Aloha and Welcome to Hawai‘i Community College

Welcome to our kauhale! This handbook endeavors to introduce you to the people and services that will play an important role during your time at Hawai‘i Community College (Hawai‘i CC) and will address many of questions about employment here.

Hawai‘i CC holds classes on three campuses: University of Hawai‘i at Hilo (UH-Hilo) UH-Hilo), Hawai‘i Community College (Hawai‘i CC) campus and the Pālamanui Campus (formerly the University of Hawai‘i Center, West Hawai‘i). All have dedicated, hardworking, and friendly staff.

Hawai‘i CC embraces the concept of kauhale, the Hawaiian word for village. Our kauhale consists of administrators, faculty, staff, students, their families, and the Hawai‘i Island citizens who contribute to the success of our college’s mission and outcomes. The concept of kauhale keeps us focused on the community in our mission through dialogue, planning, innovation, and assessment across traditional college divisions and units. Kauhale embraces the individual skills, knowledge, experiences and perspectives that each of us contributes to help us all accomplish the goals of the institution. Kauhale unites all components of Hawai‘i CC into an academic village without walls for the overall success of our learners, the learners’ communities and their families, in the spirit of E ‘Imo Pono (seeking excellence).

http://www.hawaii.hawaii.edu/

Photo caption: Main entrance to the Hawai‘i CC Campus
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### Professional Development and Recreation

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### In Case of Emergency

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<td>What should I do if there is an emergency on campus?</td>
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<td>Emergency Response and Evacuation Plan</td>
<td>31</td>
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<td>UH Alert Emergency Notification System</td>
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### How do I….? What should I do if…?

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<tr>
<td>What should I do if I get hurt during work?</td>
<td>33</td>
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<tr>
<td>Where do I get my employee ID?</td>
<td>33</td>
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<tr>
<td>What should I do if I am not able to report to work?</td>
<td>33</td>
</tr>
<tr>
<td>What should I do if I lose my key or am locked out?</td>
<td>33</td>
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<tr>
<td>How do I request to use a campus facility?</td>
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### Frequently Used Acronyms

<table>
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<th>Acronym</th>
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<tr>
<td>UH Al</td>
<td>34</td>
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<tr>
<td>UH Emergency Response and Evacuation Plan</td>
<td>34</td>
</tr>
<tr>
<td>UH Hilo Theater (Performing Arts Center)</td>
<td>34</td>
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</tbody>
</table>
About Hawai‘i Community College

History
Hawai‘i CC roots are deeply established in the tradition of vocational education. It began as an area vocational school in 1941, with five technical programs housed in borrowed facilities in Hilo. As technology changed and expansion of industry brought changes in employment, the college responded by initiating new vocational programs to serve the community’s needs. Currently, the college offers 26 programs, most offering students the options of earning a Certificate of Competence, a Certificate of Achievement, an Associate in Applied Science degree, an Associate in Science degree, an Academic Subject Certificate, or an Associate in Arts degree.

Since the beginning, Hawai‘i CC has undergone repeated changes in name, location, administration, and curriculum scope. Its focus has broadened to include pre-professional and general education studies leading to an Associate of Arts degree in Liberal Arts. These developments allow students to complete lower division studies near home and transfer credits to a four-year institution.

Hawai‘i CC serves the community by providing in-service training for professionals in the technical areas served by its vocational programs. It has broadened its service area by adding satellite programs and courses in West Hawai‘i and Waimea. In 1990, it began broadcasting educational programming to West Hawai‘i through the Hawai‘i Interactive Television Service (HITS/ITV). More recently, statewide access has been added for instruction and administrative meeting purposes through the use of Polycom equipment, interactive video conferencing and web-based technologies.

No history of Hawai‘i CC would be complete without mentioning its proximity to and close relationship with UH-HILO. Before this association began, the original Hawai‘i Vocational School had undergone a series of rapid changes. It became Hawai‘i Technical School in 1956.

The school’s administration was transferred from the Department of Education to the University of Hawai‘i System in 1969 and, soon after that, the name was changed again to the one it bears today. In July 1970, Hawai‘i CC became a part of UH-HILO. This arrangement lasted for twenty years and had a profound impact on the college’s identity and its primary focus of providing vocational training programs and developmental education.

On July 20, 1990, the Board of Regents approved the separation of Hawai‘i CC from UH-HILO. This established two distinct entities: Hawai‘i CC and the “new” UH-HILO. Hawai‘i CC became the seventh Community College in the UHCC System. It redefined its mission and is a fully-functioning community college serving the residents of the Island of Hawai‘i.

In June 1996, the Board of Regents (BOR) also established three University Centers. The University of Hawai‘i Center, West Hawai‘i (UHCWH), serves the west side of Hawai‘i Island. Administrative responsibility for the UHCWH was given to Hawai‘i CC in July 1997. The UHCWH was located in Kealakekua up until summer 2015 when the campus moved to its current site just north of Kailua Kona, and was renamed Hawai‘i Community College – Pālamanui.
Mission, Vision, Institutional Learning Outcomes

Mission Statement
Hawai‘i Community College promotes student learning by embracing our unique Hawai‘i Island culture and inspiring growth in the spirit of E ‘Imi Pono. Aligned with the UH Community Colleges system’s mission, we are committed to serving all segments of our Hawai‘i Island community.

Vision Statement
To promote student learning, Hawai‘i Community College will emphasize the knowledge and experience necessary for students to pursue academic achievement. As lifelong learners, the students will become productive and engaged citizens capable of meeting the complex challenges of a global community.

Institutional Learning Outcomes (ILO)

- Our graduates will be able to communicate effectively in a variety of situations.
- Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.
- Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.
College Organization

- Chancellor
- Vice Chancellors and Directors
- Deans
- Division & Department Chairs
- Departments/Programs/Units

[Diagram of College Organization]

(https://uhcc.hawaii.edu/OVPCC/budget/organizational.php)

Collective Bargaining: Faculty and Staff Unions

All full-time and part-time faculty and staff (except casual hires) are, by state law, represented by a union. Get to know your campus representative (see your unit head), and read the current copy of your negotiated contract.

UPW: Unit 01 Civil Service Employees
HGEA: Unit 03 Civil Service Employees
UHPA: Unit 07 Faculty
Shared Governance

The interests of faculty, staff, and students are represented by three separate and equally important bodies: Academic Senate, Associated Students of the University of Hawai’i - Hawai’i Community College and College Council. (Policy Haw 3.303, http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw3)

College Council

The Hawai’i CC College Council is a college-wide group, representing all functional areas, which serves as a vehicle for dialogue and consultation on college-wide matters including budget, strategic planning, facilities, community relations, and fundraising. The Council is a recommending body to the Administration on issues that affect the entire college and are not governed by other bodies. Approved minutes can be found on the Council’s web page: http://blog.hawaii.edu/HawaiiCCcollegecouncil/

Academic Senate

By Charter with the University of Hawai’i Board of Regents, the Academic Senate plays an active part in the College governance. The Hawai’i CC Academic Senate is a Senate of the whole, which means that all BOR-appointed faculty members have the rights of voice and vote. Senate meetings are important because curriculum and college policies are discussed and decisions made by the faculty at these meetings. Academic Senate meeting dates, meeting agenda and supporting materials, the Senate Charter, standing committee membership, etc. are housed at the Senate’s web site, http://blog.hawaii.edu/hawccsenate/. Senate communication is conducted primarily through UH email.

Student Government

Hawai’i CC has a student government whose President, Vice-President, Secretary, Treasurer, and Senators are elected yearly by the student body. For more information contact the Student Life Coordinator at 934-2732.
Campus Maps
Hawai'i CC Campus

Manono Campus
1175 Manono Street
Hilo, HI 96720-4091
**Important Phone Numbers**

College directory: [http://hawaii.hawaii.edu/about/directory](http://hawaii.hawaii.edu/about/directory).

UH system directory: [http://hawaii.edu/dir/](http://hawaii.edu/dir/)

**Campus Security**

<table>
<thead>
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<th>Hawai'i CC Campus</th>
<th>UH-HILO Campus</th>
<th>Pālamanui Campus</th>
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<tbody>
<tr>
<td>MC 387 - Security Cabin</td>
<td>UC 300-103</td>
<td>854-7577</td>
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<td>854-1420 - Emergency</td>
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<tr>
<td>934-2760 - Non-emergency</td>
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<td></td>
</tr>
<tr>
<td>934-2751 - Fax</td>
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**Administration**

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<td>Chancellor</td>
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**Department/Division Offices**

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<td>Security Chief</td>
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Important Documents and Resources

Accreditation Self Evaluation Report
http://hawaii.hawaii.edu/accreditation/

Hawai‘i CC is fully accredited by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (ACCJC). A comprehensive review is conducted every six years with the most recent review being completed in 2012-2013. The reviewers commended the faculty and staff for their dedication, and noted that we go beyond our normal roles in trying to make Hawai‘i CC viable and responsive to the students and the community.

Annual Budget and Review Process
http://hawaii.hawaii.edu/sites/default/files/docs/strategic-plan/annual_review_budget_process.pdf

The purpose of the Annual Review and Budget Process (ARBP) is to identify and plan for actions and resources needed to sustain and improve the College’s programs and units.
Assessment

http://hawaii.hawaii.edu/files/assessment/

Assessment is the process of gathering information/data on student learning and services for the purposes of evaluating and improving the learning environment. Assessment is the responsibility of everyone employed by Hawai‘i CC.

- Outcomes - All instructional programs and non-instructional units are responsible for the development, revision and assessment of program learning/unit outcomes.
- Program/Unit Review - Instructional programs and non-instructional units are responsible for submitting Annual Reports.

College Catalog

http://hawaii.hawaii.edu/catalog/

The college catalog provides general information about Hawai‘i CC, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is updated annually but is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract.

Hawai‘i CC Integrated Planning Documents

http://hawaii.hawaii.edu/ieap/

Hawai‘i CC uses several components to plan for, evaluate and improve student success. Each planning component provides evidence for Hawai‘i CC to continuously modify and sustain process improvement, which ensures institutional effectiveness. The integration of the planning components also provides a means for Hawai‘i CC to determine the effectiveness of meeting its mission and providing higher education opportunities in response to community needs.

Hawai‘i CC’s Strategic Plan is aligned with the UH system and UHCC system strategic plans, all of which chart the course for the future direction of Hawai‘i’s public postsecondary education in response to changing academic, workforce and economic needs. The Academic Master Plan (AMP) provides a vision and direction for Hawai‘i CC to meet anticipated educational needs in fulfillment of its mission. The development of the AMP integrates Hawai‘i CC’s strategic planning and comprehensive program review processes. The AMP drives the Resources Master Plan and, as appropriate for specific objectives, the Technology Master Plan.
Policies & Procedures


**Ethics Issues**

Visit the State Ethics Commission website ([http://www.hawaii.gov/ethics](http://www.hawaii.gov/ethics)) for information and publications related to the regulation of ethical conduct and practices in the state, including campaign restrictions for state officials and state employees.

**Family Educational Rights and Privacy Act of 1974 (FERPA)**


As an employee of our institution, you are required to exercise caution whenever confidential records are handled. Essentially, there are federal and state laws that protect the privacy of individuals by ensuring two rights:

- The right of an employee or student to view his/her own records and to take exception to items s/he believes to be erroneous.
- The right of an employee or student to have personally identifiable information protected from unwarranted outside scrutiny.

General Guidelines Regarding Student’s Education Records or Any Other Confidential Material:

- Exercise extreme caution in handling this type of material
- When in doubt, ask for clarification from your supervisor
- Sanctions if FERPA Violations Are Determined
- The institution could lose federal funding if FERPA violations are found

Other information about FERPA can also be found at the link on the MyUH website.

**Policy on Illicit Drugs and Alcohol**

[http://www.hawaii.edu/policy/?action=viewPolicy&&policySection=ep&policyChapter=11&policyNumber=201](http://www.hawaii.edu/policy/?action=viewPolicy&&policySection=ep&policyChapter=11&policyNumber=201)

- Illicit Drugs: Faculty, staff and students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by State law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. College knowledge of possession or use of illegal drugs on campus may subject those involved to investigation.
• Alcohol/Intoxicants: The purchase, distribution, possession, or consumption of alcoholic beverages is regulated by State law. Faculty, staff and students are expected to know and abide by State law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Refer to Board of Regents policy and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Policy of Nondiscrimination, Equal Opportunity/Affirmative Action

Hawai‘i CC is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and legal history, sexual orientation, status as a veteran, member of the national guard, victim of domestic or sexual violence, gender identity and expression, genetic information, citizenship, credit history, or income. This policy covers admission and access to, and participation, treatment, and employment in Hawai‘i Community College’s programs, activities, and services. With regard to employment, Hawai‘i Community College is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University of Hawai‘i policy.

Hawai‘i CC strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, Hawai‘i Community College is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and veterans.

Resources and Filing Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of a protected category may file a complaint with any of the individuals listed below. The process of addressing allegations of discrimination are described in the University of Hawai‘i Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission.

Students may also file complaints of discrimination with the U.S. Department of Education, Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099.

For more information on equal opportunity policies, complaint procedures, and available avenues of recourse for Hawai‘i Community College, contact:

<table>
<thead>
<tr>
<th>Students:</th>
<th>Jason Cifra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chancellor for Student Affairs, Section 504 Coordinator and Title IX Deputy</td>
<td>Phone: (808) 934-2510</td>
</tr>
</tbody>
</table>
Policy on Sexual Harassment and Sexual Assault

http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw1

The University of Hawai‘i ("University") is committed to maintaining and promoting safe, respectful campus environments that are free from discrimination, harassment, and sexual violence. The University prohibits and does not tolerate sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the University community. Such conduct substantially interferes with a person’s civil rights to equal opportunity in employment, education, and/or access to University programs, activities and services, whether on- or off-campus. The University will take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Each campus will implement prevention and response procedures that include providing information on Title IX Coordinators and other designated personnel, law enforcement options, safety, interim measures, education and prevention services, and on- and off-campus resources. Each campus will investigate complaints in a manner that is equitable and reasonably prompt. Where appropriate, the campus will take prompt and effective steps (including disciplinary sanctions) reasonably calculated to end the sexual misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Title IX

http://www.hawaii.edu/titleix

Title IX is a landmark federal civil rights law that prohibits discrimination on the basis of sex in federally funded educational programs and activities. Hawai‘i Community College is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of
the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Campus Contacts:
- Jason Cifra, Title IX Coordinator / Vice Chancellor for Student Affairs
- Jason Cifra, Title IX Deputy for Students / Vice Chancellor for Student Affairs
- Mari Chang, Title IX Deputy for Employees / Human Resources Manager

Policy on Pets on Campus

http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw2

No pets, except service dogs, are allowed on the Hawai'i CC Campus (Policy Haw 2.100). A service dog is individually trained to do work or perform tasks for people with disabilities. Service dogs are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Policy on Smoking

http://www.hawaii.edu/smokingpolicy

Effective January 2003, the University of Hawai'i system implemented a Tobacco Products Policy in an effort to improve the working and learning environment of the university, and protect faculty, staff, students, and visitors from secondhand smoke exposure while on University of Hawai'i campuses. According to the policy, smoking is prohibited in the following areas:

- All interior space owned, rented, or leased by the university;
- In building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces, and lanais;
- Within 25 feet of building entrances and exits.
- Within 25 feet of air intake ducts and vents, and of operable windows of buildings;
- Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation;
- Within the gates of the university’s outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and
- Any area that has been designated by the person having control of the area as a non-smoking area and marked with a no smoking sign.

Campus Communication

Department/Unit Information

Division/Department Chairs and Unit Heads are responsible for keeping their staff updated with department/unit related information and announcements.
Kauhale Newsletter
The Kauhale newsletter is published online monthly and contains articles on campus and community events, and other college news. If you wish to read it or to contribute an activity or article to the newsletter, go to http://blog.hawaii.edu/kauhale/.

Campus mail
Mail is collected and distributed daily. Check with your supervisor or department secretary for the locations of your mailbox and the outgoing mail.

Campus bulletin boards
Bulletin boards are available on each campus to publicize upcoming events and other campus and community information. Contact the Information Office for more information about bulletin boards on the Hawai'i CC Campus.

Telephones
Most campus phones are VOIP (Voice Over Internet Protocol) phones. See the VOIP Telephone documents listed at the bottom of the Faculty/Staff Resources page on the college website (http://hawaii.hawaii.edu/faculty-staff/).

Directories:
- Campus directory: http://hawaii.hawaii.edu/about/directory
- UH directory: http://hawaii.edu/dir/

Making calls:
- For Hawai'i CC Main/Hawai'i CC Campus and Pālamanui Campus calls, dial the 4-digit extension (last 4-digits of the phone number).
- For UH-HILO calls, dial 9 + 7-digit number
- For Local calls, dial 9 + 7-digit number
- For Oahu, Maui, Kauai calls, dial 9 + 7-digit number (Note: Area Code (808) or 1-808 is not necessary)
- For Molokai and Lanai calls, dial 9-1-808 + 7-digit number
- For Mainland calls, dial 9-1-Area Code + 7-digit number
- For International calls, dial 9-1-011-Country Code-City Code + 7-digit number (Note: Not all phones can make international calls.)
- For Emergency calls, dial 911 or 9-911
- For 800 number calls, dial 9-1-800 + 7-digit number
- Fax machines are available in most department/unit offices.

Email
All UH employees are provided with a UH Google account which includes email.
• Campus information and announcements are communicated via several email listservs.
• To apply for an email address, first check with your division/unit secretary to ensure that your information has been entered into the system. Then go to Hawai‘i CC homepage at www.hawaii.hawaii.edu/ and click on MyUH to get your username and establish your password.
• To request or manage your UH Username or change your password, visit https://www.hawaii.edu/username/
• Email accounts are available for faculty, staff, and students. Access your email account by following the directions at: http://hawaii.edu/google/.

**Intranet**

http://intranet.hawaii.hawaii.edu/

The Intranet is used to store campus documents and is intended for Hawai‘i CC employees only. It is not open for public viewing. Log on to the intranet with your UH username and password.

**Video Conferencing**

Most conference rooms and some classrooms are equipped for video conferencing, for more information contact Media Services.

• Hawai‘i CC Campus: 934-2563
• Pālamanui Campus: 969-8827 or 969-8829
Places to know

The following offices/services primarily provide services to faculty and/or students.

**Admissions and Records**
Hawai‘i CC Campus Bldg. 378; 934-2710  
http://hawaii.hawaii.edu/admissions/

The mission of the Admissions & Registration Office is to provide accessibility to educational opportunities at Hawai‘i Community College through effective, efficient, consistent, and inclusive admission and registration policies and procedures.

**Bookstore**
UH-HILO Campus Bldg. 336-1st Floor (Campus Center); 932-7394  
https://hilo.hawaii.edu/bookstore/

Textbooks, other educational materials and equipment, software and computer related items, convenience and personal items, gifts, and clothing are sold at the University of Hawai‘i at Hilo Bookstore. Personal and Traveler’s Checks, money orders, VISA, MasterCard, and Discover are accepted.

**Career and Job Development Center**
Hawai‘i CC Campus Bldg. 379-1A; 934-2731  
http://hawaii.hawaii.edu/career-job

The Career and Job Development Center is a resource available for all Hawai‘i CC students. The center can provide assistance with career exploration, career assessments, career decision making, job search, resume writing, interview preparation, and on and off campus employment opportunities. Faculty members are encouraged to include assignments in their curriculum that utilize the resources available in the Career and Job Development Center.

**Counseling, Advising and Support Services Center**
Hawai‘i CC Campus Bldg. 379-5A; 934-2720  
Pālamanui; Student Services Office Bldg. D; 969-8816  
http://hawaii.hawaii.edu/counseling

Counseling and support services are designed to help all students develop academic and personal skills in order to succeed in college. Support services are available for students who are low income, academically under-prepared, displaced homemakers, and/or returning older non-traditional students. Individual and/or group counseling is provided by appointment or walk in. This service is also available at the Pālamanui campus.

**A‘oa‘o Pili Ola Counseling Services**
UH-HILO Campus Student Services Building (SSB), Room 202; 932-7465  
http://hilo.hawaii.edu/studentaffairs/counseling/
Provides personal counseling, consultation, and coaching in a supportive environment to encourage students to develop their unique potential.

**Disabilities Services (Hā‘awi Kōkua Program)**

Hawai‘i CC Campus Bldg. 388-106; 934-2725
Pālamanui; 969-8823
http://www.hawaii.hawaii.edu/disability-services/

The Hā‘awi Kōkua Program promotes equal opportunity for individuals with disabilities to gain the maximum benefit from their educational experience by participating fully in their regular courses and activities at Hawai‘i CC. The staff provides support and classroom accommodations to students with disabilities. It complies with Section 504 of the Rehabilitation Act by providing assistance with accommodations, such as administering the placement tests, priority registration, sign language interpreters, readers, note takers, enlargement of text, handouts and exams, and special testing arrangements.

**Financial Aid Office (FAO)**

Hawai‘i CC Campus, Bldg. 379A-5; 934-2712
http://hawaii.hawaii.edu/financialaid/

The Hawai‘i CC Financial Aid Office administers a variety of federal, state, and institutional financial aid programs. These financial aid programs are intended to assist students and their families pay for educational costs. Students may apply for financial aid at Hawai‘i CC. Peer Advisors are available to assist with completing the Free Application for Federal Student Aid (FAFSA) and renewal FAFSA.

**Hale Kea Advancement & Testing Center**

Hawai‘i CC Campus, Bldg. 387; 934-2540
http://hawaii.hawaii.edu/halekea

The Hale Kea Advancement & Testing Center handles placement testing, make-up testing, and testing for distance education courses. The center also has a computer lab for student use.

**Intensive English Program (IEP)**

Hawai‘i CC Campus Bldg. 380-37; 934-2697 or 934-2698
http://iephawaii.com/

The Intensive English Program provides English language preparation courses for international students seeking to continue education at a college or university, as well as for individuals seeking to improve English language skills for professional or personal advancement. The IEP is accredited by the Commission on English Language Program Accreditation (CEA) and is a member of the American Association of Intensive English Programs (AAIEP).
International Students
Hawai‘i CC Campus Bldg. 379-5; 934-2720
http://hawaii.hawaii.edu/international-student

Hawai‘i CC welcomes international students. Students from other countries are offered services by the Office of Student Affairs. Information and assistance is provided regarding college regulations, immigration requirements, financial matters, and personal concerns. In order to avoid difficulty in handling course work because of language barriers, all students are required to take a placement test.

The Learning Center (TLC)
UH-HILO Campus Bldg. 334; 934-2530
http://hawaii.hawaii.edu/tlc/

The Learning Center (TLC) is part of the Academic Support Unit of Hawai‘i CC and serves students and faculty of both the Hawai‘i CC and the University of Hawai‘i at Hilo. General services provided include the use of a multimedia classroom, access to computers and the Internet, tutoring, make-up testing, and independent study.

The Library and Learning Center
Pālamanui Campus; 969-8830

Services include: library instruction, one-on-one tutoring, a computer lab, placement testing, distance education test proctoring, and make-up testing.

Mookini Library
UH-HILO Campus Bldg. 334; 932-7286
http://www.hawaii.hawaii.edu/library/

Hawai‘i CC and UH-HILO share the Edwin H. Mookini Library, which has a wide variety of information services including library instruction, maintenance of course reserves and reference assistance.

Student Center (Kau Wa‘a Center)
Hawai‘i CC Campus Bldg. 379-15; 934-2733

The Kau Wa‘a Student Center is designed to foster and promote student engagement. The center is supported in part by mandatory student fees, and it offers a variety of services for students, including:

- complimentary refreshments, including coffee and tea
- event board for current campus and community events
- copy machine
- complimentary locker rentals
**Student Health Services**

UH-HILO Campus Bldg. 336 (Campus Center) Room 212; 932-7369  
http://hilo.hawaii.edu/studentaffairs/health/

The University of Hawai‘i at Hilo’s Student Medical Services (SMS) is staffed by a nurse practitioner, and provides services to Hawai‘i CC students (see website for fees). Services include medical care, prescriptions, first aid, health education, tuberculin skin tests and immunizations. The Family Planning Clinic, located within the SMS, offers pelvic exams, contraception, and testing for pregnancy and sexually-transmitted diseases for men and women.

**Student Organizations**

Student Life: Hawai‘i CC Campus Bldg. 378; 934-2517

Hawai‘i CC maintains two types of student organizations: Chartered Student Organizations (CSO) and Registered Independent Student Organizations (RISO). CSOs at Hawai‘i CC are authorized by the University of Hawai‘i Board of Regents to carry out functions or operations on behalf of the University for the purpose of serving the entire student body. These organizations provide programming that is relevant to student body and is funded by the mandatory student fees collected from the student body. Registered Independent Student Organizations are student clubs. More information about RISOs is available online at http://blog.hawaii.edu/riohawaiicc.
Campus Services

Business Office
Hawai‘i CC Campus Bldg. 397; 934-2740
Pālamanui; 969-8812

The mission of the Business Office unit is to provide the fiscal support services for Hawai‘i CC, including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, and payroll. Additionally, the unit manages planning and development that contribute to student learning.

Campus Security

UH-HILO Campus - Aux Bldg., Rm. 103; Phone: 974-7911
Hawai‘i CC Campus - Bldg.387-Cabin; 934-2760 (non-emergency), 854-1420 (emergency)
Pālamanui Campus - 854-7577
http://www.hawaii.hawaii.edu/security

A brochure titled Hawai‘i CC Campus Security, Alcohol and Drug Policies is available at your division and/or Chancellor’s office. All security problems, no matter how minor, are to be reported to campus security. Incidents should also be reported to departmental administrators. A list of emergency numbers is posted in each classroom and office.

Campus Security provides foot and mobile patrols covering the UH-HILO Campus and 24/7 walk-around patrol on the Hawai‘i CC campus, as well as at Pālamanui. Emergency call boxes are located on both the UH-HILO and Hawai‘i CC campuses. A map showing the locations of the emergency call boxes on the Hawai‘i CC campus can be found at these websites:

- Hawai‘i CC Campus: http://www.hawcc.hawaii.edu/sites/default/files/assets/security/docs/bluelight.pdf

The Emergency Operations Plan

The college webpage (http://hawaii.hawaii.edu/security/emergencyoperationsplan) provides the necessary guidance to organize and direct University of Hawai‘i at Hilo’s and Hawai‘i Community College’s operations in the event of an emergency and/or civil defense action. You can also go to https://www.hawaii.edu/alert/ and sign up to receive UH Alerts, either sent via text to your cell phone or to your email account.

Classroom Security/ Locking Up

- Hawai‘i CC Campus: During the day, Campus Security is responsible for opening and locking up the common use areas and selected buildings and classrooms on the schedule generated by POM staff.
- UH-HILO Campus: Janitors on the UH-HILO campus open and lock buildings and classrooms. In the evenings, the security guards can offer assistance. See your division office secretary for special arrangements or if you find your classroom locked during the day. Please turn off classroom and/or office lights when you leave and be sure to secure special equipment under lock and key, or return it to a safe and secure place.
- Pālamanui Campus: TBA (Procedures are currently being developed.)

**Children’s Center**

Hawai’i CC Campus Bldg. 3393; 934-2624

The Hawai’i CC Children’s Center in Hilo is accredited by the National Association for the Education of Young Children and provides early education and care for children 18 months to 5 years of age. The Center serves children of students, faculty, and staff from Hawai’i CC and UH-HILO. There is a fee for service with student assistance available. The Center offers a high quality developmental approach to early education and serves as a training site for Early Childhood Education students.

**Computer Services**

Hawai’i CC Campus Bldg. 387-105; 934-2570
[http://hawaii.hawaii.edu/computer-services](http://hawaii.hawaii.edu/computer-services)

Academic Computing Unit (ACU), under the Vice Chancellor for Academic Affairs, provides Hawai’i CC faculty and staff with technical support and maintenance of computer hardware/software and peripherals. ACU is also responsible for consultation(s) related to hardware and software purchases. For all computer needs, a Computer Services Work Request form must be completed. Information and the form can be found on the website.

There are a number of software products that are installed on faculty and staff computers, which are made available through the UH system. The Microsoft Office suite (Word, Excel, PowerPoint, etc.) is utilized to ensure uniformity among Hawai’i CC Divisions/Departments and the Office of the Chancellor. Individual Divisions/Departments are responsible for the purchase(s) of Microsoft Office and/or any other specialized software products that they may wish to utilize on networked/individual computers. All software will be reviewed by ACU prior to purchase to ensure compatibility with existing systems.

**Dining Services**

There are a several dining options for faculty and staff on the UH-HILO and Hawai’i CC campuses. Listed below are general hours during the school year. Check for special schedules/closures during breaks.

**Hawai’i CC Campus**

- Cafeteria, 382-101; 934-2559
  - Short Order Tuesday - Friday 9:00 a.m. - 12:30 p.m.
  - Lunch Menu Tuesday - Friday 10:45 a.m. - 12:30 p.m.

- Da Ohana Corner Café, 382-102 (Fall Semester Only); 934-2559
  - Tuesday - Friday 9:00 a.m. - 12:30 p.m.

- Bamboo Hale, 382-107 (Spring Semester Only); 934-2591 (Reservations recommended)
  - Tuesday - Friday 11:00 a.m. - 12:15 p.m.

**UH-HILO Campus**
UH-HILO Campus Center  
http://www.UH-Hilocampusdining.com/

- Campus Center Dining Room, 336 first floor  
  Monday – Friday  7:00 a.m. – 3:00 p.m.
- Campus Center Coffee Cart, 336 lanai  
  Monday – Thursday  7:30 a.m. – 8:00 p.m.  
  Friday  7:30 a.m. – 2:00 p.m.
- Da Cube, Outside 346  
  Monday – Thursday  9:00 a.m. – 2:00 p.m.  
  Friday  9:00 a.m. – 1:30 p.m.
- Juice Bar, 352 (Student Life Center)  
  Monday – Thursday  10:00 a.m. – 7:00 p.m.  
  Saturday  11:30 a.m. – 5:00 p.m.  
  Sunday  12:30 p.m. – 5:00 p.m.
- Other contracted vendors: check website for more information.

Pālamanui Campus  
TBA - Services are currently being coordinated.

Graphic Services  
UH-HILO Campus 334-308 (Library); 932-7323  
http://hilo.hawaii.edu/~graphics/

If you need to produce slides, transparencies, make a sign and/or poster, laminate, or have large copying jobs done, call Graphics for more information.

Human Resources (HR)  
Hawai‘i CC Campus 397; 934-2525

The Human Resources Unit is committed to providing quality professional service to support the needs of Hawai‘i CC. Services provided by the Human Resources Unit at Hawai‘i CC include

- Equal Employment Opportunity/Affirmative Action (EEO/AA)
- Recruitment, Selection, Appointments
- Classification and pay administration
- Personnel Management policies and procedures
- Training and faculty and staff development
- Workers’ compensation and temporary disability benefits
- Labor relations, organizational management and employment services

Paychecks
Faculty and Staff are paid on the 5th and the 20th of the month. If these dates fall on a weekend or holiday, payday is the previous workday. However, depending on the type of employee, when you are hired determines if pay is Lag or Lag (After-the-Fact).

- **Lag:**
  Faculty (9-month & 11-month), lecturers and employees hired before 7/1/98 are paid 5 days after 15th and end of each month (5th and 20th). For example:
  - Pay period: 8/1 - 8/15
  - Pay date: 8/20

- **Lag (After-the-Fact):**
  Employees hired on or after 7/1/98 are paid 1 pay period plus 5 days after the 15th and end of each month. For example:
  - Pay period: 8/1 - 8/15
  - Pay date: 9/5

Pay statements can be viewed anytime at [https://www.hawaii.edu/payroll/paystub](https://www.hawaii.edu/payroll/paystub).

For employees who do not have direct deposit, paychecks are usually distributed via your unit/division/department.

**Instructional Technology Support Office (ITSO)**

UH-HILO Campus 346-109; 934-2647  
[http://hawaii.hawaii.edu/itso](http://hawaii.hawaii.edu/itso)

ITSO is part of the Academic Support Unit reporting directly to the Vice Chancellor for Academic Affairs. ITSO provides support to Hawai‘i CC faculty teaching distance education classes.

**Lost and Found**

Check with Campus Security.

**Mail Services Center**

Hawai‘i CC Campus 389-5

The Hawai‘i CC Mail Services Center, Building 389-5, is open from 8:00 a.m. - 4:00 p.m. Mail is taken to the post office daily at 3:00 p.m. Campus mail is delivered and collected between 10:30 a.m. and 1:00 p.m.

**Campus Mail**

- All full-time faculty, staff, and lecturers have a mailbox in their division office. Please check your mail regularly.
- It is recommended that important items be mailed to the Pālamanui Campus rather than sending by campus mail.

**Personal Mail**

- Personal mail/parcel service is not available.
Media Services
Hawai‘i CC Campus 386-5; 934-2563
Pālamanui Campus; 969-8827 or 969-8829

Media Services is responsible for assisting faculty and staff in servicing of AV equipment, use of Polycom/video conferencing equipment, audio/video tape duplication, and video production. For information about Hawai‘i Interactive Television System (HITS) see http://hilo.hawaii.edu/academics/dl/hits.php.

Parking Passes, Parking Information

- **Hawai‘i CC Campus** - no parking passes required. Parking is open except in labeled/reserved stalls.

- **UH-HILO Campus** - Parking permits are required to park a vehicle in all lots on the UH-HILO Campus between 6:00 a.m. and 4:00 p.m. (including parking with a Handicap placard and carpool stalls). Starting on the first day of classes, permits need to be displayed on all class days during the fall and spring semesters. Daily passes are available or permits can be bought for the semester/academic year on a first-come, first-served basis. Information and parking applications for the different zones are available at the Parking Office on the UH-HILO Campus 300-101; 932-7001 and online at www.UH-Hilo.hawaii.edu/auxsvc/parking

- **Pālamanui Campus** - no parking passes required. Parking is open except in labeled/reserved stalls.

Planning, Operations and Maintenance (POM)

Hawai‘i CC Campus Bldg. 389; 934-2752
http://hawaii.hawaii.edu/pom/

Planning, Operations and Maintenance provides janitorial services, facility maintenance, and grounds keeping.
Professional Development and Recreation

Office of Continuing Education and Training (OCET)
Hawai‘i CC Campus 379A-3; 934-2700
Pālamanui; 969-8845
http://www.ocethawcc.org/

The Office of Continuing Education and Training was established in 1992 to offer non-credit courses and programs. OCET offers diverse training programs and workshops for workforce training, professional development, and personal enrichment.

UH Tuition Exemption

Faculty and staff may be eligible for tuition waivers. Employees must be employed on a half-time basis or more to be eligible for tuition waivers at any campus for a maximum of six credits per semester. In addition to employees, spouses, civil union and domestic partners of members of bargaining unit 07, 08, 87 and 88 may also be eligible for tuition waivers. The value of the tuition waiver may be taxable to the employee. Go to the website or check with Human Resources for more information.

Hawai‘i CC Faculty/Staff Development
http://hawaii.hawaii.edu/sd

The Hawai‘i CC Faculty/Staff Development committee coordinates and develops professional development and personal enrichment opportunities to help create a campus culture that emphasizes continuous learning and growth; to create opportunities for faculty and staff develop their skills to further their careers; and to build unity and familiarity across the campus.

UH-HILO Student Life Center
http://hilo.hawaii.edu/rec/center/

The UH Hilo Student Life Center provides recreational, fitness, and wellness opportunities. Current full and part time Hawai‘i CC faculty/staff are eligible to purchase a membership to use the UH-HILO Student Life Center. Once the maximum capacity is reached for the Student Life Center, a membership waiting list will be created. Membership plans include a yearly membership, a six month membership, or monthly membership. Get more information and view membership options/rates at http://hilo.hawaii.edu/rec/center/membershiprates.php.

UH Hilo Theater (Performing Arts Center)
http://artscenter.UH-Hilo.hawaii.edu/

The Performing Arts Center produces, presents and/or co-sponsors an extensive and culturally diverse year-round season of local, regional, national, and international performing arts events performed by some of the world's greatest artists.
In Case of Emergency

What should I do if there is an emergency on campus?

As a reminder, domestic disturbances, altercations, acts of violence, theft of property, property damage, vandalism, etc., should be reported to Campus Security immediately. Call or use one of the emergency boxes if available on the campus.

- Hawai‘i CC Campus: 854-1420
- UH-HILO Campus: 974-7911
- Pālamanui Campus: 854-7577

If there is immediate danger, fire or injury requiring police, fire and/or medical response:

- Call 911 and provide the requested information.
- Follow up with a call to the respective security emergency numbers for your location and to your immediate supervisor.

For incidents and situations that do not require an immediate police, fire and/or medical response, call the respective security emergency numbers and your supervisor.

Disruptive Students - Refer to the college catalog for information related to the Student Conduct Code and disruptive students. Contact Security staff immediately if student conduct disrupts class and necessitates student removal.

Emergency Response and Evacuation Plan

http://hawaii.hawaii.edu/security/emergencyoperationsplan

The purpose of the Emergency Response and Evacuation Plan is to provide the necessary guidance to organize and direct operations in the event of an emergency and/or civil defense action. Although Hawai‘i Community College and the University of Hawai‘i at Hilo have independent emergency operation plans, because the campuses are shared, both institutions work together in the event of an emergency. The Emergency Response and Evacuation Plan is periodically reviewed and updated. The final Emergency Plan is reviewed and approved by the Director of the Hawai‘i County Civil Defense.

UH Alert Emergency Notification System

The UH Alert emergency notification system alerts the university community in the event of a natural, health, or civil emergency. Automated emergency messaging options are these:

- E-mail: Hawaii.edu e-mail addresses are automatically subscribed to UH Broadcast, which sends out e-mails for administrative as well as health and safety alerts. Unsubscribing from UH Alert will not affect e-mail sent from UH Broadcast.
- SMS/text messages: Faculty, staff, and students may choose to be alerted via text messages to mobile phones. Approximately one message per semester is scheduled to test the UH Alert system. Depending on the phone plan, some cell phone carriers may
charge for this message. Due to limitations with public carrier networks, there is no guarantee an emergency message will be received.

Personal information will not be given, rented, or voluntarily supplied to any third party for any reason other than emergency notification. For more information and to sign up for the service, visit www.hawaii.edu/alert.
How do I….? What should I do if…?

What should I do if I get hurt during work?
Notify your supervisor or your college personnel office immediately about your injury/illness. Inform them if you will be seeking medical attention beyond basic first aid and intend to file for workers’ compensation. You must provide complete and accurate information, including outside (non-University) employment and prior similar injury/illness. You must obtain and submit forms to the Workers’ Compensation Coordinator in the Hawai‘i CC Human Resources Office.

Where do I get my employee ID?
All new faculty/staff are entitled to a University of Hawai‘i ID card for $10.00. New IDs can be purchased throughout the academic year (fall and spring semesters) at the Lava Landing, located in the Campus Center room 204 on the UH-HILO Campus. For WH employees, IDs are available in the Library/Learning Center at Pālamanui.

What should I do if I am not able to report to work?
If you are unable to report to work, call your immediate supervisor.

What should I do if I lose my key or am locked out?
Call Security to gain access to your office and notify your supervisor.

How do I request to use a campus facility?
If you need to reserve a classroom or meeting room for a campus-related event, information, procedure and instructions are available at the Planning, Operations and Maintenance website: http://hawaii.hawaii.edu/pom/facilitiesuse.
Frequently Used Acronyms

(Does not include acronyms used for academic programs)

AA  Associate in Arts (degree)
AAS  Associate of Applied Science (degree)
ACCJC Accrediting Commission for Community and Junior Colleges
ACU  Academic Computing Unit
ADA  Americans with Disabilities Act
AMP  Academic Master Plan
APT  Administrative, Professional and Technical (employee group)
ARO  Admissions and Records Office
ARPD  Annual Report of Program Data
AS  Associate of Science (degree)
ASC  Academic Subject Certificate
ASU  Academic Support Unit
ASUH  Associated Students of the University of Hawai‘i
AtD  Achieving the Dream
ATE  Applied Technical Education
BOR  University of Hawai‘i Board of Regents
CA  Certificate of Achievement
CO  Certificate of Competence
CCSSE  Community College Survey of Student Engagement
CERC College Effective Review Committee
CLO  Course Learning Outcome
CTE  Career and Technical Education
DC  Division/Department Chair
DE  Distance Education
DevEd Developmental Education
DOE  Department of Education
EEO/AA  Equal Employment Opportunity/Affirmative Action
EH  East Hawai‘i/Hilo
FA  Financial Aid
FERPA  Family and Educational Rights and Privacy Act
FMIS  Financial Management Information System
FTE  Full-time equivalent
GE  General Education
HawCC or Hawai‘i CC Hawai‘i Community College
HGEA Hawai‘i Government Employees Association
HITS Hawai‘i Interactive Television System
HKATC or HKC Hale Kea Advancement & Testing Center
HR  Human Resources
ILO Institutional Learning Outcome
ITSO  Instructional Technology Support Office
KFS  Kuali Financial System
LLC  Library and Learning Center
LRDP  Long Range Development Plan
MC  Hawai‘i CC Campus
MOU  Memorandum of Understanding
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<th>OCET</th>
<th>Office of Continuing Education and Training</th>
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<tbody>
<tr>
<td>OMB</td>
<td>U.S. Office of Management and Budget</td>
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<td>ORS</td>
<td>UH Office of Research Services</td>
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<tr>
<td>PAL</td>
<td>Pālamanui (Campus)</td>
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<td>PLO</td>
<td>Program Learning Outcome</td>
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<td>POM</td>
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<td>RCUH</td>
<td>Research Corporation of the University of Hawai‘i</td>
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<td>UHCC</td>
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<td>UO</td>
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<td>UPW</td>
<td>United Public Workers</td>
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<td>VCAA</td>
<td>Vice Chancellor for Academic Affairs OR Administrative Affairs</td>
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<td>West Hawai‘i</td>
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