

HAWAI'I COMMUNITY COLLEGE

FACULTY HANDBOOK



UNIVERSITY of HAWAI'I®
HAWAI'I
COMMUNITY COLLEGE

Aloha and Welcome to Hawai'i Community College

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

HawCC has three campuses: Upper Campus (shared with the University of Hawai'i at Hilo--UHH), Manono campus, and the University of Hawai'i Center, West Hawai'i— Pālamānuī (UHCWH). All have dedicated, hardworking, and friendly faculty and staff.

Hawai'i Community College embraces the concept of *Kauhale*, which 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, vision, 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'i Community College 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 Manono Campus

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HAWAI'I COMMUNITY COLLEGE FACULTY HANDBOOK

I. ABOUT HAWAI'I COMMUNITY COLLEGE

A. 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. <http://www.hawaii.hawaii.edu/about/>

B. 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.

C. Institutional Learning Outcomes

HawCC has three Institutional Learning Outcomes:

- 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.

As masters of our disciplines and life-long learners, we continue to increase our knowledge in those disciplines. We recognize the privilege and the responsibility that our knowledge and skills provide us to practice open, critical thinking and to proceed with intellectual integrity.

As facilitators of learning, faculty members and instructional staff recognize our learners as being competent, caring, and positive contributing members of our local and global communities. We engage our learners in a learning environment full of curiosity, critical thinking, creative application, and academic integrity. In recognizing the imbalance of power, this learning environment is free of discrimination, harassment, and exploitation. We evaluate our learners' work fairly and facilitate their continued self-assessment. We respect our learners' confidentiality. We are role models for our learners, demonstrating standards of personal integrity, intellectual pursuit, effective communication, social interaction, and work ethics.

As colleagues among faculty members and instructional staff, we respect our colleagues as educators, with knowledge and skills in their respective disciplines. We support and defend the freedom of inquiry of our associates. In collegial interactions, we promote collegial support and mentoring, avoiding discrimination, harassment, or coercion.

As faculty members, we work collaboratively with one another and with our administrators in the shared governance of our College.

As employees of the University of Hawai'i, we avoid using our employment for political purposes or personal gain. We carry out our responsibilities and recognize the limitations set in our contract regarding such matters as intellectual property, additional employment, academic responsibility, and gifts.

As members of the community, we have the rights and obligations of all citizens. When speaking or acting as a private citizen, we ensure it is clear that we are expressing a personal judgment.

As knowledgeable and skilled members of the community, we provide assistance, guidance, and leadership as appropriate in improving our local and global community.

D. History, Facts, and Figures

Hawaii Community College's 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. At that time, it was called Hawai'i Vocational School. As technology changed and expansion of industry brought changes and new demands in employment opportunities, the college responded by initiating new vocational programs to serve the community's needs. Currently, HawCC has 29 vocational programs. Most of these programs offer students the options of completing Associate in Science, Associate in Applied Science degrees and/or Certificates of Completion, Competence, or Achievement. These programs attest to the continued importance of vocational education in the college's mandate.

The original Hawai'i Vocational School had undergone a series of rather rapid changes and 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—Hawai'i Community College. No history of HawCC would be complete without a discussion of its proximity to and close relationship with the University of Hawai'i at Hilo (UHH). In July, 1970, HawCC became a part of the University of Hawaii at Hilo (UHH). This arrangement lasted for twenty years and had a profound impact on the college's identity and its primary focus at that time was to provide vocational training programs and developmental education.

On July 20, 1990, the Board of Regents approved the separation of HawCC from UHH. This established two distinct entities: HawCC and the "new" UHH. HawCC became the seventh Community College in the University of Hawai'i Community College (UHCC) System. It redefined its mission and is a fully-functioning community college serving the citizens of the Island of Hawai'i.

Since the beginning, HawCC has not just undergone repeated changes in name, location, and administration, but it has also broadened its curricular focus. Its scope now includes pre-

professional and general education studies that lead to an Associate in Arts degree in Liberal Arts. These programmatic developments allow students to complete lower division course work near home and then transfer successful credits to a four-year institution. Other changes have benefited students with special needs: a) students requiring developmental education can take courses to develop their skills, and b) English language learners can receive language supported instruction.

HawCC serves the community by providing in-service training for professionals in the technical areas affiliated with 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 or interactive video conferencing technology. In addition, HawCC now offers many of its courses online so that students anywhere in the world are able to enroll and participate in its courses.

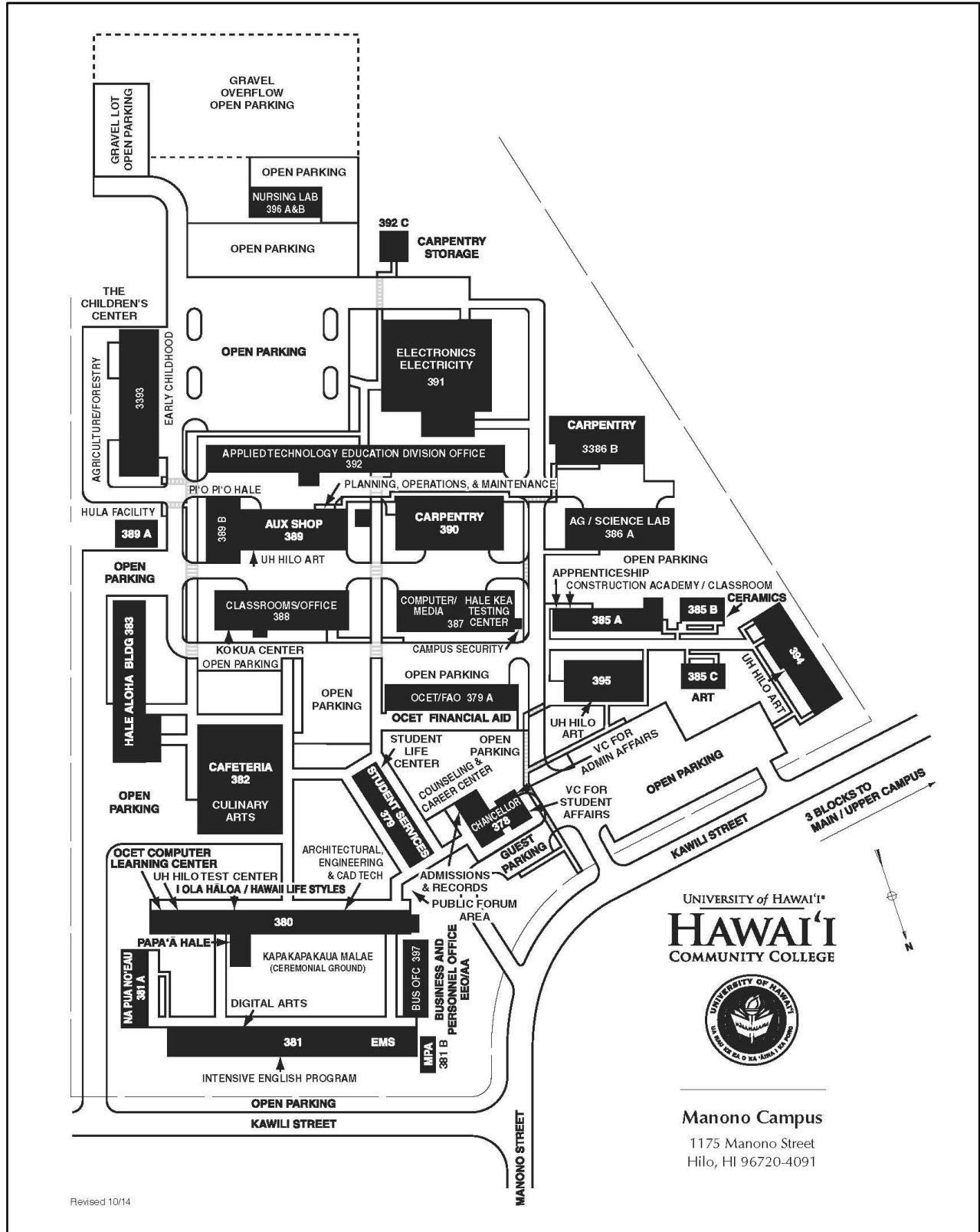
In June 1996, the Board of Regents (BOR) also established three University Centers. The center on Hawai'i Island that served the west side of the Island was the University of Hawai'i Center, West Hawai'i (UHCWH). Administrative responsibilities for the UHCWH were transferred to HawCC in July 1997. In the fall of 2015, the campus was relocated from Kealahou to North Kona and renamed Hawai'i Community College – Pālanui.

<http://www.hawaii.hawaii.edu/ucwh>

HawCC has over 100 faculty who are assisted by over 30 administrative and support staff. Special programs are in place to assist disabled, Native Hawaiians, applied technical education students, and all other students who require general counseling, career and job development counseling assistance, and other support services.

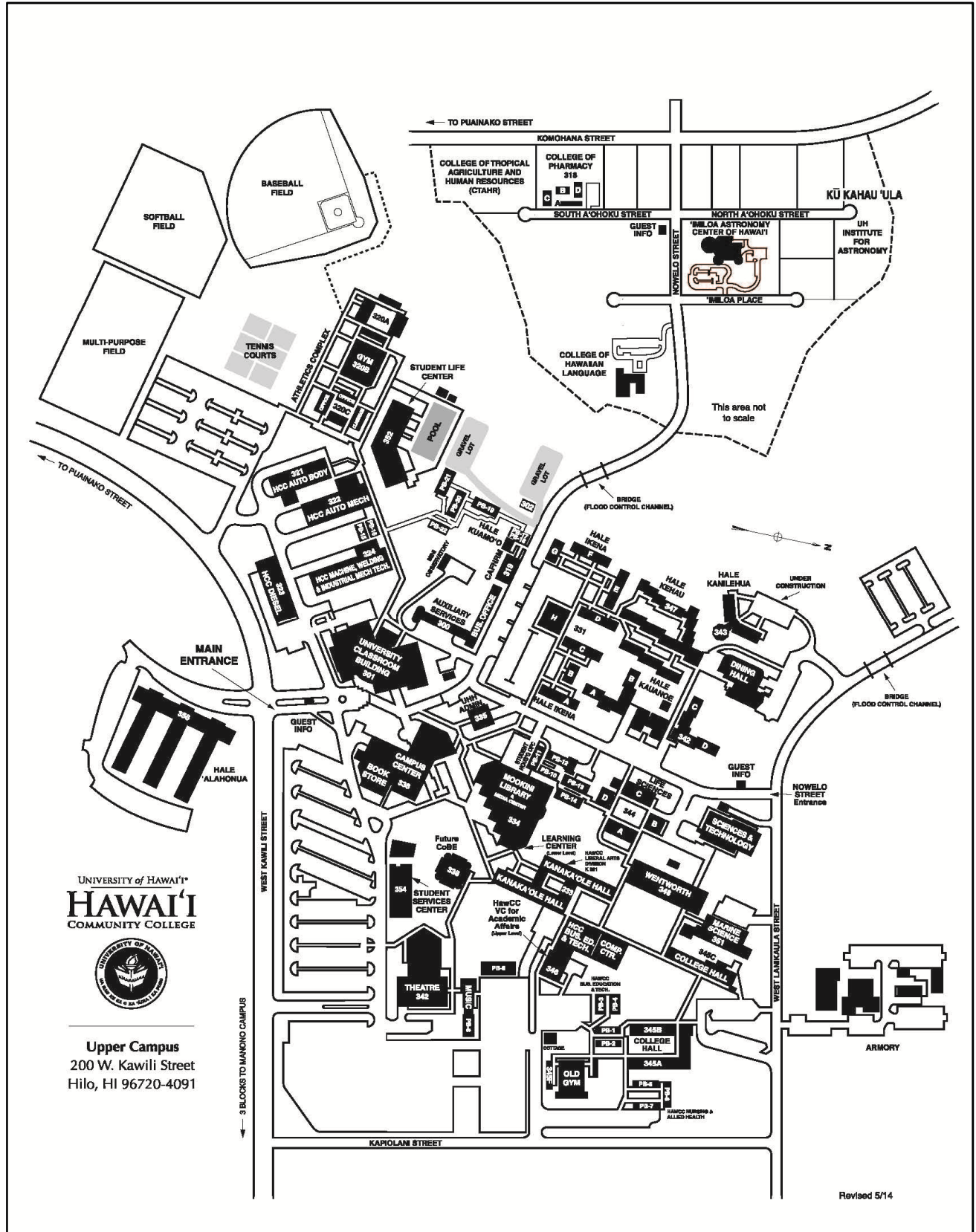
E. Campus Maps

Manono Campus

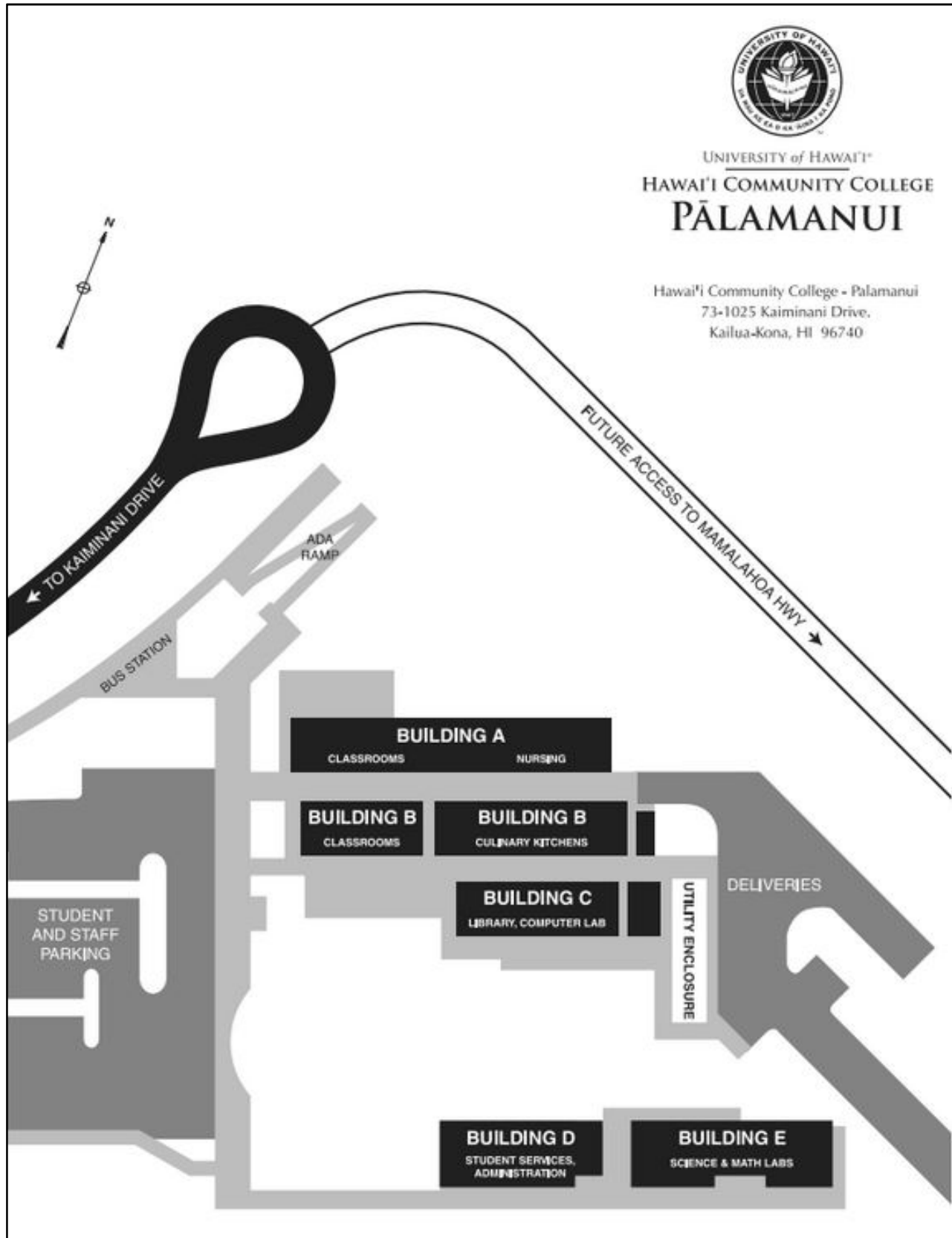


Revised 10/14

UH Hilo Campus (Upper Campus)

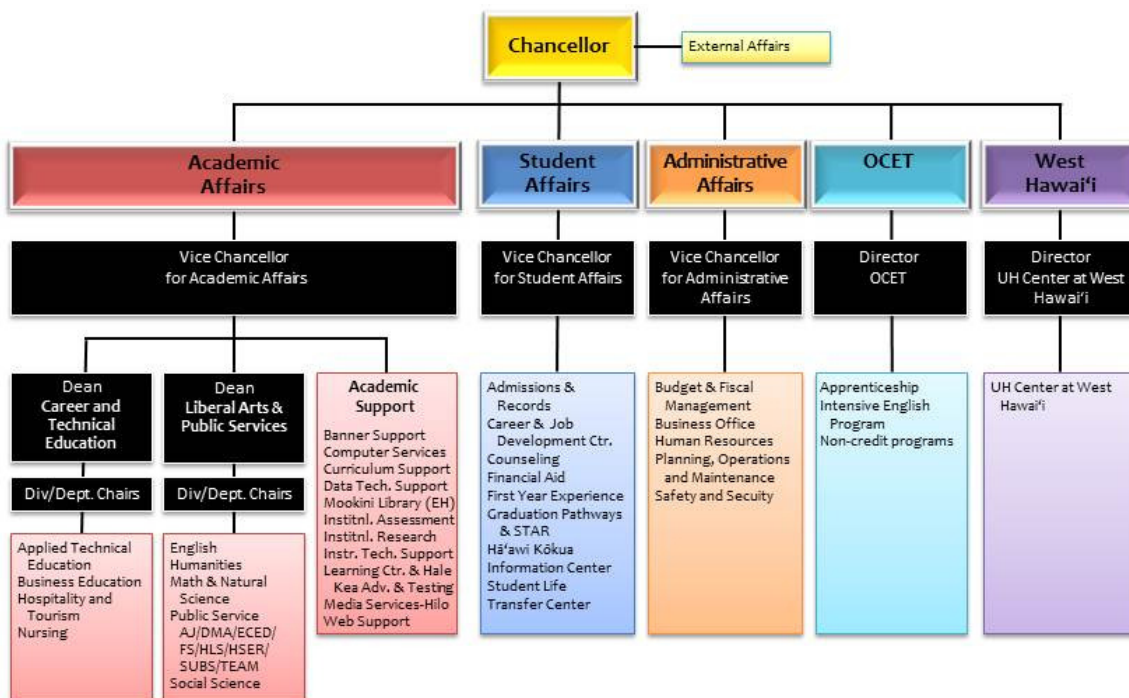


Hawai'i Community College-- Pālanuanui



F. College Organization

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



(The official HawCC organizational chart can be viewed online at: <http://uhcc.hawaii.edu/OVPCC/budget/organizational.php>)

II. COLLEGE GOVERNANCE

A. Academic Senate

By Charter with the University of Hawai'i Board of Regents, the Academic Senate plays an active part in the governance of the College. The HawCC Academic Senate is a Senate of the whole, which means that all BOR- appointed faculty are members with the rights of voice and vote. Senate meetings are important to the college, faculty, and students because curriculum and college policies and procedures are discussed and decisions are made by the faculty at these meetings. The Academic Senate has a Chair, Vice Chair, Secretary, Executive Committee, and several standing and ad hoc committees. The Academic Senate meeting dates, meeting agenda and supporting materials, the Senate Charter, and standing committee membership, etc. are found at the Senate's web site, <http://blog.hawaii.edu/hawccsenate/>. Check your email for announcements and other pertinent information relevant to the Academic Senate.

B. College Council

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

C. Student Governance

HawCC has a student government whose President, Vice-President, Secretary, Treasurer, and Senators are elected yearly by the student body. The Student Government President is also a member of the College Council and he/she, or a representative is also a member of several other college committees.

D. 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.

HGEA:	Unit 03	Civil Service Employees
	Unit 04	Blue Collar Supervisors
	Unit 08	Administrative, Professional and Technical (APT)
UHPA:	Unit 07	Faculty

III. IMPORTANT DOCUMENTS AND RESOURCES

A. Accreditation Self Evaluation Report

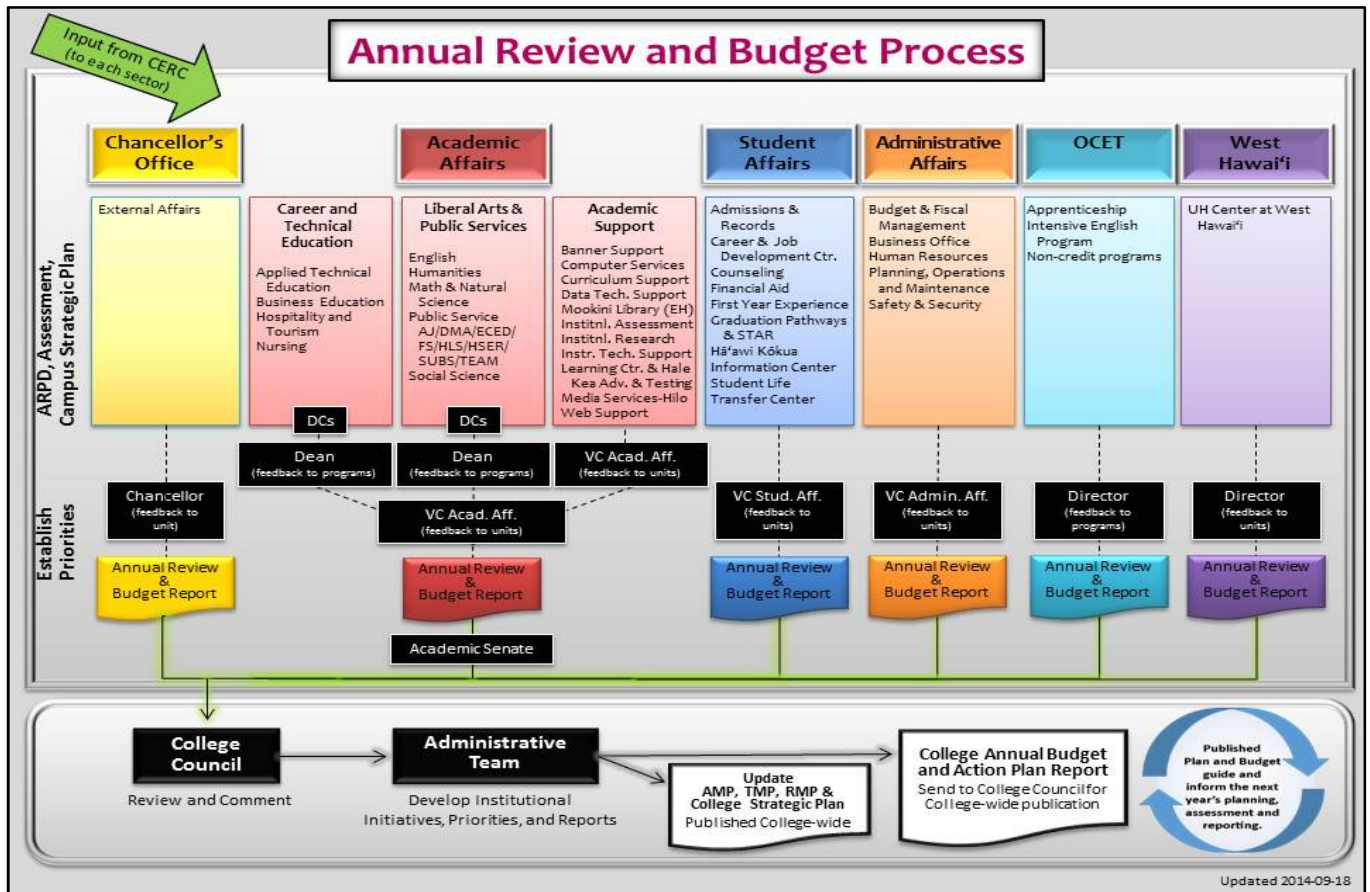
<http://hawaii.hawaii.edu/accreditation/>

HawCC 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 HawCC viable and responsive to the students and the community.

B. 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, plan, and budget for actions and resources necessary to sustain and improve the College’s programs and units.



C. Assessment

<http://hawaii.hawaii.edu/assessment/>

Assessment is the process of gathering and 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 HawCC. (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.

D. College Catalog

<http://hawaii.hawaii.edu/catalog/>

The college catalog provides general information about HawCC, its programs and services, and summarizes the major policies and procedures relevant to students. The information contained in the catalog is updated annually but is not necessarily complete. For further information, students should consult with the appropriate department or unit. The catalog was prepared to provide information and does not constitute a contract.

E. HawCC Integrated Planning Documents

<http://hawaii.hawaii.edu/ieap/>

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

HawCC's **Strategic Plan** is aligned with the UH and UHCC systems' strategic plans, all of which chart the course for the 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 HawCC to meet anticipated educational needs in fulfillment of its mission. The development of the AMP integrates HawCC's strategic planning and comprehensive program review processes. The AMP drives the **Resource Master Plan** and, as appropriate for specific objectives, the **Technology Master Plan**.

IV. STUDENT SERVICES

A. Student Organizations—ASUH and AFSA

Contact: Student Life Coordinator, 934-2732

HawCC offers a wide range of student-lead programs, services, and activities to meet the social, educational, cultural, and recreational needs of the campus community. The Associated Students of University of Hawai'i- Hawai'i Community College (ASUH-HawCC) and the Association for Student Activities-HawCC (AFSA-HawCC) are both Chartered Student Organizations (CSOs) for HawCC students only. ASUH- HawCC represents all students of the College. Its principal responsibilities include research into campus and academic issues and problems; sponsoring programs of interest that benefit students; and participation in HawCC policy-making and student services. All HawCC students pay a student government and a student activity fee to fund these programs and activities.

1. Student Center--Kauwa'a Center (Student Lounge)

Bldg. 379-15 (Manono Campus)

Phone: 934-2733

The Student Center complements the academic programs of study by planning and promoting extracurricular activities that reflect, support, and provides an extension of the academic efforts in the classrooms and laboratories. The function of the Student Center is to offer an enhancement of the overall educational student experience through the development of, exposure to, and participation in, social, cultural, intellectual, instructional, recreational, and governance programs. It serves as a partner to sustain Hawai'i Community College's mission in the delivery of a quality education and stimulates life-long learning for all students.

The Kauwa'a Center provides a student lounge for students to relax, drink coffee/tea, and to participate in recreational activities.

RIOs are Registered Independent Organizations or student clubs that are officially registered and recognized by the campus. RIOs are recognized and subsidized by the Student Council. <http://blog.hawaii.edu/riohawaiiicc/>

2. Student Life Coordinator (SLC)
Bldg. 379A-Room 1A (Manono Campus)
Phone: 934-2732

In 2007, HawCC received authorization to staff a permanent SLC position. The duties of this position include advising CSOs, serving as a counselor, assisting RIOs with the registration process, providing the student body with opportunities for leadership development, and overseeing the alignment of HawCC policies with UH System policies.

B. The Career and Job Development Center (CAJDC)
Bldg. 379-1A (Manono Campus)
Phone: 934-2731

<http://www.hawaii.hawaii.edu/career-job/>

The Career and Job Development Center (CAJDC) is a resource available for all HawCC students. The CAJDC provides assistance with: career exploration, career assessments, career decision making, job search, resume writing, interview preparation, and on and off campus employment opportunities. Services are provided through both individual and workshop appointments. These services are also provided for classes. Faculty members are encouraged to include assignments in their curriculum that utilize the resources available in the Career and Job Development Center.

C. Hā 'awi Kōkua Program
Bldg. 388-106 (Manono Campus)
Phone: 934-2725

<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/learning experience so that they are able to participate fully in their regular courses and activities at HawCC.

The Hā'awi Kōkua staff provides support and classroom accommodations to students with disabilities. The program complies with Section 504 of the Rehabilitation Act by providing assistance with accommodations, such as: administering placement tests; coordinating priority registration, sign language interpreters, readers, and note takers; enlarging text, handouts and exams; and making special testing arrangements.

D. I Ola Hāloa
Bldg. 380-34 (Manono Campus)
Phone: 934-2600

<http://www.hawaii.hawaii.edu/humd/humhls/Welina.html>

I Ola Hāloa started its second five-year Title III grant from the U.S. Department of Education in October 2004. Its ultimate goal is to strengthen the College to better service the native Hawaiian community by providing outreach to rural districts, strengthen the Hawaiian Studies Associate in Arts (AA) degree, and create campus-wide interdisciplinary course offerings for

multiple degree programs.

E. Counseling, Advising and Support Services Center (CASSC)

Bldg. 379-5A (Manono Campus)

Phone: 934-2720

<http://www.hawaii.hawaii.edu/counseling/index.php>

The Counseling, Advising, and Support Services Center (CASSC) is designed to help all students develop academic and personal skills in order to ensure success in college. Support services are available for students who are low income, academically under-prepared, displaced, and/or returning nontraditional students. Individual and/or group counseling is provided by appointment or on a walk-in basis. These services are also available at the Palamanui campus.

F. International Students

Bldg. 379-5A (Manono Campus)

Phone: 934-2720

<http://www.hawaii.hawaii.edu/international/>

HawCC welcomes international students. Students from other countries are offered services by the Division of Student Affairs (DSA). 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. Based on the writing test, students may be declared exempt from English as a Second Language (ESL) courses or they may be required to take developmental English classes.

G. English as a Second Language (ESL)

Contact: ESL Coordinator, 934-2588

<http://hawaii.hawaii.edu/tlc/ESL/ESLclassinfo.dwt>

The English as a Second Language Program (ESL) is intended to develop academic English proficiency for speakers of other languages. Courses are designed specifically to support degree seeking students in the areas of reading, writing, grammar, speaking, and listening skills. Placement is determined by the ESL COMPASS test, and course levels are divided into high, intermediate, and advanced.

In order to align with the English courses designed for native English speakers, the ESL track of courses parallels pre-college level English (ENG) courses in name and number. All courses are semester length and carry three credits, with the exception of the reading courses, which are 4 credits.

H. STAR Advising Tool

Contact: Counseling Center, 934-2720

Access to STAR is available at

<https://www.star.hawaii.edu:10012/studentinterface/login.jsp>

STAR is an online information and advising tool that enable users to view their progress

towards graduation, check their grades and transfer credits, verify financial aid status, and check for academic and other types of holds, etc. STAR has a unique feature— What If Journey—that allows students to view how their coursework would transfer to another program at HawCC as well as to another program at any campus within the University of Hawaii system.

Information contained in STAR is intended for reference and advising purposes only and it is **not** recommended that students make decisions based on the reports available in STAR. For more information contact the Counseling, Advising, and Support Services Center or the Registrar in the Admissions and Records Office.

I. Admissions and Records

1. Admissions:

Phone: 934-2710

<http://www.hawaii.hawaii.edu/future-students/>

Admission to Hawai'i Community College is based upon an "Open Door Policy." This means that any high school graduate, person who has earned a GED, or person 18 years of age or older who submits a completed [application](#) by the [application deadline](#), can expect to be admitted to the college. Highly motivated and academically and/or vocationally talented high school students may apply for admission through the [Early Admit/Running Start Programs](#). There may be additional criteria for admission to individual college programs.

2. Registration:

Phone: 934-2710

<http://www.hawaii.hawaii.edu/admissions/>

Specific information regarding admission and registration can be found in the [Hawaii Community College Catalog](#). HawCC students sign up for classes at early and regular registration. The dates are listed on the Academic Calendar in the HawCC Catalog.

3. Records:

Phone: 934-2710

The Admissions and Records Office provides transfer credit evaluations, which allows students to transfer credits to HawCC from other colleges. This office also provides transcripts that represent a compilation of all of a student's coursework at HawCC as well as coursework that has been transferred in from other campuses. Students are able to order a transcript, obtain assistance with transfer credit evaluations, and receive other services related to their academic record by calling the Admissions & Records.

V. POLICIES, PROCEDURES, AND INFORMATION

A. Academic Affairs and Student Affairs

The HawCC Administrative Policies & Procedures Manual is online at <http://hawaii.hawaii.edu/ovcadmin/admin-manual/>. There is a Table of Contents that provides links to the policies and procedures and an alphabetical index to policy titles is available at the end of the Table of Contents.

1. It is important that faculty become familiar with policies such as the, “Grading Policy” ([HAW 5.301](#)), “Student Conduct Code” ([HAW 7.101](#)), “Adding and Withdrawing from Classes” ([HAW 7.330](#)), “Class Attendance, Disappearer and No Show Policies” ([HAW 7.505](#)).

2. Financial Aid Office and the Non-Attendance Report

Phone: 934-2705

<http://www.hawaii.hawaii.edu/records/>

The Financial Aid Office mission is to assist current and prospective HawCC students in funding their educational goals through quality customer service and efficient, timely, and accurate processing in accordance with Federal, State, University of Hawai'i System and Institutional regulations, guidelines, policies, and procedures.

The Financial Aid Office requires attendance information to meet federal regulations governing the awarding and distribution of financial aid. ***The regulation states that a student must attend at least one class session of each course for which the student receives Title IV funds.***

If HawCC funds a student for any course(s) and the student is later deemed ineligible, the college is liable and must repay the funds. This liability could be substantial since many of our students receive over \$10,000 in Title IV funds per academic year. The following procedures have been developed to document attendance and reduce the college's exposure to this type of liability:

When submitting your final grades on your online Official Class Roster, you will also be required to submit information on the last day of attendance for every student that you submit an “F” grade for. This will allow Financial Aid to determine whether the student will need to repay the funds they received for the class.

3. Final Exam Schedule

Exam sessions are two (2) hours in length, and are scheduled in the classroom where the class regularly meets. The exam **MUST** be on one of the **SAME** day(s) that the class regularly meets. The final exam schedule can be found on the Registration Information webpage: <http://www.hawaii.hawaii.edu/admissions/registration.php>

If a student misses an exam period due to illness or other excused reason, it is the student's responsibility to notify the instructor and make arrangements to make up the examination.

Special testing accommodations are administered by the Hā'awi Kōkua program, which provides support to students with disabilities. **Phone: 934-2725**

The “Final Examinations” policy is [HAW 5.504](#) and can be found in the online Policies and Procedures Manual, <http://hawaii.hawaii.edu/ovcadmin/admin-manual/>

B. General Policies and Procedures

1. Unable to Report to Work

If you are unable to report to work or meet with your classes, call your immediate supervisor, Unit Head, Department and/or Division Chair. The staff will post a notice on the door of your classroom to inform your students of the class cancellation.

2. Smoking and Food Policies

<http://www.hawaii.edu/smokingpolicy>

Hawai'i state law prohibits smoking in classrooms, laboratories (including shops), conference rooms, offices, and bathrooms. At HawCC, there is no smoking allowed within 25 feet of any building. Effective as of January 2003, the University of Hawai'i system implemented a new Tobacco Products Policy in an effort to improve the working and learning environment of the University, and to protect faculty, staff, students, and visitors from secondhand smoke exposure while on UH campuses.

According to the policy:

- 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.

In addition, food and drink should not be consumed in classrooms (especially computer classrooms). (See the division office's secretary of the classroom that you are using for their policy on food and drinks.)

3. Policy on Illicit Drugs and Alcohol

<http://www.hawaii.edu/policy/?action=viewPolicy&&policySection=ep&policyChapter=11&policyNumber=201>

Illicit Drugs: As prohibited by State law, faculty, staff and students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs 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 the Board of Regents policy and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

4. 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.

C. FERPA- Family Educational Rights and Privacy Act of 1974

1. As an employee of HawCC, you are required to exercise caution whenever confidential records are handled. There are federal and state laws that protect the privacy of individuals and these laws ensure two rights:

- the right of a person or student to view his/her own records and to take exception to items that he/she believes to be erroneous, and
- the right of a person or student to have personally identifiable information protected from unwarranted outside scrutiny.

FERPA guidelines are posted on the Counseling, Advising, and Support Services Center web page: <http://hawaii.hawaii.edu/counseling/advising-materials/>

Other information about FERPA may be found at the U.S. Department of Education website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

2. Access to a Student's Own Educational Records

Educational records that are directly related to a student (e.g. biographical data, grades, course work, and information related to a request for services) are maintained by the college.

3. 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.
- The institution could lose federal funding and receive sanctions if FERPA guidelines are violated.

D. Policy on Nondiscrimination, Equal Opportunity/Affirmative Action

<http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw9-900.pdf>

<http://www.hawaii.edu/offices/eo>

1. HawCC 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.

HawCC 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.

2. 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:

Students:	Jason Cifra Vice Chancellor for Student Affairs, Section 504 Coordinator and Title IX Deputy Phone: (808) 934-2510
Students with Disabilities:	Mari Giel Disability Service Provider Phone:(808) 934-2725

Employees:	<p>Mari Chang Human Resources Manager, EEO/AA Coordinator and Title IX Deputy Phone: (808) 934-2526</p> <p>James Yoshida Vice Chancellor for Administrative Affairs and Title IX Coordinator Phone: (808) 934-2508</p> <p>Mary Perreira Director of EEO/AA UH Community Colleges Phone: (808) 956-4650</p>
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E. Policy on Sexual Harassment and Sexual Assault

<http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw1-301.pdf>

1. Title IX

<http://hawaii.hawaii.edu/hawaiicc/security/nine/>

Title IX is a landmark federal civil rights that prohibits sex discrimination in education. HawCC 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.

2. The University of Hawai'i 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.
3. Each campus implemented prevention and response procedures that include providing information on campus 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, campuses will take prompt and effective steps (including disciplinary sanctions) to end the sexual

misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

4. 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>

F. Campaign Restrictions and Ethics Issues

Visit the State Ethics Commission website: <http://www.hawaii.gov/ethics>

Phone: 587-0460

G. Other Policies and Procedures

HawCC's most current policies can be found online in the Policies and Procedures Manual: <http://hawaii.hawaii.edu/ovcadmin/admin-manual/>.

The HawCC Catalog also contains policy statements concerning academic matters such as credit by exam, academic grievance procedures, grading, privacy rights for students, and other information. Review these regulations before negotiating contracts with your students.

VI. FACULTY FACTS AND INFORMATION

A. Statement on Professional Ethics

All faculty and lecturers are responsible for understanding their professional and ethical responsibilities according to University of Hawai'i Community Colleges Policy-- Statement on Professional Ethics (Faculty): [UHCCP 5.211](#).

B. Class Rosters for Faculty

Class rosters can be accessed through your MyUH Portal:

<https://myuh.hawaii.edu/cp/home/displaylogin>

Do not allow students to attend more than one class session without evidence of being registered. Please be certain that students attending classes are on the list. If a student's name is not on the initial list, ask them to show you his/her class schedule, which should show enrollment in your class. Please check these carefully and check your roster frequently for the most up-to-date student registration. Report any discrepancies to the HawCC Admissions and Records Office immediately as the class rosters are eventually used for student grade reports--anyone not on the roster will not get a grade.

C. Course Outline of Record

According to campus policy, [HAW 5.251](#), each course taught at the college has a Course Outline of Record (COR), which "is the official approved description of a course that contains common course elements taught regardless of who teaches the course or the modality that it is taught in. Modality includes: face-to-face, hybrid, or completely online methods of course delivery.

The COR has a minimum number and standard list of elements that are used to develop a

course syllabus. The standard list of elements in the COR is identified in [HAW 5.251](#). The file of CORs for each course is maintained by the VCAA's office.

D. Course Syllabi and Course Learning Outcomes (CLOs)

One way to reach students early in a course is to put coursework and expectations in writing. Then discuss the course policies, requirements, tests and assignments as a class. Use this checklist to test the adequacy of your **Syllabus**:

- Your name, title, office number, office telephone, office hours, e-mail address, and where and how to leave messages
- Course by number, section, title, meeting days and times, room and building, number of credit hours
- Required course materials, including supplies and textbook(s); be sure to list the ISBN number and edition.
- Pre-requisite(s) and/or co-requisite(s) for the course
- Description of the course
- Course Learning Outcomes (CLOs)*
- Course goals or objectives
- Space for names and telephone numbers of at least two classmates
- Due dates for major assignments and location, date, and time of the final exam
- Reading assignment due dates
- Quiz and exam dates
- Dates, times and location(s) of excursions or other off-campus activities
- Grading standards and criteria
- Policy regarding N, F, I, and W grading criteria, if applicable
- Policy regarding academic dishonesty and plagiarism
- HawCC academic grievance policy (copies on file in Library)
- Policy on Student Conduct Code
- Policy regarding attendance
- Policy regarding late assignments
- Topics to be covered in sequence with dates, such as a Course Calendar
- Disability accommodations statement

***Course Learning Outcomes:** Instructors are required to develop Course Learning Outcomes for each of their courses. Course Learning Outcomes describe the knowledge, skills, attitudes, and/or abilities that a student will be able to demonstrate at the end of a comprehensive unit of study. In addition, assessment of course learning outcomes and unit outcomes is a faculty responsibility. For more information on assessment, see the policy, [HAW 5.202](#), "Assessment" and the HawCC Assessment web page <http://hawaii.hawaii.edu/ieap/>.

E. New and Modified Courses

If you wish to propose a new course or modify an existing one, see your Division Chair for assistance as there is a structured step-by-step process to follow. There are special forms to fill out and an approval process that begins in the Division and continues on through the Academic Senate's Curriculum Review Committee, the Vice Chancellor for Academic Affairs's Office, and eventually, the Chancellor. Most of the forms are now completed,

reviewed, approved, and signed online. Each step is vitally important for the success of your proposal, so it is recommended that you complete each step thoroughly.

New courses should be proposed in the fall for implementation the following fall semester. The deadline to submit course proposals to your Division Chair is usually in September. For the schedule, forms and more information, see <http://www.hawaii.hawaii.edu/curricula/>

F. Contract Renewal/ Tenure and Promotion/ Promotion (Dossier) and Self-Assessment

Probationary faculty are required to write a Contract Renewal Document (Dossier) after the first year of service, after the third year of service, and after the fourth year of service. The dossier written after the fourth year of service is the Tenure and Promotion dossier and is a comprehensive compilation of the service and activities provided over the first four years of service by the faculty member. These documents include copies, summaries, and a discussion of the peer, student, and administrator evaluations. The college provides annual workshops to assist with the planning and writing of these documents. In addition, due dates, guidelines, and required dossier attachments are provided on the [Resources for Faculty and Staff](#) webpage. The forms and guidelines are updated annually.

Non Probationary faculty are required to write an annual Contract Renewal Document (Dossier). The college provides annual workshops to assist with the planning and writing of these documents. In addition, due dates, guidelines, and required dossier attachments are provided on the [Resources for Faculty and Staff](#) webpage. These are updated annually.

Lecturers are also required to submit an annual evaluation document--- a Self-Assessment. A link to the policy for this document is:

<http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw9-104.pdf>

G. Faculty Evaluations

Faculty and lecturers are evaluated through their respective divisions and the Office of the Vice Chancellor for Academic Affairs (through their respective department and the Vice Chancellor for Students Affairs for Student Affairs faculty), and follow a prescribed system of evaluation as established by the University of Hawai'i Board of Regents, the University of Hawai'i Professional Assembly (UHPA), and campus policy ([HAW 9.205](#) and [HAW 9.204](#)). Faculty normally participate in four levels of evaluation: Self, Student, Peer, and Administrative, depending on the goals and objectives of the evaluation process.

Throughout the year, under the sponsorship of the Staff Development Committee and the Vice Chancellor of Academic Affairs' Office, informational and procedural workshops are held to assist with all levels and types of evaluation.

Campus faculty evaluation policies—[HAW 9.204](#), Student Evaluation of Instructors and Lecturers and [HAW 9.205](#), Peer Evaluation of Instructors and Lecturers--are important policies that you should familiarize yourself with.

Any questions concerning level and/or types of evaluation should be discussed in detail with your Unit Head, Division Chair, Vice Chancellors, and/or your union (UHPA) representative.

H. Student Evaluations

The process for gathering student evaluations is described in [HAW 9.204](#). Briefly:

- for probationary and non-probationary faculty, student evaluations are required for reappointment, tenure, and promotion purposes. An analysis of evaluation results should be included as part of the discussion of teaching effectiveness in your dossier;
- for lecturers, student evaluations are required for each course, each semester. Results need to be sent to your division or department chair after the end of each semester; and
- each semester, student evaluations are conducted online through the Course and Faculty Evaluation (eCAFE) system, administered through the University of Hawai'i System, <http://www.hawaii.hawaii.edu/ecafe/>. For more information or if you have questions, consult with the HawCC eCAFE contact person.

I. Copyright

Hawai'i Community College respects the intellectual property rights of others. It is the responsibility of all members of the College community to make a good faith determination that their use of copyrighted materials complies with the United States Copyright Law. Copyright issues, guidelines, and interpretations are in a constant state of change as case law, litigation, and copyright infringement challenges increase in frequency.

Many instructors who upload content to a learning management system (i.e., Lulima) often believe that because the content is password-protected, copyright permission is not required. This is not true. Unlike publisher-created content from a vendor (who has already obtained the necessary permission), content that is uploaded by faculty members and others typically requires copyright permission.

For more information about copyright and instructional use of copyrighted materials, please go to the Instructional Technology Support Office web page <http://hawaii.hawaii.edu/itso/copyright.php> ; or call 934-2647.

J. Paychecks

Pay days for faculty and staff are the 5th and the 20th of the month.

- If these dates fall on a weekend or holiday, payday is on the previous workday.
- Checks are directly deposited to your savings/checking account. Pay stubs are available online at: <https://www.hawaii.edu/payroll/paystub/gate>

Because of paper work and the ordinary problems associated with all large government agencies, new employees may not receive their first paycheck in the first pay cycle. You may have to wait until the second or third pay cycle to receive your first check. Please have patience, as the Personnel Office will expedite "official papers" as quickly as possible.

VII. ACADEMIC SUPPORT

A. Academic Computing Unit (ACU) Bldg. 387-105 (Manono Campus)

Phone: 934-2570

<http://www.hawaii.hawaii.edu/acu/>

The Academic Computing Unit (ACU), under the Vice Chancellor for Academic Affairs (VCAA) provides HawCC 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. Most HawCC offices, Learning Centers, and a number of classrooms are equipped with computers and peripheral devices that are connected to the Internet through the University network. Additional computers are made available for faculty use in Division and Department workrooms.

For all computer needs, a Computer Services Work Request MUST be completed.

Information about services can be found at: <http://www.hawaii.hawaii.edu/acu/> .

To submit a work request, submit the request to ACU at the following e-mail address: hcchelpd@hawaii.edu . The request should include: the equipment that needs repair, the identification number (HAW XX-XXX) that is attached to the equipment, a summary of the problem, the contact person, and the contact phone number.

It is acknowledged that individual circumstances dictate the priority of each request and that many requests cannot be anticipated ahead of time. In critical instances, ACU may be contacted by telephone at 934-2570, to report emergencies. In the case of emergencies, you are still required to submit a work request for the services required, even though the work may have been completed. Please allow sufficient time for the ACU staff to respond to your needs.

There are a number of “standard” software products that are installed on faculty and staff computers; most of these are made available through the UH system. The Microsoft Office suite (Word, Excel, Access, PowerPoint, etc.) is utilized to ensure uniformity among HawCC Divisions/Departments and the offices of the Vice Chancellors and 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 insure compatibility with existing systems.

ACU will make every attempt to provide basic instruction and support of “standard” hardware/software installations. In all other instances, it is the responsibility of individuals to learn their own software and hardware. Other training options are available and can be requested through your Division/Department, the Faculty and Staff Development committee, or the Office of Continuing Education and Training. Software licenses are required for all products installed on HawCC computers with NO exceptions. ACU is not responsible for maintaining licenses for software installed by individuals and will advise Administration if copyright violations are suspected.

The installation of new or updated versions of instructional software, on networked server systems requires a significant amount of technical resources. Issues such as physical disk drive space limitations may preclude installation of some software packages. It is advised that faculty allow at least one-month prior notification of anticipated needs to ensure that ACU is able and available to provide the service(s).

ALL software that is to be installed on a HawCC server system MUST be submitted to ACU with an original or copy of:

- all manuals/technical information and/or documentation pertaining to installation of server(s) and/or workstations, as applicable;
- the Software License;
- the purchase order/requisition for purchase.

Software will not be installed without these items. Compatibility issues may be irresolvable and preclude the installation of certain packages. To minimize these instances, you are strongly urged to contact ACU prior to purchase of any software. If ACU is not given adequate notice for installations/upgrades of software packages, the completion of these requests may be deemed impractical and need to be delayed until a later time.

B. The Learning Center

Bldg. 334 (Main/Upper Campus)

Phone: 934-2530

<http://hawaii.hawaii.edu/tlc/>

The Learning Center (TLC), located on the UH Hilo campus is part of the Academic Support Unit of HawCC. It serves students and faculty of both HawCC and the University of Hawai'i at Hilo. Lab instructors coordinate the reading, writing, math, and English as a Second Language areas of the Center. These labs serve as an extension of classroom instruction. Faculty schedule lab times to use the instructional resources of the TLC. General services provided include the use of a multimedia classroom, access to computers and the Internet, tutoring, make-up testing, and independent study. TLC also offers employment opportunities for students as tutors and office assistants. All services support the objective of providing opportunities for students to excel in school.

TLC is located on the ground floor of the Mookini Library on the UHH campus (the entrance faces the Kanaka'ole Hall classrooms). Regular hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, but are subject to revision as funds and staffing change. Services officially begin at the end of the second week of instruction and end on the last day of instruction.

The Learning Center at the Hawai'i Community College-- Pāalamanui campus in West Hawai'i co-exists with the library. This center offers one-on-one tutoring, a computer lab, placement testing, distance education test proctoring, and make-up testing. The center's hours of operation are Monday – Friday 7:45 a.m. – 4:30 p.m. Contact the learning center's manager for more information, 969-8830.

<http://hawaii.hawaii.edu/ucwh/library.html>

C. Hale Kea Advancement and Testing Center

Bldg. 387 (Manono Campus)

Phone: 934-2540

<http://hawaii.hawaii.edu/halekea/>

The Hale Kea Advancement and Testing Center (HKATC) on the Manono Campus provides placement testing, distance education test proctoring, make-up testing, and non-UH test

proctoring for a fee. HKATC also provides a computer lab for students and an electronic classroom for instruction. Tutors are available on a limited basis. The Center's hours are Monday – Friday 8:00 a.m. to 4:15 p.m. and is also open on some occasional Saturdays.

D. Mookini Library

Bldg. 334 (Uh Hilo/Upper Campus)

Phone: 932-7286; 969-8833

<http://www.hawaii.hawaii.edu/library/>

HawCC and UHH share the Edwin H. Mookini Library, which provides a wide variety of informational services, library instruction for classes, maintenance of course reserves, and reference assistance. The library collection contains about 200,000 volumes (including 11,000 reels of microfilm), 1,600 subscriptions to periodicals and newspapers, U.S. and Hawai'i State documents, and films/videos (some videos may be borrowed from UH Manoa). Requests can be made for new print and non-print items in your subject area, and other materials may be requested for transit from other libraries.

Each semester, the library distributes a schedule of its hours of operation for that particular semester. If you did not receive a schedule, check the library's web page.

The Hawai'i Community College-- Pālanuui Library co-exists with the learning center and is located at the West Hawai'i campus. Library instruction for classes is available. The library's hours of operation are Monday – Friday 7:45 a.m. – 4:30 p.m.

E. HAWCC MEDIA DESIGN & PRODUCTION

Building 386-5 (Manono Campus)

Phone: 934-2563

This department is responsible for assisting faculty and staff in servicing of AV equipment, use of video equipment, audio/video tape duplication, and video production. It also assists in classroom emergencies related to problems with media technology.

F. Distance Education

<http://hawaii.hawaii.edu/itso/>

HawCC offers distance education courses using online and interactive video (e.g., HITS and polycom) formats. Support, including training in the use of Lulima, is offered by the Instructional Technology Services Office (ITSO), which is part of the Academic Support Unit. If you have questions concerning student support, Lulima, etc. for distance education courses, contact the Instructional Technology Developer, 934-2647.

G. UHH Media Center and Graphics Services

Bldg. 334 (UH Hilo/Upper Campus)

Phone: 932-7330 (HITS)

1. Hawai'i Interactive Television System (HITS)

UHH oversees the HITS studios, which allows courses to be taught between Hilo, West Hawai'i and other sites around the State. For training or to ask for a tour of the

facilities, either call the number listed above or check out <http://hilo.hawaii.edu/academics/dl/hits.php>.

2. Graphics Service

Library Room 308 (UH Hilo/Upper Campus)

Phone: 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 Services for more information.

VIII. OTHER SERVICES

A. Office of Continuing Education & Training (OCET)

Bldg. 379A-3 (Manono Campus)

Phone: 934-2700

<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 coordinated under the following general headings. Call for more information.

1. Apprenticeship Program

Phone: 934-2692

<http://hawaii.hawaii.edu/ocet/apprenticeship-program.php>

The Apprenticeship Program provides instruction and support for many vocational training programs established with the Department of Labor and Industrial Relations. Evening and/or Saturday classes are offered for registered apprentices currently in the following trades: carpenter, electrician, plumber, pipe-fitter (refrigeration and air conditioning), mason, plasterer, tile setter, sheet metal worker, and roofer. Recruitment into these specific work skills programs are done by unions and other affiliated organizations that have established apprenticeship training programs in the State of Hawai'i.

2. Intensive English Program (IEP)

Phone: 934-2697/2698

<http://iephawaii.com/Default.asp>

The Intensive English Program (IEP) 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).

3. Workforce Development

OCET offers short term classes to develop the skills of individuals entering the workforce or to enhance the skills of incumbent workers. Training can range from half-day or one-

day workshops to multiple-day conferences. Longer term certificate programs are also provided by OCET. In addition, OCET offers a variety of computer classes and also collaborates with credit programs to develop classes in specific fields of study.

B. Culinary Services

1. UH Hilo/Upper Campus Dining Services

Phone: 932-7403

<http://hilo.hawaii.edu/depts/sodexo/>

<http://www.uhhcampusdining.com/>

There are a few options for faculty and staff in finding favorite foods on the UH Hilo Campus. Menu selections can “entail just about every item you can imagine from Bento Boxes to freshly made sandwiches and salads, grill favorites, to smoothies.” Check the web sites for more information. The following dining locations can provide morning, noon, or evening selections.

a. Campus Center Dining Hall (Bldg. 336, UH Hilo/Upper Campus)

Monday – Friday	7:00 a.m. – 3:00 p.m.
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b. “Da Cube” (Bldg. 346, Main/Upper Campus)

Monday – Thursday	9:00 a.m. – 2:00 p.m.
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Friday	9:00 a.m. – 1:30 p.m.
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c. Coffee Cart (Bldg. 336, Lanai UH Hilo/Upper Campus)

Monday – Thursday	7:30 a.m. – 8:00 p.m.
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Friday	7:30 a.m. – 2:00 p.m.
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d. Hale Kehau (Dormitory) Dining Room; Phone: 932-7627

Monday – Friday	Dinner	5:00 p.m. – 8:00 p.m.
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Saturday – Sunday	Brunch	10:30 a.m. – 12:00 p.m.
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Saturday	Dinner	5:00 p.m. – 6:30 p.m.
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Sunday	Dinner	5:00 p.m. – 7:00 p.m.
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e. Juice Bar at the Student Life Center (UH Hilo/Upper Campus)

Monday – Friday	10:00 a.m. – 7:00 p.m.
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Saturday	11:30 a.m. – 5:00 p.m.
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Sunday	12:30 p.m. – 5:00 p.m.
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2. Culinary Arts Program-- Manono Campus

All food services on the Manono Campus are provided in conjunction with the College’s Culinary Arts Program. During the fall and spring semesters, faculty and staff are able to dine at the Cafeteria, Da Ohana Café, and the Bamboo Hale.

a. Cafeteria (Dining Room, Bldg. 382-101)

Phone: 934-2559

Cafeteria-style food service is provided by students in the Culinary Arts Program. The

Cafeteria is open from Tuesday to Friday, 10:45 a.m. - 12:30 p.m. Lunch menus change daily and hot meals include a choice of rice, pasta, or potatoes with a hot vegetable du jour, and tossed greens with house dressings. Sandwiches, salads and bentos are also available. In addition, there is a selection of baked goods, made fresh from the in-house bakery. “Short order” service is available from 9:00 a.m. - 12:30 p.m. when Da Ohana Corner Café (the Coffee Shop; below) is not in service. Phone-in and take-out orders are welcome.

b. Da Ohana Corner Café (Coffee Shop, Bldg. 382-102)

Phone: 934-2568

<http://www.hawaii.hawaii.edu/ohana-cafe/>

Da Ohana Corner Café is located next door to the cafeteria and is open from Tuesday to Friday from 9:00 a.m. - 12:30 p.m. Featured are daily specials that incorporate locally grown and produced products. The menu includes many breakfast items in addition to a variety of fresh salads, sandwiches, and burgers. Local favorites such as loco moco, spam musubi, and bentos are also available. Da Ohana Corner Café is open during the fall semester and this “short order” service is provided during the spring semester and is open during the same hours as the adjacent cafeteria.

c. Bamboo Hale (Gourmet Dining Room, Bldg. 382-107)

Phone: 934-2591; reservations suggested; cash or checks only please.

<http://www.hawaii.hawaii.edu/bamboo-hale/>

The Bamboo Hale is also located in Bldg. 382 and is currently providing culinary service with “Around the World” menus during the spring semester. The Bamboo Hale now specializes in themed cuisines from world-wide influences. Recent menus have focused on creative selections from: France, Portugal (with Italy), Morocco, Sweden, New England, Mexico, and Brazil. The hours of operation are Tuesday through Friday in the Spring semester from 11:00 a.m.-1:00 p.m. with the last reservation at 12:20 p.m.

3. Hawai’i Community College—Pāalamanui Culinary Arts Program (Bldg. B)

Phone: 969-8840

The Culinary Arts program at the Hawai’i Community College—Pāalamanui campus offers luncheons to the public on Wednesdays and Fridays from 11:30 a.m. – 1:00 p.m. The four or five course luncheons require reservations on the Monday of that week between 8:00 a.m. - 9:00 a.m. Seating of larger groups (up to 45 persons) is possible with reservations made well in advance.

C. University of Hawai’i Bookstore

1. University of Hawai’i Bookstore (UH Hilo/Upper Campus)

Phone: 932-7394

<http://hilo.hawaii.edu/uhh/about/bookstore.php>

The University of Hawai’i Bookstore is located on the UH Hilo/Upper Campus. General bookstore services include: sales of textbooks (both online and in person), related educational materials, convenience and personal items, clothing, and

souvenirs. Regular hours are Monday – Friday, 8:00 a.m. – 4:30 p.m. Hours are extended at the beginning and end of each semester. Check the web site or call the Bookstore for more information.

2. Hawai'i Community College—Pāalamanui Campus

Students can order their books online:

<http://www.bookstore.hawaii.edu/hilo/home.aspx>

or by calling: 1-800-842-6657

D. Health Services

Bldg 336-212 (Uh Hilo/Upper Campus)

Phone: 932-7369

<http://hilo.hawaii.edu/studentaffairs/health/>

Health services are provided by nurse practitioners at UH Hilo's Student Medical Services (SMS) office. Services include medical care, prescriptions, first aid, health education, tuberculin tests, and immunizations. The Family Planning Clinic, located within the SMS, offers pelvic exams, contraceptive methods, and testing for pregnancy and sexually-transmitted diseases.

Hilo Medical Center, located about four miles from campus, provides 24-hour emergency care.

Insurance Notice: If students use their health insurance for any visit at SMS and if their insurance company requires a co-pay, they will be billed at the SMS for the amount of the co-pay. For more information visit the website or call the number listed above.

E. Child Care Services

Bldg 3393 (Manono Campus)

Phone: 934-2630

<http://hawaii.hawaii.edu/eced/childrens-center.php>

The Children's Center provides early education and care services for children 18 months to 5 years of age. The Center serves children of students, faculty, and staff from HawCC and UH Hilo. The program and center is accredited by the National Association for the Education of Young Children. The staff offers a high quality developmental approach to early education while serving as a training site for students in the Early Childhood Education (ECED) program. For more information visit the website or call the number listed above.

IX. CAMPUS COMMUNICATIONS

A. Auxiliary Mail Service

Bldg 300 (UH Hilo/Upper Campus)

Phone 932-7009

<http://hilo.hawaii.edu/auxsvc/>

You may include your personal mail (under 1 pound), properly addressed and stamped, with the "Outgoing Mail" picked up by someone from the Auxiliary mail room. For mail 16 ounces (1 lb.) or over, the following procedures apply:

- All personal mail (Domestic, International, APO/FPO) 16 ounces or over has to be taken to the Auxiliary Services Mail Room (Main Campus, Bldg. 300).

In Person

- A valid UH Hilo or HawCC faculty/Staff/Student identification is required for the package to be mailed.
- All international mail requires the proper documents, which are available at the Auxiliary Mail Room.
- Mail left at the Divisions, Programs, or Auxiliary Services Mail Room without ID verification will be returned to the sender by the USPS.

It is recommended that important items should be mailed to the Hawai'i Community College—Pāalamanui campus in West Hawaii instead of sending them by campus mail or you can also make arrangements through the HawCC Chancellor's Office to have the item hand carried and delivered if one of the administrators is traveling to West Hawaii.

1. Campus Mail

All full-time faculty, staff, and lecturers have a mailbox in their Division Office. Hawai'i Community College—Pāalamanui campus mailboxes are located in the copier room. Please check your mail regularly.

2. Switchboard

Phone: 934-2500 (HawCC, Hilo side)

Phone: 969-8800 (HawCC, Hawai'i Community College Pāalamanui)

Phone: 932-7000 (for UHH personnel)

B. HawCC Kauhale Newsletter

Bldg 378 (Manono Campus)

Phone 934-2506

<http://blog.hawaii.edu/kauhale/looking-for-kauhale-activities/>

There is a monthly campus newsletter that is sent electronically. Information on meetings, campus and community events, and other campus news is in the newsletter. If you wish to place information in the newsletter, articles for submission must be received prior to the publication date. To submit an activity or article, check the website for more information.

C. Telephones

http://www.hawaii.hawaii.edu/faculty-staff/docs/voip_user_guide.pdf

(user guide)

Telephone service uses Voice over Internet Protocol (VoIP) for HawCC faculty and staff. For the Hilo side, telephone numbers begin with 934-xxxx. For Hawai'i Community College—Pāalamanui, telephone numbers begin with 969-xxxx. For UH Hilo, telephone numbers begin with 932-xxxx. The user guide can be found at the web site.

For **HawCC campus calls and HawCC—Pāalamanui campus calls**, dial the 4-digit extension (last 4 digits of the phone number).

Note: the Prefix for the HawCC Campus is “934” and the Prefix for HawCC—Pāalamanui Campus is “969”

For **UH Hilo calls**, dial 9 + 7 digit number

For **Local calls**, dial 9 + 7 digit number

For **Oahu, Maui, Kauai**, dial 9 + 7 digit number (1-808 is necessary)

For **Molokai and Lanai**, dial 9-1-808 + 7 digit number

For **Mainland calls**, dial 9-1-Area Code-XXX-XXXX

For **International calls**, dial 9-1-011-Country Code-City Code-XXX-XXXX

(**Note:** Not all phones can make international calls.)

For **Emergency calls**, All phones are able to dial 911 or 9+911

For **“800” numbers**, dial 9-1-800 + 7 digit number

D. E-Mail

To apply for an e-mail address, first check with your division/unit secretary to ensure that your information has been entered into Banner. Then go to the HawCC homepage at <http://hawaii.hawaii.edu/> and click on MyUH to get your username and establish your password.

E. Video Conferencing

Phone: 934-2563

http://www.hawaii.hawaii.edu/mdp/docs/video_conf_request_form.doc

The following rooms are available for video conferencing:

- UH Hilo/Upper Campus: Mookini Library: Rooms 361, 343, 350; PB 3-103.
- Manono Campus: Building 379A: Rooms 6A and 6B; Building 388: Rooms 101, 102 and 103.
- HawCC—Pāalamanui Campus: Administration Conference Room, Computer Lab, VidCon B-1 and B4.

For Hilo support, contact the Media Support Specialist, 934-2563. A Video Conference Request Form needs to be filled out and faxed or e-mailed to Media Design –Neal Uehara, nealu@hawaii.edu.

Video Conference usage requires a room reservation and a request for media support assistance. At the HawCC- Manono campus, a Video Conference Request Form must be completed and faxed or e-mailed to Media Design –Neal Uehara, nealu@hawaii.edu.

At HawCC—Pāalamanui, reservations must be made with Joanne Losalio-Watson, secretary.

X. AUXILIARY SERVICES AND CAMPUS SECURITY

UH Hilo/Upper Campus: Bldg 300

HawCC Manono Campus: Log Cabin between 387 and 385A

A. Security <http://www.hawaii.hawaii.edu/security/>

All security problems, no matter how minor, are to be reported to the campus security office. Incidents should also be reported to departmental administrators.

There is a list of emergency numbers posted in each classroom.

UH Hilo/Upper Campus: 932-7911

**Manono Campus: 854-1420 (emergency) and
934-2760 (non-emergency)**

**HawCC—Pālanui Campus: 854-7577 (cell # for emergencies during class and
business hours only)**

In Hilo, campus security for the UH Hilo/Upper Campus is in the Auxiliary Service Office, Bldg. 300. Campus Security on the Manono Campus is located in the log cabin between Bldg. 387 and Bldg. 385A. Guards are provided by a contracted security company, with foot and mobile patrols covering the UH Hilo Campus and a 24/7 walk-around patrol on the Manono Campus.

Emergency call boxes are located on both the UH Hilo and Manono campuses. Campus maps indicate the locations: <http://www.uhh.hawaii.edu/uhh/maps.php> (UH Hilo/Upper Campus) and <http://hawaii.hawaii.edu/security/bluelight.pdf> (Manono Campus). All calls are answered by campus security. Campus security information and the Emergency Operations Plan can be found at <http://www.hawaii.hawaii.edu/security/>. You can also go to the link and sign up to receive UH Alerts, either sent via text to your cell phone or to your email account.

A brochure on HawCC Campus Security and the Alcohol and Drug Policy is available at your division and/or the Chancellor's office.

B. Classroom Security/Locking Up

During the day, Campus Security is responsible for opening and locking up the common use areas and selected buildings and classrooms on the Manono Campus. Janitors on the UH Hilo Campus will open and lock buildings and classrooms. See your division office secretary for special arrangements or if you happen to find your classroom locked during the day. Please turn off the classroom and/or office lights when you leave and make sure to secure special equipment under lock and key, or return it to a safe and secure place.

C. Parking Permits—UH Hilo/Upper Campus only

Bldg 300, Room 101, Auxiliary Services (UH Hilo/Upper Campus)

Phone 932-7001

<http://hilo.hawaii.edu/auxsvc/parking/>

Parking permits are issued for staff and faculty (before students) on a first come, first served basis for the UH Hilo/Upper Campus. Go to the website above to download an

application, or pick one up at the Auxiliary Services Office.

Employees who want a preferred zone should submit an application immediately, along with their payment. The following table lists the permit, cost, and zone locations. The website also has a map of the UH Hilo/Upper Campus with the zones indicated:

Blue Permit	General Parking	Semester--\$15	Academic year--\$25
Red Permit	Preferred Parking	Semester--\$35	Academic year--\$60
	Zone 2	Campus Center, Student Services Bldg, University Classroom Bldg, Bookstore	
	Zone 4	Old Gym, Music Dept., PB 1 to PB 8	
	Zone 5	College Hall, Marine Science Building	
	Zone 6	Life Sciences, College of Agriculture	
*“S”pecial (medical: Requires proof of disability)			

To park a vehicle on campus, the following are required to purchase a permit:

- Your valid driver’s license
- Current vehicle registration
- Owner’s waiver (if driver is different from vehicle owner)
- Completed parking permit application
- Verification of employment/enrollment (students)

Bring all of the above, along with your payment to the UH-Hilo Parking Office, Auxiliary Services Building Number 300, Room 101; 200 W. Kawili Street; Hilo, HI 96720-4091. Make checks payable to *UH-Hilo*.

Parking permits are required from 6:00 a.m. to 4:00 p.m. on class days in all zones, starting on the first day of instruction for the Fall and Spring semesters. Parking rules are enforced at all times, including proper use of handicap stalls and fire lanes. All permits are honored in the parking lot near the Athletic Complex.

All parking on the Manono Campus is open (except for designated/marked stalls), and does not require a permit. It is free.

At the HawCC—Pāalamanui Campus, all parking is open except in designated and marked stalls.

D. Emergency Procedures

<http://hilo.hawaii.edu/emergency/>

The Emergency Operations Plan (EOP) 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 (University of Hawai'i APM A-9.700, Plan for Emergency and Civil Defense Events). Please become familiar with the EOP by downloading and reading it from the web site listed above.

Human-caused hazards and natural hazards are covered by the EOP. Human-caused hazards include unlawful assemblies resulting in riots, labor strikes, large scale demonstrations, utility failures, chemical or radiological accidents, bomb and bio-terrorist threats, shooting incidents, fires, explosions, aircraft crashes, and others.

Natural hazards include emergencies such as storms, hurricanes, waterspouts, tornadoes, droughts, earthquakes, tsunamis and volcanic activity.

XI. QUICK REFERENCE PHONE NUMBERS

College Directory: <http://hawaii.hawaii.edu/about/directory.php>.

UH System Directory: <http://hawaii.edu/dir/>

Quick Reference Phone Numbers

Campus Security

Manono Campus	UH Hilo Campus	Pāalamanui Campus
MC 387 - Security Cabin	UC 300-103	854-7577
854-1420 - Emergency	974-7911	
934-2760 - Non-emergency		
934-2751 - Fax		

Administration	Location	Phone	Fax
Chancellor	MC 378	934-2504	934-2501
Vice Chancellor for Academic Affairs	UC 346-122	934-2512	974-7770
Vice Chancellor for Administrative Affairs	MC 378	934-2508	934-2501
Vice Chancellor for Student Affairs	MC 378	934-2509	934-2501
Director Office of Continuing Education & Training	MC 379A-3	934-2516	934-2701
Director, Pāalamanui Campus	Pāalamanui	969-8804	322-4855
Dean, Career & Technical Education	MC 383-101	934-2522	
Dean, Liberal Arts & Public Services	UC CH-10A	934-2519	933-3237

Department/Division Offices	Location	Phone	Fax
Applied Technical Education (ATE)	MC 392	934-2670	934-2671
Business Education & Technology (BEaT)	UC 346-124	934-2550	974-7755
Hospitality	UC 346-124	934-2550	974-7755
Liberal Arts	UC K201	934-2580	974-7757
Nursing & Allied Health	MC 383-213	934-2650	

Offices	Location	Phone	Fax
Admissions & Records	MC 378	934-2710	934-2501
Assessment	UC 346-130	934-2649	974-7770
Business Office (Manono)	MC 397	934-2740	934-2741
Business Office (Pāalamanui)	Pāalamanui	969-8812	
Cafeteria (Manono Campus)	MC 382	934-2559	
Career and Job Development Center	MC 379-1A	934-2731	934-2721
Children's Center	MC 3393	934-2630	
Computer Services (ACU)	MC 387	934-2570	934-2571
Construction Academy	MC 392	934-2670	
Continuing Education & Training	MC 379A-3	934-2700	934-2701
Counseling, Advising & Support Services Center	MC 379-5A	934-2720	934-2721
Disability Services (Hā'awi Kōkua Program)	MC 388	934-2725	
External Affairs & Relations	MC 378	934-2506	934-2501
Financial Aid	MC 379A-5	934-2712	934-2711
Graduation Pathways/Data Facilitation	MC 380-35	934-2706	934-2501
Hale Kea Advancement and Testing Center	MC 387	934-2540	
Hā'awi Kōkua Center/Kōkua Technology Lab	MC 388-104	934-2725	
Hā'awi Kōkua (Pāalamanui)	Pāalamanui	969-8823	
Hālaulani Transfer Success Center	MC 381-16	934-2610	