School of Medicine Faculty Council  
Joseph Sullivan, MD, Chair  

MINUTES  
Thursday, March 14, 2013  

PRESENT: Joe Sullivan (Chair) Ellen Weber (Vice Chair), Renee Binder, Marcelle Cedars, Judith Ford, Ruth Goldstein, Harry Hollander, Celia Kaplan, Heather Nye  

ABSENT: Cynthia Curry, Teresa De Marco, Sam Hawgood, Robert Baron, Catherine Lucey, Alma Martinez, Phil Rosenthal, Lydia Zablotska  

GUESTS: David Odato, Associate Vice Chancellor, Human Resources; Susanne Hildebrand-Zanki, Associate Vice Chancellor, Research  

Chair Joe Sullivan called the Faculty Council meeting to order at 3:30 p.m. in room S-118.  

Approval of Minutes from February 14, 2013 (Attachment 1)  
Chair Joe Sullivan motioned for approval of the minutes. Council members approved.  

Chair's Report  
Chair Sullivan reported on the following items:  

- Coordinating Committee Meeting:  
  - Presentation on Senate Membership Survey Results: Paul Garcia, Chair of the Senate Membership Task Force, presented the results of the campus-wide survey which was released to measure faculty support for the idea of extending Academic Senate rights and privileges to faculty in the Health Science Clinical and Adjunct series. The results of the survey showed that a majority of faculty support of the change. As a result, the membership committee will make a recommendation that the Division create a separate “UCSF Senate” that would include all full-time faculty members.  
  - Workspace Planning: Dr. Alan Venook joined the meeting to give an update on the University’s plans to incorporate a new activity-based workspace environment at the Mission Bay Academic Building. Dr. Venook informed the Council that he is disappointed in the way that the administration has been handling this issue. As a result, he will be leading an effort to ensure faculty input is considered going forward through the development of the space.  

- Meeting with Dean Sam Hawgood regarding OE costs:  
  - In response to Chair Sullivan’s request, the Dean arranged a meeting to discuss the school's most recent OE cost analysis report. At the meeting, the Dean explained that while a cost report exists, the actual costing of OE is very difficult because the school did not collect information on how much services cost before OE was implemented. Without the baseline data an accurate cost estimate is challenging. Nevertheless, even given that there wasn’t any baseline data, the Dean said that the numbers are quite obvious that the OE services have been costing departments and the school more money. A total of a 20% increase in cost for both services. The analysis also showed that some departments
were saving more than others. The Dean wants to look into the disparity issue and find out the cause is and if there are any best practices that can be shared by the departments. A task force will be assembled to investigate this issue. Chair Sullivan explained that given the unfavorable news, the Dean is optimistic and he is confident the school will realize cost savings within the next three years.

Vice Chair’s Report
None.

Analyst’s Report
Senate Analyst Artemio Cardenas informed the Council that the University will be holding tours of activity-based workspace mockup. Faculty should have received an email inviting them to attend. There are two available dates for faculty to schedule: Tuesday, April 16, with tours at 10:30am and 11:30am; and Thursday, April 18, with tours at 4:00pm and 5:00pm. All tours meet at the Helen Diller Building on the Mission Bay Campus.

Operational Excellence Update – Human Resources (Attachment 2)
David Odato, Associate Vice Chancellor, Human Resources, gave a presentation on the status and future of OE Human Resource services. AVC Odato began his presentation by giving an overview of the OE HR organization, the challenges the program has faced with unforeseen issues, and the improvements that have been made over the past several months. Council members questioned Odato on reports of increased costs, duplication of services and low satisfaction. AVC Odato informed the Council that a lot of the costs can be attributed to unforeseen and underestimated costs of centralization. With the start-up process now over, the group is now focused on reducing costs and increasing the level of service. He pointed out to the Council that over the past several months the time it takes the HR department to complete an issue has declined and that customer survey responses show an increase in satisfaction. He also informed the Council that duplication of services should not be happening and he hopes that departments will eventually decide to move services requests to the central group.

Operational Excellence Update – Pre-Award Services (Attachment 3)
Susanne Hildebrand-Zanki, Associate Vice Chancellor, Research, reported on the status of Pre-Award administration and the priorities of the program in FY 12-13. She informed the Council that despite a number of challenges, the overall quality of service is still good. The main task now is meeting the demand of proposals with the number of Research Service Coordinators (RSC) available. The organization is currently stressed and if the group sees more proposals, then more RSCs will need to be hired. AVC Hildebrand-Zanki also gave an overview of the faculty evaluation efforts that will be taking place. She informed the Council that SOM faculty member Claire Brindis will be leading the evaluation efforts of both HR and pre-award services. Dr. Brindis seeks to administer survey tools and conduct faculty face-to-face interviews.

Old Business
None

New Business
None

Chair Sullivan adjourned the committee at 5:10pm.