



## 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: April 15th, 2009

Members present: Zeny Estrada, James Fujita, Ian Riseley, Char Akina, Rania Agua-Torres, Tara Rojas, Cindy Martin, Jan Shimabukuro-Lee.

Excused: Wanda Miyamoto, Della Kunimune, Kris Hernandez,

### **B. Old Business**

#### **1. Green Committees**

- Recycling, Tara Rojas, chair.

The committee has decided that paper recycling is the first priority on campus. This will be starting as soon as next week. There will be recycling boxes placed in all offices and classrooms. Various drop-off sites will be allocated. A “no hassle” procedure for the recycling of bottles and cans is still in the planning stage.

- Resource Conservation, Rania Agua-Torres, chair.

The purchase and placement of bike racks is being discussed.

One suggestion is to lower the air conditioning one degree in all the buildings.

- Spreading the Green, Bobbie Martel, chair.

The committee has set up the "Green Mail" announcements which are sent to all faculty, students and staff through their hawaii.edu email account. They need to sign-up by clicking on the link within the mail in order to receive the "green mail" announcements. They are also interested in setting up a website as another way to disseminate information to interested parties.

- Earth Day will be on April 22 and several presentations are scheduled for that day.

#### **2. Learning Commons**

Cindy Martin reviewed the plans for the Learning Commons based on the draft proposal that has been sent to the architect. To date nothing has been finalized:

- Library Building 3<sup>rd</sup> Floor – will have books stacks, offices, and training room/conference room with modular furniture.
- Library Building 2<sup>nd</sup> Floor – will have Learning Resource Center, Math Lab, Coffee shop, Circulations/check-in/out desk.
- Although a coffee venue in the Commons is desired no contract has been signed to date.
- Library Building 1st floor – Testing Center, help desk, Educational Media Center.

- Moving: UHWO Library to BE Building, Innovation Center for Teaching & Learning to GT 105A.
- Construction is scheduled to start in the summer of 2009 but may be premature.
- Open forums to be held at the end of the month.

### **3. 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)

No report from the Leeward CC system wide committee delegate Kathleen Cabral.

### **4. Automatic external defibrillators**

Four AED have been purchased. They have been placed in the DA building, Library, Theatre and Security. Mark Lane is organizing the personnel to be trained in their use.

### **5. Counseling**

A faculty member reported a concern that a member of the counseling department suggested that a student speak with their professor to request a grade change. The counseling department will attempt to communicate directly with the faculty member involved in situations 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. Jan reported that there is a section in students UH portal named My Journey which outlines where they are and what courses they need to take to complete their degree. Jan will suggest at the next counselors meeting that all students receive their proposed courses in writing.

## **A. New Business**

### **1. 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. This problem has not yet been resolved satisfactorily.

### **2. Benches**

Faculty has requested that the outside benches that have been destroyed by termites be replaced. The one that used to be on the 2<sup>nd</sup> floor outside the FA building facing the Theatre is sorely missed.

The next AIS meetings will be scheduled in fall 2009:

Minutes respectfully submitted by Ian Riseley.