

California State University, San Bernardino
Facilities Post-Pandemic Sub-Committee

Tuesday, October 12, 2021
4:00pm – 5:00pm

Attendees:

Jenny Sorenson
Juan Macias
Jenna Aguirre
Christina Hassija
Jack MacFarlane
Jesse Felix
John Griffin
Brandon Hernandez
Ginny Stewart-Hattar
Lorena Segovia
Alison Wade
Eric Chan
Chelsea Herman
Thomas Sekayan

1. Article Review – Do You Really Need All That Office Space?
 - <https://hbr.org/2021/07/do-you-really-need-all-that-office-space>
2. Impacts of Telecommuting on Physical Space
 - Can employees work opposite schedules/share work stations?
 - Look at quality vs. quantity of office spaces
 - Modular office with standing/sitting desk, desktop/laptop
 - Challenge: how to rotate people and allow flexibility while still serving campus customers.
 - Stages/Categories of remote workers: Some units could be fully remote; look at this space and possibly create transitory spaces. Some units need to be on campus 1-2 days/wk, so different space needs. Need to determine how often each unit needs to be on campus before creating plan.
 - Article was mostly corporate environment, so may not all apply to higher ed., especially since spread out across campus.

- Obstacle of “this is how we’ve always done it”, status symbol of bigger/nicer office, personalized office décor, etc.
- Different layouts/functions required for different departments
- If time on campus is supposed to be for connecting/meeting with people, would change weekly schedule (computer time at home, meetings on campus). Would need meeting spaces, group spaces, work spaces other than offices, etc.
- Jeanne Durr team creating telecommuting plan
- Work stations spread across campus and not centralized by team not as efficient as employees working in close proximity.
- Is there a perceived inequity when some employees are able to work from home and others aren’t?
- Academic Affairs retired/emeritus; would they be willing to share space? There are suites for multiple people w/available private space. CFA Agreement requires office for faculty.
- Work schedules beyond 8-5 to share space?
- Telecommuting team conduct survey to gauge employee interest/problems/etc.?

3. Managing Office Space

- Seat Booking software and other means to manage hybrid work areas
- Similar to EMS

4. Future meetings - As proposals come through, discuss impact on space