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This Policy is no longer active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.

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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