is desirable, from an access and wayfinding standpoint, it is not required as long as wayfinding, access, and identity are clear. 	

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.



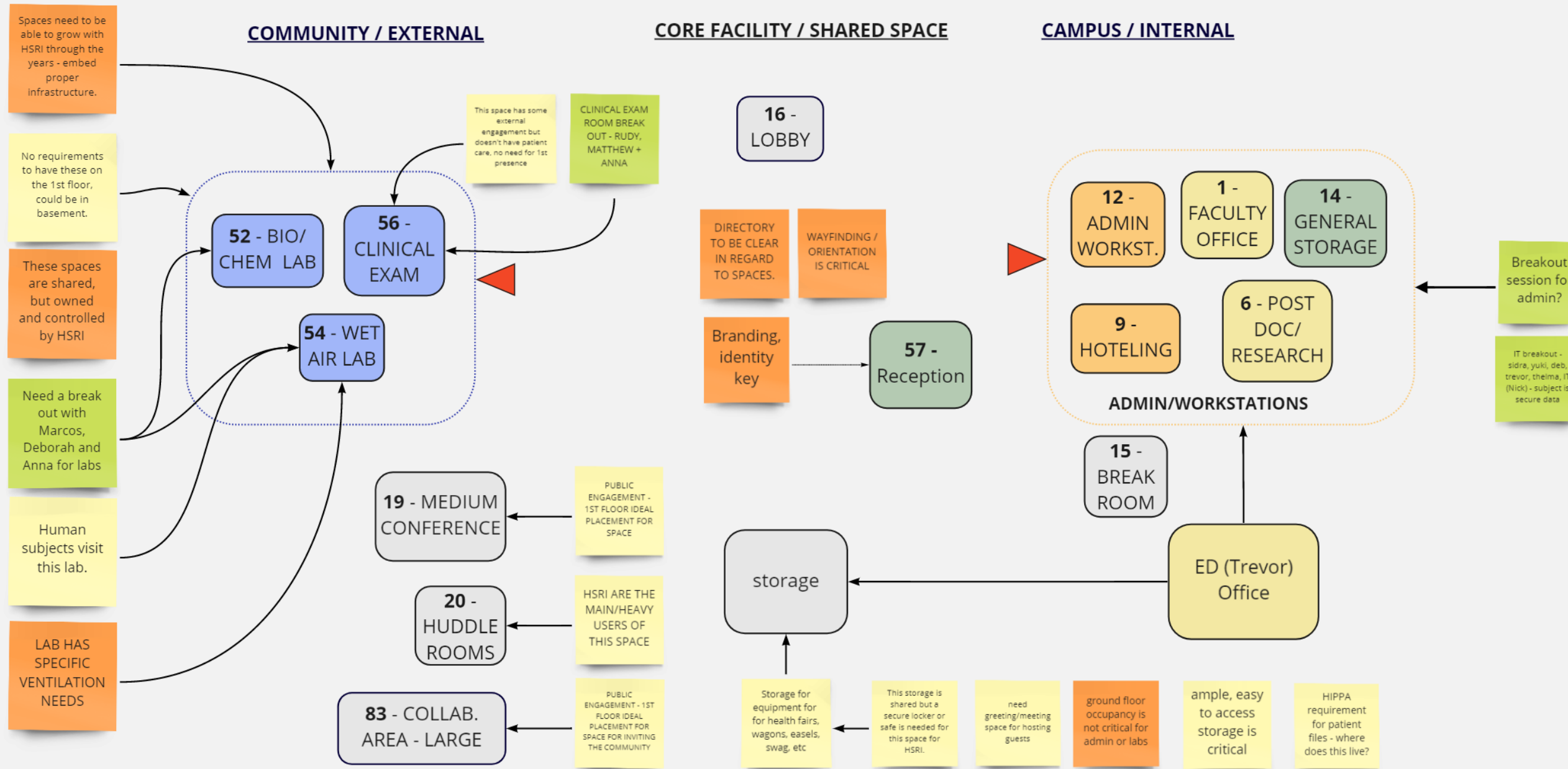
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5	Large collaboration/conference areas - HSRI requested Spaces (19) Medium Conference room, (20) Huddle rooms, (83) Collaboration area – Large be shared but owned and controlled completely by HSRI.	UCM to confirm ownership of these spaces.
6	Labs: - Spaces (52) Bio/chemical Lab and (54) Wet air lab are shared but owned and controlled completely by HSRI. Need to clarify uses and adjacencies better.	UCM – Set up break out meeting
7	HIPAA: - What are the HIPAA requirements for patient files/data? Where does this space reside? Is it shared for building or individual to each department?	UCM – Set up break out meeting
8	IT Services: - An IT break out meeting is needed to cover the details of secure storage of data, location of server rooms.	UCM – Set up break out meeting
9	Clinical exam room - Sample Collection Spaces (56): - Although listed in the program given to SCB, the clinical exam room (56) was not a space requested by HSRI – however it may have been suggested by Maggie – but group discussions concluded the space would be a good idea in relation to future HSRI growth needs a specific break out meeting to understand use. - The Clinical Exam rooms don't necessarily need to be located on the ground floor if the wayfinding in the building is good	UCM – Set up break out meeting
10	Biological-Chemical Analysis Lab (52) and Wet Air Lab (54): - This will be an NCPC (Nicotine and Cannabis Policy Center) Core Lab managed by HSRI - This lab does not necessarily need to be located on the ground floor if the wayfinding in the building is good	
11	See attached program diagram notes for further detail.	

End of notes.

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HSRI ADJACENCY DIAGRAM



LEGEND

- PRIVATE WORKSPACE/OFFICE
- SEMI PRIVATE WORKSPACE/OFFICE
- SUPPORT SPACE
- TEACHING/LAB SPACE
- CIRCULATION/UTILITY SPACES
- SHARED LABS/SPACES
- ACCESS/ENTRANCE
- POSSIBLE CONNECTION
- CLEAR CONNECTION
- NUMBERS SIGNIFY SPACE TYPE NUMBER. REF TO EXCEL DOCUMENT.

- ACTIONS TO BE TAKEN BY INDIVIDUALS
- COMMENTS ON SPACES AND DEPARTMENT NEEDS
- GENERAL NOTE

UNASSIGNED

