

**Leeward CC Faculty Senate  
Academic and Institutional Support (AIS) Committee**

RE: Faculty Senate Resolution 19.1  
Facilities Use Procedures and Processes

October 9, 2020

Aloha Mark,

Please find below a list of the comments and recommendations made by the AIS Committee (Meeting 10/09/2020) in response to challenges raised by Leeward CC faculty in FS Resolution 19.1 (Dec 2019).

1. With the current application (for a facility use request L10.201 policy)--there is no response time / response timeline.
  - Recommendation: a new line be added in the application indicating when applicants will receive a response. Example: *Applicant will be notified within xx days from receipt of application.*
    - **Administrative Services Response: Concur with recommendation. Upon receipt of a facility use request, Administrative Services personnel will respond to the requestor within 5 business days. Depending on the high volume of requests and the specific nature of the request, it may take longer to formally approve the request. The current policy of facility use requests being submitted at least 14 days prior to use will still be required. The facilities use request form(s) will be modified in accordance with the recommendation.**
2. The policy/application did not have a signature line for the Division Chair; now (the new one) it does.
3. Has the problems with the booking software been resolved?
  - Software has been updated.
    - **Administrative Services Response: Validated. Accruent's EMS scheduling system software, which is used for credit classes, non-credit classes, and facility use requests has been updated and problems associated with the software have been resolved.**
4. Can the booking software be viewable by faculty?
  - Currently, due to limitations with software licensing, only Division Chair offices have access.
    - **Administrative Services Response: The EMS scheduling system software has multiple levels of access. "Viewing" access can be delegated to faculty and staff. Administrative Services personnel will begin the development and implementation timeline of providing "viewing" access privileges to faculty and staff.**
5. Facility use staff overseen by Will Akama (who also oversees the campus security and access control) is overwhelmed.
  - Recommendation: Request additional help for Will.
    - **Administrative Services Response: The Administrative Services team welcomes the Faculty Senate and the AIS Committee's advocacy in providing additional staffing resources in this area. Thank you.**
6. For on-campus applicants
  - Recommendation: Streamline requests for on-campus applicants bookings.

