**MEETING SUMMARY**

Building Governance Committee Meeting

November 19, 2018

**Attendees:** Roberta Keller, Kristen Bibbins-Domingo, Collin Boyle, Yamauchi, Dan Lowenstein, Bruce Wintroub, Peggy Ghertner, Adrian Miu, Cristina Morrison, Luis Vite, Don Rudy, Forrest Lewis

**Absent:** Alan Ashworth, Hanmin Lee, Amy Murtha, Philip O’Brien

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| **Agenda** | * Summary of Current State and Decisions Made
* New Governance Structure (Adrian)
* Policy Enforcement Process (Adrian)
* Space Allocations & Assignment policies (Adrian)
* Reconfiguration (Lori)
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| **Current Construction Update** | * **Focus Room conversion to Offices**
	+ 241 Focus rooms to be converted into offices (65% of Focus rooms in MH)
	+ Office to workstation ratio (1:5); Focus room to workstation ratio (1: 11)
	+ 7th & 6th floor: Completed
	+ 4th & 3rd floor: ongoing; completed by 1st week of Dec
	+ 2nd floor: Begin Nov. 26and completion scheduled Dec. 15
	+ 5th floor: Begin Dec. 15th
* **Acoustics Improvements**
	+ Openwork space- ceiling and Focus room doors: improvements completed
	+ Town Center panels: final phase; started October 17th; completion estimate is end of November. Scope includes adding panels in Town Centers, including on ceilings.
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| **Recent Decisions** | * New Bldg Gov Cmte member & Space Manger
	+ Dr. Roberta Keller (4th & 5th Floor)
* Security Issue
	+ Given recent incidents of theft reported in the past, the Cmte has agreed to move forward toward changing the access.
	+ Currently, if you want to have access to multiple floors, the only option is to be given 24/7 access to the whole building. This will change.
	+ Plan- real estate team will work with UCPD, WeID, floor coordinators to create new “code” in the system that allows floor coordinators and managers to give business hour access to multiple floors or whole building without granting 24/7 access
		- Therefore, create new 24/7 access by floor. Will work with Floor Coordinators to provide renewed 24/7 access.
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| **Governance Structure** | * Space Governance Structure
	+ Building Governance committee delegate their authority regarding space data collection and local space assignment to Space Managers (in charge of set jurisdictions- floors)
* Space Managers
	+ Floor 2- Kirsten Bibbins-Domingo
	+ Floor 3- Colin Boyle
	+ Floor 4 & 5: Roberta Keller
	+ Floor 6 & 7: Alan Ashworth
* Space Manager: Authority and Responsibility
1. Identify adequate staff to regularly collect, update, and develop reports on local space assignment, occupancy, and utilization data
2. Utilize space assignment and utilization data to evaluate and settle requests for space within assigned Space Manager’s set jurisdiction--floor(s)
3. Actively manage space (assigning/reassigning as needed) within assigned floor(s) to meet campus and school utilization standards
4. Regularly attend Building Governance Committee meetings to report out their local space management decisions and/or seek guidance as needed
5. Work collectively with other building, school, and campus space managers to solve for evolving school/campus space needs
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| **Policy Enforcement** | * Shared space must remain open for floor participants
* The Space Manager (cc floor coordinator) must be 1st be notified 1st when focus rooms are being used by squatters/incorrectly. The Space manager will then communicate with squatter department’s leadership/representative.
* Ultimately the department leadership will work directly with “squatter” in removing and relocating person. This will allow the focus room to be accessible once again to the floor.
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| **Space Allocation & Assignments** | * Departments seeking space within Mission Hall will continue submitting requests via Archibus Space Request Form (SRF)
* Reiteration of principles/guidelines for dedicated space assignment to individual employees (faculty, staff):
	+ No dedicated space assigned elsewhere on the campus
	+ 40% of time spent at the assigned space

**Other Discussion points:** * Updated process for space request:
1. Department creates space request through Archibus
2. Routed to appropriate School or Campus-level entity
3. Initial vetting completed, if approved a the school or Campus level, request is routed to the appropriate Space Manager
4. Space Manager vets request (with additional analysis if needed). If approved, space for the request is found on the Space Manager’s floor(s). If the request is approved but space is not available on the Space Manager’s floor(s), then the request is referred to the committee.
5. Two routes
	* Space found: MOU created and signed. Requesting group moves in.
	* Space Not Found: The committee may refer requester to their appropriate Dean’s Office for other possible options.
* Similar to space policy if a space is vacant for XX period of time, it reverts back to the building to be evaluated. Building committee should be part of the decision making on who gets access to spaces at MH.
* Quarterly meetings for building committee to review current needs and plan for future needs. With many activities taking place between now and January 2020, it will be helpful to have something on the calendar.
* Department should be able to accommodate growth within their own space footprint. The analysis of current need and use with requested growth. This information then goes to the building committee. Space request form is in Archibus. Need to support people using the process through Archibus.
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| **Reconfiguration** | * Current building workstation total: **1440**
	+ Total # of new Offices created with Focus room conversion: **241**
* New Total of available work space in MH: **1681**
* **Spring 2019-** Cancer Center will be moving folks from Mount Zion to Mission Hall with opening ofPrecision Cancer Medicine Building (PCMB). This NEW Cancer Center folks entering into Mission Hall will be placed on the 4th and the floors with the help of the addition of new offices converted. RMS & Memory and Aging will move prior ton Spring out of 6th floor onto 4th floor to make room for Cancer Center.
* **Jan 2020-:Phase 1-** Ob/Gyn, WHCRC, RMS & ICHS will move to Block 33 (Center for Vision Neuroscience)
* **Jan 2020: Phase 2-** Cancer Center on 4th floor will do a final relocation to 6 and 7th floors

**Next important step:** Adrian/Luis/Cristina will start coordinating with floors 4, 5, & 6’s reconfiguration committees to start allocating new space (offices) to departments and reconfiguring floors to prepare for upcoming moves---move RMS & Memory and Aging (M&A) from 6th floor to 4/5; Cancer Center’s new folks move from MZ in Spring 2019 to MH; they will be given space on 6 & 4/5 floors. |
| **ACTION ITEMS** | **For Building Committee members:*** Reiteration of principles/guidelines for dedicated space assignment to individual employees (faculty, staff):
	+ No dedicated space assigned elsewhere on the campus
	+ 40% of time spent at the assigned space
* Reiteration to groups/division leaders that any space requests must be first requested through Archibus.
* Circulate Alan Ashworth’s policy for space. Share policies across all floors within building committee membership

**For Real Estate Space Team:** * Circulate Alan Ashworth’s policy for space. Share policies across all floors within building committee membership
* Add Colin and Kirsten for space manager role on 2nd & 3rd floors
* Schedule meetings quarterly
* Follow-up with UCPD and WeID, and Floor coordinators to create new “code” in the system that allows floor coordinators and managers to give business hour access to multiple floors or whole building without granting 24/7 access.
* Prepare with Scheduling Reconfiguration Committee meetings.
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