Handouts: TLC Space Requirements, TRIO Student Support Services Space Needs, UHCC Comprehensive R&M Listing

1. Called to Order
2. Approval of Notes from March 19, 2008 meeting
   a. Minutes approved with minor corrections.
   b. To be posted on website.
3. Manaleo Relocation (Jerry Levinson and Roy Inouye-Guests)
   a. Construction to begin approximately June 2009.
   b. Considerations
      i. Set up, lead time
      ii. Program disruption
   c. What are occupants needs and ideas of where they may be located
      i. TLC-Jerry Levinson (HANDOUT)
         1. Current Set Up
            a. Testing Center- desk type setup
               i. 15 stations
            b. Computer testing (Compass, DE)
               i. 10 stations
            c. Open Computer Lab (heavily used)
               i. 20 stations
            d. 1 staff, student help, storage, files, cabinets, fax, server located in testing center
            e. Work area-testing area needs to be visible from the work area.
   2. Total space area without computer lab-roughly 1000 square feet
   3. Including everything with computer lab, would need approximately 2500 square feet.
   4. But if the space becomes too small, noise from the Computer lab would filter over to the Testing Center.
   5. Computer lab does not have to be connected to the Testing Center. But it does need to be convenient.
   6. Available computer labs on campus (Students can come in during open hours)
      a. WCC library
b. Noeau does not have the space for a computer lab in the new building configuration.
c. Akoakoa-Student Activities Center
d. TLC
7. Possible relocation spaces
   b. Alakai 102 and Alakai 129 (Little Theater)
   c. Testing Center in one location and possibility of computer lab in another location.

   ii. TRIO/Student Support Services Roy Inouye (HANDOUT)
   1. Computer Lab
      a. 15 computers and a network printer.
      2. Open space for individual and group tutoring.
      3. Space for quiet individual tutoring.
      4. Space for three FTE and two PTE staff
      5. Private space for individual counseling
      6. Running water for food preparation
      7. Storage space for office, kitchen, lab supplies.
      8. Charts distributed to illustrate usage
         a. Lab Usage per Day by Semester
         b. Lab Usage by Semester
         c. Average Student Use per Hour for 3 weeks
            i. Heavy times are during the mornings.
            d. Steady increase in student usage.
   9. Possible locations suggested for move.
      a. Media/Duplication Center, Naauao 146
         i. Staff in main room, with private counseling in kitchen area.
         ii. Better coordination between all TRIO programs, Upward Bound, and Talent Search
         iii. Noise could be a problem.
         iv. Once new building is built, tutoring will be housed in Library building.
      b. Akoakoa 107-109
      c. Palanakila perhaps, especially with a kitchen.
      d. Hale A'o-strictly Hawaiian Studies.
   iii. Questions-
      1. When will demolition happen in Manaleo?
         a. Summer 2009
      2. What about Social Sciences?
a. Possibility of renovated Noeau building to be dedicated to Social Sciences.
3. Will the TRIO move be a permanent one?
   a. Distinct possibility.
4. Ellen Ishida Babineau and Jean Shibuya, where would they go? Would need individual offices preferably within close proximity.

iv. Open Discussion
1. TLC in Alakai 102?
2. TRIO/Student Support Services into Naaauao 146?
3. What about Palanakila 122-currently the speech lab, has no computers, but has outlets.
   a. This is fairly mobile.
   b. Big issue is that #122 is wired for computers and there will be 20 computers displaced from the TLC.
4. No decisions made today, wait for more discussion.

4. Inventory of Buildings
   a. Reports are still coming in
   b. Will try to get a printout by next meeting
   c. Please complete if not done

5. Charge of the Committee-Recommend to Chancellor
   a. Assess Status of Master Plan
      i. Continue discussion
         1. Automotive/Maintenance Building (State Hospital move?)
         2. Hawaiian Studies/Childcare Building
            a. Child care would be an outgrowth of the HCC Child care program?
            b. Child care was on the Master Plan list.
         3. These buildings need to wait until the next biennium budget BI 2011-15
         4. Possible renovation of the old WCC library.
            a. In Master Plan, old Library building will be for Language Arts-Manaleo.
            b. Laakea will be the name of the new Library, Learning Center building
         5. Also renovation of Noeau building.
            a. Possible home for Social Sciences.
   b. Plan for R&M of Facilities
      i. Biennium Budget Request (HANDOUT)
      ii. Proposed R&M listing
         1. Submitted to the UHCC system this week and in order of priority for the BI 2009-2011
         2. Discussion of current priorities as listed.
6. What are the Space Issues and Concerns? How do we get input?
a. Karen Q. update of web survey
   i. Karen Q. will put together questions to send to Brian Richardson for distribution.
   b. To web person (Brian Richardson) to load onto website
7. Next Meeting Date
   a. April 30, 2008, 2:00 pm, Wednesday
8. Adjournment

Handouts:
R&M listing for Biennium Budget Request
Members present:

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<thead>
<tr>
<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>Margaret Coberly</td>
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<td>Kathleen French</td>
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<td>Dave Maxson</td>
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<td>Joe Ciotti</td>
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<td>Karen Quimoyog</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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TLC Space Requirements:

Placement/Distance Ed Testing Area
  10 computer stations
  1 server
  1 laser printer
  1 clock

Paper Testing Area
  12 desks
  1 clock

Staff
  2 computer stations
  1 laser printer
  1 fax machine
  1 telephone
  1 clock
  1 time clock
  1 table (for sign-ins)
  1 work table
  1 desk

Storage
  5 filing cabinets (4-drawer)
  4 storage cabinets
  3 bookcases

Open Computer Lab
  20 computer stations
  2 laser printers (1 B/W, 1 color)
  1 scanner

Testing areas must be visible from Staff area
Testing areas must be sound-isolated
Tests must be stored in a secure location
Wheelchair accessible in all areas
TRiO Student Support Services Space Needs:

1. Space large enough to support 15 computer stations and network printer in a lab setting with air conditioning.

2. Open space for individual and group tutoring where students can interact, i.e., tables (small for 2-3 students and large for 4-6 students) and chairs for 25-40 people.

3. Space for quiet and less distracting environment for individual tutoring.

4. Space for three full time staff (director, counselor, and office manager).

5. Space for two half-time staff (coordinator and tutor coordinator).

6. Private space for individual counseling, one-on-one.

7. Running water for food preparation (TRiO SSS normally serves food at workshops, cultural events, beginning and end of semester events).

8. Electricity for hot water pot, coffee maker, rice cookers, microwaves, and refrigerators.

9. Storage space for office supplies, kitchen supplies, lab supplies, and safe.