Note

This Policy is no longer active

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

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

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

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

Angela Meixell
Chancellor

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WINDWARD COMMUNITY COLLEGE
Administration, Facilities

PROHIBITION OF SMOKING IN PUBLIC PLACES

1. Purpose:
   To establish a policy and procedures for the implementation of the "No Smoking Act," Sec. 321-201, HRS.

2. Policy:
   The following is the University of Hawai‘i policy regarding smoking in any of its facilities.
   a. Smoking shall not be permitted in conference and meeting rooms, elevators, and enclosed auditoriums in accordance with the State Law, Section 321-201, HRS.
   b. Smoking should not be permitted in work areas where smoke can drift to other areas. This includes hallways that are open to work areas. To accommodate smokers, smoking may be permitted in restrooms, or in any completely enclosed office if the occupant permits, or in offices with barriers at least 5 feet high, if non-smoking workers in the area do not object.
   c. No smoking should be permitted except in:
      1) enclosed private offices
      2) designated lanai areas

   Violators of the State statute and University policy are subject to a citation, ejection from the College premises and/or a fine as prescribed in Section 321-201, HRS. Employees who violate this policy may also be subject to disciplinary action.

3. Applicability:
   The provisions of this policy shall apply to all visitors as well as to all College employees and students.

4. Procedure:
   a. Enforcement of the State statute and this policy shall be as follows:
      1) Classrooms/laboratory - appropriate faculty member or other responsible person.
      2) Library - Head Librarian.
      3) Eckerdt Conference Room - Convener of gathering.
   b. When violations are noted, the responsible person shall:
      1) Notify the violator of the State statute and persuade him/her to stop smoking or to leave the premises.
      2) If violator refuses, notify the Director for Administrative Services immediately. The Director shall determine whether to seek police aid or not.

5. Effective Date:
   This policy guideline is effective as of August 1, 1995.

Peter T. Dye
Provost
WINDWARD COMMUNITY COLLEGE
Administration, Facilities

PETS ON CAMPUS

1. Purpose:

To establish a policy controlling the presence of dogs and cats on campus to preserve the safety and well-being of persons and grounds.

2. Policy:

The City and County of Honolulu Ordinances 143.2 and 13-31.2 forbid unlicensed dogs and dogs running at large in public areas or property other than that of the owner. It is the policy of Windward Community College, therefore, to prohibit the bringing of pets (dogs and cats) on campus, with or without a leash. A parallel policy has been issued for the Hawai‘i State Hospital.

3. Procedures:

The Humane Society as well as the Police have been authorized to capture loose dogs and cats, and to issue citations to those who violate the above cited ordinances.

a. When dog(s) and/or cat(s) are seen on campus with their owners (with or without leash), the owner is to be informed of this policy. If the owner refuses to remove his pet from the premises, this should be reported to the Office of the Director for Administrative Services, and the Human Society will be notified immediately.

b. When stray dogs and/or cats are seen on campus, report this to the Office of the Director for Administrative Services, and the Humane Society will be notified immediately.

c. The attached notice shall be posted in each building and included in the information material issued to all students at Registration, in the first College Journal each Fall, and in the first Student news each semester.

4. Effective Date:

This policy guideline is effective as of August 1, 1995.

Peter T. Dyer
Provost
ULO OPERATION AND USE OF WINDWARD COMMUNITY COLLEGE'S CUSHMAN HAULSTER VEHICLE

1. Purpose:
To establish the policy and procedures governing the use and operation of the Cushman Haulster Vehicle.

2. Policy:
   a. The vehicle shall be operated only within the WCC campus grounds.
   b. The operation and maintenance of the vehicle shall be under the direct supervision and control of the Director for Administrative Services, or his designate.
   c. The vehicle shall be used primarily for ground and building maintenance operations.
   d. All requests for "other uses" of the vehicle shall be made directly to the Director for review and approval. Because the primary use of the vehicle is for maintenance operations, requests for "other uses" shall be accommodated on the basis of availability.

3. Guidelines for "Other Uses":
The vehicle may be used for, but not limited, to the following:
   a. Movement/transportation of office equipment and furnishings.
   b. Movement/transportation of instructional supplies and equipment.
   c. Movement/transportation of other large, heavy, or bulky items.
   d. Pickup and delivery of library materials, e.g., books, films and other reading materials.
   e. Pickup and delivery of bulk mail.

4. Procedures:
   a. All requests shall be initiated by obtaining a "Haulster Vehicle Use Request Form" at the Director's office.
   b. Completed forms are to be submitted to the Director at least three (3) working days in advance of the anticipated date of use to allow for any rescheduling problems that may arise.
   c. If the request has been approved, the requestor shall present the approved request form to the Business Office which will provide instruction on the use of the vehicle and issue the ignition key.
   d. The requestor will be responsible for the safe operation of and the return of the vehicle and key to the Business Office.

5. Effective Date:
This policy guideline is effective as of August 1, 1995.

Peter T. Dyer
Provost
WINDWARD COMMUNITY COLLEGE
Administration, Facilities

EVENING AND WEEKEND USE OF BUILDINGS
BY STAFF, FACULTY AND STUDENTS

1. **Purpose:**
   
   To establish policy and procedures for effective evening and weekend use of campus buildings and thereby protect the physical plant, reduce indiscriminate energy consumption and improve campus security.

2. **Policy:**
   
   a. The conservation of energy to the maximum extent possible is a responsibility that must be shared by faculty, staff and students alike; faculty and staff have the additional responsibility to contribute positively to campus security and effective facilities usage efforts.

   b. All WCC campus buildings will be closed and secured at 5:00 p.m. Monday through Friday with the following exceptions:
      
      1) The Library: In accordance with the schedule established by the Librarian.
      2) Classroom Buildings: Secured at the end of the last scheduled use.
      3) Eckerdt 102 and 129: Secured at the end of the last scheduled use.

   c. All WCC campus buildings will be closed and secured on weekends and holidays with the following exceptions:
      
      1) Classroom buildings: Secured at the end of the last scheduled use.
      2) Eckerdt 102 and 129: Secured at the end of the last scheduled use.

3. **Applicability:**
   
   a. The closing and securing hours listed above apply to all members of the staff, faculty and students. The UH identification card issued to staff and faculty members will be accepted by campus security guards as evidence that the bearer is authorized to use campus facilities after normal hours, provided the member has a key to the facility.

   b. Students who find it necessary to use certain campus facilities (including student lounge and WCKC office) after the designated closing hours must have written authorization to do so from:
      
      1) the appropriate instructor for use of the instructional or classroom facilities.
      2) the faculty advisor for the use of the WCKC office and student lounge.
      3) the Director for Administrative Services for the use of all other facilities for unscheduled use.

4. **Procedures:**
   
   a. Personnel using campus facilities are responsible to see that the lights, fans, air conditioners and other electrical equipment are turned off and that the doors (and windows where possible and practicable) are closed and locked when leaving the premises.

   b. Campus security personnel are authorized to and will evict any individual occupying premises after closing hours who cannot present a valid UH ID card or a written authorization (see attached form).

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

   [Signature]

   Peter T. Dyer
   Provost
WINDWARD COMMUNITY COLLEGE

AUTHORIZATION FOR THE USE OF CAMPUS FACILITIES AFTER NORMAL HOURS

The student(s) listed below has(have) been authorized to use the following facilities after normal hours as indicated below:

<table>
<thead>
<tr>
<th>NAME(s)</th>
<th>FACILITY(IES)</th>
<th>DATE/HOURS</th>
</tr>
</thead>
</table>

Authorized Signature

DATE

cc: Original to User
    Director for Administrative Services