Meeting called to order at 1:40pm.
Attendees: Clifford Togo (Chair), Paul Briggs, Jerry Levinson, Joe Ciotti, Kanani Baker, Ann Lemke, Kathleen French, Paul Field (representing Fulton and Coberly), Cindy Flynn.
Guests: Doug Dykstra, Jeff Hunt
Excused: Richard Fulton, Margaret Coberly, Lisa Gillis-Davis, Donald Frost.
Notes of April 1, 2009 meeting approved by committee without revisions.

Chancellor Dykstra’s Message to the Committee:
- Dykstra suggested that the committee be more representative of the college and proposed that the committee be comprised accordingly. Suggested composition:
  - 5 Instructional units
  - 3 Student Services
  - 1 Academic Support
  - 2 Admin Services
  - 1 ETC – Honolulu
  - 1 OCET/ETC
  - 1 Admin as Chair (VCAS)
- The committee should develop some sort of process and procedure where issues brought up to the committee are supported by units/departments and not individual self interests
- Paul Field suggested that we consider a process similar to how courses are added to the class schedules:
  - It starts with an idea -> department -> paperwork -> committee -> Chancellor.
  - It could be written up like a comprehensive proposal with the following suggested elements:
    - How will the space be used?
    - Why is it needed?
    - How does it relate to the Master Plan?
    - What are the resources needed?
    - Alternatives?
    - Impact if not approved?
    - Timelines?
- Committee members suggested a policy for addressing proposals received from outside the college.
- The committee suggested that Cliff ask Doug to develop a revised charge for the committee.
- The committee agreed to form a sub-committee to write up process and procedures as to how matters should be brought to the committee. The following members volunteered to serve on this sub-committee:
  - Kathleen French
  - Ann Lemke
  - Joe Ciotti
  - Paul Fields (non-member)

Self-Assessment Improvement Goals (GSIEC)
- Three recommendations were made as a result of the self-assessment process conducted in Spring 2009. The self-identified improvement were as follows:
  - Conduct regularly scheduled meetings.
    - The committee will try to meet monthly. Fridays at 1:30pm seems to work for most of the members.
  - Create a policy for participation and decision-making that specifies how to bring forth ideas.
    - The current committee members were chosen by Angela Meixell.
    - The committee should be a representation of the campus, the make-up something similar to Doug’s suggestion above.
- It was suggested that issues brought forth to this committee should be supported through a campus related department. The committee should not have to deal with individuals.
- We are near the end of the current early 1990’s Master Plan. The UHCC will be looking at how Master Plans should be updated or redone.
- CIP Funding is needed to hire a consultant to develop a Master Plan that will involve the entire campus community and not the work of this committee.
- Copies of the current Master Plan are in the Library and Clifford Togo’s office.
- Jeff Hunt has agreed to serve on the committee as an ex-officio status.
  - Find ways to more effectively share information with the rest of the college.
    - Post Notes of the meetings on the college’s website.
    - Email to wcc-facstaff that Notes have been posted with a link to the Notes.
    - Face-to-face announcements or forums for issues of importance.
    - Notes will be drafted and sent to member for review and accuracy. Members will have a chance to make corrections. Edits to be made within a day or so then resent to committee members before final posting to the website followed with an e-mail to wcc-facstaff.

**Status of Hale Iolani with Hawaii State Hospital**
- Status of Hale Iolani with regards to health and safety issues, Miles Nirei (UH Environmental Health and Safety Officer for UHCCs) checked the building and reported no immediate risk.
- Based on the results of this inspection, the current occupants of Hale Iolani do not need to vacate this building, as was previously stated in the April 1st notes.
- WCC administration presented a revised MOA to the Hawaii State Hospital to return buildings to its rightful owners. Specifically, returning Hale Iolani & surrounding areas (coral quarantine, fish ponds) for 4 maintenance sheds and 4 cottages. The college should not give up Hale Iolani unless all buildings are planned to be returned back to WCC.
- It was commented that the cottages are being used as a half-way house for Hawaii State Hospital patients.
- WCC administration will be meeting with the Hawaii State Hospital administration at the end of the month.
- The Department of Health plans to construct a Long Term Care Facility on the grassy area fronting Bishop Hall, currently occupied by Hakipuu Learning Center.
  - The RFP went out and proposals were due at the end of September.
  - This is a public/private partnership.
  - If construction were to occur, traffic should be diverted in front of the court house to minimize congestion for WCC.

**Relocation of Fish Ponds and Coral Quarantine**
- Fish ponds are currently located behind Hale Iolani. Discussion with HIMB to possibly relocate behind Hale Uluwehi.
- The Coral Quarantine project is also being considered to be located behind Hale Uluwehi.
- The facility may include a 1,500 sq ft building.
- The college’s Master Plan identifies a facility for Agriculture/Aquaculture in the vicinity.

**Future Use of Hale Laakea and Hale Noeau**
- Hale Laakea and parts of Hale Noeau will be vacant upon completion of the new Library & Learning Center. Estimated completion date is January 2012.
- Committee assumes that various departments will be requesting use of the space.
- Committee will determine process for accepting requests to use space.

Next meeting is tentatively scheduled for Friday, 11/13/09, 1:30pm, location TBD.
Meeting was adjourned at 3:05pm.

Respectfully submitted,
Cindy Flynn, Recorder