

UC Davis Retiree Center Proposal for Permanent Space

The UC Davis Retiree Center serves as the official link between retired employees and the university, serving over 7,300 retirees from the UC Davis and UC Davis Health System campuses. The Center's primary mission is to help retirees stay connected to the campus, and our mission is accomplished through the following means:

- Planning social and educational programs for retirees
- Supporting the work of the Emeriti and Retirees' Associations
- Connecting retirees with campus volunteer opportunities
- Providing information and referrals to retirees
- Assisting with pre-retirement planning for current employees

In these difficult financial times, it is advantageous to serve the needs of retirees, as the investment will be repaid many times over. Many retirees continue their service to the university, and the university benefits profoundly from their collective knowledge and experience. Across both the Davis and health system campuses, retired faculty and staff can be found volunteering, serving on committees, supporting graduate students, conducting research, teaching classes, mentoring students, and assisting with projects in their departments. Additionally, even though fundraising is not a mission of the Retiree Center, we facilitate continuing relationships that can enhance the university's development efforts. During the past 5 years Retiree and Emeriti contributions to the campus have exceeded 8 million dollars. We need this valuable resource now more than ever.

The Retiree Center was founded in 2006, and has been housed in temporary offices since its inception. The offices provide adequate space for the Center's two staff people, but do not meet any of the Center's other program and activity needs. As envisioned, the Retiree Center will become a hub of activity for retirees and pre-retirees preparing for retirement, providing them with opportunities to socialize and network, access resources and request referrals for services, continue their lifelong learning, and contribute to the university's mission. In order for this vision to become a reality, the Center must move to a permanent home with adequate administrative as well as program and activity space.

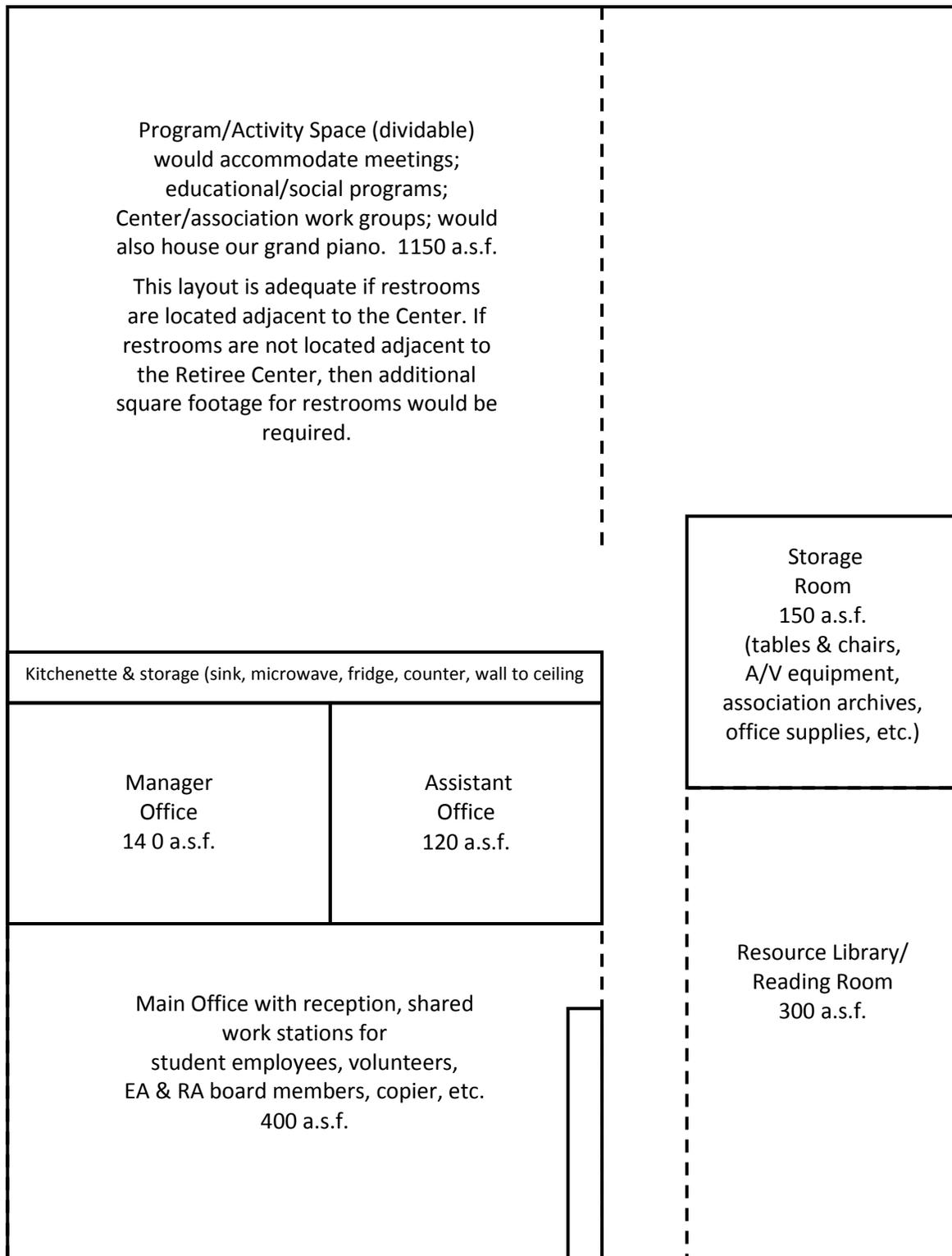
Since the Center's early planning stages, the campus' intention was to create a permanent Retiree Center in the new Conference and Events Center adjacent to the Graduate School of Management. However, as that building was scaled down due to budget cuts, the Center's assigned space was reduced in scope to the point that the available space no longer met the needs of retirees. As a result, we are still seeking an appropriate location.

Highest priority needs:

- **Accessibility**—it is imperative that the Center be housed in an accessible and easy-to-find location, preferably in a stand-alone building. If a stand-alone building is not available, then the center should be located in a visible location, near the entrance of the building and on the first floor. Convenient and readily available parking is essential. While many retirees are still very active, many others face mobility impairments that limit their ability to walk long distances and negotiate upper floors and long corridors, even with elevators.

- **Office/administrative space** 660 assignable square feet (a.s.f.)—the Center requires two individual offices as well as a main office with shared work space for student employees, volunteers, and association board members; and a reception area.
- **Resource Library/Reading Room** 300 a.s.f.—one of the Center’s most vital roles is providing information and referrals to retirees. In this area, we would display brochures, books, periodicals and information from local agencies that would be of interest to retirees and employees planning for retirement.
- **Program/activity and meeting space** 1,150 a.s.f.—Ideally, this would be one room that could be divided into two smaller rooms for flexibility. Preferably, the room would include ample storage cabinets and a kitchenette with counter space, and a sink, microwave and refrigerator to allow for food/beverage service. This space would accommodate:
 1. **Educational workshops**—The Center could consolidate the Benefits Office’s retirement preparation classes, the Health Care Facilitator classes, and the Fidelity financial classes. Currently, these classes are held at various locations around campus, and often the parking is not convenient. We could also accommodate the association’s monthly noon talks, which currently have to be held off-campus due to lack of appropriate space. In addition, we could start offering additional educational workshops and forums, which retirees have been requesting. We can’t accommodate this need currently due to lack of appropriate space with convenient parking.
 2. **Social programs**—Even though the activity space we are requesting would not be large enough for the Center’s major annual events, it would accommodate smaller receptions, luncheons, and other social gatherings, which are an important Center function.
 3. **Interest and support groups**—Retirees have expressed interest in forming groups such as book clubs, discussion groups, and support groups, and they would like to hold these group meetings at the Retiree Center. Some groups already meet informally, but they hold their meetings in off-campus locations.
 4. **Committee/work group meetings**—More than 25 groups currently meet on a regular basis, including the Retiree Center Advisory Committee and other Center work groups and committees, plus the Emeriti and Retirees’ Association boards and committees. These groups have great difficulty finding appropriate meeting space, and often have to meet at restaurants or in people’s homes.
 5. **Group work space**—When it is not scheduled for meetings and classes, this space could be used for work groups who might be preparing large mailings, conducting membership drives or preparing for events.
- **Storage space** 150 a.s.f.—The Center is overflowing with event and office supplies as well as archives for both associations. We are currently storing items in the basement of Mrak Hall, as well as in two colleague’s offices in Everson Hall. Due to lack of storage space, some association archives are being stored at officers’ homes. Additionally, the Center recently inherited a variety of event and meeting furniture, equipment and supplies from the University Club, which we are temporarily storing in a storage room at the club. The Music Department is storing our grand piano. We are faced with paying for storage space for many of these items until we can secure a permanent location.
- **Restrooms**-The Center must have either dedicated restrooms or shared restrooms adjacent to our space.

The Center is requesting approximately 2,260 a.s.f to meet the needs for office, administrative, meeting, resource library/reading room, program/activity and storage space. Outlined below is a potential layout for the Center that includes 1,110 a.s.f. for office, meeting, and resource library uses and another 1,150 a.s.f. of dedicated program/activity space. This is modeled after the new Retiree Center at UC San Diego, and is our preferred model. If we cannot secure a dedicated activity room, then we need to have access to adjacent activity space that has convenient parking and is readily available for all of our varied uses. The large activity room below is approximately the same size as the community room at the International House, where the Center currently holds the association's noon talks. This layout does not include restrooms, so additional square footage would be required for restrooms if the Center is housed in a stand-alone building. This space allows for a bit of future growth, but depending upon future demands, it would be ideal if the Center were in a location that could allow for future expansion.



University Retiree Centers in California-Space Comparison

The Retiree Center staff conducted a comparison of other university retirement centers in California, including four other UC campuses and the University of Southern California. The results show that the UC Davis Retiree Center has substantially less space than any other center in the state. The square footages of the centers vary considerably depending on whether meeting and program/activity spaces are included. Those that have dedicated activity space or access to nearby free space are able to plan the most diverse programs. Of all of the comparable centers, UC San Diego has the most flexible and efficient layout, and would be the model our center would emulate. The UC Davis Retiree Center would require more square footage, as we serve over four times as many retirees as UC San Diego.

	UC Davis	UC San Diego	UCLA	UC Berkeley	UC Irvine	USC
Retirees served	6,500-serves all retired faculty/staff	1,400-serves association members only	7,000-serves all retired faculty/staff	11,000-serves all retired faculty/staff	3,000-serves all retired faculty/staff	3,000-serves all retired faculty/staff
FTE	2	1	2.6	3	.5	4.4
Student staff	1	2	0	4-6	0	4-6
Spl & exp budget	\$40,000	36,000+donations	\$35,000+donations	\$45,000+donations	\$12,500	\$70,000+donations
Location	In an academic building	In a stand-alone building	In an academic building	In a stand-alone house	Inside Human Resources suite	In Gerontology Building (includes Emeriti College)
Parking	No consistently available parking nearby	Three free spaces adjacent to center; parking structure nearby	Parking structure 250 yards from building	Street parking adjacent to Center, parking lot ½ block away	Free parking lot adjacent to building	Parking Structure adjacent to Building
Total square feet	300; includes office space only	1,500; includes office/admin, meeting and one 500 square foot multi-purpose activity room	1,000; includes office/admin and meeting space	1,800; includes office/admin and meeting space (shared with OLLi)	400 ; includes office/admin space; plus access to nearby free activity space with free parking	1,000; includes office/admin & meeting space; plus access to nearby free activity space
Office and admin space	Inside Center: two individual offices Adjacent: shared restrooms	Inside Center: one individual office; three shared offices; resource library; storage, kitchenette; restrooms	Inside Center: two individual offices; two shared cubicles; storage room; reception area; resource library Adjacent: shared restrooms	Inside Center: three individual offices; two shared offices; work/storage room, reception area; resource library; full kitchen; restrooms	Inside Center: one large room with partitioned office; work area; resource library Adjacent: shared receptionist, kitchen and restrooms	Inside Center: four individual offices; one shared office; reception area; workroom; storage Adjacent: shared kitchen and restrooms
Meeting space	Access to meeting rooms in Mrak, but rooms are in high demand & adjacent parking is difficult	Inside Center: one large multi-purpose room; shared offices can also be used for small meetings	Inside Center: one conference room (capacity 10); lounge area can also be used for small meetings	Inside Center: one conference room (capacity 15)	Inside Center: work space can be used for small meetings In HR: shared conference rm (capacity 10)	Inside Center: one conference room (capacity 10)
Program and activity space	Must pay for all programming space on campus, and there is very little available that has convenient parking	Inside Center: the multi-purpose activity room can hold reception for 60 or class for 30	Must pay for all programming space on campus. Will have free use of space at newly-built UC-affiliated retirement community.	Must pay for all programming space on campus; budget is more substantial to cover room rental charges	Faculty Club: free use of three rooms at Faculty Club (capacities 30-70); paid use of large dining room	Gerontology Building: free use of two classrooms (capacity 30 & 80); two lounges with kitchens, large outdoor courtyard; large auditorium