

Campus Facilities Planning Board (CFPB)

Summary Points of Meeting

February 7, 2014

Hawai'i Hall 309

12:00 Noon – 2:00 pm

Attendees: Steve Meder, Kathy Cutshaw, William Ditto, Tom Katsuyoshi, Peter Crouch, Ben Jay, Reed Dasenbrock, Francisco Hernandez, Tom Apple, Gabe Sachter-Smith.

Guests: Kevin Griffin, Sheri Mishler – Office of Physical, Environmental, and Long Range Planning

1. Approve January 10, 2014 Recap

- Committee approved the meeting recap of January 10, 2014.

2. Space Planning Guidelines (K. Griffin)

- Status update provided on space and utilization of space on campus. See link to PowerPoint presentation.
- Space Planning Guidelines: use of macro-level campus planning + analysis of current space + Planning for new construction and renovations.
- Using the campus space information gathered, next step will include the evaluation of those spaces to ensure its efficient use, developing performance metrics, capturing occupant information and vacant spaces.
- Working with ITS using their ID management system.
- Classroom design guidelines have been drafted based on national fire/building code standards (20 ASF per student station) + info found on-line for other universities.
 - Committee recommends using UHM peer and benchmark institutions for comparisons.
 - Consult and work with Scheduler to ensure classrooms can accommodate academic needs.
 - Review 110 (general purpose) vs 210 (department or special use rooms).
 - Guidelines will be used for new spaces and renovations of current space.
- Laboratories guidelines have been drafted on lab space + grant and occupancy information. Next steps include capturing existing utilization of lab spaces, PI and research information, and classroom laboratories.
- Space Policy
 - Draft policy on space standards dated 1982 by Facilities Planning Office was located.
 - Clean-up of current policies, including E2.206 Mānoa Space Management and Assignment and E10.201 Use of University-Owned Facilities Use, is being undertaken.

3. Space Planning Process (S. Meder, K. Griffin)

- Seeking acceptance of the information presented (above) to move forward with the establishment of a space policy and space utilization process tied to functions such as key

- requests → centralize inventory and management of space.
- Key databases (Telephone + PeopleSoft + MyGrant) that can capture “who” is in a space and “what” the space is used for will be helpful for Deans/Directors/VCs in decision-making and space management within their purview.
 - Allow system to code multi-functional rooms, such as research labs also used to house graduate assistants.
 - Identify roles and responsibilities, including responsible party to update information into the respective systems and the approval flow (faculty member → faculty chair → dean) for change in space. Requests for *new space or additional square footage* or *change in space function* should go up one span of control (appropriate Vice Chancellor or Chancellor) for approval.
 - Establishment of a triage team: A representative from Facilities + representative from the appropriate Vice Chancellor’s office or department + requestor meet to discuss and work out the details to move requests forward. Key factors include the availability of funds + facility requirements + department needs.
 - **Next CFPB meeting: Identify roles and responsibilities of the triage team and where they should be in the process.**
 - Prioritization of work orders: health and safety issues + lapsing funds
 - Discussion with Facilities should be included in the faculty hiring process to ensure that appropriate space has been identified prior to issuing the offer letter.
4. **UHM Surge Space Update (S. Meder)**
- 120K sqft of surge space is needed to accommodate parking for contractors, equipment and materials for constructions, etc. Having contractors park farther away has increased costs.
5. **Overhead Assessment (S. Meder)**
- To be discussed at next meeting.
6. **Confucius Institute Update (R. Dasenbrock)**
- No new updates at this time.
7. **Snyder Hall Update (S. Meder)**
- The design will be modified and the top floor re-done without the BSL-3 lab.

Next Meeting: Friday, March 7, 2014 at 12:00 Noon