Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

www.wcc.hawaii.edu
1. **Purpose:**

To establish a policy and procedures for the non-instructional use of WCC's instructional equipment and facilities (AV equipment, photography, ceramics, typing, bookkeeping, auto mechanics, library and other such laboratories and facilities and equipment therein).

2. **Policy:**

a. Windward Community College's instructional equipment and facilities shall be used for the primary purpose of providing instruction and educational experiences to currently enrolled students in bona fide courses for academic assignments and/or engaged in supplemental exercises as deemed necessary and appropriate by the responsible instructor.

b. A second mission of the College is community service, which could be defined so as to include the extension of the privilege of the use of equipment and/or facilities to members of the community who are not currently enrolled students or members of the faculty.

c. Because of limited availability, granting such requests must be based on the following conditions:

   1) Such use does not interfere with regular, normal course instruction or with supplemental exercises associated with such courses.
   2) Equipment/facility is not used for personal, political or commercial enterprises.
   3) Use will not disrupt any of the College programs.
   4) Use will not create or increase risk of liability to the College.
   5) Use of equipment/facility will have minimal impact on cost resources of the College (electricity, expendable materials, increased chance of loss of equipment, etc.)
   6) Where staff supervision of the use of equipment or facilities is required (e.g., ceramics lab, photography lab, etc.), use will be limited to the times when such supervision is normally available.
   7) Some areas of the College have a high volume of requests for equipment and have established procedures for handling such requests. In such cases, use of equipment/facilities must be consistent with the local established rules and procedures (e.g., Media Center, Library, etc.).
   8) User must be determined to be qualified to use the equipment requested in a safe and reliable manner.

d. Because equipment and facilities are limited, priority for usage is as follows:

   1) Regular instructional course usage by faculty and students currently enrolled. (Including preparation by faculty for classes.)
2) Use by faculty and students which is supplemental to instruction in regular courses.

3) Use by faculty and students for non-instructional purposes (as community service presentations, extended interest generated by a course, etc.).

4) Use by non-faculty or non-student members of the community for educational or community service purposes.

3. **Procedure:**
   
a. Request for non-instructional use of equipment and facilities shall be initiated through the appropriate channel from among the following:
   
   1) Faculty/staff member assigned primary responsibility for the material.
   
   2) Senior faculty/staff person for discipline area/activity is there is one willing to assume the responsibility.
   
   3) Assistant dean, if the use is of such a scale as to impact more than one area of the College or if there is no other appropriate faculty/staff member.
   
   4) Director for Administrative Services, if a part of the physical plant (classroom, etc.) is requested.
   
   b. Any member of the faculty/staff receiving a request may ask for a ruling from the Provost if there is a question about the appropriateness of fulfilling such a request. Decisions by the Provost are final.
   
   c. Faculty/staff who assume the authority to grant requests consistent with this policy also assume the associated responsibilities. Such responsibilities include (but are not limited to):
   
   1) Assuring that the provisions stated above are met and obtaining the signature of the borrower on an appropriate form (either one normally used in the area, or the one attached to this policy guideline). Such form is to be retained until the specified use is terminated.
   
   2) Clearing use in all impacted areas of the College and notifying all sectors of the College of proposed use when appropriate (e.g., night duty administrator, security, other affected faculty, etc.).
   
   3) Checking the condition of returned equipment and assisting the College in assuring that the borrower/user abides by the signed agreement.
   
   d. Person or persons permitted use of instructional equipment and/or facilities shall be responsible (individually and/or collectively) for its proper use. He (they) shall sign acknowledgement of such responsibility on an appropriate form (either one normally used in the area, or the one attached to this policy guideline) before use will be granted.

4. **Effective Date:** This policy guideline is effective August 1, 1995.

[Signature]
Peter T. Dyer
Provost
WINDWARD COMMUNITY COLLEGE

SERVICE/WORK REQUEST
AND
REQUEST TO BORROW EQUIPMENT

REQUESTOR: ____________________  EXT. ______  REQUEST DATE: ______

DATE REQUIRED: ________________  JOB LOCATION: _______________

REQUEST: ________________________

______________

NOTE:
• SUBMIT ORIGINAL TO ADMIN. SVS. (ECKERDT 120)
• EXCEPT IN CASES OF EMERGENCY, SUBMIT
  REQUEST 1 WEEK IN ADVANCE OF REQUIRED DATE.
• EQUIPMENT THAT IS MOVED TO ANOTHER LOCATION
  REQUIRES AN EQUIPMENT TRANSFER FORM TO BE
  ATTACHED TO THIS FORM.

ASSIGNED TO: ____________________  COMPLETION DATE: ____________

REMARKS: ________________________

______________________________

______________________________

______________________________
WCC FORM NO. 3-6

WINDWARD COMMUNITY COLLEGE

Request To use Instructional Equipment/Facility

I, the undersigned, request the use of ____________________________

_________________________ ________________

from _____________ to _____________ for the purpose of _____________

_________________________ ________________

I am experienced in the use of the above-stated equipment (facility) and agree to be totally responsible for its safe and correct use. I further agree to relinquish the privilege to use the equipment (facility) should I violate any of the above or should program requirements negate its availability. I also agree to repair or replace the equipment should it be damaged or lost while in my custody.

Signature: ___________________________ Date: _________________

Name: ______________________________

Address: ______________________________

_______________________________

Recommendation by Responsible Faculty:

Approval Disapproval

Name: ___________________________ Date: _________________

Comments: ________________________________________________

___________________________________________________________

(if needed)

Approval Disapproval

_________________________ ________________

Provost

02/95
WINDWARD COMMUNITY COLLEGE  
LOAN AGREEMENT FOR USE OF EDUCATIONAL MATERIALS/EQUIPMENT

To be filled out by borrower:

Name
Social Security No.
Phone No.
Address

To be filled out by check-out authority:

Check-out Date
Return Due Date
Actual Return Date
Check-out Authority

Course Name & Number/Project/Assignment
Purpose

Description of materials/equipment borrowed:

<table>
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<tr>
<th>Item</th>
<th>Serial Number</th>
<th>Decal Number</th>
<th>Other ID Number</th>
<th>Location</th>
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*Description of return condition:

In accepting the custody of the above-listed educational materials/equipment,

I AGREE TO THE FOLLOWING:

1. I am totally responsible for its safe and correct use and certify that the equipment shall be safeguarded at all times until returned.
2. I will relinquish use of it before the Return Date if so requested.
3. I will be held peculiarly liable and will pay upon demand for the repair or replacement costs of any item listed above if the item is lost, stolen, or damaged due to my negligence.
4. (For Students)
   I realize that non-compliance with the above agreement will cause me to be delinquent in my financial obligation to the College, and may deprive me of grade reports, receiving a diploma or transcript, and denial of further registration at any of the University of Hawaii campuses.
5. (For Faculty and Staff)
   I certify that the use of the item(s) above is job related and deemed to be beneficial to the University.

Signature of Borrower

Date

Original: Requestor
Duplicate: Check out authority

PREPARE IN DUPLICATE

WCC 12/83