**Senior Vice President for Real Estate
Development and Capital Operations**

MEMORANDUM

<u>To:</u>   Amithaba Bose, PSA President

<u>From:</u>   Andrew Christ, SVP Real Estate Dev/Capital Ops

<u>CC:</u>   Joseph P. Wilson, Interim VPHR
              Kenneth R. DeStefano, Director, Employee and Labor Relations

<u>Date:</u>   August 30, 2024

<u>Subject:</u>   Space Allocation Study

Following up on our discussions regarding the Space Allocation study currently being undertaken at NJIT, PSA has asked for certain assurances with respect to that study. In response to concerns/questions raised by the PSA about the Space Allocation study, I have consulted with the Department of Human Resources and can provide the following assurances:

1. Please revise the program so that no sensors are placed under any desks. If so, the following requests for information are less important.
    a. PSA members are wondering about the electromagnetic emissions of the devices placed under their desks. Please provide data for electromagnetic hazards.
    b. Please provide rationale for how a device monitoring, if someone is seated at a desk, aligns with the stated intention of viewing the occupancy trends for a given space.
"Being under the desk also helps to eliminate incidental activity, as when custodial staff may be passing through to empty trash."
    c. Custodians empty trash in classrooms and conference rooms too. Trash cans are also often left under the desk. This argument doesn't pass the smell test.
    d. It contradicts the first Q&A: "For smaller spaces like workstations and offices, occupancy is simply whether one or more people are present at set intervals."
    e. It contradicts "Patterns of occupancy for classrooms, conference rooms, labs, offices and workstations will be **analyzed at the building level** to determine trends related to space use." The data collected is informing an analysis at the desk level. Any building level conclusions are inferred and not an accurate picture of a space's usage or occupancy.
    f. Please provide rationale to address c, d and e above.

    NJIT Response: We have considered multiple scenarios in response to the PSA's concerns about the placement of sensors under desks. The concerns can

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best be resolved by implementing a hybrid approach to collecting data at offices and workstations. For the 450 private offices and the portion of workstations with extended side panels, the sensors will be removed from under the desks and reinstalled on a side wall, and the directional shroud will be adjusted. For open workstations and multi-person offices where the installation of the sensors on side walls is not possible, the under-desk sensors will be removed, and we will conduct two weeks of field observations using one observer. There will be an escort with the observer at all times to access the spaces for observation purposes only.

2. Does the university have a legal right to install sensors and has this been vetted by the University Counsel? If so, please provide a statement to this effect.

> **NJIT Response:** NJIT has reviewed this question with our Office of General Counsel, and Human Resource's Employee and Labor Relations, and concluded that the university does have a legal right to install sensors of the type that are being utilized for the Space Allocation study.

3. Please provide information of the exact nature of the data to be collected, how it will be stored, who will have access to it. More comments are in the FAQ

> **NJIT Response:** Raw data will be kept for the duration of the project by Freespace in their data center in compliance with global and European security and privacy standards. Raw data will include presence (time stamped) along with the building and type of space the sensor is in. That data will be aggregated and shared with Gensler for further analysis. Aggregation involves averaging the utilization of all spaces of the same space type by floor. Reports showing patterns of aggregated space use over time will then be shared with NJIT.
>
> From a technical perspective, all data is stored in AWS cloud-based servers in compliance with GDPR global regulations. Data is encrypted at rest with AES 256-Bit.

4. Please have NJIT's Data Governance Department vet all plans associated with data to ensure that university regulations are being followed.

> **NJIT Response:** Data governance has reviewed and has no concerns about the data collection process as described by the vendor. As described, the data analysis

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will provide aggregate data only. If this changes, data governance will work with REDCO to identify a data steward and ensure that the data is properly managed. We do not expect any changes to occur.

5. Given that the sensor data information is just a sample, please include a statement that the collected data will not be used in any way to make decisions about individual space usage but rather will only be used at a later time as part of development of the Master Facilities plan.

> **NJIT Response:** Data will only be analyzed in aggregate. Utilization of individual offices or workstations will not be reviewed or used in any way to make decisions about specific offices or workstations. The campus space needs analysis is intended to inform the development of a future campus master plan that aligns with the institution's 2030 strategic goals. This analysis will focus on identifying and optimizing space utilization of all types across the campus, with a key emphasis on efficiency and optimization.

6. Has Gensler worked with any R1 Universities on a similar space analysis? If so, can you please provide us with a list of those universities.

> **NJIT Response:** Gensler provided NJIT with representative examples of their experience during the procurement process. These included an Ivy League University located in New Haven, Connecticut and the University of California at Davis. Both are R1 Universities. Their client list in higher education is extensive and includes institutions like Harvard, Johns Hopkins, MIT, and many others. In addition, Freespace, is currently using sensors to study the utilization of offices, workstations, classrooms and other spaces at large research universities in the UK, including London Business School (University of London), University of Sheffield , University of Warwick and Lancaster University. In the US, Freespace currently has over 150,000 sensors actively helping to study utilization in a wide range of non-academic organizations including Fannie Mae, NASDAQ, Mastercard and Salesforce.
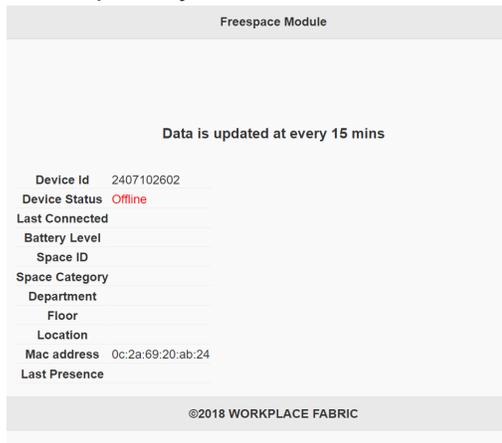
7. Please provide rationale for why the spaces were selected for sensors.
   a. E.g. The parking deck spaces appear to have no sensors, while Fenster, GITC and Tiernan appear to have the most.
   b. Wouldn't we want to know the volume of visits to the PC labs in the parking deck to inform a master plan for the rightsizing of those kinds of spaces and resources?

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c. Don't we want to know more about WEC occupancy trends?
d. Why are there no sensors at all in the Campus Center?
e. This contradicts the statement that the spaces were picked at random to avoid bias.

> **NJIT Response:** Ideally we would look at all spaces, but it is not feasible at this time with available resources. To help make deployment practical, we started by identifying buildings and floors that had a significant number of classrooms, labs, meeting rooms, offices or workstations. On each selected floor, Gensler determined the percentage of spaces that could be covered given the total sample size. To meet the target percentage, they then randomly selected the spaces on each floor in which to deploy sensors, using floor plans that included no information about occupants.

8. Individual sensor data is publicly available through the internet. https://q.afreespace.com/GX3GJ3om is a sensor placed in a studio in Weston 510. The last presence field can be used to determine if the person assigned to this desk is there or not. The ability to do real time monitoring may present a large safety concern for employees. Please provide assurances that the ability to view individual sensor data will not be publicly available on the internet.

Freespace Module	
Data is updated at every 15 mins	
Device Id	2407102602
Device Status	Offline
Last Connected	
Battery Level	
Space ID	
Space Category	
Department	
Floor	
Location	
Mac address	0c:2a:69:20:ab:24
Last Presence	
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> **NJIT Response:** During the initial installation and configuration of sensors, the last presence detected is made available for the Gensler/Freespace installation and back-end teams to ensure that the device has been properly installed. This item will be removed as soon as data collection begins.

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9. Please provide a written statement for employees who are expressing concerns about their habits being tracked by the supervisor that the data for individual employees is not and will not be shared with supervisors for any type of timekeeping purposes.
    a. "I guess I'll have to drink less water so I don't have to leave my desk."
    b. "We're up and down and in and out to meetings all day. Who decides if I'm at my desk enough?"
    c. "We're not hourly employees who are expected to be at our cash registers all day."

NJIT Response: Data for individual employees is not and will not be shared with supervisors for any type of timekeeping purposes. Further, nothing from this data can be or will be considered or used/relied upon for anything possibly related to discipline.