



ACADEMIC AND INSTITUTIONAL SUPPORT COMMITTEE

MINUTES

DATE: WEDNESDAY, NOVEMBER 14, 2018

COMMITTEE MEMBERS IN ATTENDANCE: Gholam Khaleghi (Chair),
Heather Takamatsu, Brent Hirata, James Fujita

Guests: VCAS Mark Lane, Eileen Cain

Meeting called to order at 11:10 am in LA 201

Eileen Cain presented a proposal for the creation of Sustainability (S-Designation) in our Leeward CC curriculum to be offered in the future. Professor Cain said there is great student interest in sustainability. It is also a system-wide initiative with the support of VPCC John Morton. Kapiolani CC is ready to offer an Academic Subject Certificate (ASC) in Sustainability while Honolulu CC and Kauai CC are also working on developing S-designation courses. A Banner Code for S-designation has already been approved. Students who have taken S-designation courses can transfer within the UH system which has S-designation courses and easily transition to UH West Oahu and UH Maui College. UH Manoa also has S-designation courses.

Professor Cain has already requested the Leeward Faculty Senate create a committee to review the issue sustainability in our curriculum.

The goal of the Sustainability Committee, which is currently made up of volunteers, is to propose 10 courses with an S-designation in the spring of 2019.

The timeline envisioned is as follows:

February 1, 2019 - submit proposals for S-designation courses.

February 1, 2020 – submit a proposal for the creation of an Academic Subject Certificate in Sustainability.

Fall 2021 – Courses that are S-designation and an ASC in Sustainability will be available to students.

Professor Cain hopes that the Leeward Faculty Senate will create an Ad Hoc committee to oversee the creation of S-designation curriculum and educate our faculty on sustainability in our curriculum. Gholam Khaleghi will chair the Ad Hoc committee and the current members of the Sustainability Committee will hopefully be integrated into the Faculty Senate Ad Hoc committee to prevent redundancy. Heather McCafferty from Math and Science and Bruce Lindquist from Social Sciences are part of the current Sustainability Committee and are interested in their courses receiving the S-designation.

The issue of a pothole on the street leading to Ala Ike was brought up. Chair Khaleghi asked Mark Lane who has jurisdiction over that stretch of road? Mark Lane said that all roads leading to Leeward CC are under State control. Chair Khaleghi said that he would contact the state officials responsible to see if they can fill the pothole.

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.

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.

The issue of the private vendor who operates our cafeteria was brought up. There was some criticism of the dominance of Egyptian and Thai dishes and the relatively high cost of their cuisine. Chair Khaleghi noted that their mini dishes are \$6 in town but the same dish is \$8 at our cafeteria. He noted that they have competition in town but they are a monopoly here at Leeward CC, which accounts for the price discrepancy.

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.

The issue of the progress of the solar work was brought up. 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.

The question of when the Theatre will be ready for use including the holding of convocations was brought up. Mark Lane assured us that progress was being made and some rehearsals are already occurring in the theatre. Once finished there will be a need for theatre and music classes to move back into the theatre but the work is on schedule. He could not say when the next convocation will be held in the theatre since the planning of convocations is in the hands of others.

The issue of roadwork to the overflow parking was brought up. Mark Lane said that the paving of the road is on schedule.

The Meeting was adjourned at 12 noon.

The next meeting will be announced based on the availability of issues that need to be discussed.

Minutes recorded by James Fujita