Master Planning
and
Space Utilization Committee

April 30, 2008, 2:00 pm
Alakai 118

MEETING NOTES

1. Call to Order
2. Approval of Notes from April 9, 2008 meeting
   a. Minutes approved with minor corrections.
3. Manaleo Occupants’ Relocation
   a. TLC
      i. Recommendation is to move into Alakai 102.
      ii. Will need to check on whether the electrical power and wiring is sufficient for the TLC.
      iii. Possible carpeting and partitioning
   b. Computer Lab
      i. Discussion will continue in Fall 2008.
   c. TRIO/SSS
      i. Recommendation is to move into Naauao 146 and 113-kitchen room. Tutoring will be conducted on the outside lanai. If there is an overflow, tutoring may be conducting in the lobby, but conversations are requested to be keep to a minimum and at a low volume so as not to disturb the other occupants of the building. Additional study tables for the lanai, appropriate for outdoor use, will be sought after.
   d. Faculty (2.00)
      i. Discussion will continue in Fall 2008.
4. Inventory of Buildings
   a. Reports were distributed online to members of the committee.
5. Charge of the Committee-Recommend to Chancellor
   a. Assess Status of Master Plan
      i. Center for Hawaiian Knowledge BI 2011-2013 request, Stocktaking 2008
      iii. Both of these items will be in future biennium budgets.
   b. Plan for R&M of Facilities
      i. Biennium Budget Request
         1. List of projects distributed
         2. Prioritize projects
            a. Initial project will be on replacing ceiling tiles and light fixtures in old buildings.
6. What are the Space Issues and Concerns?
   a. Karen Q. update of web survey
      i. Clifford Togo will work with her to complete the web survey.
   b. Provide to survey to web person to load onto website
      i. Brian Richardson will be the main person to do this.
   c. Information will need to be maintained and shared.
   d. Goal for Fall 2008 is to develop a written process for space needs that will be available for faculty and staff.
   e. Space Request Form to be created and submitted to Committee.

7. Next Meeting Date
   a. Fall 2008, Date to be determined.
   b. Have a Great Summer!

8. Adjournment
   a. Meeting adjourned at 2:55 pm.

Handouts:
Building Inventory List (electronic)

Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
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<tbody>
<tr>
<td>Clifford Togo</td>
<td>X</td>
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<td>Paul Briggs</td>
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<td>Margaret Coberly</td>
<td>X</td>
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<td>Kathleen French</td>
<td>X</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>
<td>X</td>
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<td>Kanani Baker</td>
<td>X</td>
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