



UNIVERSITY of HAWAII®  
**LEEWARD**  
COMMUNITY COLLEGE

**Date:** Wednesday, January 16, 2019

**To:** Michael Cawdery, Senate Chair

**From:** Gholam Khaleghi

**Subject:** Academic and Institutional Support (AIS) Committee Comments on L10.201 and L10.501 Policies

**1. L10.201- Facilities Use Guidelines and Procedures are as follows:**

**General Comment:** Both documents are attempts to comply with recent Hawaii State laws and UH administrative policies.

The use of facilities seems to be reasonable except that certain mainland campuses appear to discriminate against religious groups and conservative organizations. The discretion of the Vice Chancellor of Academic Service (VCAS) can be an issue in the future but Leeward CC previously rented the Theatre to a Christian Church group every Sunday until they voluntarily ended the relationship. There is a concern about who decides what is appropriate "civic, cultural and community activities" in the future.

**Considerations and recommendations to be added to Section 8-i: Facilities Use Manager for use of all campus facilities and grounds.**

At Leeward CC, the General requirement governing Audiovisual (AV) technologies are as follows:

- I. Observe established UH and Leeward CC policies and procedures for campus technologies (Executive Policy 2.210)

- II. Event requestors should identify audio and video *needs* prior to submitting their application for room request. For questions regarding available AV technologies contact the Facilities Use Manager prior to completing the application.
- III. When Leeward CC audio and visual equipment access is requested in the Facilities Use Application an AV Contact Person must be identified. The name, email, and phone number for the AV Contact Person must be listed in the application.
- IV. Prior to the scheduled event, the AV Contact Person is required to familiarize themselves with the audio and visual equipment in the facility.
- V. Given 2 weeks notice and pending availability, Leeward CC will provide general training for Leeward CC audio and visual equipment in the facility.
- VI. AV Contact Person must be present throughout the duration of the scheduled event.
- VII. In the event that the designated AV Contact Person is not in attendance and AV support is required, the responding campus troubleshooter may file an incident report with the Facilities Use Manager noting the violation/ absence of the AV Contact Person.  
**Note:** Facilities Use Manager will draft consequences of repeated violation(s).

**2. L10.501 Policy on the Designation of Electric Vehicle Parking Stalls: Leeward Community College Policy on the Designation of Electrical Vehicle Parking Stalls**

**Comment:** In the Electric car policy, Leeward CC is complying with mandated requirements.