Space Allocation Requests

The Master Planning and Space Allocation Committee (MaPSAC) 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.

The requestor 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.
   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.

Title of Space Request:

Request Status: Dates to be updated by the Chair of the MaPSAC.

Date

- Received by Chair of the MaPSAC
- Sent to MaPSAC for Initial Decision on Disposition
- Posted on the New Initiatives Forum
- Discussion Period Closed
- Final (modified) Version of Request Received by Chair
- MaPSAC Deliberation Begins
- Decision:  ___ Approved
-  ___ Disapproved
-  ___ Withdrawn
Required Information for All Requests

1) Name of the individual or group that is requesting the space
   Clifford Togo, Vice Chancellor for Administrative Services
   Administrative Services

2) Contact Person’s name, email, and telephone number
   Clifford Togo, togo@hawaii.edu 235-7405

3) Type of space that is needed
   Office space for Campus Security & Safety Officer, and University Security Officer

4) Building or space in question
   Hale Alakai, Room 113

5) How the space is currently being used
   Formerly used by the UH Foundation Development Officer. The position is now located at UH
   Foundation Office at UH-Manoa. The space is temporarily being used for Supplemental
   Instruction.

6) Desired start date (and end date, if applicable)
   July 1, 2010

7) Description of how the space will be used
   The space will be used to house the Campus Security and Safety Office. Two positions and
   related equipment costs were appropriated to WCC to provide safety to students, faculty and
   staff. The 2.00 positions have been vacant for a year to meet the budget reductions/restrictions.
   One of the positions is planned to be filled in the coming fiscal year. The space will house the
   Campus Security and Safety Officer, a second University Security Officer to be filled at a later
   date, and to serve as a home base for our contract security services currently provided by Alii
   Security Systems.

   The office space will also house the necessary equipment to monitor the cameras and phones
   that were recently installed and be the call center for emergency first responders. It will also
   house a first aid kit and an AED in the near future and other safety and security related items.

   Another reason for the requested location is that it is in close proximity of the Business Office
   which is undoubtedly the most vulnerable location with respect burglaries and robbery. The
   presence of the Security Office should deter these types of activities.

   The security officers will have an electric cart that will be stored in the basement of Hale Alakai.
   The close proximity of the office to the carts will enable the officers to respond quickly and
   efficiently.
Emergency vehicles often arrive on campus to respond to 911 calls. At the requested location, the security officers will have a direct view of oncoming emergency vehicles that will allow them to meet the emergency vehicles and to lead them to the exact location where assistance is needed.

8) Description of how it may contribute to the learning environment and interests of WCC students

The safety of our students will definitely contribute to the learning environment of our WCC students. Students should feel more secured while on campus knowing that a campus security office exists.

9) Other alternatives that were considered and why those alternatives don't seem to work

Other offices within Hale Alakai were considered, however Room 113 is being requested specifically because of its location. With a large “SECURITY” sign, the office will be very visible to everyone coming on campus. This not only informs the students and visitors of its location on campus but also serves as a deterrent to potential criminalist who will get the message that security is important and exists at Windward Community College. The location of the Security office gives a strong message that security present.

10) What other resources may be needed

None. The office is currently furnished with office furniture from the previous occupant.

11) How the proposal supports or is supported by the Master Plan, the Mission of the College, and the UHCC Strategic Plan

This request supports the students, faculty, staff, and community it serves as it creates an environment where people will be safe and that the property of the college will be secured. This falls within the college’s Strategic Plan stated below.

5.4 Renovate, repair, and maintain all College facilities to meet or surpass established standards for health and safety, handicapped access, energy-efficient climate control and lighting, functionality, and aesthetics.

This request also indirectly addresses WCC’s College Action Outcomes 2.0, relating to student success at Windward Community College. A safe and secured campus facility and environment should lead to student success.