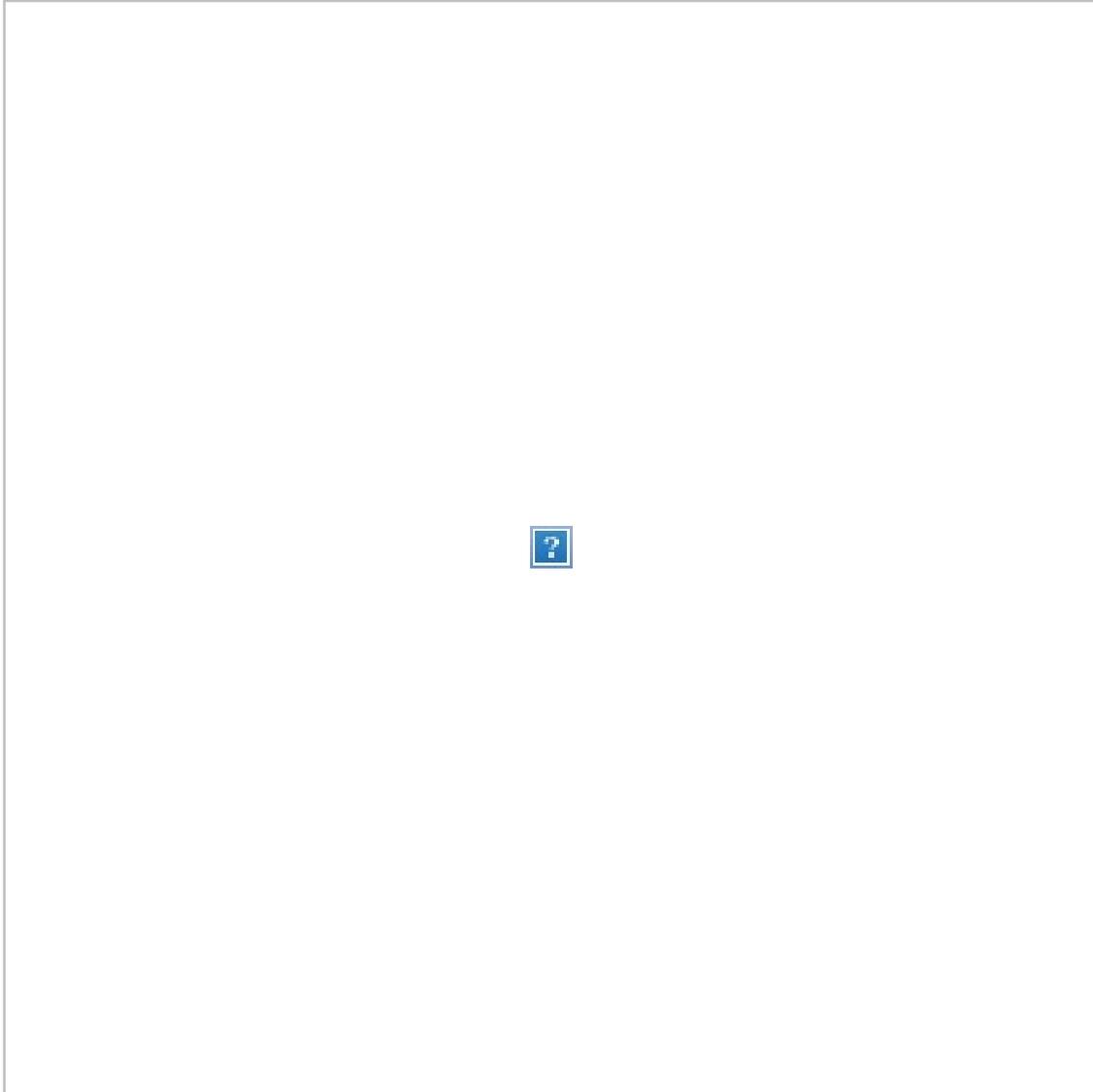


Subject: This Week at UH West O'ahu for the week of March 18, 2019
From: UHWO Communications Department <UHWOcomm@hawaii.edu>
To: uhwo-all-l@lists.hawaii.edu
Date Sent: Monday, March 18, 2019 8:42:05 AM GMT-10:00
Date Received: Monday, March 18, 2019 8:38:07 AM GMT-10:00
Attachments: Parking-Permit-2019-2020.doc



Week of March 18, 2019

Spring Recess: What's closed, what's operating with limited hours

Several student-facing services and facilities will be closed or reduce their hours as instruction goes on a hiatus from March 18 to 22. The following will be closed during Spring recess:

- [James & Abigail Campbell Library](#): The library will close on Saturday, March 16, and reopen on Monday, March 25.
- [No'eau Center](#): The tutoring and examination center will be closed from Monday, March 18, to Friday, March 22. Testing will be done on an appointment-only basis (CLEP exams excluded).
- Nāulu Center: The center will be closed from Monday, March 18, to Friday, March 22, although campus groups will use the facility for training.
- [The UHWO Bookstore](#). The bookstore will close from Monday, March 18, to Friday, March 22.

Open, but limited hours:

- [Da Spot](#) and the campus dining room will be open for breakfast and lunch but on a limited basis. Da Spot will be open from 7 a.m. to 1 p.m., from Monday, March 18, to Friday, March 22. (REVISED HOURS)
- PUEO Fitness Center: Closed Monday, March 18, and Friday, March 22. Open on a limited basis (8 a.m. to 1 p.m.) from Tuesday, March 19, through Thursday, March 21, for staff to perform cleaning.

Happening today: UH Alert Testing and Evacuation Drill

Sometime today (the time will not be announced) UH West O'ahu will conduct a test of its emergency procedures. There WILL be an evacuation drill as a part of this training. You may see higher levels of activity around E Building, along with noises related to a simulated emergency event (i.e. sirens). As a reminder, when UH West O'ahu is not in a evacuation training mode, anytime you hear an audible alarm activated in your building, please evacuate to the Great Lawn.

As a part of the drill, a UH Alert EMAIL message will go out to all students, faculty, and staff. The UH West O'ahu homepage at westoahu.hawaii.edu and UH West O'ahu social media pages will be also updated to reflect the UH Alert test. View UH West O'ahu's Emergency Operations Plan and related annexes at westoahu.hawaii.edu/campussecurity



Don't know what to do in an evacuation? Here are our procedures

UH West O'ahu's evacuation procedures are as follows:

- Remain calm. Leave your area quickly by walking to the nearest exit. Do not use elevators.
- Only take essential personal possessions when leaving the building. Take items such as cell phones, car keys,

and handbags in case the building is shut down and you are not able to re-enter the building.

- Close doors behind you when leaving. Check to make sure everyone is out of the room before closing the door.
- Evacuate to the Great Lawn. Be prepared to relocate if instructed to do so by Campus Security or Emergency Responders. If the meeting place is downwind of smoke or fumes, relocate to an upwind location.
- Await further instruction from Campus Security or Campus Administration

Additionally, here are pre-planning tips:

- Know all exit locations in a building. Most people recall the way they entered the building, but if this entry/exit is blocked or overcrowded, it is important to know an alternate exit location. If you find yourself in a building you're unfamiliar with, follow the overhead exit signs.
- Have a pre-designated meeting place for everyone in your office or classroom.
- Know who is not present for the day so that they can be accounted for at the designated meeting place.

If an evacuation is necessary, the building can be evacuated either by the fire alarm being sounded or by instruction to leave by Campus Security, Campus Administration through UH Alert, or emergency response personnel. Alarm-pull stations, extinguishers, AEDs, and exit locations are identified on the floor plans posted in each building near the elevator.

Please sign up for UH Emergency Text Messages if you haven't already

All members of the UH West O'ahu community are urged to sign up to receive these opt-in text messages. The [UH Alert emergency notification system](#) alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or closures of whole campuses. It will not be shared with others or used for routine UH communications or announcements.

Please see below. There's important information about your parking permits

Parking permit requests for the 2019-2020 school year are being fielded and processed. Please see the attached memo regarding Parking Permit Applications.



You are invited: Spring Blast 2019 is scheduled for Friday, March 29

There will be music groups performing, giant inflatables on the Great Lawn, and food tables from UH West O'ahu clubs. Students, faculty, staff and their guests can attend for free, but they need tickets. Register for yours by visiting <https://www.eventbrite.com/e/spring-blast-2019-tickets-56216551218?aff=ebdssbdestsearch>

UH West O'ahu SACNAS Chapter presenting a talk by Jackson State's Dr. Carmen White

The UH West O'ahu chapter of Society for Advancement of Chicanos and Native Americans in Science will present a talk by Dr. Carmen Wright, an Jackson State University assistant professor of mathematics, from 10:15 to 11:30 a.m., Monday, March 25 in the library's second-floor exhibit area. Wright will speak on the use of machine learning to find promoter regions of DNA. Free snacks.

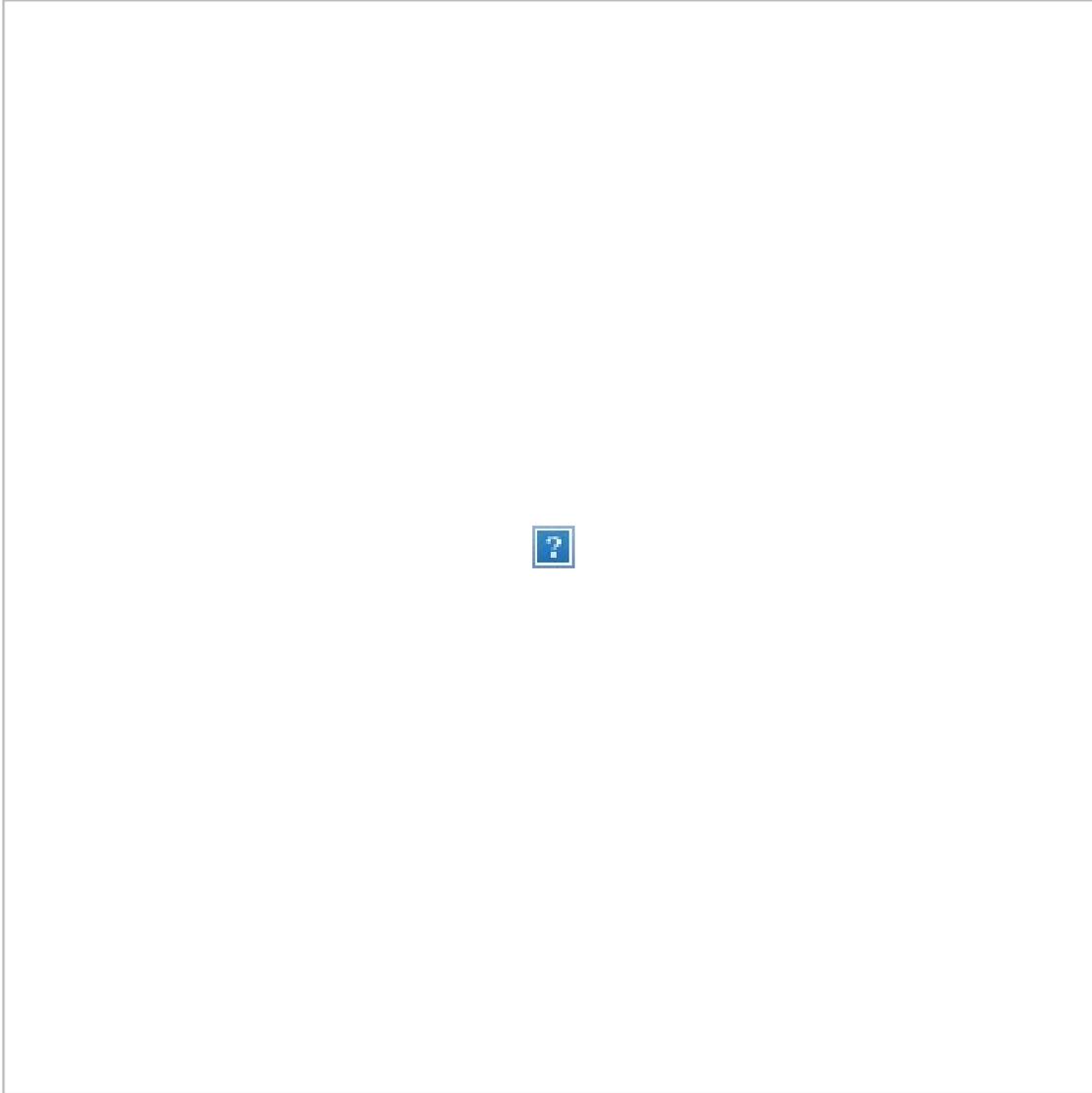
Reminder: Monkeypods to be trimming this week; Library water shut off on Tuesday

Spring Recess week will be a busy one for Planning and Campus Operations. There will be the an annual trimming of the monkeypod trees on campus from Wednesday, March 20, to Friday, March 22. The contractor will be coning off portions of Road A while work is being performed. When the monkeypod trees in the Courtyard are being trimmed, the area will be closed for your safety. Please anticipate delays and associated noise accordingly.

Water in the James & Abigail Campbell Library will be shut off from 9 a.m. to 1 p.m., Tuesday, March 19 to perform some repair work. The first and second floor restrooms will be closed - employees are asked to use restrooms in other buildings during this period. You may contact the Work Coordination Center at 689-2535 in

your have any questions or concerns.

Also, Tokai University will be changing the roadside banners on the makai side of their campus on Thursday, March 21, starting at 9 a.m. A boom truck and traffic cones will be used. Please avoid this area and minimize pedestrian as well as vehicular traffic while the project is in progress.



The annual Hawai'i Foodbank drive is underway - Please give

The Annual State Employees Food Drive runs through May 17, 2019. This year, the Foodbank's goal is to raise 80,000 pounds of food and \$150,000. The top five most wanted items are monetary contributions, canned meats/tuna, canned meals, canned vegetables/fruit and rice. A Can-struction Competition among the Chancellor's Office, Academic Affairs, Student Affairs and Administration is planned for April 24. You can also make [monetary donations](#).

Each department has a Foodbank coordinator who will collect donations and update you on events happening throughout the season. Your department coordinators are:

Chancellor's Office - Chris Neves (cabralch@hawaii.edu)

Academic Affairs - Michiko Joseph (msjoseph@hawaii.edu)

Student Affairs - Ryan Perreira (rperreir@hawaii.edu)

Administration - Gary Nakamura (garyn@hawaii.edu)

Nominate an exceptional student for service, leadership and other awards

Applications are being accepted for student awards to be given during the Spring 2019 PUEO Awards Ceremony and reception. The deadline to apply is April 1. Questions may be directed to Rouel Velasco, Coordinator for Student Leadership Development Program, at (808) 689-2942 or by email to rouel@hawaii.edu.

Miles co-authors chapter in *Nourish: The Revitalization of Foodways in Hawai'i*

Nourish: The Revitalization of Foodways in Hawai'i, includes a chapter titled "After the Plantations: Restoring Ancestral Abundance Through Food System Change in Hawai'i," which explores the demise of sugar and pineapple plantations, the efforts by MA'O Farms to become a center of Hawai'i's ecologically sustainable food movement, and the establishing of the [Sustainable Community Food Systems](#) program at UH West O'ahu. The chapter's authors are UH West O'ahu [Assistant Prof. Albie Miles](#) along with [MA'O Organic Farms'](#) founders, [Gary and Kukui Maunakea-Forth](#) and its social enterprise director, [Kamuela Joseph Nui Enos](#).

Distance Education Tip of the Week: Accessibility – Images

The concept of Accessibility involves designing to ensure that all users can access the materials. Creating accessible documents can begin by making a few small changes to your workflow. You can create accessibility in documents by adding alternate text (alt text) to images. Alt text communicates the content of an image to people who cannot see the image. The description should be succinct and provide information that is not included in the rest of the text. You can add alt text in the formatting section of your image. You can find more information [Accessibility at UH](#). If you are interested in learning more about using other online tools, consider attending one of our weekly workshops. You can find more information about workshops and read other tech tips by visiting <https://westoahu.hawaii.edu/distancelearning/> or emailing uhwode@hawaii.edu.

UH West O'ahu in the News

- [Hawai'i Public Radio, March 14:](#) The artist Kupihea, who created the mural unveiled at the Nāulu Center, is colorblind.

*UH West O'ahu students, faculty, and staff have complimentary access to the Honolulu Star-Advertiser's digital subscription via a new program exclusive to the campus.

To activate, enter your hawaii.edu email at staradvertiser.com/academic-pass.

News from [E Kamakani Hou](#)



Spring Break: What's open and what's closed

Several student-facing services and facilities will be closed or reduce their hours as instruction goes on a hiatus from March 18 to 22. [\[Read More\]](#)

Human Skeleton in Forensic Anthropology and Medicine Workshop being offered

An intensive forensics workshop covering the analysis of human skeletal remains will be hosted by the University of Hawai'i's John A. Burns School of Medicine in July and include instruction by UH West O'ahu faculty members and fieldwork on the UH West O'ahu campus. [\[Read More\]](#)

New book includes look at SCFS program, MA'O Organic Farms collaboration

A new book on Hawai'i's evolving local food system includes an examination of UH West O'ahu's Sustainable Community Food Systems and its ties to the pioneering community-based organic farming social enterprise in Wai'anae, MA'O Organic Farms. [\[Read More\]](#)

UH West O'ahu Calendar

Monday, March 18

- [Spring Recess](#)
- *Campus monkeypod tree trimming.*

Tuesday, March 19

- [Spring Recess](#)
- *Campus monkeypod tree trimming.*
- *Water cut to James & Abigail Campbell Library for repairs. 9 a.m.-1 p.m.*

Wednesday, March 20

- [Spring Recess](#)
- *Campus monkeypod tree trimming.*

Thursday, March 21

- [Spring Recess](#)
- *Campus monkeypod tree trimming.*
- *Road adjacent to campus and Tokai University will be coned as banners are changed.*

Friday, March 22

- [Spring Recess](#)
- *Campus monkeypod tree trimming.*

Monday, March 25

- [Last day for instructors](#) to submit a grade change for incomplete grades given during Fall 2018 semester
- [Last day for instructors](#) to submit a grade change for incomplete grades given during Fall 2018 semester
- March Madness sale at Bookstore. Buy one, get one for sale items.
- Nohona Hawai'i. A class on living the Hawaiian Way with Aunty Lynette Paglinawan. 9:30-11:30. Mondays, Hale Kuahuokalā
- Using Machine Learning to Find Promoter Regions of DNA, a presentation by Dr. Carmen Wright of Jackson State University. Sponsored by UH West O'ahu SACNAS Chapter. 10:15 - 11:30 a.m., 2nd floor, James & Abigail Campbell Library.

Tuesday, March 26

- [Prince Jonah Kūhiō Kalaniana'ole Day holiday](#)
- March Madness sale at Bookstore (online) - Spend \$50 online before shipping and get 20% off.

The deadline to include your item in the next This Week is Thursday night. Please submit your item using the Communication Department's [Communications Request Form](#).



University of Hawai'i - West O'ahu
[91-1001 Farrington Highway, Kapolei, Hawai'i 96707](https://www.westohu.hawaii.edu)
ph: 689-2800 | [westohu.hawaii.edu](https://www.westohu.hawaii.edu)



UNIVERSITY
of HAWAII®
WEST O'AHU

To: All Faculty and Staff
From: John Murakami
Director of Auxiliary Services
Date: March 15, 2019
RE: Parking Permit Requests

*****IMPORTANT NOTICE*****

We will begin the process for UHWO parking permits for the 2019 – 2020 School Year.

To help expedite the process, each of the division offices (Chancellor's Office, Vice Chancellor for Academic Affairs, Vice Chancellor for Administration and Vice Chancellor for Student Affairs) shall list the names of those Faculty and Staff members in their division who are eligible and are requesting a parking permit for the 2019-2020 Academic Year on the attached log sheet. The division offices shall also be responsible for collecting completed application forms from each of the applicants on their log sheet. Parking permit applications can be downloaded from

<https://sites.google.com/a/hawaii.edu/uhwopco/auxiliaryservices/parking>

Once each of the divisions have completed the list and collected the applications, please arrange to have them delivered to Campus Operations at Building F, Room F201 no later than the close of business on Thursday, April 11, 2019.

It is recommended that you have an internal deadline to have the people in your division turn in their completed applications to you set prior to this date. All applications submitted on/before the April 11, 2019 deadline will be processed in advance and will be ready for distribution on Monday, August 19, 2019 through your respective Offices (Chancellor's Office, Vice Chancellor for Academic Affairs, Vice Chancellor for Administration, Vice Chancellor for Student Affairs) or their designated distribution point(s).

Lecturers, part time casual/89-Day Hires, and contractors will not be issued a parking permit.

If any eligible Faculty or Staff member misses the deadline, they shall request a Parking Permit through their respective office (Chancellor's Office, Vice Chancellor for Academic Affairs, Vice Chancellor for Administration, Vice Chancellor for Student Affairs) starting Monday, August 19, 2019. Each respective office shall be responsible for submitting a request for parking along with a signed and completed parking application. The request for parking shall verify the

91-1001 Farrington Highway
Kapolei, Hawaii 96707
Telephone: (808) 689-2539
An Equal Opportunity/Affirmative Action Institution

individual's affiliation with the division and verify that the applicant meets all of the criteria stated above and listed below:

- Is required to park in the parking lot Monday – Friday, 6:00 a.m. – 5:00 p.m. on a regular basis.
- Are NOT Temporary Hires, Emergency/Casual Hires, Lecturers and Contract or Non-UHWO Employees.

The following parking areas are available to all non-permit holders:

- Non-permit parking lot
- Expansion parking lot
- Overflow parking area (when available)
- Permit parking lot, open to all after 5pm

Once Campus Operations has received the request and the completed application, the paperwork shall be processed and the permit delivered via Campus Delivery to the respective Division. After receiving the parking permit, the Division representative shall notify the applicant to come pick up the permit.

Current Parking Permits will be considered "Expired" beginning Friday, August 23, 2019.

Auxiliary Services would like to ask for your assistance regarding the following items:

1. Starting Thursday, August 15, 2019, all Faculty and Staff with permit are required to park in designated stalls within the Faculty and Staff side of the parking lot (Lot A1).
2. Expansion Parking lot is used for non-permitted vehicles.
3. All loading docks should be used only for active loading and unloading. Vehicles shall not be staged or left unattended.
4. There should be NO PARKING in the Fire Lanes or the Campus Service Road.
5. Access to the back of campus on the Campus Service Road is restricted.

Parking Permit Requests for the Fall 2019 Semester will be available beginning Monday, August 16, 2019.

CC: Kevin Ishida – VCA
UHWO Parking