**Executive Summary – April 13, 2018**

**Topic: Mission Hall Renovations and Reconfiguration Update**

**Current Timeline: unchanged from previous executive summary dated 3/21/2018**

**Space Allocation and Building Governance Committee:**

* Building governance committee met on 4/10/2018; the new chair is Kirsten Bibbins-Domingo.
* Cancer Services, Children Services, Ob/Gyn, Epidemiology and campus leadership were all represented
* Reiteration of principles/guidelines for dedicated space assignment to individual employees (faculty, staff):
  1. No dedicated space assigned elsewhere on the campus
  2. 40% of time spent at the assigned space - If unable to meet this requirement, then faculty/staff can share workstations or use hoteling seats (this is the current Ob/Gyn solution)
* **Current issue: 165 workspaces unallocated/available, 256 spaces requested on floors 4 - 6**
  1. Option 1, having the Space Management Subcommittee hold the 165 unallocated seats until Mount Zion-based Cancer Services moves to Mission Bay in spring 2019, is preferred, but need to defer the decision until some of the action items below are completed
* To solve this issue, it was proposed that Cancer Center’s Alan Ashworth be the arbiter for space and private office assignment for Cancer Services, similar to the process currently used by Ob/Gyn except spanning multiple departments.
* **Action Items (with responsible party):**
  1. Determine who will be the space manager for Children Services. (Phil O’Brien/Hanmin Lee)
  2. Finalize a clear process where space issues are brought to the space manager: Alan Ashworth for Cancer Services, TBN for Children Services. Proposed process framework below. (Adrian Miu working with Alan Ashworth and Children’s Services manager)
  3. Get buy-in from the Department Chairs whose faculty and staff will be affected – requires training in open plan principles, informed on policy, understand the process, and be able to provide back-up to the space manager (Bruce Wintroub)
  4. Understand and vet the space requests from all Children Services groups (Adrian Miu working with Children’s Services departments’ space coordinators)
  5. Map allocated seats (private offices and workstations) to Children’s Services and Cancer Services on floors 4-6. (Adrian Miu working with Children’s and Cancer Services)
  6. Continue change management and communications efforts. (Adrian Miu, Cristina Morrison, change management)
* Proposed Process for space assignment to individual employees on floors 4, 5, and 6, after allocated seats have been assigned:
  1. Group submits space request to the appropriate space manager (Children or Cancer Services)
  2. Space manager reviews and may deny the request or recommend the request for approval by Space Management Subcommittee co-chairs or Building Governance Committee (?)
  3. If denied, the group may appeal (to Building Governance Committee? TBD)
  4. If recommended for approval, the Building Governance Committee will confirm and assign the space.
* Proposed Process for office assignment:
  1. Survey occupants on needs for private office
  2. Survey responses are scored for eligibility based on criteria set by the Open Plan Task Force
  3. All eligible responses are sent to space manager for review and approval
  4. Denied requests may appeal (to Building Governance Committee? TBD)

**Private Office Conversion:**

* April 13, 2018 - Final round of mockups scheduled to be installed at 6pm. These are prototypes for fitment only.
  + One week is reserved for viewing. Bruce W. and Michael B. to review and approve.
* April, 2018 to June, 2018 – Procurement/installation of furniture for 241 offices + balance of focus rooms.
  + Removal of the whiteboard in the rooms to provide more wall space.

**Acoustical Treatment at Town Centers:**

* Currently working with the contractor to resolve the budgetary impacts for the increased acoustical treatment scope of work based on the approved drawings and specifications.
  + Capital Programs to get final costs from contractor by Friday, 4/13/2018.
* At this time we are anticipating installation work beginning in April 2018 and being completed in June 2018. It will be done off hours to reduce the impact to building occupants.

**Staff Moves and Workstation Reconfiguration:**

* This is currently pending the decisions from the Mission Hall building governance committee.
* Once the decision on space allocation is made, Campus Planning to schedule meetings with the floor governance groups to create the new floor layouts.