



Meeting Agenda

Date July 17, 2019

Project SSU Stevenson Hall

Topic Department Chairs Summer Meeting 3

Location Salazar 2nd Floor A&F Suite – Conference Room A

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- Overall plan development update (10min)
 - Comment – Enclose kitchen with lockable doors.
 - Comment: Both the L4 classrooms are now the same layout. Is there a reason for this? EHDD: We identified that the case study shaped room wasn't quite working given the proportions of the space and structural grid. Creating uniformity was also seen as a benefit to the University.
 - Question: Why are the office pods angled. EHDD – To shape the collaboration zone space and provide diagonal views from office down collaborative spaces.
 - Question: Will there be acoustic problems with classrooms adjacent to the restrooms? EHDD – We will be designing in the appropriate wall assembly to address this concern.
 - School of Business Update (15min)
 - Comment: Only 2 chair offices are required now not 3. EHDD to revise plan.
 - Comment: 1 Fin. & Mkt Office Required. Place others in open office. EHDD to revise plan.
 - Comment: Creating a small second reception area for Dean's office would be beneficial if possible. EHDD to look at feasibility of adding space for this.
 - Comment: More of a reception space with desks positions addressing the entry is required. EHDD to revise layout. Student Assistant and Student + Faculty Assistants can function as reception/greeter. EHDD to revise plan.
 - Comment: Relocated Exec. Admin Assistant to front of suite. EHDD to revise plan.
 - Comment: Office position terminology is now accurate to how the department describes roles. Department will provide an updated list of positions to avoid confusion.
 - School of Education Update (15min)
 - Comment: Reception space for Student Services and Dean's Office need to be separate. EHDD to revise plan.

- Comment: There was a lot of debate on the benefits of locating chair offices near Dean's Suite or dispersing into the faculty pods. Subsequently further feedback was provided clarifying the desire to be disperse Chair Offices and house Analysts in private offices. EHDD to revise plan.
- Comment: A more formal reception desk arrangement is desired for both the Dean and Student services side. EHDD to revise plan.
- School of Social Sciences Update (15min)
 - Comment: NBISP position is no longer required. EHDD to revise plan.
 - Comment: UKIAH coordinator position no longer required. EHDD to revise plan.
 - Comment: Suite currently doesn't have student assistant position.
 - Comment: A table to meet with the Dean would be beneficial. EHDD: Dean's office is sized to have separate meeting table within the office.
 - Option 1 preferred. Keep corridor separate from suite. EHDD to provide this plan option.
- Q&A and Next Steps (5min)
 - The plans in this presentation will be posted on the project web site. Further feedback is encouraged to be sent through Christopher to the design team. If follow up workshop calls are required we will schedule.
 - The upcoming 75% SD set will also provide opportunity for comment and feedback before finalizing the schematic plans.
 - Further development and feedback will happen in the Preliminary Design phase throughout fall semester.