Meeting called to order at 1:40pm.
Attendees: Clifford Togo (Chair), Lisa Gillis-Davis, Jerry Levinson, Joe Ciotti, Ann Lemke, Kathleen French, Richard Fulton, Patrick Tamaye (proxy for Cindy Flynn).
Guests: Jeff Hunt
Excused: Margaret Coberly, Donald Frost, Paul Briggs, Kanani Baker

Notes of October 9, 2009 meeting were reviewed by committee members and posted on the committee’s website.

Sub-Committee Report on Establishing a Process to Request for Space:

- K. French, J. Ciotti, A. Lemke, reported on the proposed procedures for requesting for space. Highlight of the proposed procedure will be to utilize the New Initiative Forum as a means to obtain comments on a space request.
- Question was raised as to what is considered short term use and whether these requests should be addressed by the committee. Chancellor Dykstra would like the committee to address space use requests greater than 1 year. Anything less than a year should be handled administratively unless requested by the Chancellor.
- There was discussion on what types of request should be forwarded to the committee, especially less significant ones that could be handled administratively, for example switching office spaces within a department. A suggestion was made to expedite the process and to reduce the load on the committee that all requests be submitted to the Vice Chancellor for Administrative Services and in turn report them to the committee. The committee would then determine whether it should be addressed administratively or the committee should make a recommendation. If the request is to be managed administratively, the committee will be informed as to the outcome of the request taken by the administration.
- If a request is to be heard by the committee, the requesting party will place the request with pertinent information on the New Initiative Forum. After a minimum two week period on the New Initiatives Forum, the committee may schedule a hearing involving affected parties.
- The outcome of all requests will be communicated by the Chair of the Committee to the requestor.
- The sub-committee will finalize the process taking into consideration the discussions and any further comments from the committee.

Composition of the Committee:

- C. Togo distributed a draft committee membership plan listing groups and their proposed terms.
- The Vice Chancellor or Director of the group will be responsible to provide the names of those to serve on the committee.
- A change to the initial composition of the committee is to add a student member and a representative from Ke Kumu Pali as directed by the Chancellor.
- Below is the proposed composition of the membership to the committee and their terms.
- The terms of the new committee will begin in Spring 2010.
Status of Hale Iolani with Hawaii State Hospital

- Chancellor Dykstra, Vice Chancellor Cliff Togo and Jeff Hunt will be meeting with the Hawaii State Hospital Administration on November 24, 2009, to discuss the status of the MOU to return buildings to property owners.

CIP and Master Plan

- Jeff Hunt provided information and distributed pertinent documents relating to the history of the college’s Master Plan and matters of concern relating to the State Historic Preservation Department (SHPD), Planning, Review, Use (PRU) process. Hawaii State Hospital Master Plan and museum issues, and (rain)forest matters. These documents are available for viewing in the WCC Library.

Next meeting is scheduled for Friday, December 4, 2009, 1:30pm, Alakai Rm 118.
Meeting was adjourned at 3:45pm.

Respectfully submitted,
Clifford Togo, Chair