Committee on Academic Planning & Budget  
Sharmila Majumdar, PhD, Chair

DRAFT MINUTES  
Tuesday, February 24, 2015

PRESENT: Sharmila Majumdar (Chair), Chad Christine (Vice Chair), Michelle Arkin, Joe Bengfort, Marcelle Cedars, Teresa Costantinidis, Patrick Finley, Oi Saeng Hong, Sneha Oberoi, Maria Orellana, Russ Pieper, Catherine Waters, Lori Yamauchi

ABSENT: Jennifer Arnett, Stefan Habelitz, Ruth Greenblatt, Sally Marshall, Norm Oppenheimer, John Plotts

GUESTS: None

The Committee on Academic Planning and Budget (APB) was called to order by Chair Sharmila Majumdar on February 24, 2015 at 1:00 p.m. in room CL-221. A quorum was present.

Approval of the January Minutes
Committee members reviewed and approved of the January minutes.

Chair’s Report
Chair Sharmila Majumdar reported on the following items:

- **Meeting with Senior Vice Chancellor John Plotts:** Division Chair Farid Chehab and Chair Majumdar recently met with SVC John Plotts to inquire about the future of the Chancellors Fund. In the meeting, it was explained that an annual allocation of the $500,000 will continue as long as the university can afford it. SVC Plotts also confirmed that the funds would be allowed to roll over to the next year if the Academic Senate cannot spend all of the funds by the end of the fiscal year.

- **Committee of Two:** In November, the Governor and President formed the “Committee of Two” to review the university budget and negotiate future allocations of state funding. Since the committee’s inception, there have been several meetings. Higher education advisors such as the President of the American Association of Universities and the President of Arizona State University have been invited to contribute to the conversation. There will be a report on the committee at the next Regents meeting in March.

- **Faculty Salary Increases:** The UCSF Academic Senate sent a communication to the Office of the President providing them with the Divisions concerns with the salary increase proposal. Most notably that most of the faculty at UCSF generate their own salary support and are not on state funds.

- **Human Resources Reforms:** At the February Coordinating Committee meeting, members of the Human Resources leadership provided the group with an overview of reforms made at the recommendation of consultants that were hired in the summer of last year. Reforms include the merging of the service centers into one; the creation of a new service center solely devoted Post-docs; and investment in new technologies. Coordinating Committee members acknowledged the changes to the HR department, but explained that the most useful thing that the HR department could do for faculty is to provide faculty members with an accurate timeline for all HR transactions. AVC David Odato informed the Committee that a HR leadership retreat is scheduled in the coming weeks and that they could discuss this issue at the meeting. Chair Majumdar requested that APB’s Administrative Initiatives Subcommittee should follow up with the HR department in the coming month.
Chancellors Fund
Earlier in the month, the Academic Senate voted to approve a new plan to distribute the Chancellor Funds. Under this plan, the Senate’s standing committees have been clustered together and the $500,000 will be divided across the groups. The cluster that the Academic Planning and Budget Committee will be joined with is called Infrastructure Enhancement and will consist of the Clinical Affairs Committee and the four Faculty Councils.

A couple of weeks ago, the chairs of the committees and councils included in the cluster met to discuss ideas for how to spend the cluster’s $91,604 allocation. Some of the ideas discussed included:
- Hiring Consultants to Review Campus and School Issues
- Using some of the funds to supplement RVUs for faculty attending conferences
- Strategic Infrastructure projects
- Faculty Development
- Child Care

While the chairs acknowledged that all of the ideas were good, they decided that the most feasible option is to offer development funds to faculty.

APB members endorsed the idea of creating a new Faculty Development Fund, but requested that the following feedback be considered:
- There needs to be a mechanism that holds the award recipients accountable. A suggestion was made to require the awardees to attend the Council meetings afterward.
- Feedback should be collected to see if this program works and which development activities worked the best.
- The application form must be simple and easy to fill out
- National conferences should not be eligible for funding
- There should not be a minimum or maximum for the award
- Faculty with 50% or greater appointments should be the only ones eligible
- A strong communications plan should be developed to make sure we can distribute the funds by June.

Analyst Cardenas was charged with drafting a communication on behalf of all of the committees and councils outlining the plan.

Campus Planning Update
Associate Vice Chancellor of Campus Planning Lori Yamauchi updated the committee on the following items:
- **Parnassus Campus:**
  - HSW and HSE: UCSF is currently working to remodel several floors in the Health Science West and East towers. The focus of the efforts is on the labs that were vacated by those who left for the Mission Bay campus. This remodel and move is mainly affecting faculty from the Schools of Medicine and Dentistry.
  - Clinical Sciences Building: In preparation for the retrofit and remodel of the CSB, the wet labs are moving to the newly renovated labs in the HSW and HSE buildings. All of the offices will be moved into UC Hall until the CSB project is complete in 2017. As a reminder, the campus planning office consulted the School of Nursing in the development of the current plans. After renovation, Clinical Sciences Building will contain education and multipurpose space on the 1st floor and workspace in the upper floors and the basement for faculty and staff based at Parnassus. The floors will be laid out with a mix of small private offices and workstations, with huddle and focus rooms for private and focused activity, as well as “town centers” with kitchens and open seating. There will be
no through access at the upper floors, except by cardkey for the occupants of the building.

- **UC Hall:** Once the Clinical Sciences Building project is complete, the university will start the process of retrofitting and remodeling UC Hall. When UC Hall reopens it will include student housing and administrative space. It will not include educational space.

- **Mission Bay**
  - Mission Hall has been completed and people are moving into the workspaces.
  - **Cancer Outpatient Building:** There is an empty lot near the hospital that was put aside for the development of a cancer outpatient center. This new building has not been funded or approved. The idea was that this space would potentially house Radiology Oncology and a Proton Therapy Center. In order for this center to be developed the Medical Center needs to come up with a business model to pay for it. What units will be in the building, how many visits will it generate.
  - **Lot 33 and 34:** The university recently completed the purchase of Lot 33 and 34. UCSF will use this space to build one new administrative buildings to house desktop researchers and staff moving from Laurel Heights, programs in lease space and the development office.
  - **Lot 40:** There is space surrounding the Mission Bay campus that the university does not own. In regards to Lot 40, a private developer, Kilroy, owns this land and plans to build an office and research lab building. The question is whether UCSF will be able to utilize some of this space.

- **Laurel Heights:**
  - **Future Decant:** Members of the Campus Planning department have met with all of the departments and divisions on the Laurel Heights to survey desired relocation spots. Most of the respondents expressed in interest in moving to Mission Bay, SFGH, Mt. Zion, and Parnassus. The CSB and UC Hall committee expressed that a broad policy should be implemented which states that all those located on the Parnassus campus should be working with patients or serving the educational mission.

- **SFGH**
  - The buildings that are currently occupied by UCSF members are seismically challenged. Since the buildings have historical protections the retrofit and remodel of the buildings would be of significant. An alternative idea that UCSF is proposing is to construct a new building on the site of a parking lot. There have been delays in the negotiations for the property with the city. If the plan to use the parking lot is approved, UCSF would like to develop wet and dry lab space and office space for UCSF faculty and staff. The hope is to start construction anytime between 2017 and 2019.

- **Space Management System**
  - The Office of Campus Planning is working on the development and implementation of a new system to track the allocation of space across the campus. The idea is having one system track space so that the schools and departments have a more accurate review of space. The system will go live in February 2016 and will track campus and Medical Center space.

**Subcommittee Discussion**

Senate Analyst Artemio Cardenas informed the committee members that while some subcommittees have been very active, others have struggled to get off the ground. One of the reasons is a lack of clear charge or business. For example, the Development Subcommittee has been successful in engaging with the development office and collecting faculty feedback. For other committees like IT, it is unclear to all members how this subcommittee fits in with the current IT governance structure, which includes its own subcommittees.

Chair Majumdar suggested that the subcommittees with less business at the moment should meet at least once to orient the members and keep them engaged. AVC of Budget and Resource Management
Teresa Constantinidis agreed to meet with the Campus Finances subcommittee and AVC of Campus Planning Lori Yamauchi agreed to meet with the Campus Planning subcommittee. CIO Joe Bengfort also agreed to meet with the IT subcommittee, but suggested that the APB committee

**Old Business**
None

**New Business**
None

Chair Sharmila Majumdar adjourned the meeting at 3:10 p.m.

Academic Senate Staff:
Artmio Cardenas, Senate Analyst
Artmio.Cardenas@ucsf.edu (415) 476-4245