October 27, 2009

MEMORANDUM

FROM: Douglas Dykstra, Chancellor

TO: Clifford Togo, VCAS & Chair, Master Plan & Space Utilization Committee

SUBJECT: Master Plan and Space Utilization Committee Charge from the Chancellor

Thank you for agreeing to serve on the Master Plan & Space Utilization Committee. This committee is responsible for making recommendations to the chancellor on the use and development of the college’s physical plant to include existing buildings, proposed structures, and the use of campus acreage. Short-term, mid-term or long-term proposed uses of external or internal space, as well as renovations to existing structures come under the purview of this committee’s recommending authority. Your appointments will be staggered with half the committee appointed for one year February 2010-2011 and the other half appointed to a full two-year term from February 2010-2012. Renewal of your term for an additional two years (whether you currently are enjoying a two-year or a one-year term) is possible with agreement of the constituency that you represent.

This is a significant college service that may involve careful deliberations requiring you to balance a request for space utilization against competing plans for the same space. We all hope that a fair process of review and consideration inspired by the broadest possible interests of the college, its students and the surrounding community will guide your deliberations and recommendations. The committee will be both reactive and proactive in its functioning. Issues that will likely face the committee include:

1. Propose a new representational model to assure broad based representation by departments/units from across the campus;
2. Determine a process for allocating one-year and two-year terms of service across the roster of representatives;
3. Confirm a procedural prototype to process the flow of space use proposals from departments/units to the committee for deliberation and decision making (reactive function);
4. Review space utilization proposals to assure that the plans show appropriate consideration to accessibility standards for all of our students;
5. Assess the existing Master Plan for continued relevance and recommend new timelines for those aspects of the plan that are of continuing relevance (proactive function);
6. Consider modernizing space utilization proposals for the facilities located at the Dillingham campus, Hale La'akea, Hale No'eau, Hale Mana'opono, Hale Na'auao, and Hale Alaka'i, as well as the properties to be returned by the State Hospital to the college.

Vice Chancellor for Administrative Services Cliff Togo will convene and chair this committee. I look forward to your recommendations to help our college to maintain both the beauty and the functionality of our campus structures and spaces in the furtherance of the interests of our students and the learning environment we seek to provide.