Meeting called to order by Chair Togo

Chancellor Douglas Dykstra addressed the committee first by thanking them for their participation and further stating that the work of this committee is very important. It is essential that the campus have an open and fair process on matters pertaining to current and future space needs of the college. Dykstra also emphasized that he relies on this group to bring to the table any and all issues relating to specific requests in order for him to make the best possible decision for the college. Dykstra expressed that the MaPSAC is not a “rubber stamp” committee and that those describing it as such are incorrect in furthering that thought.

Status Report on Previous Space Requests

Hawaiian Center Complex – Ke Kumu Pali
- Proposed location is near the Bioprocessing Medicinal Garden Complex
- Hawaiian Center Complex on footprint of building “Q” on Master Plan
- Master Plan has building “Q” designated as a Physical Education building
- To house Hawaiian Studies and Language faculty and staff, classrooms, dance studio, carving, gardening and medicinal herbs programs
- Request posted on the New Initiatives Forum for comment
- Concern was raised as to whether adequate input from campus was received
- Through discussion it was noted that Natural Sciences may have a future proposal for a structure in about the same space, although McCoy stated that the proposal is now in abeyance
- Hunt noted that the gross footage for the previously-designated Bldg Q is around 13,000 sq. ft. and that any structure or combination of structures would have to follow that guideline in order to pass the City Council as a minor modification (and not incur a revision to the Master Plan)
- It was agreed that a recommendation of general support for the concept be forwarded, pending further details and opportunities for more campus input in the Fall
- **Recommend Approval with stipulations for more discussion to Chancellor Dykstra, 5/14/2010**

New Space Request Received by VC for Administrative Services since last meeting

VISTA Space in Hale Naauao 120/120A
- Currently used as SS lounge
- June 2010- August 2013
- Supported by Social Science faculty
- **Referred to Administration, 5/14/2010**
• Hakipuu Charter School use of “Cottages"
  o Temporary use of 3 cottages and grounds
  o Cottage #4 to be demolished to make room for temporary building
  o Date of occupancy – to be determined
  o No immediate plans for developing that area, long range plans call for a parking lot
  o Hakipuu and Windward CC have been a good “partner” for many years
  o Law Library Microform Consortium lease through 2026 in Hale Awa
  o Request posted on New Initiatives Forum for comment
  o Recommend Approval to Chancellor Dykstra, 5/14/2010

• Title III Developments
  o Through discussion it was revealed that the new Title III Construction Proposal may include renovations to Hale Ao (lanai)
  o The committee was also reminded by Togo that there is a renovation project already in design to remove the garage and expand the lanai area of Hale Ao and that a coordination of the two projects should be done
  o The Title III representatives at the meeting were urged to post the new developments on the New Initiatives webpage, per College expectations, so that the entire campus would be aware of them, similar to the way in which Chancellor Dykstra quickly posted the recent developments with Hakipuu

• Vice Chancellor Fulton presented the draft “Procedures for allocating faculty offices” to the leadership of the Faculty Senate. The Faculty Senate leadership concurred with the draft. The MaPSAC will use the procedure as a guide when addressing faculty office space requests in the future. A copy of the procedure is attached.

• Next Meeting to be determined at a later date during the Fall 2010 semester

• Meeting adjourned 2:45 pm
Procedure for Allocating Faculty Offices

While deciding on creating new faculty offices through renovation or new construction is a MaPSAC concern, assigning faculty to office spaces has been a responsibility of the Vice Chancellor for Academic Affairs. The process for assigning space has never been reduced to writing; to rectify that omission, and following consultation with the Senate Executive, the process and criteria that will be used for assigning faculty office space is:

1. When faculty office space becomes available, the Vice Chancellor announces the vacancy to faculty. Faculty member interested in moving to such space may notify the Vice Chancellor, with copies of their expression of interest to their Department Chair and Dean.
2. The Vice Chancellor will consult with the interested faculty and appropriate department chairs and dean before deciding on any office allocations.
3. Office allocations will be made using the following criteria:
   - Disability
   - Seniority
   - Proximity to Department members
   - Proximity to teaching space
   - Other, as appropriate