

2006 ACCREDITATION SELF-STUDY – STAFF SURVEY

We would appreciate your assistance in completing this 10-minute survey. Your answers are anonymous and confidential and the information you provide will be valuable to the college. A summary of the results will be shared.

Please check your category of work at KCC

Civil Service

APT

Grounds/Maintenance

Casual / Emergency / Temporary

Administration / Management

Other

1. Do you understand how to file a request for repair or maintenance of office space, classrooms, or laboratories through your department? YES NO
2. Have you been asked within the last two years to evaluate the effectiveness of the facilities and equipment you use in your work area? YES NO
3. Have you been asked within the last two years to determine your existing needs and to recommend new equipment or facilities to meet the campus' strategic plan? YES NO
4. Have you participated in staff-development activities on campus? YES NO
5. Have you received funds to participate in staff development activities for your work YES NO
6. Do you know who to go to for additional training as needed? YES NO
7. Are the computers (printer, etc..) in your office adequate for your work? YES NO
8. Do you feel that your office and work space(s) are secure from break-ins? YES NO
 Don't Know
9. Do you feel that your office and work space(s) meets acceptable standards? YES NO
 Don't Know
10. If applicable, do you feel that the laboratories where you work meet acceptable safety standards? YES NO
 Don't Know
11. Is the equipment you use regularly maintained by the institution in regard to safety and maximum benefit? YES NO
 Don't Know
12. Do you feel the campus has adequate lighting? YES NO
 Don't Know
13. Where could efforts best be placed to improve the quality of your working environment and experience at KCC? (Circle all that apply.)

a) improving your office and work space (s)

b) improving your laboratory

c) improving restrooms near your office

d) improving parking facilities

e) improving grounds

f) building new facilities

14. Please rate the following.

	Very Poor			Excellent
a) Janitorial services	1	2	3	(4)
b) Auxiliary Services maintenance and repairs	1	(2)	3	4
c) Air-conditioning services	1	2	(3)	4
d) Your office and immediate work space(s).	1	2	(3)	4
e) The parking situation.	1	2	(3)	4
f) Communication ability of college leadership over the past 5 years	(1)	2	3	4
g) Business office responsiveness to meet your needs	1	2	3	(4)
h) Responsiveness of Personnel/Human Resource office to meet your needs	1	2	3	(4)
i) Satisfaction with professional development opportunities at KCC	1	2	(3)	4
j) Support from Human Resource Office	1	2	3	(4)
k) Support from supervisors	1	2	(3)	4
l) Ability of current governance structure to support new ideas	1	2	(3)	4

15. Please rate the performance of the following UH/KCC leaders and governing bodies in encouraging faculty, staff, and students to participate in the discussion, planning and implementation of proposals to improve KCC's services and programs.

	Very Poor			Excellent
a) University of Hawai'i Board of Regents	1	2	3	(4)
b) Kapi'olani Community College Chancellor (John Morton)	1	2	3	(4)
c) Kapi'olani Community College Administration (Deans and Directors)	1	2	3	(4)
d) Kapi'olani Community College Department Chairpersons	1	2	(3)	4
e) Kapi'olani Community College Faculty Senate	1	2	(3)	4
f) Kapi'olani Community College Staff Council	1	2	(3)	4
g) Kapi'olani Community College Student Congress	1	(2)	3	4

Quill

16. Have you ever accessed information from the "Quill" which is the internal information system for KCC administration, faculty and staff? (Check all that apply)

No, I was not aware of the Quill's existence.

No, I had no use for the Quill information.

No, Other. Please state other reason why: _____

Yes, for Accreditation purpose (i.e., updates on accreditation self-study)

Yes, for Administration purpose (i.e., memoranda, committee meeting minutes)

Yes, for Forms and Procedures (for Administrative Services, Auxiliary Services, Business Office, Human Resources, IMTS, Library and Professional Development)

Yes, for links (to UH System and Technology Resources)

Yes, for news (i.e., news feeds, events listings, news stories and headlines)

Yes, for planning (i.e., Strategic Plans and Tactical Plans)

Yes, for search Quill (intranet search)

Yes, for "411" (about key services and resources available at KCC)

Yes, for Other reasons. Please state other reason why: _____

17. Does your department/unit close its office during lunch hours?

Yes

No

If you answered "Yes" to question 17, then answer this question:

18. Has the department's handling of office hours during the lunch hour negatively impacted services provided to faculty, staff or students?

Yes

No

If yes, in what way?