



September 19, 2014

EXECUTIVE MEMORANDUM NO. 14-21

TO: Executive Vice President
Vice Presidents
University Chancellors

FROM: David Lassner
President

A handwritten signature in blue ink that reads "David Lassner".

SUBJECT: ABOLISHMENT OF OBSOLETE EXECUTIVE POLICY

The following Executive Policy has been identified as obsolete and is hereby abolished.

E2.206 Mānoa Space Management and Assignment

This policy will be available for historical review only in the archives section of the Administrative Procedures Informational system at www.hawaii.edu/apis/ep/archives/.

Attachment

EXECUTIVE POLICY- ADMINISTRATION

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E2.206 Mānoa Space Management and Assignment

1.0 Purpose

This policy establishes a plan for the allocation of space on the Mānoa Campus and designates the authority, responsibility and procedures for making space assignments and changes in space assignments.

2.0 Broad Assumptions

This policy is based on the premise that the ultimate responsibility for management and assignment of space lies with the administration of the University of Hawai'i at Mānoa.

3.0 Authority

The President has the authority for assignment of all space at Mānoa. Presidential authority is delegated to the Mānoa Space Committee (MSC) comprised of the Vice President for Academic Affairs, the Vice President for Research and Graduate Education, the Vice President for Student Affairs, the Vice President for Finance and Campus Operations, the Director of Budget, the Director of Personnel, and the Director of Planning and Policy. The Vice President for Academic Affairs chairs the MSC.

The MSC makes space assignments to level V programs. The unit administrator (dean, director, or in some cases vice president) is responsible for the development and implementation of the space policy for level VI programs.

Each space policy must be approved by the MSC, which is responsible for general consistency of space policies across the campus and may issue general guidelines for all level V policies.

The MSC reassigns space when this is deemed to be necessary; adjudicates disputes between units over space assignments; plans for the temporary location of personnel and facilities because of repairs or modifications to their buildings; decides on major modifications of space (e.g., conversion of classrooms to offices, or vice versa); reviews R&M and CIP plans and, where desirable, makes changes in priorities and schedules; and identifies the location for new level V programs.

4.0 Change Procedure

A level V unit desiring a change in space assignment should try to work with other units to solve the problem. If no resolution is reached, then the level V unit administration may submit a written request to the MSC. The MSC may establish subcommittees and request the assistance of staff of the MSC members to reach a decision, which is transmitted to the unit administrator. A decision of the MSC may be appealed to the President by a member of the MSC.



September 18, 2014

MEMORANDUM

TO: David Lassner
President

FROM: Joanne Itano *Joanne*
Interim Executive Vice President for Academic Affairs

SUBJECT: ABOLISHMENT OF EXECUTIVE POLICIES – E2.206

SPECIFIC ACTION REQUESTED:

This proposal seeks to abolish existing executive policy, E2.206 Mānoa Space Management & Assignment.

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

None; not applicable.

PURPOSE:

Written at a time when the Mānoa Chancellor and the System President were one and the same, this current executive policy is outdated and obsolete.

BACKGROUND:

Responsibility for rationale use of campus facilities, buildings, grounds, classroom space and faculty resources who teach in those classrooms has always been a campus one. Provisions in current policy reference obsolete positions and titles as well as functions currently performed at the campus level. All major units (UHH, UHM, UHWO, and UHCCs) regularly determine use of space through campus implementing protocols and procedures.

Memorandum to David Lassner
Re: Abolishment of Executive Policies – E2.206
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ACTION RECOMMENDED:

Your approval is requested to abolish executive policy E2.206 which is no longer needed. Upon your approval, the attached memo may be used to distribute/announce the change via the online distribution system of APIS.