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

MINUTES
Tuesday, September 23, 2014

PRESENT: Sharmila Majumdar (Chair), Chad Christine (Vice Chair), Michelle Arkin, Joe Bengfort, Marcelle Cedars, Patrick Finley, Sneha Oberoi, Russ Pieper, Catherine Waters, Lori Yamauchi

ABSENT: Jennifer Arnett, Teresa Costantinidis, Barbara Drew, Stefan Habelitz, Ruth Greenblatt, Oi Saeng Hong, Norm Oppenheimer Sally Marshall, John Plotts, Joe Sullivan

GUESTS: Patrick Phelan, Manager of IT Programs and Policy

The Committee on Academic Planning and Budget (APB) was called to order by Chair Sharmila Majumdar on September 23, 2014 at 1:02 p.m. in room CL 222. A quorum was present.

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

Approval of the 2013 – 2014 Annual Report
Committee members reviewed the approved of the 2013-2014 Annual Report.

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

- Gift and Endowment Assessment Update: Last year, the University Development Office proposed that the campus charge an extra 5% on gift and endowment spending. After push back from the Senate, administration agreed to grandfather previous gifts, phase in the increase, and provide the Senate with an annual $500,000 for the betterment of faculty life.
- Developing a Process for the $500,000 Fund: In June, Chancellor Hawgood informed the Senate that $500,000 would be set aside and administered based on the recommendation of the Academic Senate. UCSF Division Chair Farid Chehab is now working to develop a process for how the funds will be distributed. Overall, Chair Chehab has put an emphasis on making decisions as soon as possible.
- Request for Additional Members: This year the Academic Planning and Budget Committee is the smallest it has been in several years. An increase in membership is necessary in order to ensure that faculty members are well represented and the subcommittees have enough members to do the work. To address this issue, three individuals have been nominated and names have been submitted to the Committee on Committees. The hope is that the committee can bring on new membership as soon as possible.

Subcommittee Topics and Membership
Chair Majumdar informed the committee that in the two previous years, the Academic Planning and Budget committee has broken out into topic-specific subcommittees to address pressing issues. Committee members have noted that this system worked well as members were able to focus on
particular topics of interest. Furthermore, the committee as a whole was much more nimble in providing feedback to administration since the subcommittee included a small number of members.

To continue the structure, Chair Majumdar reviewed the potential topics and asked members to select their subcommittee of choice. Members formed the following list.

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<th>Subcommittees</th>
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<td>Administrative Initiatives</td>
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**IT Security Presentation**

Chief Information Officer Joe Bengfort provided a report on the status of IT security and what the campus leadership plans to do to address gaps in security. CIO Bengfort reported on the following issues:

- **Background and Context:** UCSF recently commissioned an assessment of its information security risk. The findings from the report indicated that UCSF’s risk level is high and that there are significant vulnerabilities throughout the organization. For example, in a recent evaluation of access points to UCSF, the university found that in a five-day period, there were over a hundred thousand attempts to access open ports into the UCSF system. Out of all the access attempts, it was deemed that over 75 percent were malicious. It was also found that 90 percent of the connection attempts were coming from China. To address the situation, a Data Security Compliance Program is being developed.

- **Federal HIPPA Breach Data:** When it comes to data leaks, UCSF is ranked second nationally in reported data breaches. With federal enforcement activities increasing over the past decade, there is a good chance UCSF could be hit with a fine.

- **Overall Campus Compliance:** While most of the campus is compliant, there is a lot of work to be done.

- **What is the Driving the Risk Profile:** Some of the main issues that are driving such a high risk profile include: variable work practices across control points; no IT security compliance oversight to drive progress across the control points; lack of security-related procedures and practices; lack of technical controls; an IT funding system that requires that individual departments make decisions about investing in security controls; and the widespread use of personally owned devices for UCSF work.

- **Data Security Compliance Program:** The DSCP is an IT risk management program designed to secure UCSF’s sensitive data. The goal of the program is foster collaboration between UCSF IT and the school control points and departments.

- **Changes to Expect:** CIO Bengfort informed the group that changes should be expected. All organizations should adhere to standards of operation to improve security. These include more regulations on granting access to data, physical security of equipment, and consistent patching of management systems. There should also be technical controls such as enforcement of encryption on all computers. CIO Bengfort noted that one of the hot topics is the recommendation that UCSF require periodic password changes.

- **Actions Taken to Date:** Some of the changes that have already taken place include, a new IT security policy mandating encryption; mandatory annual online training and security; process for firewall security tightening; and the Data Security Compliance Program.
• **Next Steps:** The next steps to increase security include a plan resource the encryption rollout of the campus; identify and training control points DSCP champions; present at chairs committees, present quarterly updates to the IT Governance committee; and visit constituent groups.

**Campus Planning Report**
Associate Vice Chancellor of Campus Planning Lori Yamauchi was asked to respond to several questions regarding the new space management system, a rumored charge of Mission Hall space, and plans for the Clinical Sciences Building construction in relation to School of Nursing community. AVC Yamauchi provided answers to the questions and she reported on several additional items.

• **New Space Management System:** In June, it was reported to the Academic Senate’s Coordinating Committee that a new campus space system was being developed to in order to account for the use of all space on campus. Since the initial presentation, APB members had questions on how faculty would be involved and whether the space system steering committee would be making decisions. AVC Yamauchi informed the committee that the development of a new space system does not include the establishment of a new space governance structure. Rather, a space system is being developed solely for the tracking of space and reporting to the control points who are the ones whole ultimately control space. What she is looking for is senate involvement in the development of the space system. AVC Yamauchi informed the group that she is looking for Senate participation in the development of the new system, and assistance with the dissemination of the information to other committees and faculty.

• **CSB/UCH Update:** The School of Nursing faculty and administration recently expressed a considerable amount of concern about the plans for the retrofit and remodel of the Clinical Sciences Building. These concerns where voiced to campus architect Michael Bade and changes were made to address the concerns of the Nursing faculty.

• **Charge for the Use of Space at Mission Hall:** Chair Sharmila Majumdar and former Chair David Teitel were recently informed of rumors that there could be charges for space at Mission Hall. These changes would be associated with a possible plan to charge the Medical Center for use of the campus space. AVC Yamauchi informed the group that she investigated the issue and found that there are no such plans.

• **Mission Hall Occupancy Study:** AVC Yamauchi informed the group that Michael Bade is currently working with the research consultant on the occupancy study. She noted that the results of the study should be very helpful in informing how space will be organized in the new Mission Bay block buildings. APB members asked for a report on the preliminary occupancy study results when available.

• **LRDP:** UCSF is currently in the community feedback stages of the LRDP report. Once the community input stage is over the plan is to take the report to the regents in November for approval. The overall plan is to downsizing on the Parnassus campus and focus on development at Mission Bay.

• **Laurel Heights:** UCSF signed a 99-year lease with developers for the technical sale of the Laurel Heights campus. The paperwork for this deal should be finalized by the end of the year.

• **Clinical Sciences Building:** The plan is to start the construction process next June. The construction process will take an estimated two years, with everything complete in 2017.

**Old Business**
None

**New Business**
None

Chair Majumdar adjourned the meeting at 3:07 p.m.

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