

## Mission Hall Building Governance Committee Meeting Minutes – 1/31/2017

- Location: Mission Hall 2107; 12pm – 1pm
- Attendees: Bruce Wintroub (phone), Dixie Horning, Chuck Ryan, Phil O'Brien, Bob Hiatt, Peggy Ghertner, Susan Rubin, Hanmin Lee (phone), Donna Ferriero, Forrest Lewis, Cristina Morrison, Don Rudy, Ed Kim, Gary Taylor, Cara Fladd, Diane Kay (phone)
- **Capital Improvements Update**
  - Focus Room Reprogramming:
    - **Scope:** \$4M budget includes: furniture systems for private office conversions, reorientation of some workstations, acoustical improvements and digital signage; Ratio – 65% conversion, 10 workstations to 1 focus room
      - Find out from Ed Kim when the 3D furniture renderings will be ready to schedule the next meetings; next meeting should be 1.5 hour with the subgroup + Block committee – Working Meeting; includes maps with the eligible focus rooms; Working sessions with the blocks; need to identify the sub-block leaders
    - Furniture mockups are important; Each block will have furniture mockups for occupants to try out; 6th floor has focus rooms available to house the mockups
    - **Idea:** A place on each block to have information about the capital improvements
    - Could take up to 1 year of work with planning, furniture order, and actually make the change
    - **Concerns:** if we have more density, some floors will not want focus rooms converted but there are future occupants – need to densify, growth; what if some floors don't want to convert?
      - Are the window-line focus rooms in play? General consensus is that this would create more problems
    - **Communications:** First Friday of every month – check in with Floors 2/3, Block C; Weekly update when things are occurring, and monthly when there is less activity; Town Hall – March 6<sup>th</sup> Ask & Learn, presentations at all-hands meetings, monthly newsletters, flyers in elevators, newsletters to sub-blocks
- Rapid Improvements Update
  - Signage sent to Facilities for bidding, estimated time to completion is 2-3 months
  - Temporary maps – large format maps for the floors until digital signage is installed
- Block A Proposal
  - Focus/huddle rooms to be exclusively available for department use, schedulable
  - Floors 4/5 do not do this, they have a full shared pool, all departments pay for a portion of all phones instead of specific phones
  - **Concern:** this is contrary to Open Plan model, ownership not good
  - Committee will consider it and continue to analyze this
- Available Art: 30 pieces not utilized in MB Hospital are available for use.
  - All have art but more could be useful

## ACTION ITEMS:

1. Schedule the next Building Governance meeting in May
2. Adrian/Forrest to contact Susan, Peggy, Phil, Chuck, and Dixie to work on scheduling the working groups that include sub-block leaders
3. Adrian to get art and distribute if art is still available