MINUTES

BOARD OF REGENTS’ COMMITTEE ON PLANNING AND FACILITIES MEETING

April 1, 2015

I. CALL TO ORDER

Committee Chair, Barry Mizuno, called the meeting to order at 11:34 a.m. on Wednesday, April 1, 2015, at the University of Hawai‘i at Mānoa, Information Technology Building, 1st Floor Conference Room 105A, 2420 Correa Road, Honolulu, Hawai‘i 96822.

Committee members in attendance: Committee Chair Barry Mizuno; Committee Vice Chair Jan Sullivan; Regent Ben Kudo; Regent Jeffrey Portnoy; Regent Stanford Yuen.

Others in attendance: Regents’ Chair Randy Moore; Vice Chair Eugene Bal, Regent Dileep G. Bal, Regent Helen Nielsen, Regent Lee Putnam (ex officio committee members); President David Lassner; Vice President for Administration Jan Gouveia; Vice President for Legal Affairs and University General Counsel Darolyn H. Lendio; Vice President for Community Colleges John Morton; Vice President for Budget & Finance/Chief Financial Officer Kalbert Young; UH Mānoa Chancellor Robert Bley-Vroman; UH Hilo Chancellor Donald Straney; Hawai‘i Community College Chancellor Noreen Yamane; Executive Administrator and Secretary of the Board of Regents Cynthia Quinn; and others as noted.

II. APPROVAL OF THE MINUTES OF THE FEBRUARY 13, 2015 MEETING

Chair Moore moved and Regent Kudo seconded the motion to approve the minutes of the February 13, 2015 meeting, which were unanimously approved.

III. PUBLIC COMMENT PERIOD

Executive Administrator and Secretary of the Board Cynthia Quinn announced that the Board Office received no written testimony, and a number of individuals indicated they wanted to give oral testimony as a group in opposition to construction and telescopes on the Mauna Kea and others provided additional comments including the need for further dialog with constituent groups, recognition of Hawaiian religion, cultural values, and the sacredness of Mauna Kea.


Committee Chair Mizuno thanked the testifiers, noted the end of the public testimony, and announced a five minute recess. The committee reconvened at 1:18 p.m.
IV. AGENDA ITEMS

B. For Action: University of Hawai‘i at Mānoa (UHM) Recommend for Approval

6. A/E Consultant Contract, Modernization and Repairs to the UH 2.2 Meter Telescope Observatory, Mauna Kea- Island of Hawai‘i, UHM 14-541-840

Committee Chair Mizuno noted the shortness of time and announced that Item B.6 on agenda is being deferred, because additional information is being put together and will be brought to the committee at a later date. Item A. was moved to the end of the agenda.

Interim Associate Vice Chancellor for Physical, Environmental & Long Range Planning, Steve Meder, presented agenda items B.2. through B.5., which require board approval because design projects exceed $1 million and construction projects exceed $5 million.

2. Coconut Island: Consultant Contract for Marine Laboratory Buildings 1 & 2, Interior Renovation and General Repairs (Project No. UHM 13-308) – Design

3. Coconut Island: Construction Contract for Marine Laboratory Building 1 & 2, Interior Renovation and General Repairs (Project No. UHM 13-308) – Construction

IAVC Meder explained the proposals are for a contract for design of marine laboratory buildings 1 and 2, and a construction contract for those labs. The construction will range between $12 million and $14 million with more defined numbers after design 13 is completed. The design and construction of the project are funded in the supplemental budget and bidding must take place before June 30, 2016, before the funds lapse. This repair and maintenance project is long overdue and because the design team is asked to accelerate the project to complete within four to five months, a modification is anticipated. Approval is sought to avoid delay. Approximately $5.4 million is allocated as a Capital Improvement Project (CIP) line item, and the remaining $7 million will be supplemented with a Capital Renewal and Deferred Maintenance (CRDM) appropriation.

4. Coconut Island: Construction Contract Pier and Seawall Repairs, Lilipuna Pier Repairs (Project No. UHM 10-541-885)

IAVC Meder explained that a construction contract has been rescoped to repair the Lilipuna Pier that is the launch point from O‘ahu to Coconut Island. The pier is disconnecting from the beams underneath where water and sewer lines are located, which could adversely impact the safety of the bay if damaged. The project will be $5.160M.

The Committee asked about the viability of a design build contract for this project to reduce costs. IAVC Meder responded that given the urgency the most familiar path was chosen to execute the project as expeditiously as possible. He indicated that design-build is a vehicle worth implementing in the future. This project is not ideal for this method because of its remoteness and need for seismic mediation and ADA remediation, and
staging dependent on seasonal tides, which despite the rescoping that brought the figures down, they still need to have contingencies built in. VP Gouveia added that they are considering a Director of the Office of Capital Improvements (OCI) who has design-build experience. However, because there is no existing infrastructure for design-build no contracts in place or procedures established, the plan is to stay on the current path, and have the director of OCI select pilot projects for design-build to build the infrastructure process and skillset that does not currently exist. The committee supported the plan and suggested reviewing other governmental models such as the General Services Administration (GSA) for sharing expertise. VP Gouveia commented that she had preliminary meetings with the Department of Education (DOE) who had successfully implemented design-build projects, and sharing their forms. It is a programmatic shift in programming and planning as design-build is more dynamic than the conventional design-then-build process, and there are many resources to make the transition smoother and more successful.

Regent Yuen moved to recommend approval of the consultant and construction contracts for Marine Laboratory Buildings 1 & 2, Interior Renovation & General Repairs (Project No. UHM 13-308) – Design; and the construction contract for Lilipuna Pier Repairs (Project No. UHM 10-541-885). Committee Vice Chair Sullivan seconded, and the motion was unanimously approved.

5. **Consultant contract for the Various Buildings, Elevator Modernization (3rd Group of Buildings), Project No. UHM 10-536F – Design**

IAVC Meder explained the proposal for the consultant contract of various elevator modernization at UHM campus, $40M of renovation of 86 elevators and installation of two new elevators. The project started two years ago and is expected to continue to 2019 or 2020. The elevators will be brought up to the Americans with Disabilities Act code. This project is design modifications on Phase III, to keep the project on target, meet new code requirements, and provide for site inspections.

Committee Chair Mizuno noted it was an ongoing program to work on very old elevators. Having no questions from the committee, Chair Moore moved to recommend approval of the consultant contract for the various buildings, elevator modernization (3rd Group of Buildings), Project No. UHM 10-536F – Design. Regent Yuen seconded and the motion was unanimously approved.

1. **Coconut Island: Construction Contract for Utility Rehabilitation/Replacement project (Project No. UHM 000-017-12) – Construction**

Committee Chair Mizuno announced that Item B.1. was changed to be informational at the request of administration. Committee Vice Chair Sullivan commented that she was happily surprised the team was able to rescope and negotiate to keep this project going and within budget. She added that when a CIP project is approved there be a comprehensive list of all projects for that year, and to give the board understanding and context. IAVC Meder responded that for FY 2016, the board will be provided a list of projects, what money is actually appropriated, and update on the status and progress of the projects.
IAVC Meder reported that the board approved a $10 million expenditure in July 2014, the bids came in higher and they negotiated with Frank Coluccio Construction Company, Inc. to bring cost down to approximately $6.3 million. He added that this project was dependent on a reversal and reallocation of a line item. There were two line items, one for $3.5 million and the other was for $5.4 million, they are requesting these two line items be combined in a request for approval of the reallocation from administration to the Office of Budget & Finance and the Governor, then they can successfully execute this project. Committee Chair Mizuno noted this item was informational only and did not require committee approval, because the board had already approved the higher amount.

A. For Information: University of Hawai‘i at Mānoa Facilities and Space Utilization Update

Chair Mizuno explained that this matter was raised at an earlier meeting on the Hawai‘i Community College (HawCC) long range development plan (LRDP) for the new Komohana Campus, and related to how space, especially classroom space, is allocated and utilized.

IAVC Meder introduced Kevin Griffin, Campus Space Planner at UHM in charge of campus space planning and utilization. Mr. Griffin gave an overview of the process and analysis to understand the need for classrooms and space utilization, which led to a change in policy where departmental classrooms are part of the general inventory with no classroom space held by specific departments. Extension of teaching hours and hours of teaching are being assessed. On April 10, Mr. Griffin will be presenting faculty with the second version of the campus space planning guide, which will identify square footages for different offices, and spaces connected to research, including square footage for labs.

IAVC Meder handed out a presentation on facilities and space utilization (Attachment No. 1), that covered the three main objectives of proper space planning: align space management and planning with institutional mission and objectives; leverage collected and available data to make better decisions; and develop effective policies, processes, and organizational structure. Mr. Griffin provided some points and purposes of the space planning tools and outcomes aligned with the principle that space is an asset to be protected, utilized, and redistributed to serve the greatest need. He provided comments and updates on initiatives in the UHM 2011-2015 Strategic Plan that related to space, including:

1. Increasing innovative classroom space. Renovations of existing classrooms increasing the student square foot for seat count are underway.
2. Increasing the percentage of renovated research spaces and amount of research space on campus. According to the APPA Facilities Performance Indicators for 2013-2014, UHM is one of the lowest in lab space per student compared to benchmark peers, which is helping to drive this initiative.
3. Leveraging existing data and collecting new data to make better decisions and inform decision makers on the best and highest use of space. There is a network of databases that can be linked to space and produce good recommendations in alignment with the university’s mission, e.g., the annual 6 year budget request.
(4) Developing effective policies, processes and organizational structure. In order to change the culture of space at UHM, there is a Campus Facilities Planning Board (CFPB) that vets the larger space allocation and construction projects, with representation from across UHM, including students on the CFPB, which aligns with the strategic goal of engaging students in decision making. Utilizing the UH Business Process Council (BPC), a comprehensive system level space management policy has been drafted and action is pending. He noted that there is an understanding that the community colleges may not have the resources to implement a comprehensive space management policy. Requests for space go through the proper vetting processes to determine feasibility and appropriateness; guidelines to measure utilization is targeted to launch April 10. They have looked at the benchmarks and peer institutions to develop these guidelines, and have recommended best practices for sharing lab space, increasing researchers per square foot, and the productivity of that research space, which helps with indirect cost recovery negotiations. He added that the guidelines will help with internal planning and assist external planners who work with the university to ensure everyone understands.

Committee Vice Chair Sullivan thanked Committee Chair Mizuno for honoring her request to put this item on the agenda. She explained her concern of continual lack of funding over the years to fix deferred maintenance at UHM, and that it is a complicated problem that must be approached from multiple angles. One of the initiatives added to the UH Strategic Directions for 2015-2021 was achieving 21st Century Facilities, part of which includes efficient use and planning of space. She had read a publication (Attachment No. 2) from the 2012 APPA Thought Leaders, entitled “Campus Space…An Asset and a Burden,” which she hoped would begin a dialog on what is currently done and what needs to be done. She summarized an excerpt which said: “Colleges and universities have been able to coast along with existing space and space policies, sometimes for decades. But no longer. The challenges confronting higher education have ramifications for space and can’t be ignored, particularly financial constraints, sustainability, and productivity.” She noted that it was pretty evident across the nation that the private sector has rethought how it plans and utilizes space, most large offices and firms have downsized in recognition of modern concepts like shared meeting rooms and common facilities. She was alarmed that the university spent a million dollars to plan new classroom space and has no idea how it will be funded. She requested this be put on a future agenda to review implementation, policies and processes because programs must be matched with facilities planning.

Committee Chair Mizuno concurred with Committee Vice Chair Sullivan that this was one of the most critical issues that the university is facing in the immediate future because of lack of funding. They need to pay attention to this and bring it back for further discussion. Chair Moore added that the university needs a facility metrics to be able to track progress on making facilities more efficient.
V. ADJOURNMENT

There being no further business, on the motion of Chair Moore and second by Committee Vice Chair Sullivan and with unanimous approval, the meeting was adjourned at 1:52 p.m.

Respectfully Submitted,

/S/

Cynthia Quinn
Executive Administrator and
Secretary of the Board of Regents