Minutes -- MaPSAC

The Windward Community College (WCC) Master Planning and Space Allocation Committee (MaPSAC) met in regular session Thursday, October 16, 2014, 2:30 p.m., Kuhina 115.

Ex officio members present: Ellen Ishida-Babineau for Ardis Eschenberg, Judy Oliveira, Paul Nash, and Jeff Hunt.
Guests present: Crystal Kamahalohanuilai, Francine Vierra, Michelle Kam, Charlene Akina, Michael Moser

I. Call the meeting to order.
Chair Ishida called the meeting to order at 2:33 p.m.

II. Space Requests.
   1. Child Care Facility:

      A motion was made by Uyeda and seconded by Gillis-Davis to discuss the space request for a child care facility. Judy Oliveira, Vice Chancellor for Student Affairs (VCSA), presented the request for Ardis Eschenberg, Vice Chancellor for Academic Affairs (VCAA), with Crystal Kamahalohanuilai, Francine Vierra, and Michelle Kam, three WCC students who worked on the child care facility grant. The request asks to use parts of the WCC cafeteria: ½ to ⅓ of the dining room area, two offices in the kitchen, and the lanai/patio to house a new child care facility.
The chair opened the floor to discussion and VCSA Oliveira and the three student guests answered member questions. They explained that the UH system office needs to approve of the grant before blueprints can be drawn. It is likely that an outdoor area will need to be converted into a toddler area. The kitchen will remain as such for the Office of Career and Community Education’s (CCE) use. A wall and fence will need to be erected. The CCE Director, Michael Moser, said that the Office is okay with sharing the space, even though a kitchen incubator and culinary program are in the pipeline. Both Director Moser and VCAA Eschenberg are confident that the two programs can co-exist. The grant that will support the child care facility is for five years. Through year two or three, Honolulu Community College (HCC) will help staff the program. Thereafter, WCC will staff the program, who will be trained by HCC. The ratio of children to teachers is 6:1, which complies with state requirements; there will be a maximum of 14 children in the facility at any given time. The request also specifies square footage necessary for the facility. The child care facility will set priorities for who is accepted. The facility staff are discussing a part-time schedule (allowing children to be enrolled Monday/Wednesday or Tuesday/Thursday), as opposed to forcing children to be enrolled full-time, in order to accommodate double the amount of children (28). The current child to teacher ratio is based on need, which is for infant care (ages zero to two). The facility hopes to expand to include toddlers (ages three to five) in the future. Academic Affairs is planning to create a task force to investigate whether a curriculum can be implemented to teach Early Childhood Education.

A motion was made by Gillis-Davis and seconded by Uyeda to approve the space request for a child care facility. The motion carried with eleven in favor and one opposed.
2. CCE use of the WCC Cafeteria

A motion was made by Doi and seconded by Uyeda to discuss the space request of the WCC cafeteria by OCCE. Charlene Akina, the CCE Workforce Development Coordinator joined the meeting to explain the request. Director Moser introduced the request by explaining that Akina is the faculty coordinator. The idea for a culinary program started a year ago because WCC was going to break contract with Creations in Catering, the company that provided cafeteria food. The purpose of the new culinary program is to train beginning cooks and eventually produce food for the campus. One part of the program, Kitchen Skills, is an American Culinary Federation recognized program. OCCE is currently exploring how to support the program financially; Akina has already landed contracts. They are also looking for tuition to be funded by workforce agencies, such as Oahu Worklinks and Alu Like Workforce Development. They have some money now that can be used to purchase equipment. The program also includes a kitchen incubator that incorporates entrepreneurship. They are working with Professor Ingelia White to create a pathway between the culinary and agripharmatech programs. There is a 400 hour program and a basic skills program; they are looking to always have turnover, training students at different levels/populations. CCE is also considering training chefs currently in the industry who need professional development. They are looking at Maui College as a guide because they are doing innovative culinary projects. The second main aspect to the culinary program is having a kitchen incubator. CCE recently met with a feasibility consultant and are working with Ishida and the UH System Office to review a pricing structure. A small needs assessment was performed at the WCC Hoolaulea and it was found that there is an interest in the community, both by individuals and nonprofit organizations, for an incubator. Another idea
CCE would like to implement is having “taste tables:” a featured chef will pay to use the incubator space to make bentos during specific times on a weekly basis. They are tentatively planning having one chef on Monday/Wednesday and a second on Tuesday/Thursday, with simple lunches on Fridays. An additional idea is dressing up a golf cart to be able serve very basic food for hard-to-reach/evening classes. The first culinary class will begin on October 28, 2014. CCE anticipates having the kitchen equipped to begin the food service portion of the program in March or April 2015.

The chair opened the floor to discussion, with Akina and Moser answering questions. Graduates of the incubator may provide food service to the college. This culinary project will happen in phases. There are no supplies now, but they have the equipment and curriculum. The incubator chefs are coming from the community and will be new to the profession. They intend to sign three month contracts with the visiting chefs, which may be renewable. The culinary program may be able to provide food to the child care program into the future; CCE needs to investigate federal and state regulations, but hopes to create a farm-to-school partnership. Chiefly program staff (students to a smaller extent) will be responsible for the cleaning of the kitchen. Students are coming from UNITE HERE Local 5 and workforce agencies. The new culinary program differs from the past WCC Employment Training Center (ETC) program in that it focused on Department of Education students (DOE; they had an articulation agreement with the DOE) and other agencies. This new program is working with 5 Local, which requires that the program be American Culinary Federation recognized. The kitchen incubator is brand new to the college. CCE is also interested in partnering with the WCC agriculture classes and using vegetables produced on campus, as well as creating a compost pile. The WCC administration is
responsible for keeping students, staff, and faculty informed of the status of the cafeteria and culinary program. In the interim, campus administration is negotiating with lunch wagons to provide food to the campus until the culinary program can do so.

A motion was made by Uyeda and seconded by Gillis-Davis to vote to approve the request for CCE to use the cafeteria for their non-credit culinary program. The motion carried with eight in favor, two opposed, and one abstention.

3. CCE Storage Container:

Preshess Willets-Vaquilar, the CCE Workforce Development Coordinator, discussed CCE’s proposal to have a storage container on campus because the program is expanding and has large equipment required new storage. For example, the Ocean Safety program has very large equipment and there are photovoltaic classes with model panels. CCE would like to have large equipment readily available on campus, as opposed to storing large equipment on a sister UH campus; they would need to access the equipment about every other week. The storage unit may also be used for labs. After investigating campus grounds, CCE suggested the best possible location for a storage unit is behind the parking lot by the Law Library Microform Consortium.

The chair opened the floor to discussion and members were concerned about the storage location, suggesting other sites that would minimize the storage container’s effect on campus aesthetics. Director Moser said the program is open to alternative sites, but they have already investigated all areas on campus.

A motion was made by McCoy and seconded by Doi for MaPSAC members to discuss the CCE storage container proposal with their constituencies.
and bring the feedback to the next MaPSAC meeting. During the discussion it was pointed out that the proposal was submitted in August and was already given due process for member feedback. The motion was amended to give a two week deadline for constituency feedback. The motion failed with one in favor and five opposed. A motion was made by Gilles-Davis and seconded by Uyeda to vote to approve the request for CCE to put a storage container on campus, with the site yet to be determined. The motion carried with nine in favor and one opposed.

III. Announcements

The chair announced that KYA Design Group will explain the master plan at the next MaPSAC meeting and the committee will vote on the PRU (Plan Review Use).

IV. Adjournment

Upon a motion by Doi and second by Uyetake, the meeting adjourned at 4:05 p.m. by unanimous vote.

Mariko Kershaw

Proxy Academic Support Representative