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