

Mission Hall Building Governance Committee Meeting

Meeting Notes – 10/25/16

Focus	Details	Action
<b>Present</b>	Michael Bade, Donna Ferriero, Cara Fladd, Peggy Ghertner, Bob Hiatt, Dixie Horning, Hanmin Lee (on phone,) Phil O'Brien (on phone), Chuck Ryan (on phone), Bruce Wintroub, Lori Yamauchi	
<b>Absent</b>	Colin Boyle, Cristina Morrison, Mary Norton	
<b>Review guidelines for Block/Space reassignments</b>	<ul style="list-style-type: none"> <li>65% of <b>eligible</b> focus rooms can be repurposed</li> <li>Focus rooms are not eligible if they have pillars, windows or rooms deemed too small to serve as an office.</li> <li>Assignments are based on job function not status or rank.</li> <li>Space assignments are not permanent and can be reassigned.</li> <li>Distinction must be made between dedicated private space and space that is not dedicated. For example, an office can be shared by several people who work at MH less than 50%.</li> </ul> <p>People should not move into focus rooms before they are assigned and furnished, which will be <b>9-10 months</b>.</p> <p>CTSI requested that the focus rooms in their area not be assigned since they are heavily used. They are not requesting office space for their employees.</p> <p>Lori: Projecting that Cancer Center will need <b>274</b> spaces.</p>	
<b>Open plan task force recommendations and criteria for office assignments</b>	See pages 3 & 4	
<b>Office moves are neutral (no gained work stations when occupants move into offices)</b>	<p>All present agreed that minor changes to space assignments will be approved by Block Governance Committees. Requests for major changes to space assignments/reallocation will be made to the MHGC. MHGC should be aware of the amount of assigned space each block is holding.</p> <p>Chuck requested that the empty ABWs on his floor be reassigned to the Cancer Center.</p>	
<b>Review charge and responsibility</b>	Reviewed.	

<b>Capital Improvement updates</b>	<p>Michael Bade:</p> <p>4.3 million has been budgeted for specific capital improvements:</p> <ul style="list-style-type: none"> <li>• Refurnish focus rooms with ergonomic furniture</li> <li>• Reorient ABWs in high traffic areas</li> <li>• Install acoustical treatments in town centers</li> <li>• Provide quality AV equipment for focus and huddle rooms, bringing them up to a common standard</li> <li>• Install digital displays at the main entry point of each floor</li> </ul> <p>There are 374 focus rooms in MH and the architects have recommended there be a 1 to 11 open office to office ratio, which leaves approximately 243 focus rooms that could be repurposed as private offices.</p> <p>The budget for improvements doesn't include funding for construction of new rooms. Adding new rooms would result in less ABWs, and the construction would be quite disruptive to the work environment. Providing new furnishings and acoustical treatments is a way to significantly improve the environment.</p>	<b>Debra Roche will present the ergonomic furniture package at the next meeting.</b>
<b>Review September minutes and action items</b>	Reviewed.	
<b>Approve signage costs</b>	<p>The cost for signage will be approximately \$45,000. Paul Frank is working on the bid package to send to vendors.</p> <p>All approved using Rapid Improvement funds to pay for signage in MH.</p>	<b>Cara Fladd or Paul Franke will provide an update on signage at the next meeting.</b>
<b>Lactation Rooms</b>	<p>The cost to replace the automatic faucets in the three lactation rooms in MH with manual faucets will cost \$1800 (\$600/room).</p> <p>All approved using Rapid Improvement funds to pay for the manual faucets.</p>	
<b>HVAC &amp; Lighting</b>	<p><u>HVAC</u></p> <p>Individual thermostats control the temperature in conference rooms and narrow space zones around the perimeter of the building. The temperature outside the zones is controlled by a central air handler and cannot be altered in order to maintain the overall building temperature.</p>	<b>Cristina and Peggy will train building occupants on how to adjust thermostats and swirl vents and point them to the zone maps and video instructions.</b>

	<p><u>Lighting</u> Diffusers were installed on fixtures when the building opened. Light tubes can be angled up or removed, and lamps can be purchased if indirect lighting is desired.</p>	
<p><b>Distribution of remaining funds to blocks based on # of assignable work stations</b></p>	<ul style="list-style-type: none"> <li>Approximately \$50,000 will be used for signage and lactation room faucets.</li> <li>The Committee recommends that remaining funds be allocated to the floors based on the number of ABWs per floor.</li> <li>Lori: John DeAngelo put together a proposal for improvements to the classrooms.</li> </ul>	<p><b>Lori will send Peggy the proposal to share with MHGC.</b></p>
<p><b>Communications: Ask &amp; Learn Training Series</b></p>	<ul style="list-style-type: none"> <li>Cristina and Peggy will host the first Ask &amp; Learn session on Thursday, Oct. 27. This will give building occupants a chance to learn about the building governance structure and have their questions and requests addressed in person.</li> <li>Cristina and Peggy are developing a training series that will cover three main areas: how to use the building, office ergonomics and conference room technology.</li> </ul>	<p><b>Cristina and Peggy will add a 4<sup>th</sup> area of training that focuses on classroom technology.</b></p>
<p><b>Next meeting, Tuesday 11/29 from 1-2</b></p>		

## Open Plan Task Force Report

Pages 20-22

### *Creation/Placement of Private Offices*

a. A private office should be approximately 70-75 sq. ft. in size, configured in a functional floor plan, designed to ensure acoustic privacy and furnished with adjustable height desks, and with the necessary technology to meet the employee's needs. The furnishings within offices of this size will allow the occupant to have private meetings with up to 2 visitors, which is a reasonable standard given the need for efficiency in space design.

b. Placement and distribution of private offices should be considered carefully, depending on the functional requirements of the sub-blocks. Distribution of private offices does not have to be the same for all sub-blocks.

***The ratio of private offices to workstations in a building will vary, depending on the building and the local need. For example, the ratio of private offices to workstations in the renovation of Clinical Sciences Building will be 1:2.***

***Also, a building-wide ratio of private offices to workstations may be established, but its application to individual units or neighborhoods may vary. For example, a building-wide ratio could be 1:4, but an individual unit or neighborhood may not need any private offices while another unit may need 1 private office for every 3 workstations.***

### ***Assignment of Private Offices***

- a. Private offices and workstations should be assigned based on functional activity, not on position or rank.
- b. Private offices assignments are based on functional needs for a private environment, but they are not necessarily based on having a unique (or dedicated) environment. Therefore, private offices may be dedicated or unique to a single employee, or they may be shared by multiple employees who are assigned to offices.
- c. Qualifications for having a private office should include the following:
  - 1) The employee (faculty or staff) does not have workspaces elsewhere at UCSF,
  - 2) The employee spends a significant amount of time at their office (see below for interpretation of the term “significant”)
  - 3) The employee is involved in one or more of the following activities:
    - i. “Heads-down” or computer-oriented concentrated work continuously throughout the day
    - ii. On the phone continuously throughout the day
    - iii. In small group private meetings frequently throughout the day (1 – 2 people)
    - iv. In confidential conversations throughout the day at their desk (e.g. human resources, patient-oriented)
    - v. A job which involves high emotional and intellectual stress

If employees are **not** at their office a significant amount of time but their functional work requires private space per the criteria noted above, one possible solution is to share offices. For example, three clinicians whose work is complementary (for example, share coverage for a specific set of procedures), who spend 30% of their days at their desks and who need private offices for their functional work outside the clinical environment may be assigned to share two offices or space equivalent of two offices, or two people may share one office.

The definition of what constitutes a "significant" amount of time may vary from unit to unit and be influenced by the overall availability of private offices. However, as a general rule, "significant" use should result in an overall occupancy rate of private office space for a given unit being approximately 30- 40%. Please note that this initial metric is based on what the Task Force has appraised to be a reasonable goal, but it will be carefully re-evaluated on a regular basis as we learn more about space utilization in the open plan environment.

- d. Private offices should not be assigned to faculty or staff with a private office elsewhere in the UCSF footprint, or to Emeritus Faculty. No more than one private office shall be assigned to an individual faculty or staff.
- e. The need to conduct HIPAA-compliant or Human Resources compliant conversations on occasion does not merit a private office; these episodic conversations can take place in Focus or Huddle rooms. The open plan workspace design has been determined to be compatible with HIPAA-compliant behavior, which is a UCSF training requirement. In some cases, HIPAA-compliant behavior in open plan workstations with Focus or Huddle Rooms may require major behavioral change and inconvenience to faculty. Enclosed rooms should be designed so that building occupants (both those inside and outside of enclosed rooms) will not be able to distinguish specific words or conversations.