Note

This Policy is no longer active

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

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

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

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

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WINDWARD COMMUNITY COLLEGE
Administration, General

PROCEDURES AND LIMITS ON DUPLICATING ROOM SERVICES AND USE

The following rules are to be followed when submitting materials for reproduction by Duplicating Services.

1. Use of Duplicating Room During Normal Working Hours:
   (i.e., 7:45 a.m. to 4:30 p.m.)
   a. **Photocopying** (Self-Service on Xerox Copier):
      As a general rule no more than 30 copies of a single page should be photocopied on the Xerox Copier. It is cheaper to make 15 copies or more of the same page on the offset machine.
      1) If you will need more than 15 copies, consider having them done on the offset machine for you;
      2) If you will need more than 30 copies of the same page, you should try to have them made on the offset machine rather than use the Xerox Copier.
      3) **LARGE JOBS** - With the approval of the Duplicating Supervisor, the Xerox Copier may be used for mass copying (i.e., in excess of 30 copies of a page). Such approval will be granted in cases of extreme emergency or when the offset machine is unable to be used.
   b. **Offset Machine** (Not Self-Service):
      1) There is a **MAXIMUM TURNAROUND PERIOD OF THREE FULL WORKING DAYS** for completion of ALL job submitted to the Duplicating Services staff (Friday to Monday does not constitute three full working days). The **USUAL TURNAROUND PERIOD** is often less than that, once the peak load at the start of each semester is done.
      2) On the "Duplicating Request Form" the line labeled "Date Needed" is the date the job will be completed before 4:00 p.m. If a job is needed for a class Wednesday, September 19, the "Date Needed" line should read Tuesday, September 18 by 4:00 p.m.
      3) The following guidelines are for the format of copy material to be reproduced on the offset machine:
         a) When asking for material to be reproduced, make sure the copy is clean and legible. It should be centered on the page and not have any excess lines or blotches.
         b) It is best to have 1" margins at each edge. The minimum margin can be no less than 1/2" in any case.
         c) Newspaper clippings and computer printings do not reproduce well.
d) Xerox copies, when duplicated on the offset machine, have a tendency to smudge. Therefore, if possible use original on a "paste-up" sheet from which the offset plate can then be made.

e) All offset material must be on 8-1/2" x 11" sheet of paper.

3. **Real Large Jobs** - The Duplicating Services Supervisor must be notified **ONE WEEK prior** to submission of the job in order to schedule the job properly. **THE EARLIER THE BETTER.**

Estimated time for large jobs (examples):

a. **One page, one sided flyers** - 5,000 to 8,000 copies require two (2) days to print ONLY. Collation is another day. Total time required for job is three (3) full days.

b. **Five page jobs, back to back (3 pages)** - 5,000 to 8,000 copies require four (4) days to print ONLY. Collation is another day. Total time required for job is five (5) full days.

c. **Workbooks/Pamphlets** - 200 copies - require four (4) full days. Printing only.

d. **Pamphlets done in flip-chart style** - 100 copies require three (3) full days. Printing only.

4. **Paper Type, Color, and/or Size:**

When large amounts of non-white, non-standard (i.e., not 8-1/2" x 11") paper is required, the Duplicating Services Supervisor must be informed of type, color, and/or size of paper at least **FIVE WORKING DAYS** before text to be printed is submitted.

5. **Duplicating Request Form:**

When submitting materials to be duplicated for you by the duplicating staff, use the form supplied by Duplicating Services for that purpose. A sample of that form is attached. The form is available in the Duplicating Room. Faculty and staff also may request a supply of forms be sent to them as well. Remember: ASAP on the "Date Needed" line does not indicate a date. Jobs received with ASAP will not be processed until all dated jobs have been completed.

**B. Use of Duplicating Room After Normal Work Hours (after 4:30 p.m.)**

1. The use of the duplicating room and equipment after normal work hours may be permitted when certain situations arise (see B.2).

a. Key will be signed out from the Duplicating Services Supervisor and returned promptly the following morning.

b. Duplicating Services Supervisor shall be notified by NOON of paper requirements and other supplies needed that evening.

c. The Duplicating room and equipment shall be cleaned and left in the same order that it was found.

d. Should the equipment fail for some reason, the user must notify the Duplicating Services Supervisor the next morning, stating what is not working.
2. Situations which may allow for use of duplicating equipment after hours (i.e., after 4:30 p.m.)
   a. A large job that could not be completed on the offset machine during normal working hours despite adherence to the rules in "A.1 and/or B.1" above.
   b. The breakdown of duplicating equipment which causes a job to be delayed and which must be completed for a class to have materials or a program to meet a mailing deadline previously established.

3. Person or persons, other than the normal Duplicating Services employees, using duplicating equipment after hours must be trained and certified by the Duplicating Services Supervisor BEFORE permission to use the equipment will be granted.

C. Duplicating of Exams:

   Duplicating of exams may be done in three ways. Security of exams are a function of the choice you make.

   1. You may run the exam yourself.
   2. Exams may be given to the Division secretaries, who will personally duplicate the exam on the Xerox copier.
   3. Exams may be given to the Duplicating Supervisor for reproduction on the offset machine 24 hours before the exam is needed. If given to the Duplication Supervisor, exams will probably be run on the offset by student employees. The Instructor will pick up his/her exams in the Duplicating Supervisor's Room.

D. Effective Date:

   This policy is effective as of August 1, 1995.

   [Signature]

   Peter T. Dyer
   Provost