

## Overview of Institutional Prioritization Meeting

Administrators met on 4/8/2019 to develop a proposed draft of the institutional priorities. Those in attendance included Mark Lane, Jim Goodman, Ron Umehira, Kay Ono, Stu Uesato, Della Teraoka, and Shuqi Wu.

The following agreements were made during the meeting:

1. Only resource requests with appropriate supporting data will be prioritized.
2. Programs that did not complete the ARPD template will not be eligible for campus funds, and their resource requests will not be prioritized.
3. Only the top 5 priorities from each area resource request list will be included in the combined institutional list.
4. Institutional prioritization will be conducted for amounts of \$5,000 or more. Smaller amounts should be covered by Division/Unit funds.
5. New position counts for personnel are not expected in the coming year; however, the personnel positions were prioritized in case of an unexpected system reallocation.
6. Divisions and units who have the capacity to earn revenue may be able to add a position if it can be funded through Special Funds. The cost of the position plus approximately 50% fringe would need to be covered by the Special Fund.
7. The prioritization of Repairs & Maintenance and CIP will be conducted by the VCAS and O&M leadership team.
8. Each personnel list (instructional and non-instructional) will be prioritized for the top 5 positions. The operating budget list will be prioritized up to 5 items.
9. Detailed resource request justification is found in the original resource request template.

<b>OPERATING BUDGET: SUPPLIES/STUDENT HELP/IT/TRAVEL RESOURCE REQUEST LIST</b>						
<b>Proposed Priority</b>	<b>Instruc/Support Priority</b>	<b>Item or Action and improvement sought</b>	<b>Data supporting request</b>	<b>New Funding Cost Estimate</b>	<b>Comments</b>	<b>Div/Dept (priority)</b>
<b>Fund</b>	<b>Admin Serv 1</b>	<b>Maintenance Contracts (account 2218492)</b>	Fixed cost increase for annual maintenance contracts - Increase in Year #9 of Johnson Controls A/C maintenance contract.	\$6,300	As this is a required annual increase, recommend this be removed from priority list and funded before reallocations.	
<b>Fund and review</b>	<b>Institutional Request</b>	<b>Renewal of funding for Turnitin</b>	Funding request from Faculty Senate continue Turnitin, an anti-plagiarism software tool. Usage of Turnitin has been low, but it is growing as more faculty learn how to use it.	\$18,000		
<b>Fund</b>	<b>Acad Serv 3</b>	<b>Purchase a new Stage Masking Drapery System</b>	Purpose: The current Stage Masking Drapery System is damaged and needs to be replaced.	\$12,000		
<b>1</b>	<b>Acad Serv 1</b>	<b>Purchase a new Datacenter UPS Replacement System</b>	Without a functioning Datacenter UPS, all servers, network infrastructure, and phone system will not work. The current UPS system is at its end of life. It is no longer supported by the vendor and replacement parts are in short supply, if available at all.	\$120,000		
<b>2</b>	<b>Instruc 1</b>	<b>Instructional Hardware &amp; Software Technology Requests</b>		<b>\$236,250</b>	<b>ITG will review all IT requests and prioritize. Report will be made to Admin.</b>	
	<b>Instruct 1 i</b>	<b>Replacement student laptops for BE-102 and BE-104</b>	The Perkins IV Core Indicator "Technical Skills Attainment" was not met for 2016-2017 and 2017-2018 for the Accounting and Management Programs. Our accounting and management students need updated computer equipment in order to support the improvement of their technical accounting skills.	\$30,000		<b>BUS 1</b>
	<b>Instruct 1 ii</b>	<b>2 90" flat screen monitors (NEC E 905 professional grade) with connecting hardware and installation in AM 204 and FA 103</b>	Studio Art visualization and training requires excellent color. Smart room computer and projection fails to deliver. These classrooms serve over 600 students, and they do not have mounted projectors in the rooms.	\$26,000		<b>AH 1</b>

**OPERATING BUDGET: SUPPLIES/STUDENT HELP/IT/TRAVEL RESOURCE REQUEST LIST**

Proposed Priority	Instruc/Support Priority	Item or Action and improvement sought	Data supporting request	New Funding Cost Estimate	Comments	Div/Dept (priority)
	Instruct 1 iii	Upgrade Adobe software every year for 3 labs and instructors	The DMED Program must maintain currency in technology. Both students and faculty must utilize industry-standard software for high-end multimedia applications. The new cloud version of Adobe software necessitates that the various applications that the program needs to teach its classes be subscribed to annually.	\$22,000	Why not covered by campus tech fund? Move to IT Fund	PAT 1
	Instruct 1 iii	4 iMac computers for Chemistry Study Area	With the growth of the ASNS program and all the associated Chemistry course offerings (see above), the use of our 4 current iMacs has become a hinderance to students accomplishing computing tasks required in our laboratory courses.	\$10,000		MS 2
	Instruct 1 iv	Replace Apple Mac Pro Desktop computers	Replacement of five computers and monitors originally purchased in FY 2014 with Academy of Creative Media funds. The Apple MacPro desktop computers are located in the Learning Commons.	\$32,900		PAT 3
	Instruct 1 v	86" Interactive Touch Monitors (Rooms 117 & 113)	Allows faculty to save projected text as JPEGs, PowerPoint files. Allows in-class annotation for both Composition and Math courses. To help reduce low MATH 100 & MATH 103 completion rates.	\$28,000		WAI 1
	Student Serv 1	Early College software	To assist in tracking, monitoring and sharing of admissions, testing and course eligibility information with high school partners and student participants in order to increase program efficiency.	\$25,000	IT Fund or OPPA to support; Follow up by OPPA.	
	Admin Serv 2	EMS Software Maintenance Contract	Annual maintenance contract for campus room/event scheduling software. Used by departments campus-wide to schedule credit and non-credit courses and use of campus facilities. Cost has been historically funded by Facilities Use funds.	\$5,000	Need to move to Tech Fund as institutional software.	

OPERATING BUDGET: SUPPLIES/STUDENT HELP/IT/TRAVEL RESOURCE REQUEST LIST						
Proposed Priority	Instruc/Support Priority	Item or Action and improvement sought	Data supporting request	New Funding Cost Estimate	Comments	Div/Dept (priority)
3	Instruc 3 ii	National Accreditation Visit	Hawai'i Teacher Standards Board requires all state approved teacher education programs to seek accreditation. The Teacher Education Program is renewing its national accreditation through the AAQEP accrediting body and the accreditation visit is scheduled for fall 2020.	\$12,000		SSCI 3
4	Admin Serv 3	Printer/Copier/Fax/Scan/Email	PII (personally identifiable information) for employees needs to be secure. Sharing the AD 1st floor copier with those outside of HR poses a risk if the memory on the machine is not properly and promptly cleared.	\$6,200	Recommend \$10,000 for both printer and Campus Maintenance Budget	
	Admin Serv 4	Campus Maintenance Budget (account 2218482)	Increase in materials needed to support the addition of the Ed building and DH portables; additional costs associated with electrical and plumbing repairs; additional costs for outsourced repair work.	\$10,000	Recommend \$10,000 for both printer and Campus Maintenance Budget	
5	Instruc 3 iv	AMT Program Supplies	Annual budget is strained by the cost of required maintenance and certification of equipment and by the increased cost and frequency of repair.	\$7,000		PAT 4
	Instruc 2	Student Help		\$119,620	Student Help funding to be allocated from Legislative funds and internal sources.	
	Instruc 2 i	Institutionalize 4 Student Peer Mentors (A3)	There are 4 student peer mentors funded by Title III to provide Hālau graduates who are either juniors or seniors at UHWO or UHM the opportunity to contribute needed mentoring and student support.	\$40,000	Title III funding has been extended one year.	NHP 1
	ii	The Hub Student Assistant funding	The Hub Student Help Desk provides help desk support for the entire student population. The Hub was previously staffed by a grant-funded APT position. This requests transitions funding to student help. It includes funding for ICS tutors for programming courses.	\$18,000		MS 5

<b>OPERATING BUDGET: SUPPLIES/STUDENT HELP/IT/TRAVEL RESOURCE REQUEST LIST</b>						
<b>Proposed Priority</b>	<b>Instruc/Support Priority</b>	<b>Item or Action and improvement sought</b>	<b>Data supporting request</b>	<b>New Funding Cost Estimate</b>	<b>Comments</b>	<b>Div/Dept (priority)</b>
	iii	<b>Hire two Peer Mentors and one Student Assistant</b>	Internal program data shows that students who were in danger of failing 56% completed courses successfully due to peer mentor intervention. Currently, the TEP clerk is performing duties at the level of a division secretary because of TEP's large enrollment and the extra duties required in running two teaching licensure programs.	\$18,000	Waiting to hear if funded by the Legislature.	SSCI 2
	<b>Student Serv 2</b>	<b>Intramurals Student Help</b>	IM LeeSports popular and growing. Three student help: \$10.70 x 15 hours x 3 x 32 weeks students	\$15,408		
	<b>Student Serv 3</b>	<b>NSO Office Personnel</b>	NSO phone constantly ringing, even when not the NSO season. NSO currently has one student assistant that focuses on recruitment, hiring, training, scheduling, assessment, and day of coordination. A dedicated clerk OR multiple student assistants could focus on just responding to NSO calls and scheduling NSO personnel.	\$28,212		
	<b>Acad Serv 2</b>	<b>Institutionalize the registration fee for Leeward CC instructors to attend the annual Pacific Region Learning Summit (PRLS).</b>	Since its inception in 2010, we have provided training to 232 instructors from across the UHCC system (but for Leeward). We average 25 participants per year. All funds are used on food which promotes a safe learning environment and encourages community-building and networking between participants.	\$5,000	Further discussion needed regarding non-tuition and fee funding.	
	<b>Acad Serv 4</b>	<b>Purchase a mobility management system</b>	The main purpose of the management system is to track and inventory the mobile devices. Each year, the campus is purchasing new mobile devices such as iPads, android and windows tablets. These devices are more difficult to manage compared to laptops and desktops because we do not have a management system for those types of devices.	\$40,000		
	<b>Student Serv 4</b>	<b>Additional funding for Early College Program</b>	To support instructor and peer mentor travel (mileage), food for bi-annual meetings with the College's High School partners and supplies to increase instructor support and other things.	\$10,000		

OPERATING BUDGET: SUPPLIES/STUDENT HELP/IT/TRAVEL RESOURCE REQUEST LIST						
Proposed Priority	Instruc/Support Priority	Item or Action and improvement sought	Data supporting request	New Funding Cost Estimate	Comments	Div/Dept (priority)
	Acad Serv 5	Replace Learning Commons Circulating iPads	The iPads are used for 4 classes per week and the old iPads cannot receive current updates. Thirty (30) iPads (3rd Generation, circa 2012) are nearing end-of-life and cannot receive any iOS updates beyond the last update, version 9.3.5. The most current Apple operating system is iOS 12.	\$15,000		
	Admin Serv 5	Campus Vehicles: 1. O&M Pickup w/ lift gate 2. Staff car	1) \$40,000 - O&M pickup to replace current leased vehicle from UH Manoa Fleet Services. Cost of lease over the years exceeds purchase of new vehicle. 2) \$25,000 - Demand for staff car exceeds availability. Cost to be partially offset by reduction in faculty/staff mileage claims.	\$65,000		
<b>Other Resource Requests</b>						
	Instruc Other i	Increase annual funding for CTE/SPED program's operational costs	Currently, the Teacher Education CTE program's budget is \$10,000 and the SPED program's budget is \$0. The SPED program is currently maintained through a Perkin's grant, which ends in June 2019. CTE Program Operational Costs = \$56,000. SPED Program Operational Costs = \$32,000.	\$88,000	Waiting to hear if funded by the Legislature.	SSCI 1
	Instruc Other iii	Virtual Reality cameras, goggles and laptop for Hawaiian Voyaging Instruction.	New curriculum HWST 281 and HWST 281L on developments in Hawaiian voyaging and astronomy require ability to view night sky. This is not always possible because of weather issues and transportation issues for students to travel to night viewing spots where stars are visible.	\$55,000		AH 2
	Instruc Other v	20 Hot Plate Stirrers	Enrollment in CHEM 151L/161L/162L/272L/273L continues to grow at a rapid pace with more than 20+ lab courses now offered each year. Hot plate stirrers are vital pieces of equipment in many experiments, and with the new GT 205 lab operational, it would be of great benefit to have this additional equipment.	\$8,000		MS 1

**PERSONNEL RESOURCE REQUEST LIST**

Proposed Priority	Instruc/Support Priority	Item or Action and improvement sought	Data supporting request	Recommendation
<b>Non-Instructional Positions</b>				
1	Admin Request	<b>Online Counselor (Faculty, 1.0 FTE)</b>	Leeward CC has taken a lead role in the AA Online 5-week program and offering online 5-week classes. These courses and the AA program are very popular with students. There have been over 700 inquiries since the program was launched in mid-January. We need a campus counselor to work directly with these students for onboarding and tracking once the fall semester begins. Because of the 5-week format, more intensive tracking and support is needed.	Could re-allocate from a vacant faculty position.
2	Admin Serv 1	<b>Custodian, Waianae Moku, 1.0 FTE</b>	Current janitorial and grounds services are outsourced at \$40k/year which is roughly equal to that of hiring LCC employee. Cost of outsourced services expected to rise once Phase II opens in Spring 2020	No cost item - FTE only. If FTE not provided, additional funds for outsourced contract are needed at \$15k/year. <b>Will request for position count from UHCC System.</b>
3	Instruc 2	<b>Academic Support Specialist (APT, 1.0) for Teacher Ed Program</b>	Academic Support Specialist: This grant-funded position has been a critical part of the TEP since 2010 and final funding expires in June 2019. The TEP has requested to make this a permanent position via Leeward's resource request process (ARPD) since 2010.	Currently (2018) the position is funded with a Carl Perkin's grant. <b>Waiting to hear if funded by Legislature.</b>
4	Admin Serv 2	<b>Institutional Support - Enterprise Operations, 1.0 FTE, APT Band A</b>	Unit has no staffing support beyond Enterprise Operations Officer for areas of responsibility that include; Facilities Use, Access Control, Emergency Management, Parking, and Campus Security. Critical need.	Temporary 0.5 FTE position funded from multiple sources for limited time.
5	Student Serv 2	<b>Starfish Administrator, APT Band B</b>	Currently a counselor is on assignment to provide administrative support for Starfish. Hiring someone to take on these full-time duties would release the current counselor to go back to providing direct services to students.	
	Instruc 1	<b>NH Success Counselor (Faculty, 1.0 FTE)</b>	Students participating in cohort programs have a 30% or higher two year graduation rate. Title III funded position ends in 2019.	Title III funding has been extended for one year.

**PERSONNEL RESOURCE REQUEST LIST**

<b>Proposed Priority</b>	<b>Instruc/Support Priority</b>	<b>Item or Action and improvement sought</b>	<b>Data supporting request</b>	<b>Recommendation</b>
	<b>Acad Serv 1</b>	<b>Network Specialist, Band B FT Temp Position</b>	Provide an Network Specialist to support the current ITG and EMC/AV staff involved in on-going new and renovation construction projects.	<b>Will be filled through internal re-allocation from Help Desk/Test Center Manager position.</b>
	<b>Student Serv 1</b>	<b>Transcript Evaluator/Graduation Specialist (APT)</b>	With current staffing of one evaluator for thousands of students, students are frustrated with delayed turnaround time for accepting transfer credits towards their degree/certificate.	Recommend funding a casual hire position for peak periods.
	<b>Acad Serv 2</b>	<b>APT Band A to provide front office support for the KI Office.</b>	Currently, the KI Office employs Paraprofessionals at the A3 pay scale. With the introduction of ClockWork, the work flow has changed and will not require the need of many Paraprofessionals.	Consider redesign options for managing small offices/centers in Learning Commons.
	<b>Student Serv 2 (from Operating Budget list)</b>	<b>Request to upgrade Student Life Clerk from SR08 to SR10</b>	Clerk is essential to the day to day functions of the Student Life Office.	Recommend feasibility study of upgrading an SR08 and impact on other SR08s.
	<b>Instruc 3</b>	<b>LA Special Services Counselor (Faculty, 1.0 FTE)</b>	Over the last three academic years, approximately 48 to 52 percent, or 1,627 to 1,769 students, who enter the college place into developmental-level English courses. In addition, the college and UHCC system's goals involve ensuring that students complete college-level English requirements within one year.	
	<b>Acad Serv 3</b>	<b>Information Technology (IT) Specialist, APT B</b>	There is a growing need for ITG support. Departments are purchasing software applications to improve the efficiency in their daily work. These systems are being connected to UH Data. ITG currently does not have anyone authorized or trained in data acquisition.	
	<b>Admin Serv 3</b>	<b>Security Officer, Waianae Moku, 1.0 FTE</b>	One (1) temporary security officer stationed at Waianae Moku. Need minimum of 2 officers for patrol rotation in order to provide adequate depth and backup should officer not be available.	Wai'anae Moku will be supplemented with Pearl City officers usually at overtime rate of pay.
	<b>Student Serv 3</b>	<b>Veterans Resource Center Office Manager, APT Band A</b>	Current VA Counselor does this job as well as counseling. Position needed to provide office coordination so VA counselor can focus on primary counseling and advising duties.	



**PERSONNEL RESOURCE REQUEST LIST**

<b>Proposed Priority</b>	<b>Instruc/Support Priority</b>	<b>Item or Action and improvement sought</b>	<b>Data supporting request</b>	<b>Recommendation</b>
	<b>Admin Serv 4</b>	<b>APT Band A, Fiscal Specialist-Business Office, 1.0 FTE</b>	Request for new position to meet compliance requirements of UH policies EP8.200 and UHCC Policy 8.200 revenue-generating programs.	Temporary position funded from multiple sources for limited time.
	<b>Student Serv 4</b>	<b>Career Counselor (Faculty)</b>	With a push for more career exploration and identification, a designated counselor skilled in career counseling methods would assist students and work with Job Prep Services.	
	<b>Acad Serv 4</b>	<b>Faculty position to serve as the Campus Distance Education Accessibility Specialist</b>	There is a gap between EMC and KI Office services. EMC instructional designers focus on integrating technology into the teaching and learning process. KI Disability Specialists focus on providing accommodations for students.	Recommend using vacant DE Coordinator position and re-describe to include these duties.
	<b>Instruc 4</b>	<b>NH Cohort Counselor at Wai'anae Moku (Faculty, 1.0 FTE)</b>	Students participating in cohort programs have a 30% or higher two year graduation rate. Title III funded position ends in 2019.	Title III funding has been extended for one year.
	<b>Admin Serv 5</b>	<b>Security Officer, Pearl City, 1.0 FTE</b>	Insufficient staffing levels requires extensive overtime and, at times, double-shifts for current officers. Need is to add position to supplement current staffing and provide backups.	Continued use of overtime will be necessary to meet shift/patrol demands.
	<b>Student Serv 5</b>	<b>IT specialist (APT Band B)</b>	Student Life alone utilizes IT for the following campus programs: Commencement Ceremony RSVP site, Student Government elections site, New Student Orientation Online.	
	<b>Acad Serv 5</b>	<b>Provide (a) assigned time or stipends for Faculty and (b) stipends for Lecturers to support ICTL Programs</b>	The faculty revise current programs and develop new programs for faculty and staff (e.g. Teaching Excellence Program, Mid-Semester Assessments). Lecturers support the Lecturer Mentor Program and the New Lecturer Training. Assigned time is provided to run several successful professional development programs.	Current programs are funded through re-assigned time. No request needed.
	<b>Instruc 5 tie</b>	<b>Business Career Specialist (APT, 1.0 FTE)</b>	The Business Division Counselor and Career Specialist have worked together to create a retention strategy that includes many special activities/events (e.g., ASPIRe, One-Stop Drop-in Center, Annual CTE Meet and Greet, workshops, non-traditional student social events, graduation application signing parties) to increase the Perkin's indicators for completers, retention, non-traditional, etc.	

**PERSONNEL RESOURCE REQUEST LIST**

Proposed Priority	Instruc/Support Priority	Item or Action and improvement sought	Data supporting request	Recommendation
	Instruc 5 tie	<b>APT, Biology Lab Support (1.0 FTE)</b>	With the increased enrollment in Biology courses, it is imperative that we have a second lab manager to help manage the "outdoor" lab space. The lab manager will coordinate the AG, BOT, and HORT classes so that we may continue to manage the Leeward CC gardens and Agriculture program.	
	Instruc 5 tie	<b>PAT Division Academic/Retention Specialist (APT B, 1.0 FTE)</b>	A permanent PAT Division Academic Specialist will provide for organization, continuity and comprehensive/accurate data collection and analysis with regards to completion, persistence and retention rates, as well as overall student success.	

**PERSONNEL RESOURCE REQUEST LIST**

Proposed Priority	Instruc/Support Priority	Item or Action and improvement sought	Data supporting request	Recommendation
<b>Instructional Positions</b>				
	1	<b>SPED instructor position (Faculty, 1.0 FTE) - 2nd SPED position</b>	SPED Instructors. Currently, there are 24 SPED courses and practicums being offered in spring 2018. The one full-time 9-month faculty member's required teaching load is 4-5 courses each semester, but has to reduce her course load in order to run the SPED program.	<b>Waiting to hear if funded by Legislature.</b>
	2	<b>Chemistry Instructor (Faculty, 1.0 FTE)</b>	With the success and popularity of the ASNS Program the chemistry department has seen a tremendous increase in enrollment across the board. See data in Instructional Resource Request List.	There are no extramural or reallocation funds available at this time.
	3	<b>Art Instructor (Studio Art), 1.0 FTE/and Art Gallery Manager</b>	Art 101 is one of the highest enrolled courses at Leeward CC in AY 2018-2019 enrollment was 528 with an 89% fill rate. Yet, 19 of the 22 sections were taught by lecturers! We estimate that ½ of this position would eventually be managing the new art gallery with NIWL and the other half in actively producing art and teaching either ART 101 or one of our studio based creative art endeavors.	Reallocation is a possibility. 9 Lecturer sections at C level = 9 *6603 = \$59427.
	4	<b>HIT instructor position (Faculty, 1.0 FTE) - 3rd HIT position</b>	The HIT Program has two full-time faculty members one serves as the Program Director for the HIT program and the Program Coordinator for the Health Technology and Coding non-credit program. The Program looks forward to expanding its tenure-tracked faculty due to the growing Program (, and requests a third full-time HIT faculty member.	
	5	<b>Culinary Instructor (Faculty, 1.0 FTE)</b>	The program will need to secure another full-time faculty position to maintain gains the program has realized the past four years. See ARPD for more.	

## REPAIR AND MAINTENANCE PLANNING LIST

Area Priority	Item or Action and improvement sought	Data supporting request	New Funding Cost Estimate
SSCI 1	Repair Classroom Walls and Paint	Classroom walls in several of the Educational Building are damaged or marked, and are need of repair and repainted.	\$5,000
PAT 1	Emergency Electrical Cut-Off Switches	At the last NATEF reaccreditation inspection in ----it was recommended that the circuit breakers for the high voltage circuits of the hoists be accessible easy to reach safety switches be installed in all shops for each circuit powering the hoists. Currently, the circuit breakers are in storage rooms in the modules and too remote to be quickly accessed in the event an immediate shutoff is needed.	\$24,000
AH 1	Replace Sink, Countertop & Cabinets in AM 209	Current 52 year old sink is leaking and presents a health hazard for students working in that room. New plumbing and counter and cabinets are essential for art activities. Room is generally fully occupied from 9:00-3:00 each day serving over 538 students in AY 18-19.	\$12,000
MS 1	Repair of Oceanography wet and dry lab in MS-102	<p>The faucets and sinks need replacement or repair for leaks.</p> <ol style="list-style-type: none"> <li>1. Fix all the faucets for leaks (10-12). The faucets have leaks and need repair.</li> <li>2. Remove small counter and sink, cap plumbing, and repair wall.</li> <li>3. Remove handicap access platform. There is a wooden platform that should be removed for safety issues</li> </ol> <p>The faucets and sinks need replacement or repair for leaks.</p>	\$5,000
Acad Serv 1	Repair the Learning Commons Building's roof and drainage.	The roof above the third floor Library has caused damage to the Library collection over the years. This is a major building repair that needs to address the roof, as well as the drainage system. The damage to the Library collection can result in mold, which is a health hazard for students, faculty, and staff.	\$ 1 million
Student Serv 1	Bulletin Boards	In 2010, Student Life standardized all the boards to create a consistent look on campus through BOSC fees. The boards have not been replaced in decades and are decaying.	\$5,000

## REPAIR AND MAINTENANCE PLANNING LIST

Area Priority	Item or Action and improvement sought	Data supporting request	New Funding Cost Estimate
Acad Serv 2	Provide soundproofing to the Library third floor offices of the Dean of Academic Affairs and the Head Librarian.	The offices of the Dean of Academic Services and the Head Librarian need to be repaired in order to provide offices in which confidential conversations can be held. Without proper soundproofing, these are not trusted areas for conversations regarding personnel, student complaints, etc.	\$50,000
Student Serv 2	Add Outdoor Electrical Outlets for 1st and 2nd floor Campus Center building and 1st flr Learning Commons and 2nd flr Learning Commons Concourse pillars.	Additional electrical outlets needed to cover 20+ annuals events. Also to reflect student need to charge devices in many different locations (for example, airports are now filled with alternate electrical outlets)	\$20,000
MS 2	Maintenance work for the observatory	LCC Observatory unique to UH system and it is 15 years old; requires regular maintenance to operate it properly and safely. Needs painting, dome maintenance, and dome shutter maintenance. More info in MS List. Students use for astronomy research and community groups visit the observatory. More in APRD.	\$7,000
AH 2	New carpeting DH-E 6 Classrooms, as well as in Music classrooms FA 101 and FA 102 (currently carpeted with deteriorated carpet)	Audio bounces off tiles and walls to create difficult hearing environment for student. The carpets will help absorb the sound so students can understand the spoken word better.	\$20,000
WAI 2	Landscaping	There is no landscaping	\$250,000
PAT 2	Eye Wash Stations with Overhead Emergency Showers	The plastic, portable eyewash stations located in each shop were purchased in year 2000 and neither designed nor intended to be a permanent safety installation. The purchase was for the intention of meeting the immediate safety requirements of NATEF and OSHA.	\$10,000

## REPAIR AND MAINTENANCE PLANNING LIST

Area Priority	Item or Action and improvement sought	Data supporting request	New Funding Cost Estimate
PAT3	Plumbing Repairs – 2nd Floor Kitchen	Existing plumbing, floor drains, faucets, fixtures, etc. were installed in 2005. Poor design, quality, and installation results in pooling of water on the floors which poses safety and sanitation issues. Leaking faucets, hoses and soap and sanitizer dispensing adversely affects students’ ability to effectively perform fundamental kitchen tasks.	\$10,000
Student Serv 3	Centralized AC in Hanai ia Leeward room	We currently are in DHE 100 which contains an AC unit, however it is not efficient to have a single AC unit run 24/7. The food that is in the room needs to be at a certain temperature based on the health and safety guidelines.	??
Acad Serv 3	Purchase a Campus Center Multimedia System	Student Life requested support to purchase a Campus Center Multimedia System (electric screen, 5,000+ lumen projector, speaker system, acoustical treatment) to support events.	\$35,000
Acad Serv 4	Add Outdoor Electrical Outlets in the Campus Center building and Learning Common pillars.	Additional electrical outlets needed to over 20+ annual campus, community and student events such as Discovery Fair, and L’ulu. Students frequently need to use outlets to power their mobile devices.	\$20,000
Student Serv 4	Webcams for Ala Ike	To monitor the single access road to the campus for traffic and safety reasons. Also can be used to monitor the future railway areas. It can also be utilized by security to monitor any safety precautions.	\$12,000
Student Serv 5	Campus Center Multimedia System	Electric screen, 5,000+ lumen projector, speaker system, acoustical treatment) to support events.	\$30,000