III.B. Physical Resources

Co-chairs
  Sharon Isa  Administrative Officer, Business Office
  Renette Sonomura  Secretary, Student Services

Members
  Gaynel Buxton  Faculty, Human Services/Early Childhood
  David Kalima  Student
  Owen Miyamoto  Faculty, Aeronautics
  Jacqueline Scudder  Security Officer, Operations & Maintenance
  Guy Shibayama  Coordinator, Apprenticeship
  Joann Shin  Student
  Allen Tateishi  Faculty, Refrigeration & Air Conditioning

III.B. Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

III.B. Descriptive Summary

Physical resources of the campus include 23 main buildings: Campus Center, Auto Shop, Science/Classroom Building, Cafeteria, Administration, Library, Child Care, Trade Industrial Complex, various shops (Pipe Fitters, Sheet Metal/Plastics, Electronics, Electricity), Computing Electronics & Networking Technology, Print Shop, Operations & Maintenance, Palama Fire Station (restored historical site converted into office space), Auto Mechanics Technology, Heavy Equipment Maintenance & Repair, Marine Education Training Center, Airport Training Center and Pacific Aerospace Training Center and 13 smaller buildings which comprise mostly of storage and service maintenance facilities.

The College’s main campus is on Dillingham Boulevard in the Kalihi-Palama district, approximately two miles west of downtown Honolulu. The buildings were erected between 1930 and 1979 and occupy more than twenty acres of land. It includes two high-rise buildings, several two-level multifunctional structures, and one-level technical-occupational shops. A concrete pedestrian mall is located in the middle of the campus and provides walking access to most buildings.

Four technical-occupational programs are not on the main campus:

- Aeronautics Maintenance Technology, located at the south ramp of Honolulu International Airport, encloses nearly 46,500 square feet of hangar space, storage areas, classrooms, a computer lab, and faculty offices.
- Commercial Aviation is located at Kalaeloa Airport, the former Naval Air Station at Barber’s Point. This training center has 132,621 gross square feet, with 32,400 assignable square feet.
- Automotive Mechanics Technology and Diesel Mechanics Technology share a seven-acre facility on Kokea Street, less than one mile from the main campus.
- Marine Education and Training Center, occupying 4.86 acres of waterfront land on Sand Island Road, offers training on the repair and maintenance of marine vessels and engines.

In addition, off-campus education programs that are designed for military personnel are available at military bases at Pearl Harbor and Hickam Air Force Base. As of December 2004 the satellite operation at Schofield Barracks was closed after two years of financial losses primarily due to the decrease in enrollment.

The Campus Center built in 1979, also known as Building 2, houses the Bookstore, the Student Life & Development Offices, Student Lounge and Health Office on the ground floor. The renovations done on the second floor were made possible by the Pacific Center for Advanced Technology Training (PCATT) grant. It includes the Kapalama Multimedia Center which holds up to 180 people and is a state-of-the-art facility. Also on the second floor is the refurbished Dinosaur Exhibit. With the assistance of volunteers and the Apprenticeship program the exhibit was completed in Spring 2003. Renovations were also made to other floors which include computer labs, classrooms and offices. On August 2, 2005, an explosion and fire in the ground floor electrical room caused extensive damage and loss of power to the entire building. With the commitment made by the President of the University and the support and efforts of the College’s administration, faculty and staff, power was restored to the building by August 22, 2005 for the start of the Fall semester.

All facilities, both on and off the main campus are maintained by the Operations and Maintenance department under the direct guidance of the Vice Chancellor of Administrative Services

Since the last self-study, the college has made much progress in the area of maintenance and repair. In part, these include:

- Reroof Auto Body/Mechanic Bldg 3, Cafeteria/Bakery Bldg 4, Science Bldg 5, Administration Bldg 6, Industrial Trade Complex Bldg 14, Electronics Shop 20, Electrical Shop 24, Marine Education & Training Facility 50.
- Replace air conditioning chiller in Automotive Mechanic Tech Bldg 43, Paint booths, louvers in Auto Body/Mechanic Bldg 3, Switchgear & Transformers.
- Improve exterior lighting.
- Repaint Administration Bldg 6, Cosmetology/Fashion 27.

Completed Campus-wide Projects
- Improve existing water distribution
- Energy Project

Projects in Progress
- Structural Analysis of Science Bldg 5 and Print/Duplicating Shop 16
- Renovate Hangar 111 (at Kalaeloa)
- Refurbish Stairwell and Improve Lights in Library/Classroom Bldg 7
- Replace A/C Air Handlers in Cosmetology/Fashion Bldg 27 and Industrial Trade Complex Bldg 14.
- Renovate PCATT in Bldg 2.
- Renovate CENT in the former Machine Shop Bldg 13 and Electronics Bldg 20.

Projects in the Design Stage
- Replace Mezzanine in the Trade Industrial Complex
- Replace Water Drain pipes in the Trade Industrial Complex
- Replace Exhaust Fan in Elevator Room
- Paint Campus Center Bldg 2, Library/Classroom Bldg 7
- Replace Air Handlers in Campus Center Bldg 2, Admin Bldg 6, and Library/Classroom Bldg 7
- Renovate three elevators in the Library/Classroom Bldg 7
- Dorms at Kalaeloa

III.B. Self Evaluation

The College meets the standard.

Two surveys were conducted during the Spring 2005 semester:
- Faculty/Staff Survey (Summary of the Learning Infrastructure: HCC Physical Resources Faculty/Staff Survey).
- Student Survey (Summary of the Learning Infrastructure: HCC Physical Resources Student Survey).

Both surveys indicated satisfaction on physical resources:
- more than 50% of the faculty/staff gave good ratings for work area/office location, shop/lab availability, and classroom size
- 61.4% of the students felt that there were a good number of classrooms
- more than 55% of the students indicated that study areas (Library, College Skills Center and Native Hawaiian Center), classroom safety and lab/shop safety/security are good

However, both surveys showed poor rating for availability of parking spaces:
- 61.8% of the faculty/staff rated this area as poor
- 47.5% of students rate this area as poor
- 23.5% of students rated the location of parking as good while more than 32% rated it as poor

While student parking remains the least favorably reviewed aspect of campus physical resources, relief is in sight. The campus is awaiting the transfer of 3.44 acres of adjoining land that once was the Kalihi Incinerator site which was closed in 1977. The site has been cleared of its contaminated soil, leveled, compacted, and paved with a top layer of crushed, recycled asphalt. When the transfer between the City & County and the State of Hawai‘i is accomplished, campus parking will temporarily be increased. The campus Long Range Development Plan (LRDP) envisions use of a part of this area for a new science building and a human services/child care facility. The LRDP includes a multi-story parking structure to replace the current student parking lot #1.
The College utilizes the results of surveys to develop priorities and effectively allocate its resources. In the Spring of 2004, a detailed Room Survey was conducted to determine individual room needs, including the type of room (classroom, lab, shop, office, other); restriction conditions and reason for restriction; contact person; the occupants of the room; seating type (tablet armchair, tables, lab stations, shop, other); room capacity; attributes (computers, overhead projector, air conditioning, handicap seating, TV, VCR, etc.) and additional comments/needs. As a result of this survey, changes on tables and chairs were made for the Autobody Repair and the Auto Mechanics programs.

Surveys results are also used to assist with the conversion from the current room scheduling program (Scheduler Plus) to the Banner system. At the present time, Scheduler Plus is being utilized and access to the information is much faster than in the past due to the server being upgraded within the last year.

The College strives to meet the requirements of the American with Disabilities Act (ADA). Campus elevators were rated 36.7% (good), 38.8% (fair) and 20.4% (poor) in the 2005 Faculty/Staff Survey as compared to 42.7% (good) to 35.6% (fair) as rated by students. The source of most of the complaints is in regards to the poorly designed three-elevator system serving the Library Building (#7). These elevators have only two stops, one at Floor 3 ½ and one at Floor 5 ½. Not only is this sometimes confusing to first time users, it cannot meet the Americans with Disabilities Act (ADA) requirements. The heavy usage of these elevators coupled with the age of the elevators translates to frequent elevator breakdowns. These three elevators are included on the FY 2006 Currently Funded Repair and Maintenance Project Listing for renovation.

The interior elevator in Building 7 was recently upgraded to meet accessibility requirements and mechanically upgraded. Improvements to the entrance/exit behind the library allow elevator users access when the library is closed. A sheltered rest stop/pick up area was constructed to accommodate persons with disabilities and is located outside of Building 7. Other ADA special projects which have been completed include installation of automatic doors at the entryway to the Cosmetology building (#27) and the Building 2 ground level men’s restroom.

Campus signs and maps received fair (38.2%) to poor (38.2%) ratings per the 2005 Faculty/Staff Survey compared to the Student Survey with ratings of 44.9% (fair) to good (44.9%). In partial response to these surveys, campus maps have been mounted on the walls of Buildings 7 and 20 with special acknowledgement to the Apprenticeship, Glaziers Union, Carpentry, Autobody, Printshop Staff and members of the original Campus Map Committee who contributed to this project. There continues to be a need for more visible signs marking students and faculty parking areas, exit signs in rooms on campus, and signs identifying buildings on campus.

Honolulu Community College’s large buildings on the main campus are controlled electronically with centralized air conditioning. The Science Building (#5) and smaller buildings have window units that are inefficient from a mechanical and electrical standpoint. Substantial electrical and maintenance costs could be achieved by replacing window units with centralized air conditioning. However, on the other hand, individual
rooms can regulate the temperature with window units and not affect other rooms in the same building. There are no centralized air conditioning system controls for off-campus programs. The Airport Training facility had reported electrical maintenance problems with their automated air conditioning controls not working properly. Although maintenance has tried to fix this problem, attempts have been unsuccessful.

The Library, which is on the ground floor of Building 7, has facilities that are adequate, however, the facility is over 30 years old. There is a need to upgrade the electrical system to accommodate the increasing number of computers and machines and the flooring is in need of replacement.

The College Skills Center located on the third floor of the Library building is also in need of more space. According to student satisfaction surveys administered to students, interviews with faculty and staff and student focus group comments, there is evidence that more space is needed.

The Apprenticeship program has grown significantly since the last self-study. Much of the training for the apprentices and journeymen are held during the evening hours and on Saturday. There is an immediate need for available classroom and shop training space to accommodate this increasing population. College administrators have been seeking alternate off-campus sites to hold classes.

III. B. Action Plan

- Secure additional classroom/training space for various programs (Apprenticeship, College Skills Center, Distance Education Studio, etc)
- Expedite the access for day students to park in the adjacent lot on Kokea Street
- Improve campus signage (visibility of signs in parking areas, on buildings and in rooms on campus)
- Recommendation that Planning Council prioritize list of repair and maintenance projects to be submitted for future consideration

III .B.1 The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

III. B.1. Descriptive Summary

The college’s health and safety management system is guided by its written Health and Safety Program. The Vice Chancellor of Administrative Affairs, with assistance from the Health & Safety Coordinator, is responsible for the implementation of the College’s Health & Safety Program. The Program ensures the safe and healthful learning environment through various methods of hazard identification, communication, and correction. The Health and Safety Committee, consisted of a representative from each academic unit, meets regularly to discuss safety-related issues and recommend corrective measures. Corrective measures may include recommendations from various departments.
including the Health Nurse, Security, Operations and Maintenance, and individual instructional programs. On going maintenance and repairs are used as the vehicle to meet and adhere to specific building and regulatory code specifications for the physical buildings and overall campus plant.

Faculty and staff members are responsible for the day-to-day accident prevention activities including safety surveys of facilities and equipment, hazard & injury reporting, preliminary incident investigation, and hazard correction. Safety training is required for all classes involving equipment, machinery or hazardous tasks. In addition, health and safety competencies are included in the Technical Standards for many of the Occupational/Technical programs. The Health & Safety Coordinator provides safety consultation and training for all members of the college when appropriate.

III. B.1. Self Evaluation

The College meets the standard.

The college follows the requirements of the Hawaii Occupational Safety and Health Division (HIOSH) to ensure the safety and health of its employees and students. Its written Health and Safety Program, in compliance with the HIOSH’s requirements, identifies safety responsibility and accountability for all levels of personnel as well as for students. Hazard identification, reporting, correction, prevention, and communication are clearly defined in the Program.

The college recognizes health, safety, and security as a priority in its institutional planning and budget allocations. Facility- and equipment-related hazards are identified through various means, including walk-through inspections and reports from employees and students. Faculty and staff report hazards and recommended corrective actions to the division chair or directly to the Vice Chancellor of Administrative Services. The Vice Chancellor of Administrative Services, with assistance from the division chairs, ensures that major hazard control measures are funded. For example, additional funding has been allocated in responding to the increased security concern. The fund will be used to increase campus policing and improve lighting at night.

The college relies on a part-time Health and Safety Coordinator to ensure its HIOSH compliance. The Coordinator, given 3-9 credits of assigned time each semester, is also a faculty member with other instructional and related duties. In order to improve the college’s safety management system, a full-time health and safety coordinator is needed.

II. B.1. Action plan

- establish a health and safety office with at least one full-time health and safety officer
- grant assigned time or reduction of workload for the designated members of the Health and Safety Committee (Safety Liaison)
- implement the Health and Safety Program
- periodically evaluate safety procedures to ensure their effectiveness
- reorganize information on health, safety, and security on HCC Intranet to allow easy access
• develop safety handbooks for employees and students
• improve campus signage

III.B.1.a. The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.

III.B.1.a. Descriptive Summary

The Vice Chancellor of Administrative Services and his staff from the Operations and Maintenance department serve an important role in setting priorities for the maintenance of common facilities, including buildings, grounds and parking areas. Repair and maintenance requests are prioritized based on their impact on occupants, safety and health, input from faculty/staff, and the Vice Chancellor’s personal knowledge of facilities. Maintenance concerns are reported to the Operations and Maintenance department for determination of course of action. Compliance to building codes, Hawai‘i Occupational Safety and Health, and American with Disability Act regulations are given a higher priority. Plans for facility construction, upgrading and maintenance are included in the Capital Improvement Plans (CIP).

The College relies on its faculty and staff to communicate to administration through their respective division chairs and/or deans/directors regarding their equipment needs. Equipment purchases are acquired with year-end money, vocational education funds and from each department’s base budget. Priorities are determined based on information from division chairs, deans, and directors.

III.B.1.a. Self Evaluation

The College meets the standard.

However, due to the budget constraints there are areas that need improvement. These include more updated equipment in classrooms and shops and a long list of deferred repair and maintenance projects.

The direction of physical resources for the campus should be based on the College’s mission. As the primary technical training center for transportation, information technology, education, communications, construction and public and personal services, there are an increasing number of classrooms being converted to high tech, multi media rooms. However, the majority of classrooms are traditional blackboard/whiteboard rooms with television monitors, VCRs and overhead projectors. Students who have taken classes in the high tech rooms compare their experiences when they take classes in traditional classrooms. According to the 2005 Physical Resources Student Survey comments calling for improved electronic learning devices in their classrooms demonstrate the high priority that students place upon this physical resource. A similar response for updated and more computers/software was also conveyed. The 2005 Physical Resources Faculty/Staff Survey noted that while the college has attempted to provide up-to-date computers, software, network access, printers and peripheral
equipment to all faculty, staff, and programs, the rapid obsolescence of computer related resources coupled with the current budget restrictions result in less than adequate computer access for some faculty/staff.

Currently, there are three vacant positions in the Operations and Maintenance department: custodian, janitor supervisor, and air conditioning technician. These three positions are being filled by emergency hire staff. Filling these positions with permanent staff would be advantageous to maximize services to the College.

The four-acre site, which will temporarily be used as a student parking area, is included in the Capitol Improvement Plans for a new Science and Technology Building. The campus Long Range Development Plan (LDRP) envisions use of a part of this area for a human services/child care facility as well. The LRDP includes a multi-story parking structure to replace the current student parking lot #1.

III.B.1.a. Action Plan

- Encourage faculty/staff/students to communicate their physical resource needs through their respective division chairs, deans, and/or directors.
- Recommend that Planning Council prioritize list of physical resources in need of upgrade and/or replacement
- Strive for improved electronic learning devices in classrooms that are lacking.
- Expedite filling of vacant positions in custodian and maintenance departments to maximize service to the College
- Investigate avenues of preventive maintenance for air conditioning of buildings, elevators, and other chronic problems with physical resources

III.B.1.b. The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

III.B.1.b. Descriptive Summary

Under the guidelines of the American Disabilities Act and the college’s multiple programs and committees, the Vice Chancellor of Administrative Services provides for ongoing renovations through Operations and Maintenance that assure equal access to the campus. Building codes that sanction original designs of dated structures are taken into consideration where reasonable improvements are made for the purpose of safety and equal access. Otherwise, accommodations are made to relocate classrooms and offices to further access and demonstrate a culture of providing fair opportunity across the college’s community.

The College Skills Center and the Health Office coordinate disability service provisions such as parking, elevator, and mobility access. Academic support services include note taking, testing and interpreter accommodations, and assistive technology. Foremost, the college’s providers are accessible, informative, and outcome oriented. Currently, legislated appropriation for a disabilities coordinator position is under review by the
college. The recommendation for the new office was formally made through the [Honolulu Community College Institutional Self Study 2000, page 103].

The college’s learning and working environment is monitored for safety and healthful functioning. Students, staff, faculty, and administrators participate by observing and reporting needed remedies via maintenance requests, security reporting, and Business Office call intake services. Operations and Maintenance has scheduled janitorial and technical services to continually clean buildings and provide preventive maintenance. The distant campus locations have partial support from the main campus service groups. Otherwise, services are contracted, as needed, through their representative administrator.

The Cafeteria underwent renovations in the summer of 2005. The Windward Community College, through its Employment Training Center (ETC), operates the cafeteria and makes available healthful meal choices. This inter-institution cooperation provides a safe training environment and an inviting dining facility.

Security officers interact with the public throughout all hours of the college’s operational times. Their primary function is providing an added insurance to human safety. The officers take corrective action in response to hazards, expedite emergency services, initiate incident investigations, and provide watchful and physical escort services to pedestrians, with a focus on evening classes. Contracted security guards further services by directing traffic within the permit parking lots, and citing for vehicle type violations.

III.B.1.b. Self Evaluation

The College meets the standard.

The College makes corrections and renovations to improve access. Completed projects include:

- Installation of automatic doors in the Building 27 interior entry way to the salon
- Installation of automatic doors for the Building 2 ground level men's restroom
- Improvement of the entry/exit behind the Building 7, providing wheelchair access to the interior elevator
- Purchase of additional sets of adjustable height desks and armless chairs (at least one per classroom)

Projects in progress include:

- Installation of accessible elevator control panels in Buildings 5, 6, and 27
- Installation of signs designating wheelchair accessible pathways
- Installation of Braille signage
- Renovation of bathrooms on two floors of Building 7 for improved disability access

The Committee on Disability Access (CODAH) and the Vice Chancellor for Administrative Services work together to identify needs and make improvements.

Signage was recently increased and improved in response to the Spring 2005 student and faculty surveys. The college has begun the project with large campus maps posted...
at two prominent walls on the east and west ends of the mall walkway. For public safety and health, "No Smoking" signs were mounted on the exterior of every building, and numerously, in order to reach as many bystanders as possible. In addition, each building’s main entry has campus maps posted with locator markings for orientation. These maps were created by the college's Print Shop.

Safety of parking areas, as well as parking availability, is of concern. The College, the security personnel in particular, actively pursue solutions. The current number of parking stalls does not accommodate the number of students wanting to purchase parking permits, especially for the evening classes. The evening students do not have to compete with outside businesses and employees for public parking. The day students' needs are accommodated with a distant parking lot; however, student and faculty surveys (Spring 2005) both indicate the quarter mile walk is an inconvenience. Presently, the college is awaiting the acquisition of a large parking lot, adjacent to the main campus. Once received, it should alleviate the day students’ parking concerns. In addition, the college’s Staff Senate Executive Committee has submitted a proposal to convert a section of underutilized grounds into viable parking spaces; the plan was inspired by the evening parking problem, and the student survey complaints about oversized vehicles encroaching upon others’ parking stalls.

Exacerbating the college’s parking problems, fraudulent permits, sharing permits, stolen permits, and sneaking into unguarded parking lots infringe upon needed stalls. Illegally parked students perceive the citation system, which sanctions a $2.00 fine, as affordable. Although public parking exists outside the campus’ borders, it is not ideal for students, as their safety and theft concerns have been noted in the survey. To date, theft from students’ vehicles and vehicle damages, not crimes against persons, are these areas’ prevalent incidents according to local police.

In response to permit parking violations, security has taken increased action against fraudulent permit use. Special traffic coning strategies have enhanced checkpoints to guard against non-permit violators. Increased verbal warnings are being given to those who disobey orders to leave; this allows the guard to issue a $10.00 citation to the violator. In addition, security, administration, and the Print Shop are looking into more sophisticated types of permits to reduce abuses in permit forgery, sharing, and theft. Finally, the multiple vehicular entry ways to six parking areas are understaffed with only two contracted parking guards. A study may help to seek ways in structurally joining certain lots in order to secure the extensive entries.

According to the survey, some evening students felt unsafe walking to their vehicles. In response, security implemented a higher standard of visibility, and greets pedestrians at either end of the campus as they enter the two major parking lots. Specially allocated, limited funding is en route to Honolulu Community College while the administration is contemplating strategies for its use in retaining additional guard services.

Other safety concerns expressed in survey responses included tree branches falling in parking lots. Scheduled tree trimming addresses these concerns; the trimming is performed during weekends and breaks, which may go unnoticed to the general population. Because landscaping is essential to the college, tree removal is not a
consideration. Security receives complaints of illegal left turns into the Lot 3’s exit lane; often near collisions are observed as drivers attempt to exit. Lot 7, adjacent, has similar problems. Each week there is at least one collision on the boulevard fronting this area. Outside resources should be investigated; at minimum, the problem should be brought to the attention of the Honolulu City & County. Similar concerns were mentioned in the faculty survey responses.

Another survey response recalled the frequent failings of the three main elevators at Building 7 last year. Attention was directed at increasing maintenance services through contracted technicians. These actions have significantly reduced the amount of elevator trouble calls from last year to the present. The current measure of reliability is deemed good by security and maintenance observations.

The college's facilities are regularly evaluated for compliance with federal, state, and local requirements such as fire codes and the Americans with Disabilities Act (ADA). The Honolulu Fire Department assists with the fire code compliance and emergency evacuation drills are conducted periodically. The Community College’s Environmental Health and Safety Office provides assistance on the management of hazardous materials and wastes. The Vice Chancellor of Administrative Services has been responsive to directing funding toward improvements needed. The Distance Education studio for filming cable courses does not have sufficient space. Adjoining rooms have been converted to offices leaving little storage for props and backdrops. The studio has wires running across the floor which can create a safety hazard.

III.B.1.b. Action Plan

Plans to improve disability services, signage, parking lots and safety:
• Continue reviewing the legislated disability coordinator position
• Improve signage and develop campus maps for disability access
• Continue review and strategic placement of large campus maps
• Continue efforts to increase parking availability, to control illegal parking, and to implement traffic safety measures
• Inspect rooms (e.g. Distance Education studio) that have safety hazards and make appropriate modifications or corrections

III.B.2. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

III.B.2. Descriptive Summary

The Vice Chancellor of Administrative Services has the primary responsibility of assessing adequacy of the facilities. Prioritization of repair and maintenance jobs is based on impacts on occupants, safety, and health. Input from faculty and staff is regularly obtained. Jobs relating to compliance to code and the Americans with Disabilities Act (ADA) are given a higher priority. Faculty and staff may also request
repair or maintenance of facilities by submitting a maintenance request form to the Administrative Services Office.

Surveys are conducted to get feedback from faculty, staff, and students as to adequacy of equipment and facilities.

Scheduler Plus, a scheduling program, is used to reserve rooms for classes as well as for meetings and other events.

The college relies on communication through the Division Chairs and Deans as to the equipment needs of the programs and services.

III.B.2. Self Evaluation

The College meets the standard.

The Room Survey conducted in 2004 yielded detailed information such as room type (e.g. classroom, lab, shop, or office), capacity, seating type (e.g. tablet armchair, tables, lab stations, shop), special features (e.g. projector, computer, TV/VCR), contact person, and restrictions, if any. Survey findings were useful in identifying room needs and for making improvements, such as refurbishing furniture and adding handicapped seating. The Room Survey data enables effective room assignments and space utilization.

The college’s capacity is generally full during the morning hours of the semester, including Saturdays, and also during the late afternoon hours to 7:00 pm because of the Apprenticeship classes. Although the college is not at its maximum capacity for credit student enrollment, there is not sufficient space for the Apprenticeship program to run their classes. The facilities are not well used after 7:00 pm. Classrooms with specialized equipment (restricted classrooms) prevent general usage of the rooms, thus, these rooms are underutilized.

Surveys taken indicate general satisfaction with the facilities. Student enrollment and facilities use also indicate adequacy of the facilities. By the Physical Resources Faculty/Staff Survey results, work area/office location and shop/lab availability were the top rated items. By the same survey results, availability of student parking and campus signs and maps were the lowest ranked of all ordered items. For the Physical Resources Student Surveys, the top rated items were adequate number and location of classrooms, and the two bottommost items were availability and location of student parking.

The College’s new equipment list is updated annually through input from faculty and staff. The individual units and programs determine the priority of equipment needs. At the end of the fiscal year, Deans and Directors determine the purchases by consensus. An equipment replacement list is maintained annually for obsolete or irreparable equipment.

Equipment inventory is taken annually through the Property and Fund Management Office of the University of Hawaii. Equipment with costs of $5,000 and above and controlled items with costs of $1,000 and above will appear on the inventory lists. Controlled items may include computers and related equipment. The lists are distributed
to the departments for updating. Any changes are recorded through the use of equipment transfer and disposal forms or correspondence with the property and fund management office. The university has developed E-inventory, where certain changes to the inventory can be done online. This has helped to provide more current inventory lists for the departments.

Plans have been made to acquire the City and County's Kapalama Incinerator site, since the soil has been cleaned. This will help to provide more on-campus parking for faculty, staff, and students.

III.B.2. Action Plan

No action required.

III. B.2.a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

III. B.2.a. Descriptive Summary

Two major sources make up the college’s operating budget, the General Funds and tuition & fee. The General Funds is allocated annually at a fixed amount while the amount of tuition & fee varies depending on enrollment. Both personnel and operating costs are covered by the college’s operating budget.

The Vice Chancellor of Administrative Services develops a financial plan based on the college’s Strategic Plan. The Strategic Plan, closely tied to that of the University of Hawaii System, includes feedbacks from faculty, staff, and students. Deans and directors, with feedback from their faculty and staff, provide the Vice Chancellor with their units’ budget requests. The requests are subject to restriction and reduction depending on the current financial situation which includes an estimate of future revenue from enrollment.

Based on the financial plan, the college’s Biennium Budget request is developed to include priorities from campus committees and State/Industry needs. The request is then submitted to the Council of Chancellors. Upon reviewing the requests from all community colleges, the Council develops priorities for the Community College System which is submitted to the University of Hawaii. Prior to being sent to the legislature and the governor, the system-wide budget is approved by the Board of Regents.

The college rarely develops a Capital Improvement Plan (CIP). The most recent one dated 1996. The CIP development process involves administration’s reviews of resources and establishment of priorities. Items are then included in the Long Range Development Plan (LRDP) (Master Facility Plan or Master Plan). The same budget approval process is followed for the CIP request.

III. B.2.a. Self Evaluation
The college meets the standard. Financial planning is integrated with institutional planning as specified in the Strategic Plan. Needs are determined with input from faculty and staff, by impact on occupants’ safety and health, and/or compliance with building codes and safety/health/disability regulations.

III. B.2.a. Action Plan
- Review the LDRP to ensure that it meets the current needs.

III.B.2.b. Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.

III.B.2.b. Descriptive Summary

Physical resource planning is part and parcel of institutional planning at Honolulu Community College. The College’s physical resource planning is based on the Long Range Development Plan (LRDP). The Long Range Development Plan currently in effect was approved in 1996, and includes only the campuses on Dillingham Boulevard and the Automotive Mechanics Technology facilities on Kokea Street. The LRDP does not include the Marine Education and Training Center on Sand Island Parkway, the Pacific Aerospace Training Centers at Honolulu International Airport and Kalaeloa Airport, and several off-campus training centers. The Honolulu Community College Strategic Plan guides all budgeting and planning for construction, upgrade, and maintenance of facilities and equipment. Faculty, staff, students, and administrators are able to provide input to the Strategic Plan.

The Scheduler Plus software is used to evaluate and plan room use, with active involvement by and input from the Division Chairs. Faculty and staff of credit, noncredit, and apprenticeship programs use the "Application for Use of Buildings, Facilities or Grounds" form. These forms provide data that is used for assessment and future planning. In addition, the weekly Facilities Use Report shows which rooms are in use and which are available. The Banner student information system is also accessed to assess classroom use.

The College has also used the instrument of surveying to evaluate effective use of physical resources and applies the results for future planning. The most recent surveys were conducted during the Spring 2005 semester. The Faculty/Staff Institutional Environment Survey, and the Learning Infrastructure surveys (one for students, one for faculty and staff) by the Standard III Committee provided information evaluating physical resources.

III.B.2.b. Self Evaluation

The College meets the standard.
The Learning Infrastructure survey of students representing the wide range of programs and enrollment patterns of the college found respondents have a reasonably favorable review of most physical resources in spite of the age of facilities.

A wide array of physical resources was evaluated by employing a scale ranging from poor to excellent. The size, number, and location of classrooms, labs, and shops were given high marks, as were the safety, security and availability of these facilities. Accessibility of buildings for persons with disabilities, cafeteria, restrooms and leisure areas were also favorably scored. With the exception of computer equipment and software as noted below, classroom, lab and shop equipment were given high ratings.

As in past surveys, the primary concern for exterior spaces is the lack of sufficient convenient student parking on campus. Students are apparently unwilling to pay for on-campus parking if it is not convenient when compared with other community college campuses with no parking fees and sufficient parking stalls. Although not included in the campus resources of the Spring survey, several comments were offered by the student respondents on the lack of sufficient updated computers with current software and peripheral equipment.

Similarly, respondents to the Learning Infrastructure survey of faculty and staff rated most of the physical resources items (such as work areas, shops and labs, classrooms, sidewalks, stairways, and restrooms) as better than Fair (Fair = 2.0 on a 4.0 scale). Notably, elevators, campus signs and maps, and availability of student parking were rated less than Fair. In response, signage and maps have been increased and improved, and this project is continuing. The Vice Chancellor of Administrative Services is also working on renovations to the elevators. For example, the elevator in the Library building (Building 7) was recently upgraded to meet accessibility requirements and mechanically refurbished, resulting in much improved reliability. This is the only elevator in Building 7 that goes to each floor of classrooms, so its operation is critical for students and instructors with disabilities.

Survey comments revealed dissatisfaction with the air conditioning and ventilation systems and with obsolete computers, printers, software, and related resources. Comments also noted problems due to outdated and insufficient classroom furniture and equipment and the aging campus infrastructure. However, comments praised the responsiveness and planning of the Vice Chancellor of Administrative Services and the efforts of Operations and Maintenance staff in repairing and maintaining the College’s facilities.

According to the results of the Faculty/Staff Institutional Environment Survey, the safety and healthfulness of the college, security of employees and students, and cleanliness of grounds were rated as Satisfactory or better by the majority of respondents. There was less satisfaction with the cleanliness of buildings and the convenience and accessibility of parking. Parking has been, and continues to be, a major concern for the College. The former Kapalama Incinerator site located behind Building 7 would provide considerable parking relief for day students. Procedures to transfer this property from the City and County of Honolulu are in process. Space is another concern. Increased enrollment in Apprenticeship programs, for example, has resulted in their need for additional classroom
and shop training space. The College Skills Center (CSC) and Educational Media Center (EMC) have also expressed needs for space in order to continue and expand services.

The Vice Chancellor of Administrative Services is actively using the data from the surveys and investigating how to address the identified needs. He intends to present some of the issues to the recently established Planning Council. The ongoing program review process being implemented by the College will provide additional opportunities to assess and respond to program needs.

Planning for physical resources is part of the College’s institutional planning. For example, Deans and Division Chairs are involved in decisions regarding space utilization, such as room assignments, and prioritization of equipment replacement and purchase. Faculty and staff participate by submitting their needs through their respective Division Chairs or unit heads. Repair and maintenance of facilities are prioritized based on safety and health, impact on occupants, input from faculty and staff, and the knowledge and experience of the Vice Chancellor of Administrative Services.

Although the College meets the standard, there are clearly concerns and desire for improvement.

### III.B.2.b. Action Plan

- Continue the processes to transfer the area formerly used by the City and County of Honolulu for the Kapalama Incinerator to the college and utilize it for interim parking.
- Demolish the nearby Kokea Street apartment buildings and construct temporary classroom and office spaces for the Apprenticeship program.
- Integrate the Planning Council into college physical resource planning.
- Seek funding for new computer equipment and software and develop and publicize a plan for replacing computer resources regularly.
- Apply for a Plan Review Use permit from the City and County of Honolulu as required by county ordinance for any major expansion of existing public use facilities.
- Continue to seek funding for the update of the current 1996 Long Range Development Plan that will include all existing and planned facilities to assure consistency between physical resources and current and future program goals of the College.

### Supporting Documents

[Application for Use of Buildings, Facilities or Grounds]

Biennium Budget Documents for 2003-2005

Bloodborne Pathogens Exposure Control Plan

Building Space Inventory Community Colleges, University of Hawai‘i (03/25/02)
Campus: Honolulu Community College

Draft FY 2003 A133 Audit Corrective Action Response

Educational Specifications dated June 30, 1995

E-mail communications on hazard reporting and corrections

E-mail from Chancellor regarding Incinerator Site (3/24/05)

E-mail from Ken Kato regarding Signage

Emergency Action Plan

Facilities Repairs and Maintenance – Final Plans for FY 2006

Faculty/Staff Institutional Environment Survey

FB 2005-2007 Operating and CIP Budget

Fire Prevention Plan

FY 2003 A133 Financial and Compliance Audit and Immaterial Findings and Internal Control Comments

FY 2003 Audit of UH Bond System

FY 2004, Operating and Student Assistants Budget

FY 2005, Supplemental Budget Requests

[Honolulu Community College Institutional Self Study 2003]

[Honolulu Community College Mission]

Honolulu Community College Health and Safety Program

Honolulu Community College Hazardous Materials/Hazardous Waste Management Program

Incident Report: Building 8802-Electrical Incident (dated September 24, 2005)

Interview with Campus Leadership Team (CLT)

Interview with the Deans

Interview with the Distance Education Coordinator
[Interview with the PCATT Director 04/22/05]

[Interview with the Vice Chancellor of Administrative Affairs (11/5/04)]

[Intranet-posted Safety Forms]

[Intranet Posted Safety Policy]

[Intranet Posted Safety Procedures]

Learning Infrastructure: HCC Physical Resources (Students) Survey – Spring 2005

Learning Infrastructure: HCC Physical Resources (Faculty/Staff) Survey – Spring 2005

Long Range Development Plan (LRDP) – May 1996

Minutes: Committee on Disability Access (CODAH) (10/01/04)

Minutes: Safety Meetings

Operations and Maintenance Plan for Asbestos-containing Materials

Strategic Plan

Technical Standards

University of Hawaii - Community Colleges Deferred R&M Listing