Budget Request and Proposal Form

Submitter/Contact: Wayne Sunahara  Date Submitted: 1/21/12

Quick Document Navigation: Top - Section I - Section II - Section III - Section IV

Section I: Information on Request

1. **Title of Request:** Financial Aid – Health, Safety, Security

2. **Description of Request:** To provide the Financial Department, its employees, and students working areas that are safe, secure, and provides means to meet with individual students in a confidential setting.

3. **Justification for Request:** (1) Health and Safety in addition to providing the students areas in which information shared with Financial Aid can be made in a confidential setting (2) Program Review (3) Strategic Plan

**Check Boxes if the answer to the question is “Yes”**

4. [ ] Does this request meet the College’s Mission Statement?
5. [ ] Does this request meet the University of Hawai’i’s Mission Statement?
6. [x] Is this request due to an identified health or safety need?
7. [ ] Is request due to an Implementation Plan objective (Implementation plan that is generated due to Strategic Plan goals)

8. **Program Review Link:** Please type the web link to your most current program review
   http://honolulu.hawaii.edu/XXXXXXX

**Estimated Cost of Resources**

Please provide your best projection of the costs of this request including positions, funds (i.e., personnel, operating, and equipment costs), and required space to implement request or activity.

**Positions:** 0.0  **Funds:** $10,000

**Request Details:** Requesting assessment and refurbishing of FA receiving area to improve safety by: (1) build outs of walls with a receiving area for front office employees to receive students (due to several documented recent events involving angry and potentially hostile students wanting to receive services) (2) Implementation of “panic switch/button” system in which can be depressed in times of need to be installed at the front office in addition to all FA offices (3) improvement of providing offices in which students are provided a confidential
area to work with the counseling staff either (a) through modernization of walls which floor to ceiling walls can be worked up or (b) the implementation of a noise reduction system (white noise dampening system)
Section II: Strategic Plan

Relationship to HCC Strategic Plan
Link: Honolulu Community College Strategic Plan 2010-2015

Each request MUST be tied to a Strategic Goal and Outcome. Many requests will be related on multiple goals and outcomes, in these instances please choose the primary as well as any secondary goals and outcomes that the request meets. Explain the relationship between the request and the goal/outcome as necessary.

1. **Primary Goal:** Develop Sustainable Infrastructure for Student Learning:
   Improvements to work areas will enable students to engage in conversations with confidence that information will be confidential. Both traditional and non-traditionally students have mentioned concerns of others overhearing conversations.
   Additionally, the health and safety of our employees are at the forefront of my concerns given recent events across our nation. Consistently especially our front office employees encounter difficult, rude, and aggressive students that unnerve and create an environment of fear for some of our employees.

2. **Secondary Goal:** Develop our Human Resources
   ... Provide them with an inspiring work environment. In meeting with the FA staff and the front office employees, one of the primary concerns is of their personal safety at work. Again, through conversations with the employees, former Interim Dean Student Services, and witnessing issues for myself in my role as the Disability Specialist – I believe these concerns are more than warranted. To inspire our students our employees also need to feel inspired and heard. Providing our employees to work areas that safe and secure is our responsibility. To provide our staff work areas are set up to meet the confidential needs of profession and to afford the student an area to share often times very personal information is imperative.

3. **Secondary Goal:** Please indicate the secondary goal/outcome that this request helps to accomplish
   Please explain the request's relationship to this goal

4. **Secondary Goal:** Please indicate the secondary goal/outcome that this request helps to accomplish
   Please explain the request's relationship to this goal

*Quick Document Navigation: [Top - Section I - Section II - Section III - Section IV]*
Section III: Communicating the Request

Program Consultation

1. **Programs/Offices that will be impacted by this request include:** Financial Aid

2. **Impacted Program/Office:** Submitter is responsible for including all programs/offices that will be impacted by the request and seek their comments on the request.
   
   a. **Impacted Program/Office Comments:** Impacted programs/offices comment/concerns section

3. **Impacted Program/Office:** Submitter is responsible for including all programs/offices that will be impacted by the request and seek their comments on the request.
   
   a. **Impacted Program/Office Comments:** Impacted programs/offices comment/concerns section

4. **Impacted Program/Office:** Submitter is responsible for including all programs/offices that will be impacted by the request and seek their comments on the request.
   
   a. **Impacted Program/Office Comments:** Impacted programs/offices comment/concerns section

Quick Document Navigation: Top - Section I - Section II - Section III - Section IV
Section IV: Administration Review and Comments

NOTE: Save the form using an abbreviated title of the request in this format:
AbbreviateTitleofRequest_BudReqAY12 (example: OfficeFurnReplacement_BudReqAY12.doc).

- Routing -

All requests require review and comment from:
1) Division Chair (if no Division Chair then to #2), 2) Lead Dean(s), 3) VCAA, and 4) VCAS

1. [ ] Reviewed by Division Chair
   a. Division Chair please enter comments on request here

2. ☒ Reviewed by Program/Division Dean
   a. The Dean of Student Services agrees with the justification(s), the connection it has made to the strategic plans, mission and goals for our campus

3. [ ] Reviewed by Vice Chancellor of Academic Affairs
   a. VCAA please enter comments on request here

4. ☒ Reviewed by Vice Chancellor for Administrative Affairs
   a. This may be included in a summer project that I will be paying ConAc and Carp faculty to work on. Idea is to rebuild counter area for FA and Admissions Clerks.

Quick Document Navigation: Top - Section I - Section II - Section III - Section IV