

Academic and Institutional Support Committee

Meeting Minutes

February 20, 2018

8:00- 9:00 am

Members in Attendance: Kelsie Aguilera (secretary), Will Castillo, Gholam Khaleghi (chair), Brent Hirata, and Christy Takamure

Members Absent: James Ogg, Heather Takamatsu, and Naiad Wong

Guests in Attendance: Mark Lane, Vice Chancellor of Administrative Services

I. Call to Order

- a. Update on the incorrect directional sign under the rail line across from Sam's Club that directs motorists to both Leeward CC and UH West Oahu
 - i. Response: Gholam talked to the state directly. Fixing it is currently on their schedule
- b. Update on the lighting (and lack of) in the overflow parking behind Tuthill
 - i. Response: Mark says that a contract is currently being formalized with Johnson Controls. The work that they are to do will also include replacing and updating the lighting on campus as well as the photovoltaic installations over the parking lot. This project is hoped to be completed by summer/fall of this year
- c. Broken tiles in BS 107, exposing asbestos
 - i. Response: Mark says that not all exposed materials/fibers are asbestos. BS 107 actually does not have asbestos because Mark possesses a map of where asbestos are located on campus. There is a rug currently on the broken tiles and this project is currently on the schedule to be fixed.
- d. Pothole on Ala Ike
 - i. Response: Gholam spoke directly to the state and they fixed it (last Friday).
- e. Water bottle refilling stations
 - i. Response: Mark says they need to hire a plumber for this project. He hopes to hire this week or next.

II. Other Issues

- a. People not abiding by the designated smoking areas campaign
 - i. Response: Mark will work with Student Life to get small maps printed. We can equip faculty with these small maps to kindly pass out when people are smoking outside of the designated areas.