Master Planning

and

Space Utilization Committee

Meeting Notes

March 19, 2008

1. Call to order

2. Notes of meeting (process, approval, posting)
   a. Recorder Paul Briggs prepares draft notes
   b. Review and edited by Cliff Togo
   c. Committee approve notes at the next meeting
   d. Notes posted (Paul Briggs) on website after approval.

3. Inventory of Existing Building
   a. Data from earlier inventory “sketchy” at best, need to conduct inventory
   b. Assignment of buildings to committee members
      i. Laakea-Margaret Coberly
      ii. Kuhina-Karen Q.
      iii. Iolani-Donald Frost
      iv. A'o-White House-Kathleen
      v. Manopono and Manaleo-Kanani
      vi. Noeau-Dave Maxson
      vii. Naauao-Kanani (Matthew Baker)
      viii. Imiloa, Lanihuli, Hokulani-Joe Ciotti
      ix. Akoakoa-Ann Lemke
      x. Palanakila-Paul
      xi. Alakai-Clifford
   c. Distribution of building sheets given to committee members.
   d. Submit completed forms to Kahea Tani
4. Charge of the Committee—Recommend to Chancellor

a. Assess Status of Master Plan

i. Review List of Buildings

1. Implementation Plan—currently on Building H (Learning Resource Center)

ii. What building should be next?

1. Review of the Implementation Plan to discuss which buildings should be next on the list to be worked on.

   a. Subject to budget constraints though.

   b. Possibilities suggested include the following:

      i. Combine the Automotive and Maintenance buildings.

         1. Using the building space now occupied by the State Hospital.

      ii. Combine the Childcare and Hawaiian Studies Buildings.

      iii. Renovation of the Naauao Building (Social Sciences)

      iv. Priorities will be discussed further at the next meeting (Options i, ii and iii).

b. Relocation of Manaleo occupants (building to be demolished)

i. The Learning Center (temporary)

   1. Ellen Ishida-Babineau, Jean Shibuya, Jerry Levinson

   2. 3-4 Student help

   3. Writing Resource Instructor

   4. Computer Lab, Compass Testing Room

ii. TRIO, Student Services

   1. Kanani Baker, Lance Uyeda, Russ Uyehara, Geri Chang, Roy Inouye (1 office only, open office for staff)

   2. 30 Student Workers, 14 computer stations
3. 3 Tutoring Tables

4. 3 Tables in lobby, 6 carrel

5. Kitchen, 2 refrigerators, microwave, twice monthly cookout

6. TRIO is interested in relocating to Naauao 146, which currently houses the Media and Duplication center.

   iii. Invite occupants (TRIO and TLC) to our next meeting to discuss their needs and concerns for relocation.

c. Maximize Efficiency of Space Use

   i. Since Manaleo will be torn down fairly soon, there needs to be a better use of available classrooms at the WCC campus. Some classrooms have specific purposes and are not efficiently used throughout the day.

d. Plan for Major R&M of Facilities

   i. Admin to compile and maintain a list of R&M Projects and status.

   ii. Input need from campus community.

   iii. Committee to prioritize and recommend to Chancellor for Biennium Budget preparation.

5. What are the Space Issues and Concerns?

   a. Web based campus solicitation similar to Library

      i. Master Planning and Space Utilization Committee Survey embedded in the WCC website.

      ii. Karen Q. distributed a sample survey for discussion.

         1. Very broad suggestions for space utilization on the WCC campus (Question 9) as opposed to specific questions.

         2. Karen Q. will also write up some background information on the Space Utilization Committee for the WCC website.

6. Next Meeting Date

   a. Wednesday, April 9 at 2 pm.
Meeting adjourned at 4:10 pm

Members present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clifford Togo</td>
<td>X</td>
</tr>
<tr>
<td>Paul Briggs</td>
<td>X</td>
</tr>
<tr>
<td>Margaret Coberly</td>
<td>X</td>
</tr>
<tr>
<td>Kathleen French</td>
<td>X</td>
</tr>
<tr>
<td>Dave Maxson</td>
<td>X</td>
</tr>
<tr>
<td>Joe Ciotti</td>
<td>X</td>
</tr>
<tr>
<td>Karen Quimoyog</td>
<td>X</td>
</tr>
<tr>
<td>Ann Lemke</td>
<td>X</td>
</tr>
<tr>
<td>Donald Frost</td>
<td>X</td>
</tr>
<tr>
<td>Lisa Gillis-Davis</td>
<td></td>
</tr>
<tr>
<td>Kanani Baker</td>
<td>X</td>
</tr>
</tbody>
</table>