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This Policy is no longer active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

USE OF ALCOHOLIC BEVERAGES

1. Purpose:

To establish procedures for campus compliance with the Chancellor for Community Colleges Memorandum (CCCM) #8000, dated March 16, 1979, regarding liquor sales, service and private consumption in the University of Hawai‘i Community Colleges.

2. Policy:

a. Sales of alcoholic beverages is prohibited.

b. Consumption on campus or at college activities (e.g. field trips) must be approved in advance by the Provost.

c. The responsibility to furnish adequate controls to prevent abuse and service to and consumption by minors in attendance shall rest upon the requesting party/parties.

3. Procedures:

a. Obtain the Request for Use of Alcoholic Beverages form from the Office of the Provost or the Office of the Director for Administrative Services.

b. Submit the completed Request for Use of Alcoholic Beverages (WCC Form No. 3-7) to the Office of the Provost no later than five (5) working days prior to the scheduled event.

c. Provost reviews and files one signed copy of WCC Form No. 3-7 with Director for Administrative Services for safekeeping, and returns duplicate signed copy to Requestor.

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

Peter T. Dyer
Provost
WINDWARD COMMUNITY COLLEGE

REQUEST FOR USE OF ALCOHOLIC BEVERAGES

We the undersigned, request permission to serve alcoholic beverages on ______________________ at (location) ______________________
for (nature/purpose of event) ______________________

We agree to (individually and collectively assume responsibility for the following):

1. That the function is not "Open to the public".
2. That there will be non-alcoholic beverages available.
3. That no one under 21 years of age will be permitted to serve alcoholic beverages.
4. That no one under the age of 21 will be served or permitted to be served or consume alcoholic beverages.
5. That no one who is "drunk" will be served or permitted to be served alcoholic beverages.
6. That the amount of liquor available shall be reasonably limited, and individuals will be prohibited from bringing their own liquor.
7. That alcohol consumption will be confined to the location herein stated. Consumption outside of the designated location, such as in the parking lot, road, and grounds is prohibited.
8. That alcoholic service will be stopped approximately one hour prior to the scheduled closing of the event.
9. That I (we) may be individually and collectively subject to appropriate sanctions for any violation of the above.

I (we) have been made aware of the potential liability related to the service of alcohol and the advisability for procuring liability insurance for this purpose.

Name of College Organization: ______________________________________________________

REQUESTED

1) ______________________ ______________________ ______________________ ______________________

NAME / SIGNATURE / DATE

2) ______________________ ______________________ ______________________ ______________________

NAME / SIGNATURE / DATE

3) ______________________ ______________________ ______________________ ______________________

NAME / SIGNATURE / DATE

Approved/Disapproved: ____________________________________________ Provost/Date

cc: Director, Administrative Services