Standard III.B. Physical Resources  
Committee Meeting

December 08, 2010  
2:00 pm  
Building 9

Present:  
Mike Barros, George Boeman, John DeLay, Evelyn Greene, Chulee Grove,  
Nadine Leong-Kurio, Mark Lombawa, James Niino, Wayne Sunahara, Kenrick Chung.

Absent: Derek Oshiro, Norman Takeya, Mike Willett

Meeting was called to order at 2:00 p.m.

1. Minutes of the November 10, 2010 were reviewed and accepted.  
   a. Discussion regarding additional items that could be identified under  
      the “stress test”. The following bulleted items will be added to the list  
      identified at the November 10th meeting.  
      i. Bldg 7 stairwells and Elevators recently have been in need of  
         cleaning and maintenance.  
      ii. Security and emergency procedures at off site locations.

2. Finalize Survey Questions:  
   a. Discussion on the content of the draft student and faculty surveys.  
      Edits were made to the drafts for both surveys and will be presented to  
      the steering committee on December 10th meeting. (See attached  
      draft surveys) The issue regarding help with the tabulation and  
      summary of the survey was again brought up. This will also be  
      discussed at the steering committee.

3. Finalize the list of resource persons and interview questions.  
   a. Edits were made to the questions. (see attached draft)

   Committee members are encouraged to again look at the interview  
   questions and make additions as they think necessary.
4. Tentative Time-Line:
a. Tentative internal timeline for this committee was established and will be presented to the Steering Committee.

<table>
<thead>
<tr>
<th>Standard IIIIB Physical Resources Tentative Timeline</th>
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<tbody>
<tr>
<td>January 24, 2011</td>
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<tr>
<td>February 1, 2011</td>
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<td>February 7, 2011</td>
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<td>Feb. 7 to 16, 2011</td>
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<td>February 15, 2011</td>
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<td>February 15-28, 2011</td>
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<td>March 18, 2011</td>
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<td>April 1, 2011</td>
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<td>April 22, 2011</td>
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<td>April 29, 2011</td>
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a. Many committee members did not know their spring schedules. The spring schedule will be established at the next committee meeting.


MERRY CHRISTMAS AND A HAPPY NEW YEAR EVERYONE!

Meeting adjourned at 3:03 p.m.

Physical Resources web site:
http://home.honolulu.hawaii.edu/~nadine/physical/
Listserv: hcc-physical-l@lists.hawaii.edu
CONSULTATION & INTERVIEW QUESTIONS

Questions for Ken Kato, Vice Chancellor of Administrative Services

James:
How does HCC assess our facilities and how often?

How do we act upon the results of these assessments?

How are capital plans conceived and developed?

What elements are considered in calculating the “total cost of ownership” of facilities and equipment?

Evelyn:
Do we have arrangements with DOT to supply security at Aero and Avit?
If so, what is the scope of their duties?

What procedures are in place to include off-site facilities in capital improvement plans?

What procedures are in place to include off-site facilities in allocation of funds for equipment and equipment maintenance?

Control and use of the hangar at JRF (Kalaeloa Airport) is split among the Federal DOE, UH, and HCC. How are access, security, and maintenance responsibilities divided among these entities?

Chulee:
Please explain how the College evaluates the adequacy of facilities, equipment, and supplies.
How are faculty, staff and students involved in the evaluation process?
What are the strengths and weaknesses of the current evaluation process?
What evidence can your office produce that will support your explanations above?

Please explain how the College evaluates safety of facilities and equipment.
How are faculty, staff and students involved in the evaluation process?
What are the strengths and weaknesses of the current evaluation process?
What evidence can your office produce that will support your explanations above?

Please explain how the College prioritizes new facility construction, facility upgrading, and facility maintenance.
How are faculty, staff, and students involved in the prioritizing process?
How are priorities related to student learning?
What evidence can your office produce that will support your explanations above?

Please explain how the College prioritizes equipment purchases and selects the equipment.
How are the needs of each program and service identified and met?
What evidence can your office produce that will support your explanations above?

How does the College determine that facilities and equipment are used effectively?
What evidence can your office produce that will support the explanations above?

Please describe the College’s energy management program.
What evidence can your office produce that will support your explanations above?

Questions for Brian Furuto, Dean of Student Services

Evelyn:
What procedures should be followed at off-site campuses in the event of a student or instructor demonstrating disruptive or threatening behavior?

Questions for Wayne Sunahara, Disability Specialist

Evelyn:
What inspection procedures are in place to ensure complete and correct ADA access at off-site facilities?

Questions for Mike Rota, Chancellor

Chulee:
What is the Chancellor’s role in acquiring, prioritizing, and allocating physical resources for the College?
What are the roles of the Vice Chancellors, Deans, Division Chairs and the Campus Leadership Team?
Please describe and explain the process, and provide any available evidence.

How is physical resource allocation integrated into the Strategic Plan?
How does the College evaluate the sufficiency of its resources?
What evidence can be provided?
How are priorities set for capital improvements for facilities on campus, those within the CC system, and those within the UH system? What evidence can be provided to demonstrate that long-range capital projects are based on institutional planning?

Nadine:
How does the College prioritize physical resource needs, such as facilities, space assignment, equipment purchase, and maintenance and repair? What are the roles of the Chancellor and Administration, of the Planning Council, and of faculty and staff?

Has planning, especially for physical resources, improved at HCC? What examples and evidence can be provided?

**Questions for Erika Lacro, Vice Chancellor of Academic Affairs, and Deans and Division Chairs**

Chulee:
Adequacy of Facilities:
Are the facilities adequate for your programs and services?
How are the facility needs for each program and service identified?
How do instructors, staff, and students provide input on the program facility and equipment needs? How are their input prioritized to ensure that each program’s needs are met?
How do faculty members provide input on the facility planning and maintenance process? How are their input used to improve planning and maintenance process?

Off-campus Facilities:
How do you evaluate whether the facilities, equipment, and supplies are adequate to support the academic activities conducted at your site?
How do you determine whether the facilities need improvements or maintenance?
Do you have consultant services in making an evaluation and to suggest alternatives to improve facilities and services? If yes, please explain how these services are obtained and used?
What are the short-range and long-range goals for the programs and their facilities?
Do you receive the same level of support provided to on-campus programs? What are your recommendations on the improvements needed for the programs?

Equipment:
How does the institution determine if the equipment supports the needs of its programs and services?
Do you have enough equipment to prepare your students in their chosen field of study? If not, please specify the needs.

**Distance Education:**
What types of training and equipment are provided for the instructors, who are expected to design and develop distance education courses in their specialty, to ensure that the courses meet the standards of the college?

**Effective Use:**
What are the College’s standards for the effective use of facilities and equipment? What is the College’s policy on making available unused facilities/equipment that can be utilized by programs needing such facility/equipment?

**Evaluation of Needs:**
What plan or process is used to evaluate the institution’s needs for physical resources? How does the College evaluate the adequacy & quality of facilities/equipment? What are the standards used to determine adequacy & quality of facilities/equipment for programs and services? How often are these evaluations conducted? How are the results of evaluations used to improve physical resources? What venues are used to obtain personnel’s and students’ input on the adequacy and quality of facilities and equipment? What is the College’s prioritized plan for the upgrading of facilities through construction of new and maintenance of existing facilities?

**Questions for Jon Blumhardt and Gregg Gruwell**
Nadine:
Please describe the equipment and facilities used for producing distance education courses.

Are these satisfactory? How are DE equipment and facilities assessed?

**Questions for Lianne Nagano and Cynthia Smith, Distance Ed Coordinators**
Nadine:
Please describe the equipment and facilities used for distance education courses.

Are these satisfactory? How are DE equipment and facilities assessed?
This survey is being conducted to gauge faculty/staff perspectives on the quality of the college's physical facilities/resources.

The focus of this survey is on the physical facility - not on the quality of services provided at the facility.

The findings of this survey will be used as part of the current Accreditation Self Study effort to ensure that facilities and physical resources meet the needs of students, faculty, and staff. The ultimate goal of this evaluative process is to facilitate the continuous improvement of facilities/physical resources.

Thanks for providing your candid, confidential responses.

Your division/department:
- University College
- Tech 1
- Tech 2
- Apprenticeship
- Student Services
- Academic Support
- MIR
- Administration
- Business Office
- Administrative Services
- Operations & Maintenance
- ITC / PCATT
- Native Hawaiian Center
- MELE
- Other

Your position:
- Instructional Faculty
- Non-instructional faculty
- Lecturer
- Administrator
- Civil Service Staff
- APT
- Casual Hire
- Other

Your gender:
- Female
- Male
Please rate your perception of the **QUALITY** of each of the following campus **physical resources** in terms of its ability to support our/your educational mission. (From Poor to Excellent).

If you don't use or don't have knowledge about any of the following items, please check the *Don't Know/Don't Use (DK/DU)* response box for those items.

Poor    Fair    Good    Excellent    DK/DU

**WORK AREA/OFFICE:**

Adequate **size** of work area/office  
Appropriate **location** of work area/office  
Adequate and appropriate work area/office **equipment**  
Safety/security of work area/office

**CLASSROOMS:**

Adequate **number** of classrooms  
Appropriate **size** of classrooms  
Adequate and appropriate classroom **equipment**  
**Adequate furnishings** of classrooms  
Safety and security of classrooms

**LABS/SHOPS:**

Adequate **number** of labs/shops  
Appropriate **size** of labs/shops  
Appropriate **location** of labs/shops  
**Adequate furnishings** of labs/shops  
Adequate and appropriate lab/shop **equipment**  
Safety of labs/shops and equipment

**PARKING:**

Availability of faculty/staff parking  
Availability of student parking  
Safety/security in parking lots

**OTHER CAMPUS AREAS:**

Cafeteria  
Study areas (Library, College Skills Center, Native Hawaiian Center, etc.)  
Leisure areas (benches, picnic tables, break rooms, etc.)  
Restrooms  
Campus signs/maps
Sidewalks
Stairways
Elevators
Sustainability and environmental responsibility ("green")

ACCESSIBILITY FOR PERSONS WITH DISABILITIES:

Accessibility of HCC buildings for persons with disabilities
Adequacy of classroom furniture for persons with disabilities
Adequacy of classroom equipment for persons with disabilities

SAFETY, SECURITY, AND EMERGENCY PREPAREDNESS:
Safety and security:
   Sidewalks
   Stairways
   Elevators
   General facilities

Number of security personnel
If you experienced an emergency on campus, please rate the response by security personnel
What is your familiarity with HCC's emergency procedures?

ASSESSMENT AND PLANNING:

   Process for evaluating facilities use
   Opportunities to participate in facilities planning (e.g., Long Range Development Plan-LRDP)
   Effectiveness of planning and prioritization for equipment and facilities (e.g., maintenance, repairs, and procurement)

If you believe that your WORK AREA/OFFICE SPACE (including equipment) needs improvement, please identify the shortcomings and the needed modifications:

If you believe that your CLASSROOMS (including equipment) need improvement, please identify the shortcomings and the needed modifications:

If you believe that your LABS/SHOPS (including equipment) need improvement, please identify the shortcomings and the needed modifications:

If you believe that CAMPUS PARKING needs improvement, please identify the shortcomings and the needed modifications:
If you believe that **FACILITIES ASSESSMENT AND PLANNING** need improvement, please identify the shortcomings and the needed modifications:

Any **additional** comments regarding **PHYSICAL RESOURCES**?

**MAHALO FOR COMPLETING THE SURVEY - FINDINGS WILL BE USED TO IMPROVE PHYSICAL RESOURCES ON THE CAMPUS!**
This survey is being conducted to gauge student perspectives on the quality of the college's physical facilities/resources.

The focus of this survey is on the physical facility - not on the quality of services provided at the facility.

The findings of this survey will be used as part of the current Accreditation Self Study effort to ensure that facilities and physical resources meet the needs of students, faculty, and staff. The ultimate goal of this evaluative process is to facilitate the continuous improvement of facilities/physical resources.

Thanks for providing your candid, confidential responses.

Your academic PROGRAM/MAJOR:

- Liberal Arts (LBART)
- Administration of Justice (AJ)
- Aeronautics Maintenance Technology (AERO)
- Applied Trades (APTR)
- Apprenticeship
- Architectural, Engineering, and CAD Technologies (AEC)
- Auto Body Repair and Painting (ABRP)
- Automotive Technology (AMT)
- Carpentry Technology (CARP)
- Commercial Aviation (AVIT)
- Communication Arts (CA)
- Computing, Electronics, and Networking Technology (CENT)
- Cosmetology (COSM)
- Diesel Mechanics Technology (DISL)
- Early Childhood (ED)
- Electrical Installation and Maintenance Technology (EIMT)
- Fashion Technology (FT)
- Fire and Environmental Emergency Response (FIRE)
- Human Services (HSER)
- Industrial Education (IED)
- Music & Entertainment Learning Experience (MELE)
- Occupational and Environmental Safety Management (OESM)
- Refrigeration and Air Conditioning Technology (RAC)
- Sheet Metal and Plastics Technology (SMP)
- Small Vessel Fabrication and Repair (MARR)
- Welding Technology (WELD)

Your gender:  
Female  Male

Your age:  
17 & Under  18-25  26-40  41 +

Student Status:  
Please rate your perception of the **QUALITY** of each of the following campus **physical resources** in terms of its ability to support our/your educational mission.
(From Poor to Excellent).

If you **don't use** or **don't have knowledge** about any of the following items, please check the **Don't Know/Don't Use (DK/DU)** response box for those items.

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**CLASSROOMS:**
- Appropriate size of classrooms
- Appropriate location of classrooms
- Adequate furnishings of classrooms
- Safety of campus classrooms
- Adequate classroom equipment

**LABS/SHOPS:**
- Appropriate size of labs/shops
- Appropriate location of labs/shops
- Adequate furnishings of labs/shops
- Adequate lab/shop equipment
- Safety of labs/shops and equipment

**STUDENT PARKING:**
- Availability of student parking
- Location of student parking
- Safety/security in parking lots

**OTHER CAMPUS AREAS:**
- Cafeteria
- Study areas (Library, College Skills Center, Native Hawaiian Center, etc.)
- Leisure areas (benches, picnic tables, etc.)
- Restrooms
- Sidewalks
- Stairways
- Elevators
- Campus signs/maps
- Sustainability and environmental responsibility ("green")

**ACCESSIBILITY FOR PERSONS WITH DISABILITIES:**
- Accessibility of HCC buildings for persons with disabilities
Adequacy of classroom furniture for persons with disabilities
Adequacy of classroom equipment for persons with disabilities

SAFETY, SECURITY, AND EMERGENCY PREPAREDNESS:
Safety and security:
- Sidewalks
- Stairways
- Elevators
- General facilities

If you experienced an emergency on campus, please rate the response by security personnel.
What is your familiarity with HCC's emergency procedures?

If you believe that your CLASSROOMS (including equipment) need improvement, please identify the shortcomings and the needed modifications:

If you believe that your LABS/SHOPS (including equipment) need improvement, please identify the shortcomings and the needed modifications:

If you believe that CAMPUS PARKING needs improvement, please identify the shortcomings and the needed modifications:

Any additional comments regarding PHYSICAL RESOURCES?

MAHALO FOR COMPLETING THE SURVEY - FINDINGS WILL BE USED TO IMPROVE PHYSICAL RESOURCES ON THE CAMPUS!