
Others Present: C. Morrison

• **Academic Work Space Supply.** Retrofitted and renovated CSB could provide between 300 and 450 seats, and UCH may provide 100 to 210 seats on three floors. The capacity depends on the design of the academic workspaces. The Faculty Advisory Committee (FAC) will decide what design strategy they prefer

• **Academic Work Space Demand.**
  - CSB and UCH “dry” space programs were asked to update their headcount surveys in August. In addition, Campus Planning confirmed the 2011/2012 projections for: (a) the number of current clinical faculty at PHTS without offices (excluding faculty who share an office); and, (b) clinical faculty hires through 2021 and projected new research and administrative staff needed to support the new faculty. Estimates of new School of Medicine faculty hires were based on the Medical Center’s projected clinical services needs and financial projections and then the School of Medicine adjusted the projected departmental growth based on their 10 year financial plan.
  - The 2013 estimated total academic work space headcount demand at PHTS through 2021 is roughly ~610, which is consistent with the estimate presented in 2012 (based on the 2011 survey instrument). In addition, there are other space requests for CSB, including Facilities Management occupants from the trailer on the Nursing Building roof which must be vacated according to the State Fire Marshal.
  - Beyond the 610 seat demand, existing and new clinical and translational research programs may require more academic workspace.

• **Need to Maximize Work Space.** Academic workspace must be efficiently laid out in CSB and UCH because there will not be any other dry space available at PHTS in the near future. The Medical Center will use its release space to expand their support functions.
  - **Question.** Do we know the current density ratio of open to closed offices or SF/faculty or staff in PHTS office space? **Answer:** Campus Planning does not have this data readily available but could develop it for CSB and UCH dry space programs if desired. The campus uses a planning and evaluation metric of 150 ASF/FTE, which includes the academic work space, internal circulation, file/storage, conference, copy and kitchen space within a suite.

• **Schedule of Approvals.** A recommendation on the layout “model/approach” is required from this FAC by the end of November in order for the architects to start work. Academic work space options will be discussed at the next FAC on September 26th. The
Chancellor will approve the recommendation in December. Design would continue throughout 2014 and early 2015, with CSB construction commencing in mid-June 2015. UCH retrofit and renovation would start in mid-2017, after completion of CSB.

- **Principles of Design.** Principles to be revised and re-circulated via email for comment. Discussed the importance of aggregating programs to meet adjacency needs, the need to look at how faculty and staff work and the need to seek out information on the effectiveness of activity based work space design (e.g. field trip to the Beth Israel-Deaconess OB/Gyn offices).

- **Allocation of Space in CSB.** Question: Who will prioritize who will get space in CSB (e.g. existing clinical faculty without offices or future hires, or other?)

- **Survey of how faculty work.** Approach not determined yet.

- **Communications Plan.** SOM Dean's Office is setting up a web site. Minutes will not attribute comments to anyone specifically. Academic Senate will also maintain their website

- **Next Steps.**
  - C. Lucey to follow up with Beth Israel-Deaconess re: site visit and success of ABW in office building.
  - Capital Programs to develop layout options for discussion at September 26th FAC meeting.
  - Campus Planning to revise and re-circulate Principles of Design based on comments.
  - Campus Planning to utilize existing survey information to correlate faculty to individual rooms and evaluate existing private office sizes and density.