



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 3, 2017

ACADEMIC & INSTITUTIONAL SUPPORT COMMITTEE REPORT TO THE FACULTY SENATE FOR THE ACADEMIC YEAR 2016-2017

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 2016-2017 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 Concerns

There were faculty complaints that available parking has been reduced because of construction. VCAS Mark Lane informed that pavement of the Tuthill Courtyard overflow parking is something the Honolulu Authority for Rapid Transportation (HART) is working on but there is no timetable for it. Kiewit, the current contractor working with HART, will likely outsource the work to another company, so it will depend on that being decided before paving can begin.

VCAS Lane reported that American Disabilities Act compliance figure for the parking lot is 25 stalls, but there are currently 36, so there are more than required. Therefore, even with the displacement of stalls, the figures exceed the required amount. He also stated that electric car-designated stalls are currently adequate for state law compliance. On October 14, 2016, VCAS Lane posted an email that three (3) ADA parking stalls have been temporarily relocated from the Diamond Head parking lot. The new ADA parking stalls are located adjacent to the electric vehicle re-charging stations fronting the PS Building. VCAS Lane also stated that while security has an escort service where they walk people to their cars, they are not able to shuttle people in their Security carts because of liability issues. The "Do Not Enter" sign by the OCEWD exit was removed.

Designated Smoking Areas (DSAs)

DSAs near the gas lines by the Ceramics classroom currently has signage but, the committee suggested better signage with a stronger message. VCAS Lane will look into creating better signage for this DSA near the gas line to warn of the potential dangers.

Vending Machine Food Options

There were faculty and staff inquiries about healthier options in vending machines. VCAS Lane reported that there are other options but the offerings are limited by the popularity of the items, as unpopular items are not restocked and sometimes, healthier options do not sell.

The campus has three committees related to food and beverage. (1) Concessions committee (primarily Cafeteria) - is currently looking at the idea of contracting out cafeteria service. Including the possibility of encompassing the renovated theater concession under this contract. Also currently exploring options for Waianae building and a vision for food locations closer to the rail station. (2) Beverage Committee - tasked with beverage contracts for the campus. (3) Snack Vending Committee - a report was given at our prior meeting. They are open to ideas however decisions based on product going stale, product offerings not moving (selling), and location of machines.



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BS-building Water Fountain

There were concerns about the broken water fountain, located in the BS building, was brought up. VCAS Lane stated that O&M is aware of the need for repair and it should be completed soon.

Second Floor Trash Bins

Construction is affecting the replacement of second floor trash bins that is expected to be completed during the Spring semester.

Campus Automatic Teller Machines (ATM)

First Hawaiian Bank ATM - the error with the ATM was resolved with a software upgrade. Bank of Hawaii ATM - Bank of Hawaii is on hold pending enhancements to campus security. Campus is working on a comprehensive review of existing security systems and technology on campus. Possible outcomes may include additional security cameras and consolidation of various existing security alarm systems. Leeward CC Waianae campus security system is currently the priority item in this process. With that campus becoming operational this summer and the lack of 24 hour building security.

Locking of Classrooms

There were concerns regarding the unlocking of classrooms in the morning. It was stated that each division has it's own process for opening and closing of its classrooms including determining who receives a key. Follow your Division protocol. In general, campus security should not be called to open doors during normal business hours.

Security - Silent Alarm Buttons

The question arose around the idea of including silent alarm buttons for emergency assistance in a campus security review. The criteria for who could request a silent alarm button has not been established.

Marked Sidewalk Area Over the Bridge

There were concerns about the temporary signage on the Waiawa road/ overpass. VCAS Lane reported that it is not within our jurisdiction and no official reason was given to Leeward CC. Comments and questions should be directed to the Hawaii State Department of Transportation.

Current Projects

Policy on Locking Classrooms

Concerns were brought up regarding students who are left in classrooms unsupervised and asked to leave by security. The Faculty Senate inquired about a written policy regarding allowing students to occupy a room unsupervised by a Leeward faculty or staff. The response by VCAS Lane, "A best practice/ recommendation is that no students or student workers be left unsupervised in a room or lab. A supervising faculty or staff member should be around at all times. Action Item: VCAS Lane will look into whether there is a written policy regarding unsupervised students in campus facilities. Each AIS committee member will research about their own Division policy. Discussions will continue at the next meeting in Fall 2017.

Respectfully submitted,

/Christy Takamure/
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Chair, Academic & Institutional Support Committee