Aloha and Welcome to Hawai‘i Community College

This handbook serves as a reference to answer questions you may have as a member of our college kauhale. It will acquaint you with the people and services that will play an important role in your career at Hawai‘i Community College (Hawai‘iCC).

Hawai‘iCC is composed of three campuses: Upper Campus (shared with the University of Hawai‘i at Hilo—UHH), Manono campus and the Pālamanui Campus (formerly the University of Hawai‘i Center, West Hawai‘i). All have dedicated, hardworking, and friendly staff.

Hawai‘iCC embraces the concept of Kauhale that traditionally means the Hawaiian village. Kauhale is an ‘ohana of administrators, faculty, staff, students, their families, and the Hawai‘i Island community that contributes measurably to the success of our college’s mission and outcomes. Kauhale maximizes the “community” in our mission through dialogue, planning, innovation, and assessment across traditional college divisions and units. Kauhale enables all members of the college ‘ohana to recognize and celebrate our own individual skills, knowledge and experiences as well as the skills, knowledge, and experiences of others. Kauhale unites all components of Hawai‘iCC 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/
The Library and Learning Center ................................................................. 20
Mookini Library .......................................................................................... 20
Student Center (Kau Wa‘a Center) .............................................................. 20
Student Health Services ......................................................................... 20
Student Organizations ................................................................................ 21
Campus Services ...................................................................................... 21
Business Office ......................................................................................... 21
Campus Security ....................................................................................... 21
Children’s Center ...................................................................................... 22
Computer Services ................................................................................... 22
Dining Services ........................................................................................... 22
Graphic Services ........................................................................................ 23
Human Resources (HR) .............................................................................. 23
Instructional Technology Support Office (ITSO) ....................................... 24
Lost and Found ............................................................................................. 24
Mail Services Center .................................................................................. 24
Media Services ............................................................................................ 24
Parking Passes, Parking Information ......................................................... 24
Planning, Operations and Maintenance (POM) ......................................... 25
Professional Development and Recreation ................................................... 25
Office of Continuing Education and Training (OCET) ............................ 25
UH Tuition Exemption ............................................................................... 25
Hawai‘iCC Faculty/Staff Development ...................................................... 25
UHH Student Life Center ......................................................................... 25
UH Hilo Theater (Performing Arts Center) ................................................. 25
In Case of Emergency .................................................................................. 26
What should I do if there is an emergency on campus? ........................... 26
Emergency Response and Evacuation Plan ................................................. 26
UH Alert Emergency Notification System ............................................... 26
How do I….? What should I do if…? ............................................................ 27
What should I do if I get hurt during work? ................................................. 27
Where do I get my employee ID? .............................................................. 27
What should I do if I am not able to report to work? ................................. 27
What should I do if I lose my key or am locked out? ................................. 27
How do I request to use a campus facility? ................................................. 27
Frequently Used Acronyms ...................................................................... 27
About Hawai‘i Community College

History
Hawai‘iCC 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 opportunities, 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‘iCC 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 successful credits to a four-year institution.

Hawai‘iCC 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 short-term 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‘iCC would be complete without a discussion of its proximity to and close relationship with UHH. Before this association began, the original Hawai‘i Vocational School had undergone a series of rather 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‘iCC became a part of UHH. This arrangement lasted for twenty years and had a profound impact on the college’s identity and its primary focus of providing vocational programs and developmental education.

On July 20, 1990, the Board of Regents approved the separation of Hawai‘iCC from UHH. This established two distinct entities: Hawai‘iCC and the “new” UHH. Hawai‘iCC 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‘iCC 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

(The official Hawai‘iCC organizational chart can be viewed online at: http://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 08 Administrative, Professional and Technical (APT)

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/haw3-303.pdf)

College Council
The Hawai‘iCC 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‘iCC Academic Senate is a Senate of the whole, which means that all BOR-appointed faculties are members with the rights of voice and vote. Senate meetings are important to the college, faculty and students because curriculum and college policies are discussed and decisions made by the faculty as these meetings. Academic Senate meeting dates, meeting agenda and supporting materials, the Senate Charter, standing committee membership, etc. are found at the Senate’s web site, http://www.hawaii.hawaii.edu/senate/. Senate communication is conducted primarily through UH email.

Student Government
Hawai‘iCC 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.
### Important Phone Numbers

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

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

---

#### Campus Security

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manono Campus</td>
<td>MC 387</td>
<td>934-2504</td>
<td>934-2501</td>
</tr>
<tr>
<td>Upper Campus</td>
<td>UC 300-103</td>
<td>934-2512</td>
<td>934-2700</td>
</tr>
<tr>
<td>Pālamanui Campus</td>
<td>854-7577</td>
<td>974-7911</td>
<td>854-7577</td>
</tr>
<tr>
<td>854-1420 - Emergency</td>
<td>974-7911</td>
<td></td>
<td></td>
</tr>
<tr>
<td>934-2760 - Non-emergency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>934-2751 - Fax</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

#### Administration

<table>
<thead>
<tr>
<th>Role</th>
<th>Location</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>MC 378</td>
<td>934-2504</td>
<td>934-2501</td>
</tr>
<tr>
<td>Vice Chancellor for Academic Affairs</td>
<td>UC 346-122</td>
<td>934-2512</td>
<td>934-2700</td>
</tr>
<tr>
<td>Vice Chancellor for Administrative Affairs</td>
<td>MC 378</td>
<td>934-2508</td>
<td>934-2501</td>
</tr>
<tr>
<td>Vice Chancellor for Student Affairs</td>
<td>MC 378</td>
<td>934-2509</td>
<td>934-2501</td>
</tr>
<tr>
<td>Director, Office of Continuing Education &amp; Training</td>
<td>MC 379A-3</td>
<td>934-2516</td>
<td>934-2701</td>
</tr>
<tr>
<td>Director, Pālamanui Campus</td>
<td>Pālamanui</td>
<td>969-8804</td>
<td>322-4855</td>
</tr>
<tr>
<td>Dean, Career &amp; Technical Education</td>
<td>MC 383-101</td>
<td>934-2522</td>
<td></td>
</tr>
<tr>
<td>Dean, Liberal Arts &amp; Public Services</td>
<td>UC CH-10A</td>
<td>934-2519</td>
<td>933-3237</td>
</tr>
</tbody>
</table>

---

#### Department/Division Offices

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Technical Education (ATE)</td>
<td>MC 392</td>
<td>934-2670</td>
<td>934-2671</td>
</tr>
<tr>
<td>Business Education &amp; Technology (BEaT)</td>
<td>UC 346-124</td>
<td>934-2550</td>
<td>974-7755</td>
</tr>
<tr>
<td>Hospitality</td>
<td>UC 346-124</td>
<td>934-2550</td>
<td>974-7755</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>UC K201</td>
<td>934-2580</td>
<td>974-7757</td>
</tr>
<tr>
<td>Nursing &amp; Allied Health</td>
<td>MC 383-213</td>
<td>934-2650</td>
<td>934-2651</td>
</tr>
</tbody>
</table>

---

#### Offices

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions &amp; Records</td>
<td>MC 378</td>
<td>934-2710</td>
<td>934-2501</td>
</tr>
<tr>
<td>Assessment</td>
<td>UC 346-130</td>
<td>934-2649</td>
<td>974-7770</td>
</tr>
<tr>
<td>Business Office (Manono)</td>
<td>MC 397</td>
<td>934-2740</td>
<td>934-2741</td>
</tr>
<tr>
<td>Business Office (Pālamanui)</td>
<td>Pālamanui</td>
<td>969-8812</td>
<td></td>
</tr>
<tr>
<td>Cafeteria (Manono Campus)</td>
<td>MC 382</td>
<td>934-2559</td>
<td></td>
</tr>
<tr>
<td>Career and Job Development Center</td>
<td>MC 379-1A</td>
<td>934-2731</td>
<td>934-2501</td>
</tr>
<tr>
<td>Children's Center</td>
<td>MC 3393</td>
<td>934-2630</td>
<td></td>
</tr>
<tr>
<td>Computer Services (ACU)</td>
<td>MC 387</td>
<td>934-2570</td>
<td>934-2571</td>
</tr>
<tr>
<td>Construction Academy</td>
<td>MC 392</td>
<td>934-2670</td>
<td></td>
</tr>
<tr>
<td>Continuing Education &amp; Training</td>
<td>MC 379A-3</td>
<td>934-2700</td>
<td>934-2701</td>
</tr>
<tr>
<td>Counseling, Advising &amp; Support Services Center</td>
<td>MC 379-5A</td>
<td>934-2720</td>
<td>934-2501</td>
</tr>
<tr>
<td>Disability Services (Hā’awi Kōkua Program)</td>
<td>MC 388</td>
<td>934-2825</td>
<td></td>
</tr>
<tr>
<td>External Affairs &amp; Relations</td>
<td>MC 378</td>
<td>934-2506</td>
<td>934-2501</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>MC 379A-5</td>
<td>934-2712</td>
<td>934-2711</td>
</tr>
<tr>
<td>Graduation Pathways/Data Facilitation</td>
<td>MC 380-35</td>
<td>934-2706</td>
<td>934-2501</td>
</tr>
<tr>
<td>Hale Kea Advancement and Testing Center</td>
<td>MC 387</td>
<td>934-2540</td>
<td></td>
</tr>
<tr>
<td>Hā’awi Kōkua Center/Kōkua Technology Lab</td>
<td>MC 388-104</td>
<td>934-2825</td>
<td></td>
</tr>
<tr>
<td>Hā’awi Kōkua (Pālamanui)</td>
<td>Pālamanui</td>
<td>969-8823</td>
<td></td>
</tr>
<tr>
<td>Hālaulani Transfer Success Center</td>
<td>MC 381-16</td>
<td>934-2610</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>MC 397</td>
<td>934-2525</td>
<td>934-2781</td>
</tr>
<tr>
<td>Information Center</td>
<td>MC 378</td>
<td>934-2800</td>
<td>934-2501</td>
</tr>
<tr>
<td>Department</td>
<td>Building</td>
<td>Extension 1</td>
<td>Extension 2</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Intensive English Program (IEP)</td>
<td>MC 381</td>
<td>37</td>
<td>934-2701</td>
</tr>
<tr>
<td>Institutional Research</td>
<td></td>
<td></td>
<td>934-2648</td>
</tr>
<tr>
<td>Instructional Technology Support Office</td>
<td></td>
<td></td>
<td>974-7755</td>
</tr>
<tr>
<td>Learning Center (TLC)</td>
<td>UC 334</td>
<td></td>
<td>934-2530/2533</td>
</tr>
<tr>
<td>Library (East Hawai‘i - Mookini Library)</td>
<td>UC 334</td>
<td></td>
<td>932-7286</td>
</tr>
<tr>
<td>Library &amp; Learning Center</td>
<td>Pālamanui</td>
<td></td>
<td>969-8830</td>
</tr>
<tr>
<td>Media Services (East Hawai‘i)</td>
<td>MC 386-5</td>
<td></td>
<td>934-2563</td>
</tr>
<tr>
<td>Media Services (Pālamanui)</td>
<td>Pālamanui</td>
<td></td>
<td>969-8828</td>
</tr>
<tr>
<td>Pālamanui Campus</td>
<td>Pālamanui</td>
<td></td>
<td>969-8800</td>
</tr>
<tr>
<td>Planning, Operations &amp; Maintenance</td>
<td>MC 389</td>
<td>934-2752</td>
<td>934-2751</td>
</tr>
<tr>
<td>Security Chief</td>
<td>MC 387-cabin</td>
<td></td>
<td>934-2762</td>
</tr>
<tr>
<td>Security – Manono Campus (emergency)</td>
<td>MC 387-cabin</td>
<td></td>
<td>854-1420</td>
</tr>
<tr>
<td>Security – Manono Campus (non-emergency)</td>
<td>MC 387-cabin</td>
<td></td>
<td>934-2760</td>
</tr>
<tr>
<td>Security – Pālamanui Campus</td>
<td>Pālamanui</td>
<td></td>
<td>854-7577</td>
</tr>
<tr>
<td>Security – Upper Campus</td>
<td>UC 300-103</td>
<td></td>
<td>974-7911</td>
</tr>
<tr>
<td>Student Council</td>
<td></td>
<td></td>
<td>934-2774</td>
</tr>
<tr>
<td>Student Life Program</td>
<td></td>
<td></td>
<td>934-2733</td>
</tr>
<tr>
<td>Student Services (Pālamanui)</td>
<td>Pālamanui</td>
<td></td>
<td>969-8816</td>
</tr>
</tbody>
</table>
Important Documents and Resources

Accreditation Self Evaluation Report
http://hawaii.hawaii.edu/accreditation/
Hawai‘iCC 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‘iCC viable and responsive to the students and the community.

Annual Budget and Review Process
http://hawaii.hawaii.edu/docs/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/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‘iCC. (HAW Policy 5-202 http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw5-202.pdf)
- **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‘iCC, 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‘iCC Integrated Planning Documents**

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

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

Hawai‘iCC’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‘iCC to meet anticipated educational needs in fulfillment of its mission. The development of the AMP integrates Hawai‘iCC’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 a person or student to view that person’s own records and to take exception to items he or she believes to be erroneous.

- The right of a person 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‘iCC 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 court record, sexual orientation, status as a covered veteran, national guard, victims of domestic or sexual violence, gender identity and expression, genetic information, citizenship, credit history, and income assignment. 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‘iCC 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 covered 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. Phone: 206-607-1600 FAX: 206-607-1601, TDD: 800-877-8339.

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></td>
<td>Vice Chancellor for Student Affairs, Section 504</td>
</tr>
<tr>
<td></td>
<td>Coordinator and Title IX Deputy</td>
</tr>
<tr>
<td></td>
<td>Phone: (808) 934-2510</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student with Disabilities:</th>
<th>Mari Giel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Disability Service Provider</td>
</tr>
<tr>
<td></td>
<td>Phone:(808) 934-2725</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employees:</th>
<th>Mari Chang</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Human Resources Manager, EEO/AA Coordinator</td>
</tr>
<tr>
<td></td>
<td>and Title IX Deputy</td>
</tr>
<tr>
<td></td>
<td>Phone: (808) 934-2526</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>James Yoshida</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vice Chancellor for Administrative Affairs</td>
</tr>
<tr>
<td></td>
<td>and Title IX Coordinator</td>
</tr>
<tr>
<td></td>
<td>Phone: (808) 934-2508</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Mary Perreira</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Director of EEO/AA</td>
</tr>
<tr>
<td></td>
<td>UH Community Colleges</td>
</tr>
<tr>
<td></td>
<td>Phone: (808) 956-4650</td>
</tr>
</tbody>
</table>

Policy on Sexual Harassment and Sexual Assault

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.

At the beginning of each academic year, all administrators, faculty, staff and student employees are required to complete the Online Sexual Harassment Prevention Program at: http://training.newmedialearning.com/psh/uhawaii/choice.htm

Policy on Pets on Campus
http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw2-100.pdf
No pets, except service dogs, are allowed on the Manono 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.

Title IX
http://hawaii.hawaii.edu/hawaiicc/security/nine/
Title IX is a landmark federal civil rights that prohibits sex discrimination in education. Hawai‘iCC faculty, staff, students, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, 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 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
A newsletter published online monthly and contains articles on campus and community events, and other College news. If you wish to place an activity or article in 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 Manono 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’s website (http://hawaii.hawaii.edu/faculty-staff/).

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

Making calls:
- For Hawai‘iCC Main/Manono Campus calls, and Pālamanui Campus dial the 4-digit extension (last 4-digits of the phone number).
- For UHH 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, All phones are able to 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‘iCC 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‘iCC 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.
● Manono 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, but are often asked about and are helpful to know about.

Admissions and Records
Manono 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
Upper Campus Bldg. 336-1st Floor (Campus Center); 932-7394
http://www.bookstore.hawaii.edu/hilo/home
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
Manono Campus Bldg. 379-1A; 934-2731
http://www.hawaii.hawaii.edu/counseling/career-services.php
The Career and Job Development Center is a resource available for all Hawai‘iCC 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
Manono Campus Bldg. 379-5A; 934-2720
Pālamanui; 969-8816
http://www.hawaii.hawaii.edu/counseling/index.php
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 nontraditional students. Individual and/or group counseling is provided by appointment or walk in. This service is also available at the Pālamanui campus.

Aʻoaʻo Pili Ola Counseling Services
Upper 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 (Hāʻawi Kōkua Program)
Manono Campus Bldg. 388-106; 934-2725
Pālamanui; 969-8823
http://www.hawaii.hawaii.edu/disability-services/
The Hāʻawi Kōkua Program promotes equal opportunity for individuals with disabilities to gain the maximum benefit from their educational/learning experience by participating fully in their regular courses and activities at HawaiʻiCC. 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 test, priority registration, sign language interpreters, readers, note takers, enlargement of text, handouts and exams, and special testing arrangements.

Financial Aid Office (FAO)
Manono Campus, Bldg. 379A-5; 934-2712
http://hawaii.hawaii.edu/financialaid/
The HawaiʻiCC 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 HawaiʻiCC. Peer Advisors are available to assist with completing the Free Application for Federal Student Aid (FAFSA) and renewal FAFSA.

Hale Kea Advancement & Testing Center
Manono Campus, Bldg. 387; 934-2540
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 available for student use.

Intensive English Program (IEP)
Manono 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**
Manono Campus Bldg. 379-5; 934-2720  
[http://www.hawaii.hawaii.edu/international/](http://www.hawaii.hawaii.edu/international/)
Hawai‘iCC 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 placement tests.

**The Learning Center (TLC)**
Upper Campus Bldg. 334; 934-2530  
[http://hawaii.hawaii.edu/tlc/](http://hawaii.hawaii.edu/tlc/)
The Learning Center (TLC) is part of the Academic Support Unit of Hawai‘iCC and serves students and faculty of both the Hawai‘iCC 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  
[http://hawaii.hawaii.edu/ucwh/library.html](http://hawaii.hawaii.edu/ucwh/library.html)
Services include: library instruction, one-on-one tutoring, a computer lab, placement testing, distance education test proctoring, and make-up testing.

**Mookini Library**
Upper Campus Bldg. 334; 932-7286  
Hawai‘iCC and UHH share the Edwin H. Mo'okini 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)**
Manono 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 your 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 for student use
- Complimentary locker rentals

**Student Health Services**
Upper Campus Bldg. 336 (Campus Center) Room 212; 932-7369  
The University of Hawai‘i at Hilo’s Student Medical Services (SMS) is staffed by a nurse practitioner, and provides services to Hawai‘iCC 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,
contraceptive methods, and testing for pregnancy and sexually-transmitted diseases for men and women.

**Student Organizations**

**Student Life Coordinator: Manono Campus Bldg. 379A-1A; 934-2732**

Hawai'iCC maintains two types of student organizations: Chartered Student Organizations (CSO) and Registered Independent Student Organizations (RISO). CSOs at Hawai'iCC 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](http://blog.hawaii.edu/riohawaiicc).

**Campus Services**

**Business Office**

Manono Campus Bldg. 397; 934-2740
Pālamanui; Hāʻawi Kōkua Center

The mission of the Business Office unit is to provide the fiscal support services for Hawai'iCC. The unit supplies support for accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, and payroll. Additionally, the unit supports the increasing needs for planning and development, all of which contribute to student learning.

**Campus Security**

Upper Campus - Aux Bldg., Rm. 103; Phone: 974-7911
Manono Campus - Security Cabin (between 387 & 385A); 934-2760 (non-emergency), 854-1420 (emergency)
Palamanui Campus – 854-7577

A brochure on Hawai'iCC 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 the 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 Upper Campus and 24/7 walk-around patrol on the Manono Campus. Emergency call boxes are located on both the Upper and Manono campuses. A map showing the locations of the emergency call boxes on the Manono campus can be found at:

The Emergency Operations Plan ([http://hawaii.hawaii.edu/security/emergencyoperationplan.php](http://hawaii.hawaii.edu/security/emergencyoperationplan.php)) 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 [www.hawaii.edu/alert](http://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
• Manono 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.
• Upper Campus: Janitors on the Upper 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 happen to 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**
*Manono Campus Bldg. 3393; 934-2624*
The Hawai‘iCC 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‘iCC and UHH. 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**
*Manono Campus Bldg. 387-105; 934-2570*
Academic Computing Unit (ACU), under the Vice Chancellor for Academic Affairs provides Hawai‘iCC 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 their website.

There are a number of “standard” 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 amongst Hawai‘iCC 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 options for faculty and staff in finding favorite foods on the Upper and Manono Campuses. Listed below are general hours during the school year. Check for special schedules/closures during breaks.

• **Manono 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.
Upper Campus; 932-7352
http://www.uhhcampusdining.com/
  o Campus Center Dining Room, 336 first floor
    Monday – Friday 7:00 a.m. – 3:00 p.m.
  o 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.
  o Da Cube, Outside 346
    Monday – Thursday 9:00 a.m. – 2:00 p.m.
    Friday 9:00 a.m. – 1:30 p.m.
  o Juice Bar, 352 (Student Life Center)
    Monday – Friday 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.

Pālamanui Campus
  TBA - Services are currently being coordinated.

Graphic Services
Upper 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)
Manono Campus 397; 934-2525
The Human Resources Unit is committed to providing quality professional service to support the needs of Hawai‘iCC. Services provided by the Human Resources Unit at Hawai‘iCC 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 you are and 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)**
**Upper Campus 346-109; 934-2647**
ITSO is part of the Academic Support Unit reporting directly to the Vice Chancellor for Academic Affairs. ITSO provides support to Hawai'iCC faculty teaching distance education classes.

**Lost and Found**
Check with campus security.

**Mail Services Center**
**Upper Campus 300-102; 932-7009**
The University Mail Services Center window, building 300-102, is open from 8:00 a.m. - 4:00 p.m. Mail is taken to the post office daily at 3:00 p.m. Inter-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 requires a return address, including sender's name. Photo ID is needed to mail anything 16 oz. and over. You may use stamps or purchase metered stamps at the window.

**Media Services**
**Manono 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.

**Parking Passes, Parking Information**
- **Manono Campus** - no parking passes required. Parking is open except in labeled/reserved stalls.
- **Upper Campus** - Parking permits are required to park a vehicle in all lots on the Upper 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 Upper Campus 300-101; 932-7001 and online at [www.uhh.hawaii.edu/auxsvc/parking](http://www.uhh.hawaii.edu/auxsvc/parking).
● Pālamanui Campus - no parking passes required. Parking is open except in labeled/reserved stalls.

Planning, Operations and Maintenance (POM)
Manono Campus Bldg. 389; 934-2752
http://hawaii.hawaii.edu/pom/
Planning, Operations and Maintenance provides direct support services in the areas of janitorial services, facility maintenance, and grounds keeping.

Professional Development and Recreation

Office of Continuing Education and Training (OCET)
Manono Campus 379A-3; 934-2700
Pālamanui; 969-8845
http://hawaii.hawaii.edu/ocet/
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‘iCC Faculty/Staff Development
http://hawaii.hawaii.edu/sd/
The Hawai‘iCC Faculty/Staff Development committee coordinates and develops professional development and personal enrichment opportunities to help create a campus culture that emphasizes continuous learning and development; 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‘iCC 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.uhh.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 security or
use one of the emergency boxes if available on the campus.
  ○ Manono Campus: 854-1420
  ○ UHH 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/hawaiicc/security/emergencyoperationplan.php
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
  ● 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'iCC 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 Upper Campus.

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.php.

Frequently Used Acronyms
(Does not include acronyms used for academic programs)

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Associate in Arts (degree)</td>
</tr>
<tr>
<td>AAS</td>
<td>Associate of Applied Science (degree)</td>
</tr>
<tr>
<td>ACCJC</td>
<td>Accrediting Commission for Community and Junior Colleges</td>
</tr>
<tr>
<td>ACU</td>
<td>Academic Computing Unit</td>
</tr>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>AMP</td>
<td>Academic Master Plan</td>
</tr>
<tr>
<td>APT</td>
<td>Administrative, Professional and Technical (employee group)</td>
</tr>
<tr>
<td>ARO</td>
<td>Admissions and Records Office</td>
</tr>
<tr>
<td>ARPD</td>
<td>Annual Report of Program Data</td>
</tr>
<tr>
<td>AS</td>
<td>Associate of Science (degree)</td>
</tr>
<tr>
<td>ASC</td>
<td>Academic Subject Certificate</td>
</tr>
<tr>
<td>ASU</td>
<td>Academic Support Unit</td>
</tr>
<tr>
<td>ASUH</td>
<td>Associated Students of the University of Hawai'i</td>
</tr>
<tr>
<td>AiD</td>
<td>Achieving the Dream</td>
</tr>
<tr>
<td>ATE</td>
<td>Applied Technical Education</td>
</tr>
<tr>
<td>BOR</td>
<td>University of Hawai'i Board of Regents</td>
</tr>
<tr>
<td>CA</td>
<td>Certificate of Achievement</td>
</tr>
<tr>
<td>CC</td>
<td>Certificate of Completion</td>
</tr>
<tr>
<td>CCSSE</td>
<td>Community College Survey of Student Engagement</td>
</tr>
<tr>
<td>CERC</td>
<td>College Effective Review Committee</td>
</tr>
<tr>
<td>CLO</td>
<td>Course Learning Outcome</td>
</tr>
<tr>
<td>CTE</td>
<td>Career and Technical Education</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Full Form</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>DC</td>
<td>Division/Department Chair</td>
</tr>
<tr>
<td>DE</td>
<td>Distance Education</td>
</tr>
<tr>
<td>DOE</td>
<td>Department of Education</td>
</tr>
<tr>
<td>EEO/AA</td>
<td>Equal Employment Opportunity/Affirmative Action</td>
</tr>
<tr>
<td>EH</td>
<td>East Hawai‘i/Hilo</td>
</tr>
<tr>
<td>FA</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>FERPA</td>
<td>Family and Educational Rights and Privacy Act</td>
</tr>
<tr>
<td>FMIS</td>
<td>Financial Management Information System</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-time equivalent</td>
</tr>
<tr>
<td>GE</td>
<td>General Education</td>
</tr>
<tr>
<td>HawCC or Hawai‘iCC</td>
<td>Hawai‘i Community College</td>
</tr>
<tr>
<td>HGEA</td>
<td>Hawai‘i Government Employees Association</td>
</tr>
<tr>
<td>HITS</td>
<td>Hawai‘i Interactive Television System</td>
</tr>
<tr>
<td>HKATC or HKC</td>
<td>Hale Kea Advancement &amp; Testing Center</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>ILO</td>
<td>Institutional Learning Outcome</td>
</tr>
<tr>
<td>ITSO</td>
<td>Instructional Technology Support Office</td>
</tr>
<tr>
<td>KFS</td>
<td>Kuali Financial System</td>
</tr>
<tr>
<td>LLC</td>
<td>Library and Learning Center</td>
</tr>
<tr>
<td>LRDP</td>
<td>Long Range Development Plan</td>
</tr>
<tr>
<td>MC</td>
<td>Manono Campus</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>OCET</td>
<td>Office of Continuing Education and Training</td>
</tr>
<tr>
<td>OMB</td>
<td>U.S. Office of Management and Budget</td>
</tr>
<tr>
<td>ORS</td>
<td>UH Office of Research Services</td>
</tr>
<tr>
<td>PLO</td>
<td>Program Learning Outcome</td>
</tr>
<tr>
<td>POM</td>
<td>Planning, Operations and Maintenance</td>
</tr>
<tr>
<td>RCUH</td>
<td>Research Corporation of the University of Hawai‘i</td>
</tr>
<tr>
<td>RMP</td>
<td>Resources Master Plan</td>
</tr>
<tr>
<td>SLO</td>
<td>Student Learning Outcome</td>
</tr>
<tr>
<td>STEM</td>
<td>Science, Technology, Engineering and Mathematics</td>
</tr>
<tr>
<td>TLC</td>
<td>The Learning Center</td>
</tr>
<tr>
<td>TMP</td>
<td>Technology Master Plan</td>
</tr>
<tr>
<td>UC</td>
<td>Upper Campus</td>
</tr>
<tr>
<td>UH</td>
<td>University of Hawai‘i</td>
</tr>
<tr>
<td>UHCC</td>
<td>University of Hawai‘i Community Colleges</td>
</tr>
<tr>
<td>UHCWH</td>
<td>University of Hawai‘i Center, West Hawai‘i</td>
</tr>
<tr>
<td>UHH</td>
<td>University of Hawai‘i at Hilo</td>
</tr>
<tr>
<td>UHM</td>
<td>University of Hawai‘i at Mānoa</td>
</tr>
<tr>
<td>UHPA</td>
<td>University of Hawai‘i Professional Assembly</td>
</tr>
<tr>
<td>UHWO</td>
<td>University of Hawai‘i at West Oahu</td>
</tr>
<tr>
<td>UO</td>
<td>Unit Outcome</td>
</tr>
<tr>
<td>UPW</td>
<td>United Public Workers</td>
</tr>
<tr>
<td>VCAA</td>
<td>Vice Chancellor for Academic Affairs OR Administrative Affairs</td>
</tr>
<tr>
<td>VCAC</td>
<td>Vice Chancellor for Academic Affairs</td>
</tr>
<tr>
<td>VCAD</td>
<td>Vice Chancellor for Administrative Affairs</td>
</tr>
<tr>
<td>VCSA</td>
<td>Vice Chancellor for Student Affairs</td>
</tr>
<tr>
<td>VOIP</td>
<td>Voice Over Internet Protocol (Phone)</td>
</tr>
<tr>
<td>WH</td>
<td>West Hawai‘i</td>
</tr>
</tbody>
</table>