

## CHAPTER 10

### LAND AND PHYSICAL FACILITIES

#### Section 10-1 Interests in Real Property.

It is the Board's intent that the University's policy, practices and decision-making regarding real property and interests in real estate, shall: (1) promote and support the mission and goals of the University in education, research, service and economic development; (2) advance principles and practices of sound environmental stewardship and sustainability; (3) ensure that alternative actions are considered, investigated and analyzed; (4) be fairly priced in the context of applicable fair market values and other relevant factors; (5) generate revenue from real property not critical to long range plans for the University to support the University's core mission; and (6) be consistent with and support long range plans that have been approved by the BOR.

In general, the Board of Regents shall review and approve all real property transactions, including but not limited to the disposition, acquisition and receipt of real property. In addition, the Board of Regents shall review and approval all leases, licenses and other agreements involving the use and occupancy of real property, including amendments and extensions thereof.

However, the President is delegated the authority to approve all transactions under this Section that are determined to be minor or administrative. On an annual basis, the President shall provide the Board of Regents with a list and description of all such actions that have taken place under this delegated approval.

For actions that come to the Board pursuant to this section, the Board shall be provided with an analysis and supporting documentation that allows it to verify the fair market value and terms of the transactions, as well as the recommended action's compliance with the intent of this policy. Actions involving the disposition or acquisition of real property shall be accompanied by a recent appraisal conducted by a licensed real estate appraiser. Actions involving the lease, license or other use or occupancy of real property, shall be accompanied by a recent survey of comparable rents and/or values.

In the event that a Board approved transaction does not occur within one year of Board approval, then that transaction shall be presented to the Board with updated and current information prior to the transaction occurring.

Real property transactions under this section shall be executed on behalf of the University by two officers of the University.

The President shall promulgate Executive Policies to implement the responsibilities set forth in this Section 10.

## Section 10-2 Planning and Management of Real Property.

The University shall create and regularly update long range plans for its major real property assets, which shall include lands in use and targeted for use by campuses as well as other lands. Such plans shall take into account and shall provide design guidelines that: (1) utilize cost efficiency factors including, but not limited to, shared space utilization plans and distance or on-line learning requirements; (2) set energy and water conservation goals and standards, and maximize the use of high performance energy and water efficiency features; (3) encourage a pedestrian and bicycle friendly environment, and one that promotes alternate modes of transportation; and (4) establish consistent architectural themes, open space, signage, landscaping and entry features, with the goal of creating a built environment that provides a consistent identity for each campus with features that promote the unique aspects of Hawai'i's environment and culture.

Decisions regarding real property and capital investment priorities shall promote conformity and consistency with the plans, their objectives, and goals.

The Board of Regents shall review and approve of long range plans, as well as any major updates to the plans.

The University shall maintain a manifest of current information on its major real property assets and interests with information including, but not limited to: (1) an inventory of real property assets; (2) Identification of significant real property risks and mitigation plans as appropriate; (3) identification of the campus or unit responsible for each asset; (4) A statement of the current and planned use of each asset in supporting the mission and goals of the University. This inventory shall be at a level of detail consistent with the nature and significance of the asset.

## Section 10-3 Management and Maintenance of Real Property Assets.

The physical assets of the University represent the visible character and intrinsic values of the University. The design and condition of these assets determine the operational quality of the campus to support its core educational mission. It is incumbent upon all parties responsible for these assets to ensure that each campus positively reflects its mission and provides a quality learning environment.

The University shall create and maintain an inventory of its facilities and improvements including required capital renewal investments and renovations along with projected costs. This plan shall be reviewed by the Board of Regents at least every two years, in conjunction with the preparation of the University's biennium budget request. Costs to implement the plans, as well as energy costs for each campus, shall be reviewed as part of the biennium budget request.

In addition, the University shall implement an ongoing facilities maintenance program to ensure that routine maintenance is performed in a timely and cost-effective manner.

New construction projects, when presented to the Board, shall provide estimated operational and maintenance costs, along with an explanation of how costs will be funded.

Section 10--4 List of Actions Exempt from Filing of Environmental Impact Statement.

The President is delegated the authority to add to or delete from the List of Exempt Classes of Action Pursuant to Rule 1:33a of the Regulations of the Environmental Quality Commission, as operational needs change.

Section 10-5 Use of University-Owned Facilities. The President is delegated the authority to promulgate practices and procedures governing the use of university-owned or operated facilities.

Section 10-6 Child Care Programs. The President is delegated the authority to promulgate practices and procedures governing child care programs and use of such facilities.

Section 10-7 Parking and Operation of Motor Vehicles. The President is delegated the authority to promulgate policies and procedures for the parking and operation of motor vehicles on University campuses. (For the respective campuses, see Administrative Rules, Title 20, University of Hawai'i, Chapter 12).