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This Policy is no longer active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.

Angela Meixell
Chancellor

Angela Meixell. Ed.D.
Chancellor
Windward Community College
45-720 Kea'ahala Rd.
Kaneohe, HI 96744

[www.wcc.hawaii.edu](http://www.wcc.hawaii.edu)
1. Purpose:

To establish procedures to assure adequate security over the management of building keys and assignments and thereby protect the physical plan, reduce incidence of vandalism due to open and unattended buildings, and improve building and property security.

2. Policy:

a. All permanent faculty/staff members will be assigned keys to their offices, Eckerdt entrance, and their assigned classrooms on a permanent basis until keys are recalled by the Director for Administrative Services.

b. All lecturers and visiting instructors will be assigned keys to their offices, Eckerdt entrance, and their classrooms for a period not to exceed their appointment period.

c. All requests for keys must be approved by one of the following: Dean of Instruction, Assistant Deans (Unit I and II), Director for Student Services, Director for Community Services, or the Director for Administrative Services for their respective areas.

3. Procedures:

a. Request for Keys.

1) Action to be taken by approving authority (see 2.c. above).

   a) Prepare the "Request for Keys form.

   b) Submit the signed request form to the Business Office.

   (i) Submit "Request: at least 24 hours prior to designated pick up date.

   (ii) For heavy key request periods., e.g., prior to the Fall, Spring, and Summer semesters, allow the Business Office at least one (1) week advance notice for all key requests.

   c) Inform the requestor to pick up keys at Business Office any time after 8:00 a.m. of the designated pick up date.

2) Action to be taken by the Business Office.

   Preparation

   a) Review key request to assure no duplication of requests or that a similar key had not been assigned for same.

   b) Make key assignment and enter into master log.

   c) Set up key signature card for each faculty/staff. Enter the following information on key signature card:

      (i) Name of faculty/staff;

      (ii) Key number;
(iii) Date key issued;
(iv) Initial of person issuing the key.

d) Attach "Request for Keys" form along with key signature card and the assigned keys in designated area for pick up by faculty/staff.

Issuance of Keys

e) Obtain faculty/staff signature for all keys issued.
f) File key signature card in alpha order.

3) Replacement of Lost Keys

a) Prepare a "Request for Key" form.
b) There will be a $3.00 charge for replacement of any lost keys, payable upon receipt of the new duplicated keys.

4. Effective Date:

This policy is effective as of August 1, 1995.

Peter T. Dye
Provost
REQUEST FOR KEYS

TO: BUSINESS OFFICE

REQUESTOR: ________________________________

AUTHORIZED BY: ________________________________

Date __________________

Please issue the following person a key to: There is a $3.00 charge for each lost key.

<table>
<thead>
<tr>
<th>Building Name/Room #</th>
<th>Key Number (Bus. Office Use)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

Keys to be returned by ________________________________

Keys may be picked up after ________________________________

7/85
INSTRUCTION FOR COMPLETING THE "REQUEST FOR KEYS" FORM

1. Enter the date form is prepared.

2. Enter name of approving authority.

3. Enter name of faculty/staff member this key assignment is for.

4. Enter building name and room number that keys are needed for.

5. Enter date keys to be returned to Business Office.

   NOTE: Lecturers and visiting instructors keys will be recalled upon expiration of their appointment period.

6. Enter pick up date for keys.