Committee on Academic Planning and Budget
David Teitel, MD, Chair

November 29, 2012

Minutes

Present: David Teitel (Chair), Sharmila Majumdar* (Vice Chair), Farid Chehab*, Chad Christine, Barbara Drew, Shari Dworkin, Oi Saeng Hong, Helene Lipton*, Sally Marshall, Fred Schaufele, Ellen Weber, Sandra Weiss, Torsten Wittmann, Lori Yamauchi
*by phone

Absent: Jacque Duncan, Mary Gray, Ruth Greenblatt, Elazar Harel, Phillip Moore, Sneha Oberoi, John Plotts

Guests: Duan Xu, Committee on Research Member of the Campus Planning Subcommittee

Chair David Teitel called the meeting to order at 1:08 pm in HSW 302. A quorum was present.

The minutes of the July 12, 2012 meeting were approved by those present.

Chair’s Report – David Teitel

UCPB Report – Mary Gray
No report. The next UCPB meeting will be held on December 4, 2012.

Director’s Report – Heather Alden
Faculty Research Lecture in Basic Science – John Rubenstein, MD, PhD
“Development of the Forebrain: Exploring its Genetic Architecture”
Wednesday March 13, 2012, 3:30-5:00 pm in Cole Hall

Subcommittee Reports

Operational Excellence (OE) – Jacque Duncan, Shari Dworkin, Helene Lipton, Fred Schaufele
The Operational Excellence Subcommittee met on November 26 to plan a course of action and on November 26 with colleagues from UC Berkeley (via conference call) and with the Faculty Council Chairs, Susanne Hildebrand-Zanki and Claire Brindis to discuss Operational Excellence at UCSF.

In the meeting with UC Berkeley colleagues, the Subcommittee learned that UC Berkeley has not yet implemented any Operational Excellence structures, although the planning process has been more engaged with Academic Senate committees.

The Subcommittee is concerned that UCSF does not have a central Operational Excellence planning committee. Each Operational Excellence category is managed separately: Research Administration (including Pre-Award), Human Resources/Academic Personnel (HR/AP) and Information Technology (IT). The Subcommittee recommends a campus-wide OE working group that would continue to include faculty input.
To gather faculty input on OE Grant Administration Pre-Award Efforts, the School of Nursing generated a survey that is ready to launch. The School of Dentistry and School of Pharmacy expressed interest in the Nursing survey and are considering using a similar instrument for their schools. Pharmacy may implement the survey using an interactive approach.

APB members discussed the following issues:

- Overall the campus is expected to save money by implementing OE, but there is a high variability among departments who are saving money or being overwhelmed by added expenses.
- Ask the School Deans for the data they already have related to OE implementation.

Campus Planning – Chad Christine, Barbara Drew, Mary Gray, Lori Yamauchi
The Campus Planning Subcommittee Met twice on November 11 and Xxxx XX. The Subcommittee discussed the following issues:

- UCSF Space Policy, effective January 1, 2013
  - The UCSF Space Policy is based on the premise that UCSF cannot build its way out of space problems. Instead, we need to better use the space we have.
  - Questions and concern about the discretion the deans and department chairs would have in the new UCSF Space Policy.
  - Questions and concern about how classroom space would be allocated.
  - Classroom services has data about reservations for educational space. The classroom space needs to be evaluated centrally. Education spaces are used for both education and non-education purposes. Conference rooms are often used for educational purposes as well as non-educational purposes. Joe Castro convened a group to review classroom space at Mission Bay and concluded that the educational space is adequate to meet the current needs.

- Seismic upgrades of the Clinical Sciences (CS) and University Hall (UH) buildings
  Lori Yamauchi explained that to fix the Clinical Sciences and University Hall buildings for seismic issues, the occupants need to be moved elsewhere. Some Clinical Sciences building wet labs will be relocated to the old neurosciences space. Classrooms will not be replaced temporarily during the renovation. University Hall does not have wet labs. Offices will be moved elsewhere on campus. Clinics will move out of both CS and UH buildings. The Chancellor just approved a re-use plan that includes student housing on the upper three floors of UH. The other three floors will be for office space and education space.

- Activity-based workplace open office plan
  Faculty members are concerned about the activity-based workplace open office model planned for the Faculty Office Building at Mission Bay Block 25. Has this been used in academic medicine and/or in a university setting? Will faculty have a choice about where they will have an office? The Chancellor will leave her space at Parnassus and will participate in the open-office model. Could UCSF try an open-plan office here at Parnassus before moving to Block 25?

  **MOTION:** The Mission Bay Faculty Office building should be further evaluated prior to implementation including a pilot test and increased faculty participation in the design and implementation. The needs of the faculty members who will use the new office structure should be determined.

  **ACTION:** Unanimously approved

UCSF Development - Subcommittee members: Sandra Weiss, Oi Saeng Hong, Sally Marshall
The Development Subcommittee will meet on December 19 to plan for meeting with John Ford, Vice Chancellor, University Development and Alumni Relations.

Campus Finances – David Teitel, Sharmila Majumdar, Phillip Moore

- Composite Benefits Rates - UC Path will create a single payroll system for the entire UC System. UCSF is working to come up with a small group of categories for composite benefits rates. S. Marshall
noted that UCSF Academic Affairs has two staff members who spend a great deal of time working on UC Path to ensure that HSCP needs are protected.

- Negotiated Salary Pilot Program – D. Teitel and UCFW Representative Leah Karliner reviewed the letter from the Systemwide Academic Senate and recommended to Bob Newcomer that UCSF abstain from comment as it will not impact the Health Sciences Compensation Plan.

**Information Technology - Subcommittee members: Sneha Oberoi, David Teitel**
D. Teitel met with Elazar Harel, Chief Information Officer to discuss faculty concerns regarding the implementation of the new desktop support model. E. Harel agreed to incorporate the revisions in the plan.

**Old Business**
None.

**New Business**
None.

**Adjournment**
Chair Teitel adjourned the meeting at 2:55 pm.

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