



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Date: April 15, 2019

To: Michael Cawdery, Leeward CC Faculty Senate Chair

From: Gholam Khaleghi

Subject: Faculty Senate AIS 2018-2019 Academic Year Report

The AIS Committee met with the following members: Kelsie Aguilera, Will Castillo, James Fujita (Secretary), Brent Hirata, Gholam Khaleghi (Chair), James Ogg, Heather Takamatsu, and Christy Takamure.

Mark Lane, Vice Chancellor of Administrative Services also attend all the meetings.

Throughout the 2018-19 academic year AIS members discussed and resolved issues related to the Leeward CC Campus as follows:

Issue: The issue of unlocking Faculty offices by Campus Security was brought up. A faculty member locked himself out of his office. He requested Campus Security to open his door. We learned that Campus Security has a set protocol. During business hours they will not open faculty office doors. It is the responsibility of the faculty member's division to provide the key to open doors. In this case the division could not provide the key. The security officer refused to open the door even when told that the faculty member needed access to medication within the office.

Resolved: Mark Lane said that Campus Security will be told to be flexible especially in circumstances where a faculty member needs medication but the official protocol is that the responsibility for opening doors lies with the faculty member's division during business hours. He will look into the possibility for security to open doors after seeing faculty identification to make sure they are who they say they are. After opening the door it will be logged in as to time and place and the person requesting this service.

Issue: The operation of the cafeteria by a private vendor was brought up. There was some criticism of the dominance of Egyptian and Thai dishes and the relatively high cost of their cuisine.

Resolved: Mark Lane assured us that he is in discussion with the owner and management of our cafeteria. There was a recent meeting in which Lexer Chou-Scully and members of the student government were present to discuss the high cost for our students. Such issues as lower priced options were discussed. Grab and go options were also discussed. There was criticism that orders had to be made and customers had to wait for their food orders to be prepared.

Among the issues discussed was the creation of an App through which food could be ordered ahead of time. Meal plans of various cost were also discussed in which students could buy a meal plan, pay ahead of time and receive the meals allowed in their plans. All of this is still in the early discussion phase.

Mark Lane pointed out that in the past when culinary ran the cafeteria prices were reasonable but our campus lost 100,000 to 120,00 dollars a year. According to VCAS Lane when outsourcing our campus receives a percentage of the profits and is no longer losing money. Leeward receives a commission on sales. Many cafeteria customers are flocking to Subway sandwiches and Subway is making enormous sales of which Leeward receives a percentage.

The current vendors have been advised that customers miss certain dishes from the previous management such as beef stew and mochiko chicken. The vendor has been advised and are working with culinary which is advising them on dishes popular with our campus community.

Issue: Possible Leeward CC campus administration limiting faculty access to offices on weekends and holidays.

Resolved: This issue was also brought up last year. Mark Lane assured the committee that there are no plans to do so on our campus, although other campuses have done so.

Issue: There were a few potholes on Ala 'Ike.

Resolved: First, Gholam Khaleghi sprayed red paint around the around the pothole so that motorists can be aware and attempt to avoid the hole. Then, he asked one of the companies working near the campus to temporarily fill in the holes. Only one pothole was filled. Gholam followed up with both State and City and finally all potholes got filled/repared.

Issue: Mold issues in the Ed Building casing major health problems.

Resolved: Mark Lane mentioned that a safety officer can come in a test the mold and humidity levels. They can also do a thorough cleaning. Mark Lane will continue monitoring this case to ensure molds are removed.

Issue: Removing all “No Smoking” and “Smoking in Designated Areas”.

Resolved: Mark Lane has ordered all smoking related signs to be removed as all 10 UH Campuses are smoke free.

Issue: Lack of lighting in the overflow parking behind Tuthill.

Resolved: Mark Lane mentioned that the solar powered lighting project should be completed by the end of this year.

Issue: The progress of the solar work was brought up.

Resolved: Mark Lane said that when completed we will be 98% self sufficient in our electrical use. We will also be able to store electricity and not just produce electricity for consumption.

Issue: Two Bottle filling stations have not been working properly.

Resolved: These issues have been resolved by the contractor.

Issue: The roadwork to the overflow parking was brought up.

Resolved: The paving of the road has been completed.

Issue: People not abiding by the designated “Electric Car Parking Stalls”.

Resolved: Mark Lane will ask the security to issue warring citation to those who continue parking in the designated areas.

In addition, the AIS committee members provided the following comments on L10.201 and

L10.501 Policies:

1. L10.201- Facilities Use Guidelines and Procedures are as follows:

General Comment: Both documents are attempts to comply with recent Hawaii State laws and UH administrative policies.

The use of facilities seems to be reasonable except that certain mainland campuses appear to discriminate against religious groups and conservative organizations. The discretion of the Vice Chancellor of Academic Service (VCAS) can be an issue in the future but Leeward CC previously

rented the Theatre to a Christian Church group every Sunday until they voluntarily ended the relationship. There is a concern about who decides what is appropriate "civic, cultural and community activities" in the future.

Considerations and recommendations to be added to Section 8-i: Facilities Use Manager for use of all campus facilities and grounds.

At Leeward CC, the General requirement governing Audiovisual (AV) technologies are as follows:

- I. Observe established UH and Leeward CC policies and procedures for campus technologies (Executive Policy 2.210)
- II. Event requestors should identify audio and video *needs* prior to submitting their application for room request. For questions regarding available AV technologies contact the Facilities Use Manager prior to completing the application.
- III. When Leeward CC audio and visual equipment access is requested in the Facilities Use Application an AV Contact Person must be identified. The name, email, and phone number for the AV Contact Person must be listed in the application.
- IV. Prior to the scheduled event, the AV Contact Person is required to familiarize themselves with the audio and visual equipment in the facility.
- V. Given 2 weeks notice and pending availability, Leeward CC will provide general training for Leeward CC audio and visual equipment in the facility.
- VI. AV Contact Person must be present throughout the duration of the scheduled event.
- VII. In the event that the designated AV Contact Person is not in attendance and AV support is required, the responding campus troubleshooter may file an incident report with the Facilities Use Manager noting the violation/ absence of the AV Contact Person.
Note: Facilities Use Manager will draft consequences of repeated violation(s).

2. L10.501 Policy on the Designation of Electric Vehicle Parking Stalls: Leeward Community College Policy on the Designation of Electrical Vehicle Parking Stalls

Comment: In the Electric car policy, Leeward CC is complying with mandated requirements.