

**Memorandum of Understanding  
Among  
the School of Medicine, the School of Nursing,  
and the Graduate School of Management**

**GSM Sacramento Working Professional Program,  
UC Davis Sacramento Campus**

**Background:**

The Graduate School of Management (GSM), the School of Medicine (SOM), and the School of Nursing (SON) share an interest in relocating the GSM Sacramento Working Professional MBA Program to the UC Davis Sacramento Campus Education Building. The Schools recognize the mutual gain for students through programmatic collaboration and the benefit to the University from partnership and responsible sharing of resources.

This memorandum of understanding will commence March 1, 2010 for a period of five years.

**Administrative Space:**

The Graduate School of Management will be assigned Room 2203 and the adjacent storage room 2202 in the Education Building as the primary administrative office space for the WP program. The GSM will be permitted to include a refrigerator, two microwaves, water cooler, and small coffee station in the storage room. The GSM will be responsible for all costs associated with these additions to the room. The GSM will be permitted to use the copiers in copy room 2209 and will be recharged for all copies at the same rate per copy charged to the SOM and SON.

**Teaching and Meeting Space:**

GSM courses are held Monday – Thursday from 5:30pm to 9:30pm, and Saturday from 8:30am – 4:30pm, henceforth known as “GSM Program Hours.”

Scheduling of classrooms and meeting rooms will be coordinated through the existing reservation system. Specific classroom priority will be given to health sciences courses in the School of Medicine, FNP/PA and MPH programs, and the School of Nursing. During the GSM Program Hours, a guarantee of availability will be made for one lecture hall (room 2222), two 30-seat classrooms (rooms 2205 and 2206), two 12 and two 16 seat meeting rooms (rooms 2213, 2208, 2204, and 2207) and the North Foyer on the second floor wing of the Education building as depicted on the floor plan in Appendix I henceforth known as the “GSM Program Space.” The GSM will have the option to reserve the 60-person classroom (room 1204) on the first floor, but priority will be given to the SOM, FNP/PA and MPH programs, and the SON programs. If a course is scheduled in a classroom or meeting room, the GSM will retain the use of that particular classroom or meeting room during GSM Program Hours for the scheduled course time. Students will not be required to change rooms for the same course during the course of the academic quarter.

The GSM will be permitted usage of the lounge on the fourth floor including the refrigerator, microwave, and vending machines on a 24/7 basis.

The lease agreement is calculated based on GSM anticipated needs of one 60-seat, two 30-seat, two 16- seat, and two 12-seat classrooms, and periodic use of a lecture hall.

#### **Space Modification and Furniture:**

All costs for tenant improvements to the space, furniture and other start-up costs will be the responsibility of the GSM. All space and furniture modifications, start-up and ongoing, will be coordinated through UCDHS Facility Design and Construction via the SOM Dean's office.

#### **Utilization of Building Space Outside of the MOU Scope:**

Space outside of the scope of the MOU is defined as rooms used in the Education Building outside of the GSM Program Hours or GSM Program Space. The GSM will pay \$285 for each 4 hour block of time that one of the two lecture halls is reserved and \$85 for each 2 hour block of time for other rooms in the Education Building used outside of the GSM Program Hours or GSM Program Space. The GSM will pay for use of the 60-person classroom (room 1204) on an hourly basis only if it is used outside of the GSM Program Hours.

#### **Computer Lab:**

GSM students will have full access to the computer lab room on the southeast side of the second floor, room 2106, during GSM Program Hours. Students will also have access to the computer lab outside of GSM Program Hours when it is not otherwise scheduled via the reservation system.

#### **Building Access and Student Identification:**

GSM students will have access to the Education Building 24/7 via electronic card key. The students will be required to have Health System issued identification badges in accordance with Joint Commission requirements for a hospital campus. The cost for the badges for GSM students, faculty, and staff will be the GSM's responsibility. The GSM may customize their employees' and students' badges to identify the GSM program.

#### **Planning – Teaching and Event Space Coordination:**

A joint committee will be established with representatives from the GSM, SOM, and SON to review teaching and event space needs. The committee will meet monthly to coordinate future event scheduling between the three schools and resolve any space conflicts. While health sciences' needs will have priority, with the exception of the use of GSM Program Space during GSM Program Hours, all decisions will be made in partnership among the three schools. Conflicts that are identified and that cannot be resolved adequately through the committee structure will be referred to the Assistant Deans in each school to resolve.

**Audio / Visual / IT:**

The GSM employees a staff member to support classroom AV and IT needs. Training, building AV protocol, and support for issue resolution will be provided by the IET staff on contract within the SOM.

The GSM will include \$17,000 annually for AV related costs per Appendix II.

**Signage:**

Exterior signage will be consistent in identifying the "Education Building". Interior signage will be mutually agreed upon for the GSM, and model that for the SON. The GSM will be permitted to augment or add exterior signage and add interior signage to identify GSM Program Space in a manner agreed upon by the Deans of the SOM, SON, and GSM to ensure way-finding and school identity. The GSM, SON, and SOM will agree on signage to brand the fourth floor lounge as an "Interprofessional Lounge" for access by GSM, SON, and SOM students. The SOM controls the designation of this space and there remains the possibility that this space will be re-designated for another purpose within the five-year term of this MOU.

**Parking:**

GSM students, staff, and faculty have a variety of parking options that are described in detail at <http://www.ucdmc.ucdavis.edu/parking/>. Lot 17 is the closest available lot to the Education Building, however lots 14 and 16 are also accessible. "B" permits (analogous to a Davis campus "A" permit) and Temporary "B" permits are available through Parking Services on the Sacramento campus.

**Operating Expenses:**

Operating expenses for phones, fax lines, copier use, card keys, badges, and other like expenses will be the direct responsibility of the GSM.

**Security:**

Security on the Sacramento Campus is provided by the UC Davis Police Department located onsite. The GSM and SOM will work together to with UCD PD to ensure student, staff, and faculty safety on the Sacramento campus at night.

**Café:**

The current operating hours for the Scrubs Café are Monday – Friday 7:00am – 5:00pm. The GSM has an interest in expanding hours of operation to 6:00pm (Monday – Thursday). This option will be explored by both the GSM and the SOM. Any incremental cost not anticipated to be covered by new revenue for expanded hours will need to be covered by the GSM if the GSM concludes that the additional cost is worth the expanded hours of service.

**GSM MBA Program Slots for Health System Staff and Faculty:**

The GSM agrees to create two slots annually in the Working Professional MBA program in Sacramento specifically designated for Health System staff or faculty. The fee per course will be discounted to the Health System students to \$750 per course or \$250 per unit (\$18,000 for the MBA degree.) The difference between the approved course fee for the year the student enrolls in the program and the \$750 per course (\$250 per unit) cost for Health System students will be paid through a scholarship fund. This amount paid through the scholarship fund is a taxable benefit to the student. The student is responsible for determining and paying any tax liability that may result from this benefit.

The GSM and the SOM will create an admissions and selection process for these slots consistent with the existing admissions standards established for the program. This program will commence Fall 2010. If the admission committee determines that there are not two qualified candidates in a given year, the slots will not carry forward to the following year.

**Payment Terms and Mechanism:**

Payments will be made in accordance with Appendix III on a monthly basis by the GSM by the 1<sup>st</sup> of the month. Payment will be \$11,843.98 per month commencing March 1, 2010.

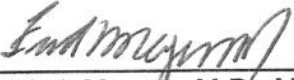
**Conflict Resolution:**

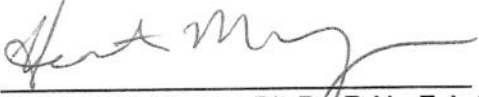
Any issues or conflicts that are unable to be resolved locally will be referred to the Assistant Deans of the GSM, SOM, and SON for resolution or elevation to the Deans of each School.

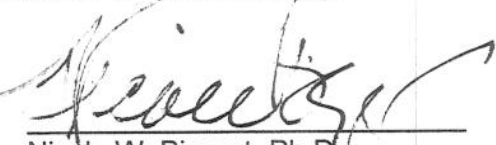
**Termination:**


Either party may terminate this agreement with one year advance written notice, to be effective at the end of the subsequent Spring academic quarter.

I agree with the terms outlined in this Memorandum of Understanding.

  
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Frederick J. Meyers, M.D., M.A.C.P.  
Executive Associate Dean  
School of Medicine

  
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Heather M. Young, Ph.D., R.N., F.A.A.N.  
Associate Vice Chancellor, Nursing  
Dean, School of Nursing

  
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Nicole W. Biggart, Ph.D.  
Dean, Graduate School of Management

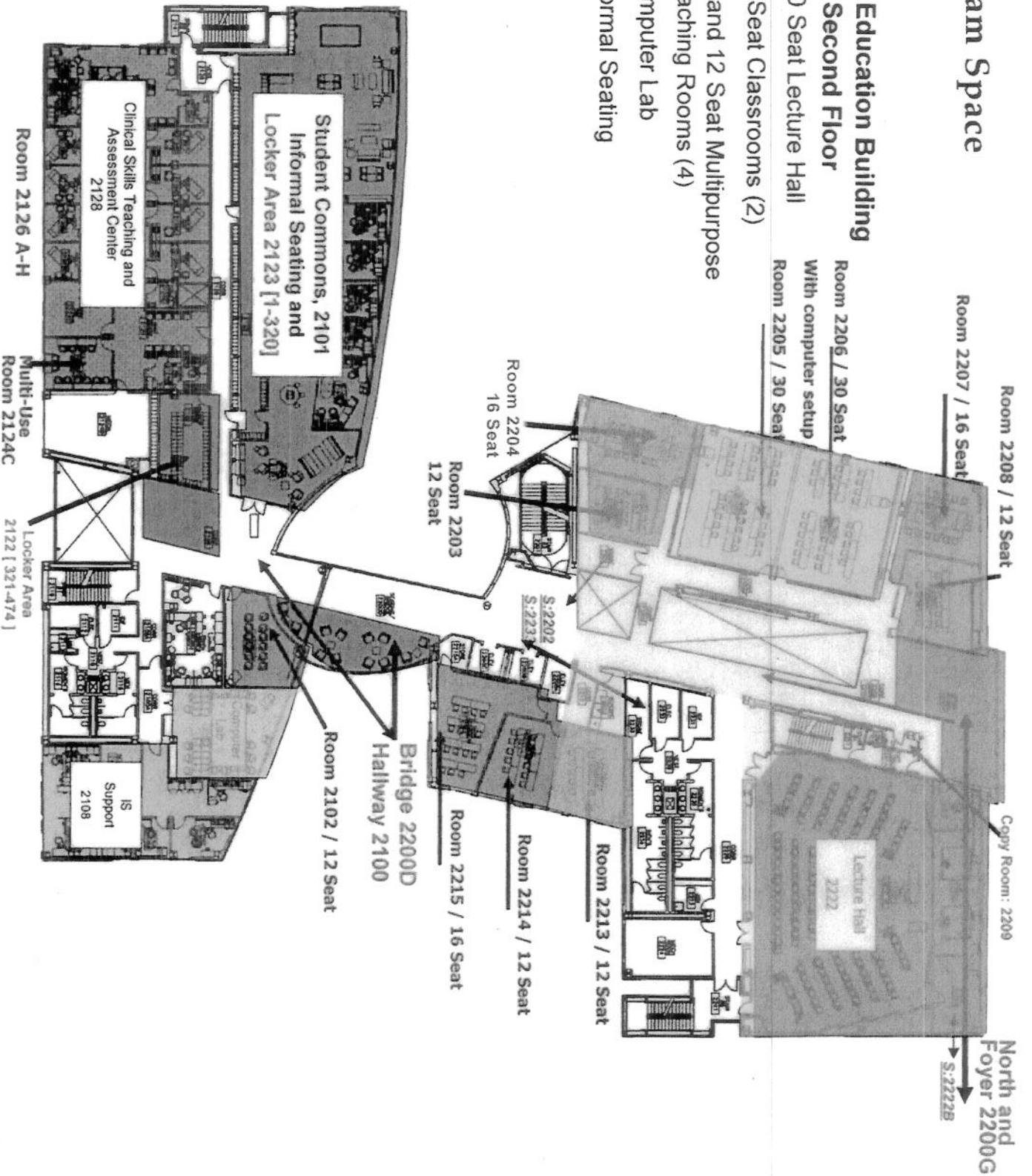
  
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Claire Pomeroy, M.D., M.B.A.  
Vice Chancellor, Human Health Sciences  
Dean, School of Medicine

# GSM Program Space

## Education Building

### Second Floor

- 150 Seat Lecture Hall
- 30 Seat Classrooms (2)
- 16 and 12 Seat Multipurpose Teaching Rooms (4)
- Computer Lab
- Informal Seating



**GSM Program Space in the Education Building**  
**Appendix II: AV/IT Costs**

AV/IT Component	Annual Cost	Proposed 50% of Annual Cost
AV equipment replacement	\$24,000	\$12,000
Computer Lab equipment replacement	\$2,500	\$1,250
Data Line	\$3,600	\$1,800
Wireless System	\$2,000	\$1,000
Labor	\$1,800	\$900
<b>Total</b>		<b>\$16,950</b>

**Graduate School of Management**  
 Square footage and Projected Income Estimate  
 Education Building, # 33

Room	Use	Room ASF	Bldg ASF	Bldg GSF	GSM GSF	Per Sq Ft	Rent	Operating Expenses
1204	Classroom (60)	1,608	77,223	128,678	2,679	\$ 1.00	\$ 2,679.44	\$ -
2202	Storage	259	77,223	128,678	432	\$ 2.50	\$ 1,078.94	\$ -
2203	Office	327	77,223	128,678	545	\$ 2.50	\$ 1,362.21	\$ -
2205	Classroom (30)	945	77,223	128,678	1,575	\$ 1.00	\$ 1,574.67	\$ -
2206	Classroom (30)	920	77,223	128,678	1,533	\$ 1.00	\$ 1,533.01	\$ -
2222	Lecture hall (150)	3,197	77,223	128,678	5,327	\$ 0.10	\$ 532.72	\$ -
xxxx	Study, Meeting, Small Conference, Lab Areas	1,000	77,223	128,678	1,666	\$ 1.00	\$ 1,666.32	\$ -
Square Footage Totals		8,256			13,757			
Monthly Totals							\$ 10,427.31	\$ -
<b>Per 07/08 Direct Cost Agreement</b>								
Utility Costs			Annual	Monthly	Totals			
Janitorial Cost			\$ 577,837	\$ 0.37	Annual rent		\$ -	\$ 125,127.74
Maintenance Cost			\$ 365,053	\$ 0.24	Annual Operating (Included in Rent)		\$ -	\$ -
			\$ 8,909	\$ 0.01	Annual AVV		\$ -	\$ 17,000.00
Monthly Operating Costs per GSF			\$ 0.62		Annual Income		\$ -	\$ 142,127.74