



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

ACADEMIC & INSTITUTIONAL SUPPORT COMMITTEE

of the Leeward Community College Faculty Senate

a standing committee of the Faculty Senate that seeks to improve the academic & institutional support services to faculty, staff & students

Meeting date: February 11th, 2009

Members present: Zeny Estrada, James Fujita, Ian Riseley, Char Akina, Tara Rojas, Della Kunimune, Kris Hernandez,

Excused: Rania Agua-Torres, Eileen Cain, Wanda Miyamoto, Cindy Martin, Jan Shimabukuro-Lee.

B. Old Business

1. Drinking Fountains

Some fountains are leaking and need repair or replacement.

These are checked monthly by Auxiliary Services and have been replaced as needed.

2. Green Committee

A series of discussion groups were formed during the fall 2008 Convocation to discuss the “greening” of the campus.

- Recycling, Tara Rojas, chair.

The committee has decided that paper recycling is the first priority on campus. They will be meeting to ascertain viable pick-up and drop-off points in various classrooms and administrative areas.

- Green Across-the-Curriculum, Eileen Cain, chair.
- Resource Conservation, Rania Agua-Torres, chair.
- Spreading the Green, Bobbie Martel, chair.

The committee is setting up a website as a way to disseminate information to interested parties.

3. Learning Commons

Kris Hernandez related that the first draft of the planning document has been sent to the Facilities Planning office and an architect has been hired. Space issues will be discussed with Academic Support faculty. Construction is scheduled to start in the summer of 2009.

4. Painting, renaming and renumbering buildings

A concern about the building names has been discussed as it reflects poorly on the perception of the campus as a whole.

- DA building when we have no Drafting Technology,
- BE building which houses the BT program, and
- BS building (for obvious reasons)

The Leeward representative for the system wide committee to address signage issues is Kathleen Cabral. She will inform the AIS committee on their progress.

5. Deep cleaning of classrooms

There is an ongoing concern about the appearance of our classrooms with lots of unused and unclaimed clutter in many classrooms. Chairperson Currivan has sent a memorandum to all the Division chairs requesting their ongoing assistance with this matter.

6. Parking Lot lighting

The lack of adequate lighting in the M/S parking lot is a safety issue.

The lot may be upgraded along with Ala Ike as the area is slated for use as a parking lot for the LCC rapid transit train stop. No action will be taken at this time.

7. Automatic external defibrillators

Four AED have been purchased. There is no decision yet on where they are to be placed on campus and which personnel will be trained in CPR to use them. Char Akina has volunteered to request further information.

A. New Business

1. Counseling

A faculty member has reported a concern that a member of the counseling department suggested that a student speak with their professor to request a grade change.

It was also reported that a counselor called a division secretary to request that they give a student a copy of a course syllabus. It is requested that counselors be asked to communicate directly with faculty on matters such as this.

Another concern was that faculty has received complaints from students that counseling has suggested courses that are not necessary for the completion of their degree. A suggestion is for students to receive their proposed courses in writing.

These concerns and suggestions will be discussed with Rania and Jan at our next meeting.

2. Restrooms

Faculty and students have complained about cockroaches in the restrooms.

There is a need for regular cleaning in the afternoon/evening. By union contract, any custodian on duty requires a supervisor, which creates a logistical problem. As yet there is no solution.

Next AIS meeting: March 18, 2009 in the Voc Tech Conference room

The final meeting of the semester will be on April 15th, 2009

Please let me know if there are any conflicts. Look forward to seeing you all then.

Minutes respectfully submitted by Ian Riseley.