ACADEMIC & INSTITUTIONAL SUPPORT COMMITTEE

A standing committee of the Leeward Community College Faculty Senate that seeks to improve the academic & institutional support services to faculty, staff & students

May 4, 2016

ACADEMIC & INSTITUTIONAL SUPPORT COMMITTEE REPORT TO THE FACULTY SENATE FOR THE ACADEMIC YEAR 2015-2016

The AIS Committee continued its aim to improve the studying and working conditions of the students, staff, and faculty of Leeward Community College. This report will discuss the projects that were resolved, undertaken, and planned for the future during the 2015-2016 academic year. The Vice Chancellor of Administrative Services (VCAS), Mark Lane, was invited to the AIS Committee meetings to address concerns and issues that were brought up.

Projects resolved

Parking Issues due to construction
There were faculty complaints that parking has been reduced because of the rail construction vehicles. VCAS Lane reported that the contractor pays a fee to use the stalls to Leeward CC’s Parking Improvement Fund, so they are allowed to use up to 100 stalls. Routine filling of potholes are completed while the project is in progress. Ala Ike will be repaved following the completion of construction (tentatively Spring 2016). The lamps in the parking lot will also be improved. The PS building parking area will be closed until the construction is done. To offset the construction closure, the new Diamond Head side parking was recently opened.

Restroom keys available to faculty off-hours
A complaint requested more access to other restrooms other than LA/PS buildings to faculty and staff on the weekends. VCAS Lane stated that only the LA/PS restrooms are opened because of safety issues. Currently, only LA/PS restrooms have security cameras in place to monitor the outside entrance area.

Frequent power outages
There was a complaint about frequent power outages on campus. VCAS Lane stated that when power outages occur, a representative from HECO has to come on campus to repair the problem that explains the length of time it takes to return power. Hence, the power cannot be turned back on by a remote system.

Enforcement of designated smoking areas (DSA’s)
A request from faculty proposed an increase of designated smoking areas to include the GT & DA buildings, and to have security enforcement of the non-smoking rules. Mark Lane stated that there are currently no enforcement of infractions of smoking in non-smoking areas because although we have a stated policy about DSA’s, there are no stated penalties for infractions. Additionally, there is a concern that the DSA near the FA building is dangerous, since there are gas lines for the ceramics class kilns. Lane suggested that we send the concern to Student Life
Coordinator, Lexer Chou, since Student Life volunteers explain DSA policies during New Student Orientations.

**Access to family room in Education building**
A key is necessary because a shower is attached. Keys were only available in the Administration building. The AIS committee suggested improved signage and having the key available in the Ed building for easier accessibility.

**Missing Bank of Hawaii ATM**
Bank of Hawaii removed its ATM machine after there was an attempt to steal it. Bank of Hawaii is currently evaluating whether or not they want to replace an ATM there.

**Wasps infesting the FA building especially classroom, FA-214**
The persistent presence of wasps have been noted on campus however, faculty in the FA building have reported the wasps are now entering offices and classrooms more frequently, especially in FA-214. With the recent removal of the metal pieces that hang along the air conditioning vents it has been theorized that the wasps have nests in the building’s ceiling and are somehow coming through the air conditioning vents. VCAS Lane will follow up on wasp inspection and extermination.

**Poor quality of new toilet tissue in bathrooms**
The new toilet tissue currently used is thinner and disintegrates as you pull them from the dispenser. As a corollary result there are a lot of fragments and shredded paper all over the floor from the disintegrating paper. VCAS Lane stated that the provider was the lowest bidder to supply the paper.

**Missing ceiling tiles**
DA-202 is missing ceiling tiles and faculty and students have complained of a foul odor coming from the ceiling. The AIS Committee requested an inspection of the source of the odor and the replacement of the missing ceiling tiles.

**Current projects**

**Leaking roofs in MS, BS, LA, and AD**
Currently there is a drainage and sealant project. The contractor and the school are negotiating a contract change, and there is a halt in any work until the contracts are resolved.

**611 signs**
The committee reported that the phone number of the Security Office is posted in every room however, it is too small and not clearly visible. The committee provided solutions such as having bigger 455-0(611) signs, placing the signs in uniform locations (just inside the classroom doors near the handles or light switch), and creating a syllabus blurb for everyone to share with
students. In addition to considering the different options, VCAS Lane reported that larger signage is also being considered on the security carts.

Panic buttons – testing procedures
The college is working on upgrading the alarm system to integrate all of the current systems to only one alarm company to service the entire campus. The current system utilizes numerous alarm companies and only contacts campus Security, so the upgrade would include contacting the police. This project will likely be implemented in the Fall 2016. The panic buttons would be part of the project. Although in-classroom panics buttons were suggested they do not seem likely because of networking requirements and the excessive number of classrooms (a total of 139 classrooms).

Update on Emergency lighting in classrooms
VCAS Lane reported that there are city codes for room size and safety requirements, and there are no requirements for classrooms our size, so this has not been prioritized as an urgent upgrade. However, Lane said that he would look into the rooms that are in greater need for emergency lightning, such as rooms deep in buildings or windowless rooms.

Metal bars lining the air conditioning vents in the FA Building
A metal bar from the ceiling fell in FA-214 during the middle of a class. The falling metal bar landed very close to instructor, Betty Ickes and a student. Upon reporting this incident to the Arts and Humanities Chair and Secretary, the metal bars lining the air conditioning vents in FA-214 were removed. There is a concern that other rooms and offices of the FA Building still have these metal bars and may fall from the ceiling. The AIS Committee requests that there be periodic inspections or the removal of these metal pieces for safety considerations.

Respectfully submitted,

/Christy Takamure/
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Chair, Academic & Institutional Support Committee