



**Charter for the Master Planning and Space Allocation Committee
(MaPSAC)
Windward Community College
Enacted: January 1, 2024**

1. Name

The Master Planning and Space Allocation Committee (MaPSAC)

2. Relevant System and College Policies

None

3. Sanctioning Authority

The committee recommends and reports to the Chancellor via the Vice Chancellor for Administrative Services

4. Oversight

The Vice Chancellor for Administrative Services acts as Chair of the committee and the Operations Coordinator serves as the Vice-Chair of the committee.

5. Purpose

The Master Planning and Space Allocation Committee (MaPSAC) supports the campus by providing recommendations to the Chancellor for short, mid, and long-term 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 goals of MaPSAC are:

1. To enhance the functionality, accessibility, and beauty of the WCC campus structures and spaces.
2. Create a more effective learning environment for students.

6. Membership

Members are appointed by their respective administrator or committee/governing group chairperson to two-year terms. Representation is campus-wide by various departments and committees. If members are unable to attend, they should send a proxy from their respective department or committee. Members should notify the Vice Chancellor for Administrative Services and their secretary prior to the meeting to ensure that all members are accounted for. Proxies have the authority to vote on behalf of their respective department or committee.

Below is the list of membership.

1. Office of the Chancellor Representative
2. Administrative Services Representative
3. Humanities Representative
4. Academic Support Representative
5. Language Arts Representative
6. Social Science Representative
7. Natural Science Representative
8. Math/Business Representative
9. Career and Community Education Representative
10. Student Affairs Representative
11. ASUH Representative
12. Aesthetics Committee Representative
13. Ke Kumu Pali Representative
14. Vice Chancellor for Administrative Service (Chair)
15. Vice Chancellor for Administrative Services Secretary (Recorder, ex officio, non-voting)
16. Director for Career and Community Education (ex officio, non-voting)
17. Vice Chancellor for Student Affairs (ex officio, non-voting)
18. Vice Chancellor for Academic Affairs (ex officio, non-voting)
19. Facilities Manager (ex officio, non-voting)
20. Operations Coordinator (Vice-Chair, ex officio, non-voting)

7. Leadership

The Vice Chancellor for Administrative Services will serve as Chair and is responsible for overseeing the committee with the assistance of their Secretary. The Operations Coordinator will serve as the Vice-Chair and will serve as the Chair in the absence of the VCAS.

8. Decision-Making Procedures

Requests for space allocation must be submitted for MaPSAC review by utilizing the Space Allocation Request Form. The Committee formulates recommendations and submits them to the Chancellor for approval and implementation. The Chancellor reserves the right to accept, in whole or in part, or to refuse the Committee's recommendation due to extenuating circumstances.

The procedure to review requests is as follows:

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 section of the request form. Requests will be reviewed and approved by the respective division chair/program head, dean, and VC as applicable prior to committee review.
2. The Chair forwards the request to the committee via email for initial discussion.
3. The committee decides if the decision should be made by the committee, or be referred to another individual or group on campus.
4. For committee-made decisions:
 - a. The Chair will ask the requester to post the initial draft of the request on the college's Discussion Board for college input.
 - b. After a minimum of two weeks from the date of posting, the requester will submit a final request electronically to the Chair.

- c. The Chair will convene a meeting for committee members to review the final request; which may include a presentation by the requestor and any other interested parties.
- d. The Committee members will vote on the request and formulate a recommendation to the Chancellor.
- e. The Committee's recommendation will be recorded in the committee notes and forwarded to the Chancellor, requestor and any other appropriate people on campus.

A list of requests under consideration and completed requests can be found on the Master Planning and Space Allocation website.

9. Compensation

There is no monetary compensation for serving on this committee.

10. Meetings

MaPSAC will meet once a semester at minimum. Additional meetings may be scheduled based on requests and recommendations.

11. Subgroups

The Chair shall have the authority to establish permanent or ad hoc subcommittees as necessary, without need for separate Charters but subject to reporting annual summaries of activities and accomplishments to the committee.

12. Documentation

An agenda will be distributed by the Chair to committee members prior to each meeting. A draft of minutes from the prior meeting will be sent via email to committee members for revision and review. The Recorder will post approved meeting minutes on the WCC website. The Recorder will also ensure any other relevant documents produced by the committee are posted on the WCC website (e.g. approved charter, agenda, request forms and supporting documents).

13. Assessment of the Group

Committee effectiveness will be assessed every two (2) years via a campus-wide survey. This survey is intended to collect feedback and input from faculty, staff, and students to determine if the committee is successful in meeting its goal of 1) enhancing the functionality, accessibility, and beauty of the WCC campus structures and spaces; and 2) creating a more effective learning environment for students. Modifications to the committee charter, processes or forms may be needed as a result of survey responses.

14. Dissolution of the Group

The group's existence is indefinite and can only be dissolved by the sanctioning authority.

15. Modifications of the Group Charter

The charter will be reviewed at least every two (2) years or as needed. A proposed modification

to the Charter may be voted upon at a Senate meeting only after it has been placed on the agenda and discussed. A two thirds vote is required for approval of any modification to the Charter. Upon approval, the modification shall be distributed via the Discussion Board to the staff for a period of review and comment of no fewer than ten (10) business days. If there are no objections, the modification will automatically take effect. A meeting will be scheduled to discuss any concerns that are raised before any modification can be adopted.