

## **Committee on Academic Planning & Budget**

**Chad Christine, MD, Chair**

### **DRAFT MINUTES**

**Tuesday, March 22, 2016**

**PRESENT:** Chad Christine (Chair), Russ Pieper (Vice Chair), Michelle Arkin, Janine Cataldo, Michael Clune, Hannah Glass, Sally Marshall, Sean Mong, Norm Oppenheimer, Paul Volberding, Meg Wallhagen, Lori Yamauchi

**ABSENT:** Jennifer Arnett, Joe Bengfort, Howard Fields, Stefan Habelitz, Mike McMaster, Howard Pinderhughes, Elliot Seeley

**GUESTS:** None

The Committee on Academic Planning and Budget (APB) was called to order by Chair Chad Christine on March 22, 2016 at 1:00 p.m. in room MH-2110. A quorum was present.

#### **Approval of the January Minutes**

Committee members reviewed and approved of the January minutes.

#### **Chair's Report**

Chair Christine reported on the following item:

- **University Development:** Chair Christine informed the APB committee that Michelle Arkin has been brainstorming with the Development subcommittee on ways to raise the level of support for faculty. She is interested in taking ideas forward to the Academic Senate's Coordinating Committee for support. Chair Christine and the committee members offered their support for any proposals. Member Arkin informed the committee that since her last report, the university development department has been working on several ideas, including exploring whether or not to do campaign. She believes there will be more information soon.
- **Information Technology Issues:** Several APB members noted that recently there have been several IT issues in the clinic. Examples included UCSF Health's APEX not working for several hours and the School of Dentistry's Axium service not working for a day. Without patient record information systems online, clinical work becomes extremely difficult. Members noted that these recent issues should be addressed at the upcoming IT subcommittee meeting on March 24.

#### **UCPB Report**

UCPB representative Russ Pieper reported on the following items:

- **Proposed New UCRP Tier:** The last meeting of the UCPB committee was on March 1. During the meeting committee members reviewed the campus responses to the Retirement Task Force recommendations. UCPB then submitted all of their feedback to the President to be considered. On March 15, President Napolitano released her proposed plan for a new tier. In the proposal, she decided to split benefits between faculty and staff and make changes to the percentage supplemental matching funds above the PEPRA cap of \$117,000. The UC Regents will consider the President's proposal in a couple of days at the March Regents meeting. Barring any major developments, the proposal is expected to be approved and effective by July 1, 2016.
- **UC Berkeley Financial Situation:** UC Berkeley Chancellor Nicholas Dirks broadly released a statement that the campus will have a projected deficit of \$150 million in next two years. To address the situation, the campus will be making a series of reforms to streamline business processes. Details on reforms and budget cuts have not been released.

## **Campus Planning Report**

Associate Vice Chancellor of Campus Planning Lori Yamauchi reported on the following items:

- Open Plan Workspace Governance Task Force Report
  - In late January 2016, the Open Plan Workspace Governance Task Force released their report - <http://space.ucsf.edu/open-plan-workspace-task-force>.
  - Governance
    - To establish an effective governance structure, the task force recommended the following:
      - Local functional units should be created and be responsible for decision making
      - Space administrative block committees should be created and responsible for oversight and adjudication
      - A building-wide governance committee should be created and responsible for oversight and adjudication
    - Building use protocols and procedures
    - Zoning should be performed based on activity types or programmatic adjacencies
    - There should be management of the expansion and contraction of programs
    - Governance in alignment with UCSF and School space principles and policies
  - Workstations
    - Local management of assignment of office, workstations and support spaces
    - Campus planners should regularly evaluate assignments based on occupant utilization. APB committee members asked what is a buildings average occupancy percentage? AVC Yamauchi informed the group that data on such a metric is not available. However, the campus has the goal of a 40% occupancy utilization rate for Mission Hall.
    - Private offices can be incorporated into the design
      - Based on the recommendations of a joint faculty-administration committee that was charged to come up with solution to allocating space in a hybrid office format, private office space will be determined locally within policy guidelines and based upon functional utility
      - The offices can be single or shared
    - Ratios and placement of support spaces to workstations/offices
      - It is recommended that in the future, workspaces should include fewer Focus/Huddle Rooms than designed in Mission Hall.
  - Environmental Features
    - Ergonomics
    - Privacy
    - Way-finding
    - Features of focus/huddle rooms and breakout spaces
    - Signage and displays
    - Acoustics and sound transmission
    - Flexibility
  - Technology
    - Enhanced and ongoing training for all technology
    - Classrooms
      - Install high quality microphone and video conferencing equipment
    - Conference Rooms
      - Enable multi-site, multidisciplinary videoconferencing with ceiling microphones which support remote and local communications
    - Focus and Huddle Rooms
      - Equip with desktop computers
    - Copy rooms and shared spaces
      - Study printing demand for shared copiers to determine printer count

- Workstations
      - Disable speaker phones and provide headsets for occupants
  - Conclusions and Recommendations
    - Open Plan Workspace environments should be carefully designed and executed to meet the principles and criteria recommended by the task force.
    - Open Plan environments should include private offices
    - The assignment of private offices will be based on functional needs for a private environment.
    - A formal governance structure for planning and operating the open plan environment should be established.
    - Building-wide protocols and policies should be developed.
    - Establish a formal governance structure and communications program as soon as possible for Mission Hall.
    - The Task Force recommends immediate action be taken to plan and implement improvements and enhancements to Mission Hall.
    - Budget for programming already approved by university leadership
    - Programming work to begin after acceptance of Task Force recommendations
    - Pursue multi-layered strategy where rapid improvements are implemented while major capital improvements are designed, approved, and constructed
- Parnassus
  - Clinical Science Building
    - Occupants (Initial): (~500 occupants, excluding classroom occupants)
    - Educational space and Admissions Offices for Schools of Medicine/Pharmacy
    - School of Medicine departments such as Medicine (including Hospital Medicine, Gastroenterology, Nephrology, Cardiology, Rheumatology), Neurology, Surgery, Anesthesia, Emergency Medicine, Neurosurgery and Dean's office Medical Education
      - Including clinical faculty needed to staff clinical program growth in backfill of Moffitt/Long/ACC space vacated by moves to Mission Bay Medical Center
    - Clinical Pharmacy department in School of Pharmacy
    - School of Dentistry departments such as Orofacial Science, Cell & Tissue Biology, Oral & Maxillofacial Surgery
    - School of Nursing Dean's office
    - Research Management Services (under the Executive Vice Chancellor/Provost)
    - Facilities Services/Capital Programs
    - Other programs now at Laurel Heights have requested space at Parnassus; until space is identified, they are planned for inclusion in the Mission Bay Block 33 building
    - Closed for construction through mid-2018
  - UC Hall Retrofit and Renovation
    - Mid-2018 through early 2020 construction
    - Budget/design approval by Regents anticipated in 2016
    - Occupants of desktop space/offices to be determined (~150 – 200 seats) – will include workspace for clinical faculty needed to staff clinical program growth at Parnassus
    - Initial Façade Stabilization and minor renovations project to accommodate temporary occupancy of CSB desktop programs while CSB is being renovated
- Mission Bay
  - Mission Hall Improvements
    - Local Functional Units and Space Administrative Block Committees are being formed

- Identify Rapid Improvements (non-construction), develop cost proposals and priorities for users, bring forward for approval/funding (Rapid Improvement Fund formed)
  - Plan, design and implement Rapid Improvements (April – June 2016)
  - Programming: Meet with Space Administrative Block Committees, identify prioritized capital improvements (which involve construction) (~6 months)
  - Evaluate costs and funding (~3 months)
  - Implementation of capital improvements (9-12+ months, depending on project plan)
  - Committee members thanked AVC Yamauchi for the listed timelines
- Mission Bay East Campus Phase 1 (Block 33)
  - 340,000 GSF building – 6-story base and 5-story tower above base
  - Programming Committee and Working Groups met October through March  
Academic Senate representative to Programming Committee is Charles McCulloch
  - Selection of design and build team by fall 2016
  - Budget and Design approval anticipated in early 2017
  - 2017 – 2019 construction
  - Clinics, Dry Research, Instructional, Administration space
  - Vision Neurosciences for Ophthalmology and Proctor Foundation (clinics, dry research, admin)
  - School of Medicine programs including Institute for Computational Health Sciences, Institute for Health Policy Studies, Arthritis Research, Geriatrics, Medical Effectiveness Research, Anthropology History & Social Medicine, School of Medicine Dean's Office Finance, Radiology, Department of Medicine, OBGYN, Anesthesia
  - School of Pharmacy programs including Drug Development, Dean's Office
  - School of Nursing programs including Social & Behavioral Sciences and Institute for Health & Aging
  - School of Dentistry programs, such as Center for Health Professions, Preventative and Restorative Dentistry
  - Campus administrative units such as Ethics & Compliance, Research Management Services, Sponsored Research, Innovation/Technology/Alliances, University Relations, Diversity & Outreach), and University Development and Alumni Relations.
- Precision Cancer Medicine Building
  - 170,000 GSF building
  - Southwest corner of 16<sup>th</sup> and 3<sup>rd</sup> Streets – currently surface parking
  - 2017 - 2018 construction
  - Cancer Outpatient Care including clinics, infusion and support services for adult solid tumor cancer treatment  
Consolidation of cancer programs now at Mount Zion and Mission Bay (Gateway Building) and Growth of outpatient cancer programs
- Mission Bay Neurosciences Building (Block 23A)
  - 270,000 GSF building – six story building
  - Northeast corner of 4<sup>th</sup> Street and Campus Way – currently surface parking lot
  - Discussion Item presented to Regents at January/February meetings; Preliminary Plan funding approval requested at March Regents meeting
  - Programming Committee and Working Groups to be formed  
Academic Senate representative to be named
  - Clinics/Imaging, Wet/Dry Research, Vivarium space
  - Neurosciences Institute, with a translational focus on neurodegeneration; behavior, emotion and cognition; and nervous system repair.

- Space for Neurology, Psychiatry, Neurosurgery, the Institute for Neurodegenerative Diseases (IND) and basic neurosciences
  - Clinical/imaging space for existing neurology outpatient clinics moving from Parnassus
  - Vivarium space for vivarium now located at Hunters Point and to support vivarium needs for proposed researchers in building
  - Campus Planning Office is currently looking for an Academic Senate member to serve on the planning committee.
- Child Teen Family Center/Psychiatry Building
    - 140,000 GSF building with parking
    - Southwest corner of 18<sup>th</sup> and 3<sup>rd</sup> Streets – currently 3-story building and surface parking (site to be donated to UCSF)
    - Programming Committee has met  
Academic Senate representative to Programming Committee is Descartes Li
    - Project approvals anticipated in late-2016/early-2017
    - 2017 – 2019 construction (to be developed by private developer)
    - Clinics, Dry Research, Instructional and Administration Space for Department of Psychiatry
    - School of Medicine programs now in LPPI buildings at Parnassus
  - Research Building at Zuckerberg San Francisco General Hospital
    - 175,000 GSF building – 3-story base plus 2-stories above
    - Northwest corner of 23<sup>rd</sup> & Vermont Streets – currently surface parking lot (B/C lot)  
Owned by City and County of San Francisco, UCSF to lease site and own building
    - Programming Committee has met  
Academic Senate representative to Programming Committee is Fran Aweeka
    - Ground Lease approval and Budget and Design approval anticipated in mid to late 2016
    - 2017 – 2019 construction
    - Wet and Dry Research, Instructional, Administration Space
    - School of Medicine programs now at SFGH
    - School of Medicine programs at Laurel Heights and in leased space
  - Minnesota/18<sup>th</sup> Street
    - Acquisition of two parcels (566/590 and 600 Minnesota Street)
    - Northwest and Southwest corners of 18<sup>th</sup> and Minnesota Streets – currently warehouses
    - Potential development of UCSF student/trainee housing  
Potential 550 housing units for 775 students and trainees, although site could support up to 630 housing units, depending on mix of unit types (e.g. efficiencies, studios, 2 bedroom)
    - Project cost to be determined
    - Schedule to be determined – target date for completion in mid-2019

After the presentation APB members asked about future plans for student and faculty housing. AVC Yamauchi informed the group that UCSF has several projects in the works. Within a few years students will have access to housing in the Dogpatch neighborhood and at Parnassus. In the long-term, students and faculty will have the opportunity at housing through a partnership with UC Hastings. This project, slated to be downtown near the Hastings campus is projected to be available in 2022 to 2025.

### **IT Subcommittee Discussion**

In preparation for the March 24 It Subcommittee meeting, committee members discussed the issues that should be on the agenda. Along with strategic planning, members requested the committee address the following topics:

- Campus Security
- Speed of Data Access
- Reliability of Clinical Systems

**Old Business**

None

**New Business**

None

Chair Chad Christine adjourned the meeting at 3:00 p.m.

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