Chair David Teitel called the meeting to order at 1:05 pm in room M 1319. A quorum was present.

The minutes from the July 18, 2013 meeting were approved.

**Chair’s Report – David Teitel**

*Welcome and Introductions*

Chair Teitel welcomed the committee to the 2013-14 academic year. Those present and on the phone introduced themselves.

**Subcommittee Structure**

Chair Teitel explained the Committee’s subcommittee structure: APB is organized into subcommittees to address the anticipated issues. Individual APB members agree to participate on a subcommittee to learn more about each topic and present information to the greater committee for discussion and action. Although APB meetings are currently scheduled to be held in most of the coming months, some meetings will be cancelled to allow time for subcommittees to meet.


The current subcommittees include:

- **Administrative Initiatives** (formerly Operational Excellence) - work to implement the proposed Administrative Initiatives Coordinating Board (see attached files)
  - 2013-14 member: Shari Dworkin. S. Habelitz will join.

- **Campus Planning** - review of current and future planning efforts for UCSF buildings
  - 2013-14 members: Chad Christine, Barbara Drew

- **Campus Finances** - review of UCSF finances, including UCSF’s relationship to UC Systemwide funding structures
  - 2013-14 members: Sharmila Majumdar, David Teitel
Development - determining how the faculty can best interact with the UCSF Development and Alumni Relations Office
2013-14 members: Sandra Weiss, Oi Saeng Hong and Sally Marshall. N. Oppenheimer will join.

Faculty Workspace - continued monitoring of the implementation of activity-based workspace in new and renovated space at UCSF
2013-14 members: David Teitel

Information Technology - provide faculty input for UCSF’s Information Technology infrastructure
2013-14 members: Sneha Oberoi, David Teitel

New APB members are requested to join at least one subcommittee for the academic year.

UCPB Report – Sharmila Majumdar
UCPB will meet on October 1, 2013
Sharmila Majumdar will serve as the UCSF Representative to UCPB for 2013-14. Russ Pieper agreed to serve as the Alternate Representative to UCPB.

Academic Senate Staff Report – Heather Alden
Kristine Yaffe Faculty Research Lecture in Clinical Science – Kristine Yaffe, MD
“Optimizing Cognitive Aging”
Monday, October 28, 2013 at 3:30 p.m.
Cole Hall, Parnassus Campus and simulcast

Subcommittee Reports

Administrative Initiatives – Jacque Duncan and Fred Schaufele, former Administrative Initiatives Coordinating Board. Committee members discussed the following issues:

- One of the issues related to the Operational Excellence process was that different efforts were not communicating with each other.
- At the time when Operational Excellence was initiated, the campus administration sought to address a collapse of State-funded support and may have thought that interacting with the Academic Senate was too cumbersome.
- Campus administrators often perceive that Academic Senate participation takes too long and that faculty don’t want to be appointed to committees. Suggest modifying the proposal so that this Board would hold a quarterly open forum with smaller meetings in between.
- In the past, this type of activity would be routed to the Academic Senate, specifically to committees such as Academic Planning & Budget. We would need to distinguish the proposed board from existing Academic Senate and administrative structures.
- We need to find a way for this to be nimble. We don’t know whether this will be accepted. At least if the proposal is out there, then at least there will be some consideration about how to build a structure such as this one.
- This concept was presented to John Plotts, Jane Wong and Jason Stout at the July 18 APB meeting. They seemed favorable toward the idea. The proposed idea would be integrated with existing Academic Senate committees and could integrate input from campus leaders.
- I was also at that meeting and didn’t get the sense that campus leaders were open to the creation of a new committee.
- How should we propose this structure? We thought it would be more powerful coming from APB. It seemed that campus leaders were willing to look at a revised proposal.
- Could D. Teitel send the draft to campus leaders for input before it is reviewed by the next phase in the Academic Senate by the Coordinating Committee?
As J. Duncan and F. Schaufele have rotated off APB, we are concerned that this proposal will die if a current APB member does not take it on. Want to ensure that the proposal process will continue in 2013-14. Stefan Habelitz agreed to work with Shari Dworkin to follow up with the proposal.

**ACTION:** Ask D. Teitel to distribute the revised proposal to leaders

**Campus Planning - Chad Christine, Barbara Drew, David Teitel**

**Faculty Workspace Planning – Mission Hall**

D. Teitel reported that he has received no response to date from campus leadership to the letter outlining faculty concerns about the activity-based workspace planned for the Mission Hall building.

Working to establish a pre-occupancy study of faculty workspace use. Michael Bade, UCSF architect working to plan the study. D. Teitel’s communications with M. Bade have not yet been productive.

Although Mission Hall Advisory Group has not met in the last six months, D. Teitel was recently informed of meetings scheduled in the coming months.

**Clinical Sciences Building/University Hall (CSB/UCH) Update – Lori Yamauchi**

UCSF plans to renovate the Clinical Sciences Building first, then UC Hall. L. Yamauchi’s team will set up a faculty advisory committee to work on these projects. UCSF also has an advisory committee for the projects composed of campus leadership. First the current occupants will vacate Clinical Sciences, then Campus Planning will proceed with renovating the buildings. Wet labs will move permanently into four floors in the HSIR towers. Offices will move first to UC Hall and then to other permanent locations. Three floors of Moffitt-Long will be available for adult care once the Mission Bay Hospital opens (space vacated by Pediatrics and OB/GYN). Topics of discussion for these projects include productive work environment for faculty, co-location, ensuring privacy and supporting collaboration, future flexibility in the workspace environment. Campus Planning seeks to complete the retrofit of CSB by 2017 and complete UCH by 2019.

**Laurel Heights Update – Lori Yamauchi**

The Request for Qualifications for Developers has been sent. Possible site uses include retail or housing. UCSF will need to determine where the current Laurel Heights building occupants will go before determining next use for the site.

**SFGH Update – Lori Yamauchi**

SFGH has a number of seismically compromised buildings. UCSF currently is considering a proposal to build a new research building on one of the current parking lots. UCSF is working to secure site control of the parking lot owned by the city for the project, for which a 170,000 gross square foot building has been proposed. Building space design has not yet started. L. Yamauchi hopes that by November UCSF will have a recommendation for the seismic oversight committee.

**Campus Planning Website – Lori Yamauchi**

The School of Medicine Dean’s Office have been working on a website to encompass all faculty workspace initiatives, with the aim to have that up and running on November 1.

Committee members raised the following questions:

**Q:** How will the costs for people who are moving be covered?

L. Yamauchi: This is still to be determined.

**Q:** Any interest in moving SFGH research programs to Mission Bay?

L. Yamauchi: Based on a number of surveys of SFGH research faculty, they need to be close to the patient population at SFGH.
Campus Finances - Sharmila Majumdar, David Teitel
Future APB finance discussions will focus on the implementation of the UC Path system and proposed composite benefits rates for UC employees.

Development Subcommittee - Sandra Weiss, Oi Saeng Hong, Sally Marshall, Sneha Oberoi and Norm Oppenheimer
SM, SW and OSH met with Jennifer Arnett on September 23. Need to go through CEC for development priorities. J. Arnett will come to APB meetings when she can, in December.

Information Technology (IT) Update (Attachment 2) – Joe Bengfort, Chief Information Officer
UCSF Chief Information Officer Joe Bengfort presented an update on the integration of UCSF Medical Center and Campus Information Technology infrastructures. See attached slides.

In the discussion during the presentation, Committee members asked the following questions:

Q. How will UCSF administer its servers?
J. Bengfort: We are working to develop a single active server for UCSF.

Q. Could J. Bengfort provide a presentation on the IT Governance structure at a subsequent meeting?
J. Bengfort. I will come back another time to present the IT Governance structure. In the meantime, I will send a one-page summary of the IT Governance structure to the Committee (Attachment 3).

Old Business
None

New Business
None

Adjournment
As Chair Teitel needed to leave early, Vice Chair Majumdar adjourned the meeting at 3:00 pm.

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