Meeting called to order at 1:35 pm

Attendees: Clifford Togo (Chair), Lisa Gillis-Davis, Jerry Levinson, Joe Ciotti, Ann Lemke, Kathleen French, Richard Fulton, Paul Briggs, Kanani Baker, Jeff Hunt (ex-officio)

Excused: Margaret Coberly, Donald Frost

Notes of the November 20, 2009 meeting were reviewed by committee members and posted on the committee’s website.

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

- K. French, J. Ciotti, A. Lemke, L. Gillis-Davis reported on the latest draft of the proposed procedures for requesting space.
- All space requests more than a year will be submitted to Chair C. Togo who will then have the committee determine if the request should be handled administratively or heard by the committee.
- The committee will generally not be involved in space requests for less than a year.
- If a request is to be handled administratively, the outcome of the request from administration will be reported back to the committee for information.
- If the request is to be heard by the committee, the requestor will post the request in the new initiatives forum website with all the pertinent information for public comment. After a minimum two week period on the forum, the committee will decide whether to hear the request.
- The subcommittee included posting the requests on the new initiatives forum in part because "New Initiative" is defined so broadly, it seems that most requests for space would fall under this category and thus would need to be posted there anyway.
- The requestor may then revise, rescind or submit the original request to the committee.
- A linked form requesting for pertinent information for a space request will be made available on the committee’s website. If possible, there should be a note or tag to indicate which new initiative request is space related on the new initiative forum website.
- A hearing may be scheduled to provide additional comment for the space request. The committee will decide to approve or disapprove the space request and report its recommendation to the Chancellor and the requestor.
- The results of all space requests will be reported in the committee’s notes.
- The chair will maintain a record of all requests and report its status to the committee members.
- K. French will coordinate with Brian Richardson to incorporate the changes discussed and have it made available on the committee’s website.
- The committee would like to acknowledge and express its gratitude to K. French who has taken the lead role in developing this process.
- By majority vote, the process for requesting space with the above comments was approved.
- The website to submit space requests is under construction. A draft of the website can be found below and should be up and running by Spring 2010.
Space Utilization Request Information

DRAFT · DRAFT · DRAFT · DRAFT

The Master Planning and Space Utilization Committee (MPSUC) makes recommendations to the Chancellor regarding semi-permanent and permanent uses of enclosed and open spaces on campus, including existing buildings, renovations to existing structures, proposed new structures, and the use of open acreage. The objective of the committee is to enhance the functionality, accessibility, and the beauty of the Windward CC campus structures and spaces in the interest of creating a more effective learning environment for our students.

Required Information for All Requests

1. Name of the individual or group that is requesting the space
2. Contact Person’s name, email, and telephone number
3. Type of space that is needed
4. Building or space in question
5. How the space is currently being used
6. Desired start date (and end date, if applicable)
7. Description of how the space will be used
8. Description of how it may contribute to the learning environment and interests of WCC students
9. Other alternatives that were considered and why those alternatives don’t seem to work
10. What other resources may be needed
11. How the proposal supports or is supported by the Master Plan, the Mission of the College, and the UHCC Strategic Plan

The requester is encouraged to include attachments such as pictures and plans. Note that basic building plans in PDF and JPG are available on the Buildings and Facilities on Campus page.

The requester is also encouraged to provide evidence of support from the college.

Any request being made by an external (non-WCC) agency must enlist a Windward CC contact person who will act as the agency’s liaison, and follow the same procedures as those required for internal requests.

Procedure

1. The requester contacts the Chair with the initial draft of the request, which should include all appropriate items listed in the Required Information for All Requests.
2. The Chair forwards the request to the committee for initial discussion.
3. The committee decides if the decision should be made by the Vice Chancellor of Administrative Services, by the committee, or be referred to another group on campus.
4. For committee-made decisions:
   1. The Chair will ask the requester to post the initial draft of the request on the New Initiatives discussion board for college input.
   2. After a minimum of two weeks from the date of posting, the requester will submit a final request electronically to the Chair (in the Word document provided --- the link to the document to be added later).
   3. The committee’s review of the final request will include a presentation by the requester and any other interested parties.
   4. The committee’s recommendation will be recorded in the committee notes and forwarded to the Chancellor, requester and any other appropriate people on campus.

Last revised November 25, 2009
Composition of the Committee:

- C. Togo distributed a revised draft committee membership plan listing groups and their proposed terms.
- In addition to the listed members, the committee added the Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, and the Director for OCET/ETC as ex-officio and non-voting members to the committee.
- The quorum for decision making requires at least 1 more than 50% of the voting membership.
- By majority vote, the composition of the committee was approved as listed in the following table:

### Windward Community College

**Master Planning and Space Allocation Committee**  
**Membership/Term**

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<th>Unit/Department Representative</th>
<th>Appointed by</th>
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*Chair (votes only for tiebreaker)

Name Change:

- By majority vote, the name change of the committee was approved to be: Master Planning and Space Allocation Committee or **MaPSAC**

Status of Hale Iolani with Hawaii State Hospital

- Chancellor D. Dykstra, Vice Chancellor C. Togo and J. Hunt met with Hawaii State Hospital's (HSH) Director Mark Fridovich and Facilities Manager Robin Denton on November 24, 2009, to discuss the status of the MOU to return buildings to its owners. The HSH will need to inquire with current occupants on their space needs as well as think through any logistical problems that may arise. The MOU would indicate a simultaneous transfer/relocation and a clause to obtain the remaining buildings. Another meeting is tentatively scheduled in January 2010.

CIP and Master Plan

- It was suggested that J. Hunt provide an informative session during Spring convocation to brief the campus community on the current Master Plan, its progress, and future developments, issues, and options available. Chair C. Togo would look into the possibility of having this included in Convocation with Chancellor D. Dykstra.
Chair C. Togo thanked the committee members for their contributions over the past two years and hope that some will continue with the newly established committee composition beginning in Spring 2010.

Meeting was adjourned at 3:05pm.

Respectfully submitted,
Clifford Togo, Chair