NOTES ON MEETING.

1. Called to Order
2. Introduction of members
3. Term of members through February 2010
4. Selection of a Recorder
   a. Paul Briggs will be the recorder, minutes will be done in note/bullet form
5. Charge of the Committee—Recommend to Chancellor
   a. Assess Status of Master Plan
      i. There is currently a Master Plan dated 1992, which needs to be reviewed and probably revised.
   b. Relocation of Manaleo (to be demolished)
      i. Manaleo will be demolished for the new library/media building, WCC just got approval to do this from the Historical Review Committee.
      ii. TLC is the only organization that will move into the new building, other Manaleo occupants will be moved permanently.
   c. Maximize Efficiency of Space Use
      i. Committee is to look into this issue, this is a broad issue.
      ii. Should this committee be responsible for the movement of specific occupants or be more long-term in its strategic planning? Operational vs. strategic—what is the role of this committee?
   d. Plan for Major R&M of Facilities
      i. Major R&M, not just repairing a wall, for example.
      ii. Funding from the UH system office
      iii. Develop and prioritize major projects for the campus
   e. Plan for Renovation of La’akea and No’ea’u
      i. How are these buildings to be renovated?
      ii. Who should be the new occupants?
   f. Plan for Renovation of Mana’opono, Na’auao, Alaka’i
      i. How are these buildings to be renovated
      ii. For whom should these be renovated for
      iii. Which buildings should be done first
      iv. Where will occupants be relocated to
   g. Plan for Exchange of Buildings (Hospital and WCC)
      i. WCC and the State Hospital is on leased land from DLNR,
official lease

1. Iolani is officially part of the State Hospital and Maintenance yard is WCC, there was a swap between the two entities. This was an informal agreement, intent is to return Iolani back to the State Hospital. State Hospital in turn is trying to build a dedicated maintenance yard.

2. WCC sub-leases to the law library microform consortium as well and some cottages in the general vicinity fronting Kuhina

3. WCC also leases the land behind the ag facility towards the tennis courts.

ii. Hakipuu School is on State Hospital property

6. Inventory of Existing Buildings and Occupants
   a. This committee needs to get a good grasp on what is out there at WCC. The committee should conduct a survey as to who is in what room and the purpose of the room
      i. Some inventories currently exist for certain buildings (Palanikila, Akoakoa, etc.) via Karen Q. She will send inventory to Clifford Togo.
      ii. Some of the DCs have inventories of their dedicated buildings (i.e. Natural Sciences)
      iii. Will wait on the assignment until these existing inventories come to Clifford for analysis.

7. What are the Space Issues and Concerns?
   a. Who do we solicit info from? Faculty, staff, and or students?
   b. Additional Needs from Contracts and Grants
      i. Proposals should address space issues in the grant to not over extend the campus.
      ii. Space for Donated equipment? Who decides where the equipment goes and what space will be used for the equipment?
      iii. Is this equipment a requirement for the WCC campus? Is it part of the WCC Master Plan?

8. How do we get Campuswide Input?
   a. How to get input from the WCC community?
      i. Perhaps a facstaff email, flyers, web link etc.
      ii. Should keep a clear focus on areas of concerns.
         1. Relocation, functionality are some possible categories.
         2. Committee will not decide program priorities, this should be a strategic planning decision.
      iii. Karen Q. will work on a form to solicit input based on several categories.
         1. Via email, mailbox, etc.
         2. Will ask people to be specific (Classrooms and office
space) about their space concerns.
3. Karen Q. will ask the Master Planning Committee for suggestions before sending the form to the WCC community.
4. Faculty and/or students.
   a. Can run this form through Student Government for student input before sending the form to WCC students.
9. Transparency of Committee’s Work
   a. Paul Briggs will work with Brian Richardson on posting the minutes to the WCC website.
10. Next Meeting Date
    a. Next meeting will be March 19, at 2 pm. Meetings will be initially be once every two weeks.
11. Adjournment-Meeting adjourned at 3:30 pm

Handouts:
   b. Leeward CC/Hawaii CC Space Committee
   c. Windward CC Campus Map
   d. Windward CC Building Space Inventory (Floor Plans)
   e. WCC Facilities Inventory Form
   g. Unfunded Deferred R&M Listing, January 2008
   h. Documents for Viewing:
      i. PRU Five (5) Year Master Plan, May 1992, 2 volumes
      ii. Master Plan Report, 1992
      iii. Work of Arts Master Plan, 2003
      v. LRC, Project Development Report, April 2004, 2 volumes

Members present:

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<th>Name</th>
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<tr>
<td>Clifford Togo</td>
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<td>Paul Briggs</td>
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<td>Kathleen French</td>
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<td>Ann Lemke</td>
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<td>Donald Frost</td>
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<td>Lisa Gillis-Davis</td>
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<td>Kanani Baker</td>
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