



UNIVERSITY *of* HAWAI'I®  
**HAWAI'I**  
COMMUNITY COLLEGE

# Employee Handbook

Revised August 2018

# Aloha and Welcome to Hawai'i Community College

---

Welcome to our *kauhale*! This handbook endeavors to introduce you to the people and services that will play important roles during your time at Hawai'i Community College (Hawai'i CC) and will address many of questions about employment here.

Hawai'i CC holds classes on three campuses: the Manono campus in Hilo, the Pālanui Campus in Kailua-Kona (formerly the University of Hawai'i Center, West Hawai'i), and the University of Hawai'i at Hilo (UH-Hilo). All have dedicated, hardworking, and friendly staff.

Hawai'i CC embraces the concept of [\*kauhale\*](#), the Hawaiian word for *village*. Our *kauhale* consists of administrators, faculty, staff, students, their families, and the Hawai'i Island citizens who contribute to the success of our college's mission and outcomes. The concept of *kauhale* keeps us focused on the *community* in our mission through dialogue, planning, innovation, and assessment across traditional college divisions and units. *Kauhale* embraces the individual skills, knowledge, experiences and perspectives that each of us contributes to help us all accomplish the goals of the institution. *Kauhale* unites all components of Hawai'i CC into an *academic village without walls* for the overall success of our learners, the learners' communities and their families, in the spirit of *E 'Imo Pono* (seeking excellence).

Figure 1: Main entrance to the Hawai'i CC Campus



# Table of Contents

---

Aloha and Welcome to Hawai'i Community College .....	1
Table of Contents.....	2
About Hawai'i Community College .....	4
History.....	4
Mission, Vision, Institutional Learning Outcomes.....	5
College Organization.....	6
Shared Governance .....	8
Campus Maps .....	9
Important Documents and Resources .....	14
Accreditation Self Evaluation Report .....	14
Program and Unit Review Process.....	14
Assessment .....	15
College Catalog.....	15
Hawai'i CC Integrated Planning.....	16
Policies & Procedures .....	17
Ethics Issues .....	17
Family Educational Rights and Privacy Act of 1974 (FERPA).....	17
Policy on Illicit Drugs and Alcohol.....	17
Policy of Nondiscrimination, Equal Opportunity/Affirmative Action.....	18
Policy on Sexual Harassment and Sexual Assault .....	19
Title IX.....	20
Policy on Pets on Campus .....	20
Smoking and use of Tobacco Products .....	20
Campus Communication .....	20
Department/Unit Information .....	20
Kauhale Updates.....	21
Campus mail .....	21
Campus bulletin boards.....	21
Telephones .....	21
Email.....	21
Social Media .....	22
Intranet.....	22
Video Conferencing.....	22
Places to know.....	23
Admissions and Records.....	23
Bookstore.....	23
Career and Job Development Center .....	23
Counseling, Advising and Support Services Center .....	23
Disabilities Services (Hā'awi Kōkua Program).....	23
Financial Aid Office (FAO).....	24
Hale Kea Advancement & Testing Center .....	24
Intensive English Program (IEP) .....	24
International Students .....	24
The Learning Center (TLC) .....	24

The Library and Learning Center.....	24
Mental Wellness and Personal Development Service.....	25
Mookini Library.....	25
Student Center (Kau Wa'a Center).....	25
Student Health Services.....	25
Student Organizations.....	25
Campus Services.....	27
Business Office.....	27
Campus Security.....	27
Children's Center.....	28
Computer Services.....	28
Dining Services.....	28
Graphic Services.....	29
Human Resources (HR).....	29
Instructional Technology Support Office (ITSO).....	30
Lost and Found.....	30
Mail Services Center.....	30
Media Services.....	30
Parking Passes, Parking Information.....	31
Planning, Operations and Maintenance (POM).....	31
Professional Development and Recreation.....	32
EDvance.....	32
UH Tuition Exemption.....	32
Hawai'i CC Faculty/Staff Development.....	32
UH-Hilo Student Life Center.....	32
UH Hilo Theater (Performing Arts Center).....	32
In Case of Emergency.....	33
What should I do if there is an emergency on campus?.....	33
Emergency Response and Evacuation Plan.....	33
UH Alert Emergency Notification System.....	33
How do I...? What should I do if...?.....	35
What should I do if I get hurt during work?.....	35
Where do I get my employee ID?.....	35
What should I do if I am not able to report to work?.....	35
What should I do if I lose my key or am locked out?.....	35
How do I request to use a campus facility?.....	35
Frequently Used Acronyms.....	36
Acronyms for Academic Programs.....	37

# About Hawai'i Community College

---

## History

Hawai'i CC's roots are deeply established in the tradition of vocational education. It began as an area vocational school in 1941, with five technical programs housed in borrowed facilities in Hilo. As technology changed and expansion of industry brought changes in employment, the college responded by initiating new vocational programs to serve the community's needs. Currently, the college offers 26 programs, most offering students the options of earning a Certificate of Competence, a Certificate of Achievement, an Associate in Applied Science degree, an Associate in Science degree, an Academic Subject Certificate, or an Associate in Arts degree.

Since the beginning, Hawai'i CC has undergone repeated changes in name, location, administration, and curriculum scope. Its focus has broadened to include pre- professional and general education studies leading to an Associate of Arts degree in Liberal Arts. These developments allow students to complete lower division studies near home and transfer credits to a four-year institution.

Hawai'i CC serves the community by providing in-service training for professionals in the technical areas served by its vocational programs. It has broadened its service area by adding satellite programs and courses in West Hawai'i and Waimea. In 1990, it began broadcasting educational programming to West Hawai'i through the Hawai'i Interactive Television Service (HITS/ITV). More recently, statewide access has been added for instruction and administrative meeting purposes through the use of Polycom equipment, interactive video conferencing and web-based technologies.

No history of Hawai'i CC would be complete without mentioning its proximity to and close relationship with UH-Hilo. Before this association began, the original Hawai'i Vocational School had undergone a series of rapid changes. It became Hawai'i Technical School in 1956.

The school's administration was transferred from the Department of Education to the University of Hawai'i System in 1969 and, soon after that, the name was changed again to the one it bears today. In July 1970, Hawai'i CC became a part of UH-Hilo. This arrangement lasted for twenty years and had a profound impact on the college's identity and its primary focus of providing vocational training programs and developmental education.

On July 20, 1990, the Board of Regents approved the separation of Hawai'i CC from UH-Hilo. This established two distinct entities: Hawai'i CC and the "new" UH-Hilo. Hawai'i CC became the seventh Community College in the UHCC System. It redefined its mission and is a fully-functioning community college serving the residents of the Island of Hawai'i.

In June 1996, the Board of Regents (BOR) also established three University Centers. The University of Hawai'i Center, West Hawai'i (UHCWH), serves the west side of Hawai'i Island. Administrative responsibility for the UHCWH was given to Hawai'i CC in July 1997. The UHCWH was located in Kealahou until summer 2015 when the campus moved to its current site just north of Kailua Kona and was renamed Hawai'i Community College – Pālanui.

# Mission, Vision, Institutional Learning Outcomes

## **Mission Statement**

To promote lifelong learning, Hawai'i Community College will emphasize the knowledge and experience necessary for Kauhale members to pursue academic achievement and workforce readiness. Aligned with the mission of the UH Community Colleges, we are committed to serving all segments of our Hawai'i Island community.

## **Vision Statement**

Our Kauhale of lifelong learners will be productive and engaged citizens capable of meeting the complex challenges of our island and global communities.

## **Institutional Learning Outcomes (ILOs)**

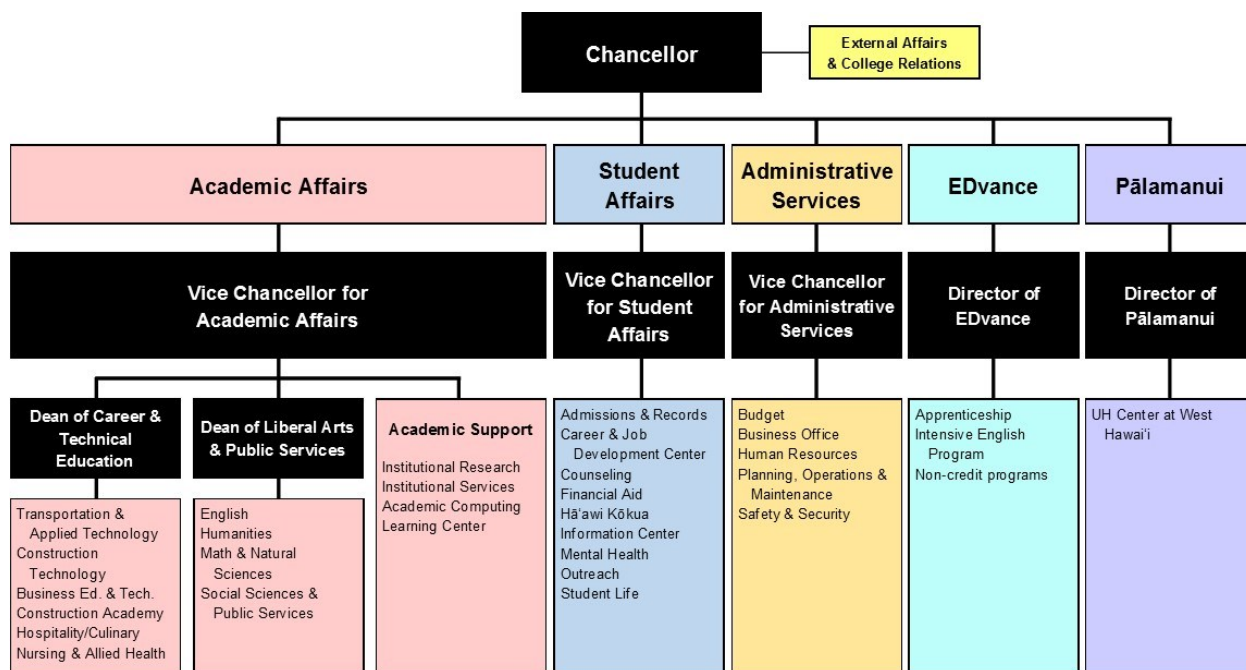
1. Communicate effectively in a variety of situations.
2. Utilize critical thinking to solve problems and make informed decisions.
3. Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai'i island, as well as other cultures of the world.
4. Utilize quality comprehensive services and resources in the on-going pursuit of educational and career excellence.
5. Produce and perpetuate safe, healthy learning and professional environments that are respectful of social and individual diversity.
6. Contribute to sustainable environmental practices for personal and community well-being.



## College Organization

As depicted in the organizational chart below, the College structure is as follows:

- ❖ Chancellor
  - External Affairs & College Relations
  - Academic Affairs, headed by the Vice Chancellor for Academic Affairs
    - Dean of Career & Technical Education
      - Transportation & Applied Technology
      - Construction Technology
      - Business Education & Technology
      - Construction Academy
      - Hospitality/Culinary
      - Nursing & Allied Health
    - Dean of Liberal Arts & Public Services
      - English
      - Humanities
      - Math & Natural Sciences
      - Social Sciences and Public Services
    - Academic Support
      - Institutional Research
      - Institutional Services
      - Academic Computing
      - Learning Center
  - Student Affairs, headed by the Vice Chancellor for Student Affairs
    - Admissions & Records
    - Career & Job Development Center
    - Counseling
    - Financial Aid
    - Hā‘awi Kōkua
    - Information Center
    - Mental Health
    - Outreach
    - Student Life
  - Administrative Services, headed by the Vice Chancellor for Administrative Services
    - Budget
    - Business Office
    - Human Resources
    - Planning, Operations & Maintenance
    - Safety & Security
  - EDvance, headed by the Director of EDvance
    - Apprenticeship
    - Intensive English Program
    - Non-credit programs
  - Pāalamanui, headed by the Director of Pāalamanui
    - UH Center at West Hawai‘i



## Collective Bargaining: Faculty and Staff Unions

All full-time and part-time faculty and staff (except casual hires) are, by state law, represented by a union. Get to know your campus representative (see your unit head) and read the current copy of your negotiated contract.

UPW: Unit 01 - Civil Service employees  
 HGEA: Unit 03 - Civil Service employees  
 Unit 08 - Administrative, Professional and Technical (APT) employees  
 UHPA: Unit 07 - Faculty members



## Shared Governance

The interests of faculty, staff, and students are represented by three separate and equally important bodies: College Council, Academic Senate, and Student Government. ([Policy HAW 3.303](#))

### College Council

The [College Council](#) is a college-wide group, representing all functional areas, which serves as a vehicle for dialogue and consultation on college-wide matters including budget, strategic planning, facilities, community relations, and fundraising. The Council is a recommending body to the Administration on issues that affect the entire college and are not governed by other bodies. Approved minutes can be found on the Council's webpage.

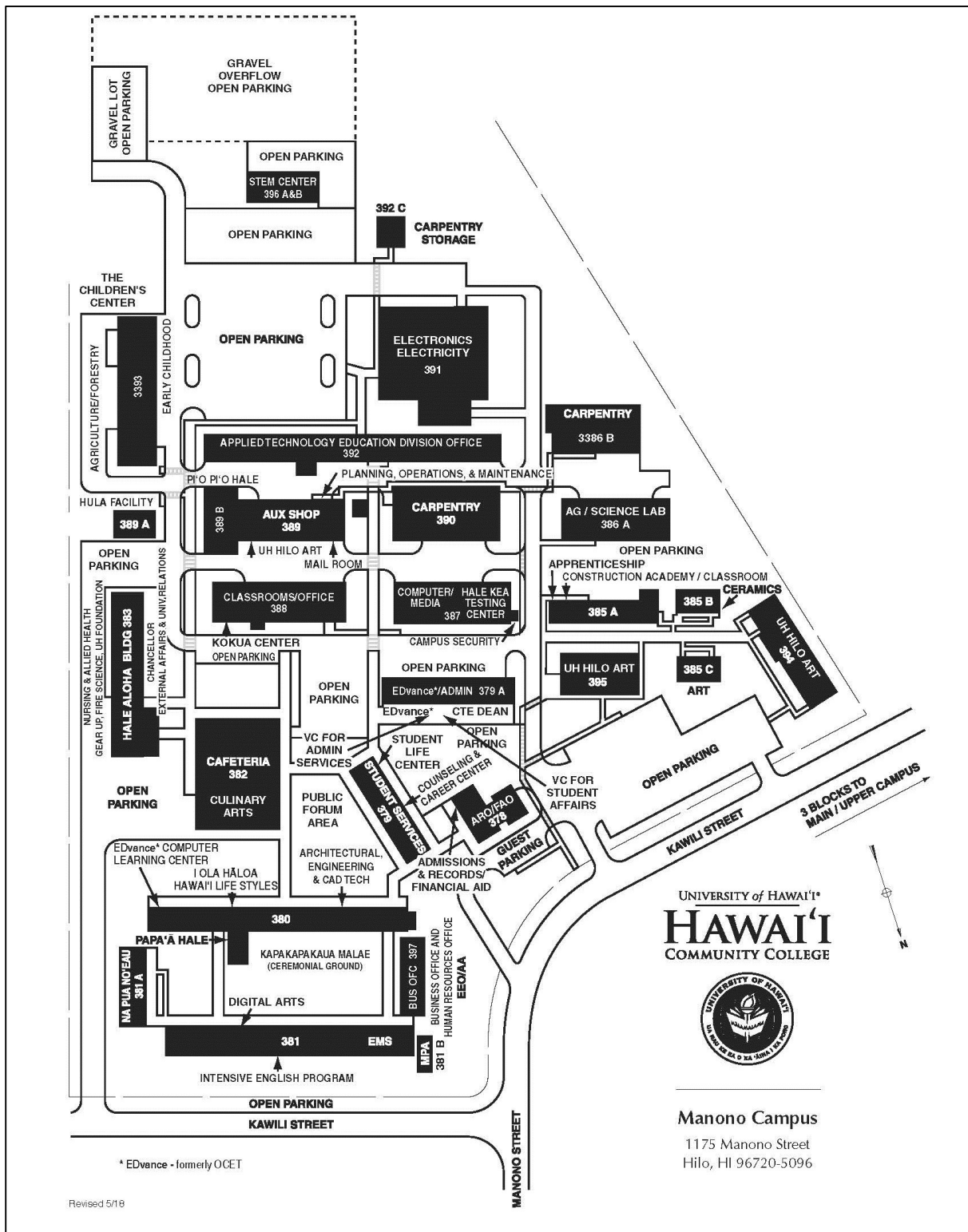
### Academic Senate

By Charter with the University of Hawai'i Board of Regents, the [Academic Senate](#) plays an active part in the College governance. The Hawai'i CC Academic Senate is a Senate of the whole, which means that all BOR-appointed faculty members have the rights of voice and vote. Senate meetings are important because curriculum and college policies are discussed, and decisions made by the faculty at these meetings. Academic Senate meeting dates, meeting agenda and supporting materials, the Senate Charter, standing committee membership, etc. are housed at the Senate's website. Senate communication is conducted primarily through UH email.

### Student Government

[Associated Students of the University of Hawai'i - Hawai'i Community College](#) is the governing body, legislative assembly of Hawaii CC students and serves as a liaison between campus administration, faculty, state legislature, and student organizations.

## Hawai'i CC Campus

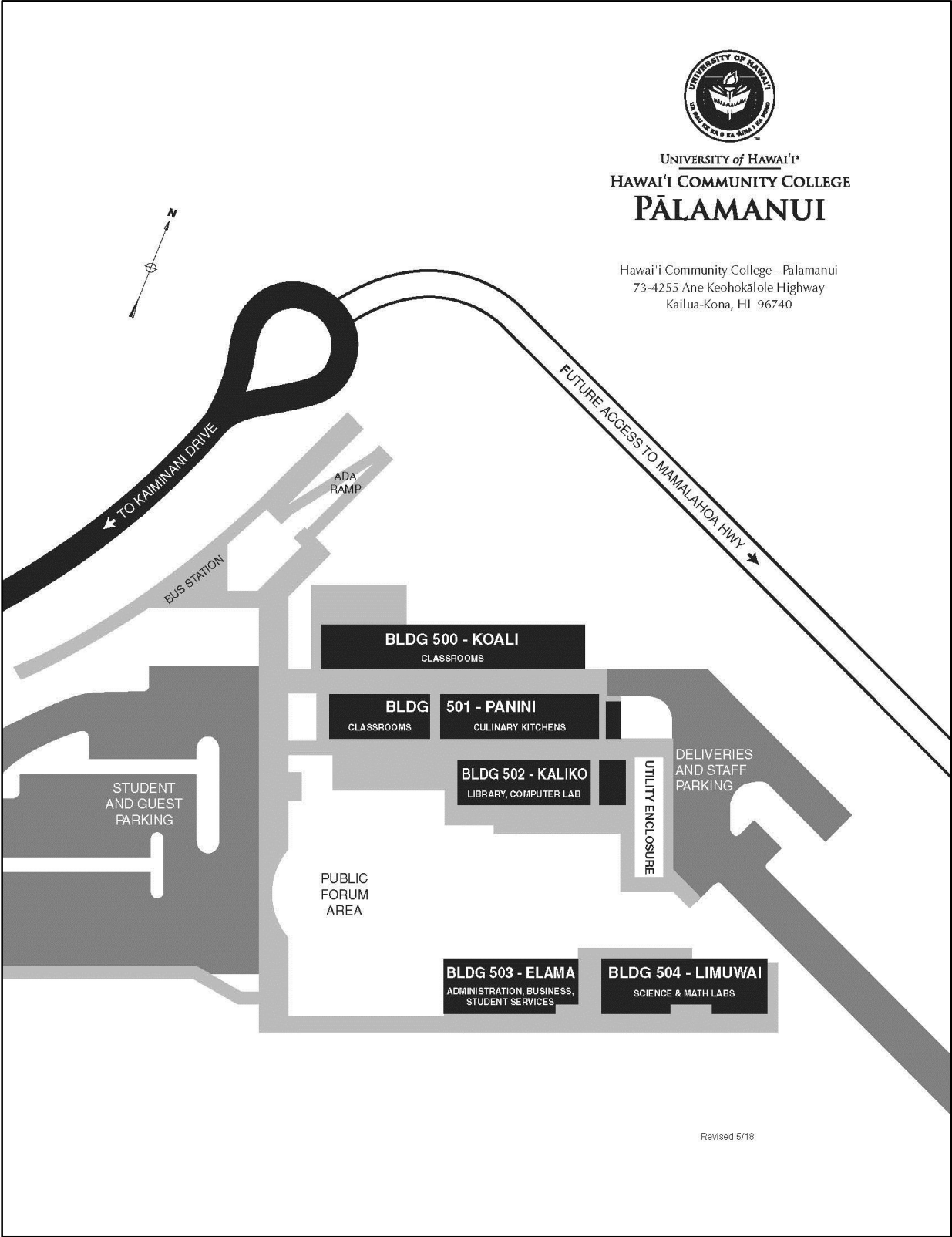


**UNIVERSITY OF HAWAII**  
**HAWAII COMMUNITY COLLEGE**

Upper Campus  
200 W. Kawili Street  
Hilo, HI 96720-4091

Revised 5/18

Pāalamanui Campus



## Important Phone Numbers

[College directory](#)

[UH system directory](#)

## Campus Security

Hawai'i CC Campus	UH-Hilo Campus	Pālanuanui Campus
MC 387 - Security Cabin	UC 300-103	640-6515
854-1420 - Emergency	974-7911	
934-2760 - Non-emergency		
934-2751 - Fax		

## Administration

Administrator	Location	Phone	Fax
Chancellor	MC 383-101	934-2504	934-2501
Vice Chancellor for Academic Affairs	UHH 346-122	934-2512	974-7770
Vice Chancellor for Administrative Affairs	MC 379A-4	934-2508	934-2501
Vice Chancellor for Student Affairs	MC 379A-5	934-2509	934-2501
Director, EDvance	MC 379A-1C	934-2516	934-2701
Director, Pālanuanui Campus	PAL Elama 178	969-8804	322-4855
Dean, Career & Technical Education	MC 379A-4	934-2522	
Dean, Liberal Arts & Public Services	UHH 346-108	934-2519	933-3237

## Department/Division Offices

Department/Division Offices	Location	Phone	Fax
Applied Technical Education (ATE)	MC 392	934-2670	934-2671
Business Education & Technology (BEaT)	UHH 346-124	934-2550	974-7755
Hospitality	UHH 346-124	934-2550	974-7755
Liberal Arts	UHH K-201	934-2580	974-7757
Nursing & Allied Health	MC 383-213	934-2650	934-2651

## Offices

Offices	Location	Phone	Fax
Admissions & Records	MC 378	934-2710	934-2501
Assessment	MC 383-108	934-2649	
Business Office (Hawai'i CC)	MC 397	934-2740	934-2741
Business Office (Pālanuanui)	PAL Elama Bldg.	969-8812	
Cafeteria (Hawai'i CC)	MC 382	934-2559	
Children's Center	MC 3393	934-2630	
Computer Services (ACU)	MC 387	934-2570	934-2571
Construction Academy	MC 392	934-2795	
Counseling, Advising & Support Services Center	MC 379-5A	934-2720	934-2501
Disability Services (Hā'awi Kōkua Program)	MC 388	934-2825	
EDvance	MC 379A-3	934-2700	934-2701
External Affairs & Relations	MC 383-111	934-2506	934-2501
Financial Aid	MC 378	934-2712	934-2711
Hale Kea Advancement and Testing Center	MC 387	934-2540	
Hā'awi Kōkua Center/Kōkua Technology Lab	MC 388-104	934-2825	
Human Resources	MC 397	934-2525	934-2781
Information Center	MC 378	934-2800	934-2501
Intensive English Program (IEP)	MC 381-37	934-2697	934-2701
Institutional Research	UHH 346-118	934-2648	974-7755
Instructional Technology Support Office (ITSO)	UHH 346-109	934-2647	
Kau Wa'a Student Center	MC 379-15	934-2733	
Learning Center (TLC)	UHH 334	934-2530	
Library (East Hawai'i – Mookini Library)	UHH 334	932-7286	
Library & Learning Center (Pālanuanui)	PAL Kaliko 148	969-8830	
Media Services (East Hawai'i)	MC 386-5	934-2563	
Media Services (Pālanuanui)	PAL Koali 105	969-8828	
Mental Wellness & Personal Development Service	MC 383-105	934-2706	
Planning, Operations & Maintenance (POM)	MC 389	934-2752	934-2751
Security Chief	MC 387-cabin	934-2762	
Security – Manono Campus (emergency)	MC 387-cabin	854-1420	
Security – Manono Campus (non-emergency)	MC 387-cabin	934-2760	
Security – Pālanuanui Campus	PAL	640-6515	
Security – UH-Hilo Campus	UHH 300-103	974-7911	
Student Council	MC	934-2774	
Student Services (Pālanuanui)	PAL Elama Bldg.	969-8816	



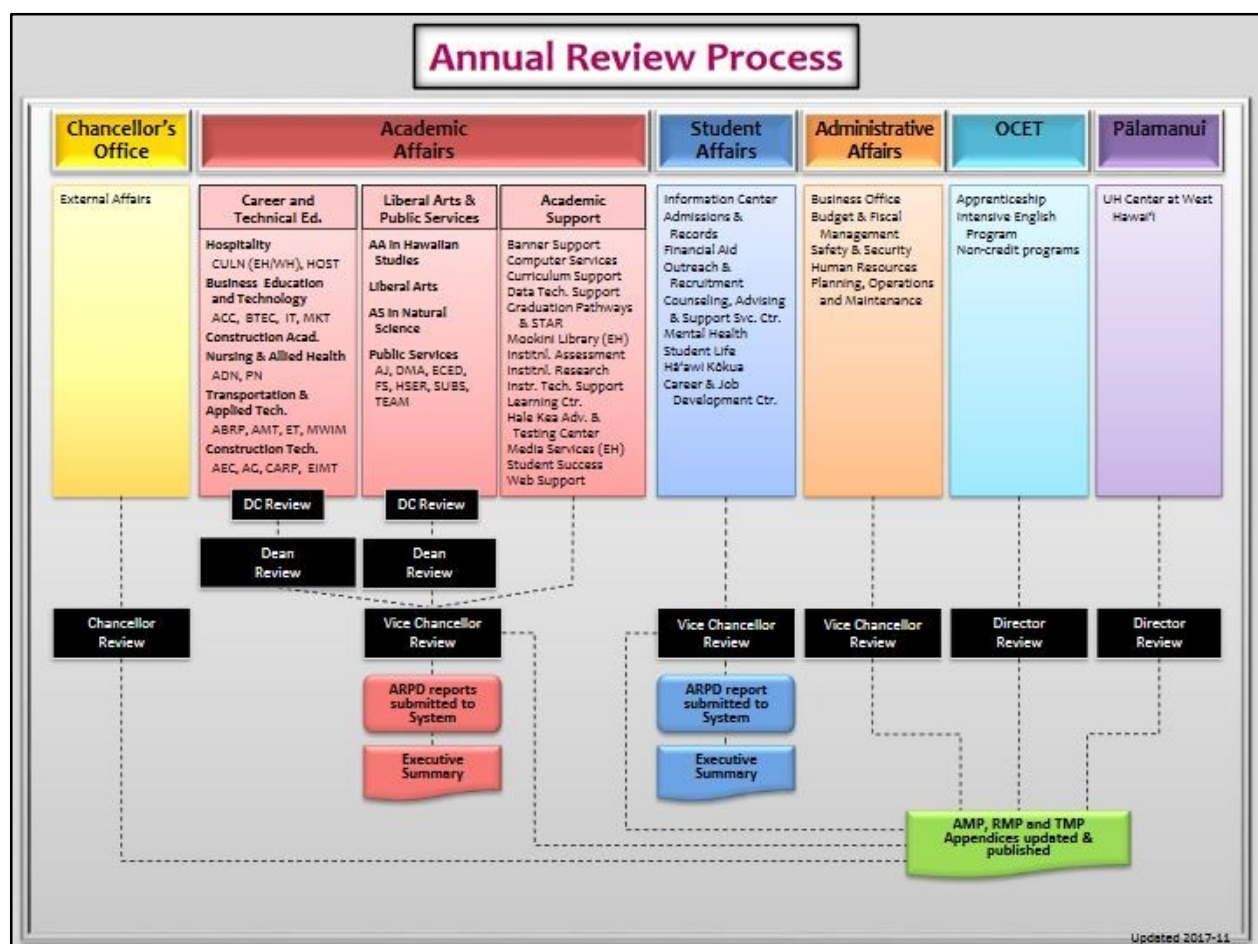
# Important Documents and Resources

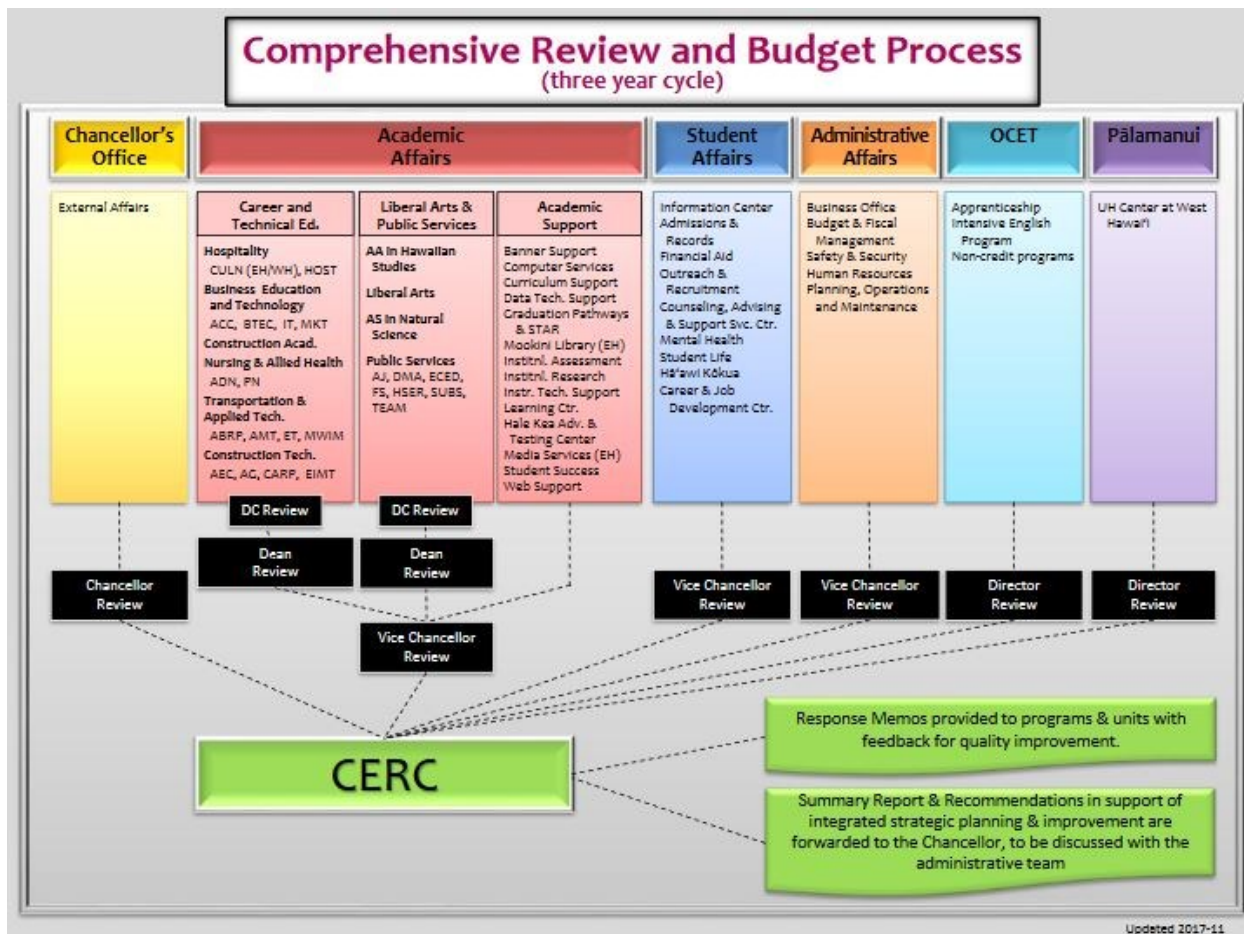
## Accreditation Self Evaluation Report

Hawai'i CC is fully [accredited](#) by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (ACCJC). A comprehensive review is conducted every six years with the most recent review in 2018.

## Program and Unit Review Process

The purpose of the Program and Unit Review Process is to identify and plan for actions and resources needed to sustain and improve the College's programs and units. It is a two-part process, including the annual reviews and three-year comprehensive reviews.





## Assessment

**Assessment** is the process of gathering information on student learning and services for the purposes of evaluating and improving the learning environment. [Assessment](#) is the responsibility of everyone employed by Hawai'i Community College and the College engages in systematic assessment of learning outcomes to ensure continuous improvement and create increased opportunities for student success. ([Policy HAW 5.202](#))

- **Outcomes** - All instructional programs and non-instructional units are responsible for the development, revision and assessment of program learning/unit outcomes.
- **Program/Unit Review** - Instructional programs and non-instructional units are responsible for submitting Annual Reports.

## College Catalog

The [college catalog](#) provides general information about Hawai'i CC, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is updated annually but is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract.

## Hawai'i CC Integrated Planning

Hawai'i CC uses several components to plan for, evaluate and improve student success. Each planning component provides evidence for Hawai'i CC to continuously modify and sustain process improvement, which ensures institutional effectiveness. The integration of the planning components also provides a means for Hawai'i CC to determine the effectiveness of meeting its mission and providing higher education opportunities in response to community needs.

### [Planning Documents](#)

Hawai'i CC's **Strategic Plan** is aligned with the UH system and UHCC system strategic plans, all of which chart the course for the future direction of Hawai'i's public postsecondary education in response to changing academic, workforce and economic needs. The **Academic Master Plan (AMP)** provides a vision and direction for Hawai'i CC to meet anticipated educational needs in fulfillment of its mission. The development of the AMP integrates Hawai'i CC's strategic planning and comprehensive program review processes. The AMP drives the **Resources Master Plan** and, as appropriate for specific objectives, the **Technology Master Plan**.

# Policies & Procedures

---

Hawai'i CC operates under Federal and State laws, Board of Regents Policies, UH System-wide Executive Policies, and UH System-wide Administrative Procedures. Hawai'i CC's most current policies can be found online in the [Policies and Procedures Manual](#).

## Ethics Issues

Visit the [State Ethics Commission website](#) for information and publications related to the regulation of ethical conduct and practices in the state, including campaign restrictions for state officials and state employees.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

As an employee of our institution, you are required to exercise caution whenever confidential records are handled. Essentially, [FERPA](#) protects the privacy of individuals by ensuring two rights:

- The right of an employee or student to view his/her own records and to take exception to items s/he believes to be erroneous.
- The right of an employee or student to have personally identifiable information protected from unwarranted outside scrutiny.

General Guidelines Regarding Student's Education Records or Any Other Confidential Material:

- Exercise extreme caution in handling this type of material
- When in doubt, ask for clarification from your supervisor
- Sanctions if FERPA Violations Are Determined
- The institution could lose federal funding if FERPA violations are found

Other information about FERPA can also be found at the link on the MyUH website.

## Policy on Illicit Drugs and Alcohol

[UH Executive Policy 11.201 on Illegal Drugs, Alcohol and Substance Abuse](#) establishes the University's values and its expectations of all faculty, staff, and students regarding substance abuse and, in particular, the use of illegal drugs; and to comply with the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Act of 1988, as may be amended from time to time, which set forth requirements for continued receipt of federal funding.

- Illicit Drugs: Faculty, staff and students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by State law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. College knowledge of possession or use of illegal drugs on campus may subject those involved to investigation.
- Alcohol/Intoxicants: The purchase, distribution, possession, or consumption of alcoholic beverages is regulated by State law. Faculty, staff and students are expected to know and abide by State law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Refer to Board of Regents policy and

campus guidelines regulating the use and consumption of alcoholic beverages on campus.

## Policy of Nondiscrimination, Equal Opportunity/Affirmative Action

UH Executive policy [EP 1.202 University Statement of Nondiscrimination and Affirmative Action](#) establishes the administrative framework to ensure compliance with applicable federal and state statutes, rules, regulations, city and county ordinances, and provisions in the collective bargaining agreements governing nondiscrimination and affirmative action.

Hawai'i CC is an equal opportunity/affirmative action institution and is committed to this policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and legal history, sexual orientation, status as a veteran, member of the national guard, victim of domestic or sexual violence, gender identity and expression, genetic information, citizenship, credit history, or income. This policy covers admission and access to, and participation, treatment, and employment in Hawai'i Community College's programs, activities, and services. With regard to employment, Hawai'i Community College is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University of Hawai'i policy.

Hawai'i CC strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, Hawai'i Community College is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and veterans.

### Resources and Filing Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of a protected category may file a complaint with any of the individuals listed below. The process of addressing allegations of discrimination are described in the University of Hawai'i Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission.

Students may also file complaints of discrimination with the U.S. Department of Education, Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099.  
Phone: 206-607-1600 FAX: 206-607-1601, TDD: 800-877-8339.

For more information on equal opportunity policies, complaint procedures, and available avenues of recourse for Hawai'i Community College, contact:

Students:	Dorinna Cortez  Interim Vice Chancellor for Student Affairs, Section 504 Coordinator and Title IX Deputy  Phone: (808) 934-2510
-----------	--

Student with Disabilities:	<p>Mari Giel</p> <p>Disability Service Provider</p> <p>Phone:(808) 934-2725</p>
Employees:	<p>Mari Chang</p> <p>Human Resources Manager, EEO/AA Coordinator and Title IX Deputy</p> <p>Phone: (808) 934-2526</p> <p>Dorinna Cortez</p> <p>Interim Vice Chancellor for Student Affairs, Title IX Coordinator</p> <p>Phone: (808) 934-2510</p> <p>Mary Perreira</p> <p>Director of EEO/AA</p> <p>UH Community Colleges</p> <p>Phone: (808) 956-4650</p>

## Policy on Sexual Harassment and Sexual Assault

### [HAW 1.301 Sexual Assault Policies and Procedures](#)

The University of Hawai'i ("University") is committed to maintaining and promoting safe, respectful campus environments that are free from discrimination, harassment, and sexual violence. The University prohibits and does not tolerate sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the University community. Such conduct substantially interferes with a person's civil rights to equal opportunity in employment, education, and/or access to University programs, activities and services, whether on- or off-campus. The University will take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Each campus will implement prevention and response procedures that include providing information on Title IX Coordinators and other designated personnel, law enforcement options, safety, interim measures, education and prevention services, and on- and off-campus resources. Each campus will investigate complaints in a manner that is equitable and reasonably prompt. Where appropriate, the campus will take prompt and effective steps (including disciplinary sanctions) reasonably calculated to end the



sexual misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

## Title IX

[Title IX](#) is a landmark federal civil rights law that prohibits discrimination on the basis of sex in federally funded educational programs and activities. Hawai'i Community College is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Campus Contacts:

- Dorinna Cortez, Title IX Coordinator / Interim Vice Chancellor for Student Affairs
- Dorinna Cortez, Title IX Deputy for Students / Interim Vice Chancellor for Student Affairs
- Mari Chang, Title IX Deputy for Employees / Human Resources Manager

## Policy on Pets on Campus

No pets, except service dogs, are allowed on the Hawai'i CC Campus (Policy [HAW 2.100](#)). A service dog is individually trained to do work or perform tasks for people with disabilities. Service dogs are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

## Smoking and use of Tobacco Products

On July 10, 2018 [all University of Hawai'i campuses and facilities became tobacco-free](#), joining more than 2,000 U.S. universities and colleges in an effort to provide a healthy environment for all students, faculty and staff.

Hawai'i state law (SB 134, Act 160, SLH 2018) now prohibits the use of tobacco products on all 10 UH campuses and university-owned facilities.

We encourage everyone to refrain from using tobacco products while on property owned or operated by UH. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes and chewing tobacco.

## Campus Communication

---

### Department/Unit Information

Division/Department Chairs and Unit Heads are responsible for keeping their staff updated with department/unit related information and announcements.

## Kauhale Updates

Kauhale Updates are sent out via “Kauhale News” email sent from the Chancellor’s office, as well as articles published on the College website. You can submit Faculty & Staff news articles via the [External Affairs and College Relations Office](#).

## Campus mail

Mail is collected and distributed daily. Check with your supervisor or department secretary for the locations of your mailbox and the outgoing mail.

## Campus bulletin boards

Bulletin boards are available on each campus to publicize upcoming events and other campus and community information. Contact the Information Office for more information about bulletin boards on the Hawai‘i CC Campus.

## Telephones

Most campus phones are VOIP (Voice Over Internet Protocol) phones. See the VOIP Telephone documents listed at the bottom of the [Faculty/Staff Resources page](#) on the college website.

### Directories:

- [Campus directory](#)
- [UH directory](#)

### Making calls:

- For **Hawai‘i CC Main/Hawai‘i CC Campus and Pālanuanui Campus** calls, dial the 4-digit extension (last 4-digits of the phone number).
- For **UH-Hilo calls**, dial 9 + 7-digit number
- For **Local calls**, dial 9 + 7-digit number
- For **Oahu, Maui, Kauai calls**, dial 9 + 7-digit number (Note: Area Code (808) or 1-808 is not necessary)
- For **Molokai and Lanai calls**, dial 9-1-808 + 7-digit number
- For **Mainland calls**, dial 9-1-Area Code + 7-digit number
- For **International calls**, dial 9-1-011-Country Code-City Code + 7-digit number (Note: Not all phones can make international calls.)
- For **Emergency calls**, dial 911 or 9-911
- For **800 number calls**, dial 9-1-800 + 7-digit number
- **Fax machines** are available in most department/unit offices.

## Email

All UH employees are provided with a UH Google account which includes email.

- Campus information and announcements are communicated via several email listservs. Check with your division/unit secretary to ensure you have been added to the appropriate listserv.

- To apply for an email address, go to the [Hawai'i CC homepage](#) and click on MyUH to get your username and establish your password.
- Use the following link to [request or manage your UH Username or change your password](#).

## Social Media

The College has several social media accounts:

- [Facebook - Manono Campus](#)
- [Facebook - Pālanuanui Campus](#)
- [Instagram](#)
- [Flickr](#)
- [Twitter](#)
- [YouTube](#)

## Intranet

The College's [Intranet](#) is used to store campus documents and is intended for Hawai'i CC employees only. It is not open for public viewing. Log on to the intranet with your UH username and password.

## Video Conferencing

Most conference rooms and some classrooms are equipped for video conferencing, for more information contact Media Services.

- Hawai'i CC Campus: 934-2563
- Pālanuanui Campus: 969-8827 or 969-8829

# Places to know

---

The following offices/services primarily provide services to faculty and/or students.

## Admissions and Records

Hawai'i CC Campus Bldg. 378; 934-2710

The mission of the [Admissions & Registration Office](#) is to provide accessibility to educational opportunities at Hawai'i Community College through effective, efficient, consistent, and inclusive admission and registration policies and procedures.

## Bookstore

UH-Hilo Campus Bldg. 336-1st Floor (Campus Center); 932-7394

Textbooks, other educational materials and equipment, software and computer related items, convenience and personal items, gifts, and clothing are sold at the [University of Hawai'i at Hilo Bookstore](#). Personal and Traveler's Checks, money orders, VISA, MasterCard, and Discover are accepted.

## Career and Job Development Center

Hawai'i CC Campus Bldg. 379-1A; 934-2731

The [Career and Job Development Center](#) is a resource available for all Hawai'i CC students. The center can aid with career exploration, career assessments, career decision making, job search, resume writing, interview preparation, and on and off campus employment opportunities. Faculty members are encouraged to include assignments in their curriculum that utilize the resources available in the Career and Job Development Center.

## Counseling, Advising and Support Services Center

Hawai'i CC Campus Bldg. 379-5A; 934-2720

Pālanui; Student Services Office Bldg. D (Elama); 969-8816

[Counseling, advising and support services](#) are designed to help all students develop academic and personal skills in order to succeed in college. Support services are available for students who are low income, academically under-prepared, displaced homemakers, and/or returning older non-traditional students. Individual and/or group counseling is provided by appointment or walk in. This service is also available at the Pālanui campus.

## Disabilities Services (Hā'awi Kōkua Program)

Hawai'i CC Campus Bldg. 388-106; 934-2725

Pālanui; 969-8823

The [Hā'awi Kōkua](#) Program promotes equal opportunity for individuals with disabilities to gain the maximum benefit from their educational experience by participating fully in their regular courses and activities at Hawai'i CC. The staff provides support and classroom accommodations to students with disabilities. It complies with Section 504 of the Rehabilitation Act by providing assistance with accommodations, such as administering the placement tests,

priority registration, sign language interpreters, readers, note takers, enlargement of text, handouts and exams, and special testing arrangements.

## Financial Aid Office (FAO)

Hawai'i CC Campus, Bldg. 379A-5; 934-2712

The Hawai'i CC [Financial Aid Office](#) administers a variety of federal, state, and institutional financial aid programs. These financial aid programs are intended to assist students and their families pay for educational costs. Students may apply for financial aid at Hawai'i CC. Peer Advisors are available to assist with completing the Free Application for Federal Student Aid (FAFSA) and renewal FAFSA.

## Hale Kea Advancement & Testing Center

Hawai'i CC Campus, Bldg. 387; 934-2540

The [Hale Kea Advancement & Testing Center](#) handles placement testing, make-up testing, and testing for distance education courses. The center also has a computer lab for student use.

## Intensive English Program (IEP)

Hawai'i CC Campus Bldg. 380-37; 934-2697 or 934-2698

The [Intensive English Program](#) provides English language preparation courses for international students seeking to continue education at a college or university, as well as for individuals seeking to improve English language skills for professional or personal advancement. The IEP is accredited by the Commission on English Language Program Accreditation (CEA) and is a member of the American Association of Intensive English Programs (AAIEP).

## International Students

Hawai'i CC Campus Bldg. 379-5; 934-2720

Hawai'i CC welcomes international students. [Information and assistance](#) is provided regarding college regulations, immigration requirements, financial matters, and personal concerns.

## The Learning Center (TLC)

UH-Hilo Campus Bldg. 334; 934-2530

[The Learning Center](#) (TLC) is part of the Academic Support Unit of Hawai'i CC and serves students and faculty of both the Hawai'i CC and the University of Hawai'i at Hilo. General services provided include the use of a multimedia classroom, access to computers and the Internet, tutoring, make-up testing, and independent study.

## The Library and Learning Center

Pālanui Campus; 969-8830

The [Library and Learning Center](#) at the Pālanui campus offers: library instruction, one-on-one tutoring, a computer lab, placement testing, distance education test proctoring, and make-up testing.

## Mental Wellness and Personal Development Service

Hawai'i CC Campus Bldg. 383-110; 934-2706

The [Mental Wellness and Personal Development Service](#) aims to assist the students of Hawai'i Community College enhance their resiliency while building on their existing strengths and honoring their individuality.

The Mental Wellness and Personal Development Service provides students with a confidential, safe space for students to seek out resources and engage in counseling.

Services are open to students of Hawaii CC. Services are available to the students of Pālanui on the 1st Monday and 3rd Tuesday of every month. If you would like to schedule an appointment at Pālanui please call (808) 934-2706.

## Mookini Library

UH-Hilo Campus Bldg. 334; 932-7286

Hawai'i CC and UH-Hilo share the [Edwin H. Mookini Library](#), which has a wide variety of information services including library instruction, maintenance of course reserves and reference assistance.

## Student Center (Kau Wa'a Center)

Hawai'i CC Campus Bldg. 379-15; 934-2733

The Kau Wa'a Student Center is designed to foster and promote student engagement. The center is supported in part by mandatory student fees, and it offers a variety of services for students, including:

- complimentary refreshments, including coffee and tea
- event board for current campus and community events
- copy machine
- complimentary locker rentals

## Student Health Services

UH-Hilo Campus Bldg. 336 (Campus Center) Room 212; 932-7369

The University of Hawai'i at Hilo's [Student Medical Services](#) (SMS) is staffed by a nurse practitioner and provides services to Hawai'i CC students (see website for fees). Services include medical care, prescriptions, first aid, health education, tuberculin skin tests and immunizations. The Family Planning Clinic, located within the SMS, offers pelvic exams, contraception, and testing for pregnancy and sexually-transmitted diseases for men and women.

## Student Organizations

Student Life: Hawai'i CC Campus Bldg. 378; 934-2517

Hawai'i CC maintains two types of student organizations: Chartered Student Organizations (CSO) and Registered Independent Student Organizations (RISO). CSOs at Hawai'i CC are



authorized by the University of Hawai'i Board of Regents to carry out functions or operations on behalf of the University for the purpose of serving the entire student body. These organizations provide programming that is relevant to student body and is funded by the mandatory student fees collected from the student body. Registered Independent Student Organizations are student clubs. [More information about RISOs](#) is available online.

# Campus Services

---

## Business Office

Hawai'i CC Campus Bldg. 397; 934-2740  
Pālanuanui; 969-8812

The mission of the Business Office unit is to provide the fiscal support services for Hawai'i CC, including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, and payroll. Additionally, the unit manages planning and development that contribute to student learning.

## Campus Security

UH-Hilo Campus - Aux Bldg., Rm. 103; Phone: 974-7911  
Hawai'i CC Campus - Bldg. 387-Cabin; 934-2760 (non-emergency), 854-1420 (emergency)  
Pālanuanui Campus - 854-7577

A brochure titled Hawai'i CC Campus Security, Alcohol and Drug Policies is available at your division and/or Chancellor's office. All security problems, no matter how minor, are to be reported to campus security. Incidents should also be reported to departmental administrators. A list of emergency numbers is posted in each classroom and office.

[Campus Security](#) provides foot and mobile patrols covering the UH-Hilo Campus and 24/7 walk-around patrol on the Hawai'i CC campus, as well as at Pālanuanui. Emergency call boxes are located on both the UH-Hilo and Hawai'i CC campuses. A map showing the locations of the emergency call boxes on the Hawai'i CC campus can be found at these websites:

- [Hawai'i CC Campus](#)
- [UH-Hilo Campus](#)

## The Emergency Operations Plan

The [Emergency Operations Plan webpage](#) provides the necessary guidance to organize and direct University of Hawai'i at Hilo's and Hawai'i Community College's operations in the event of an emergency and/or civil defense action. [Sign up to receive UH Alerts](#), either sent via text to your cell phone or to your email account.

## Classroom Security/ Locking Up

- Hawai'i CC Campus: During the day, Campus Security is responsible for opening and locking up the common use areas and selected buildings and classrooms on the schedule generated by POM staff.
- UH-Hilo Campus: Janitors on the UH-Hilo campus open and lock buildings and classrooms. In the evenings, the security guards can help. See your division office secretary for special arrangements or if you find your classroom locked during the day. Please turn off classroom and/or office lights when you leave and be sure to secure special equipment under lock and key or return it to a safe and secure place.
- Pālanuanui Campus: TBA (Procedures are currently being developed.)

## Children's Center

Hawai'i CC Campus Bldg. 3393; 934-2624

The Hawai'i CC Children's Center in Hilo is accredited by the National Association for the Education of Young Children and provides early education and care for children 18 months to 5 years of age. The Center serves children of students, faculty, and staff from Hawai'i CC and UH-Hilo. There is a fee for service with student assistance available. The Center offers a high quality developmental approach to early education and serves as a training site for Early Childhood Education students.

## Computer Services

Hawai'i CC Campus Bldg. 387-105; 934-2570

[Computer Services](#) (formerly Academic Computing Services) under the Vice Chancellor for Academic Affairs, provides Hawai'i CC faculty and staff with technical support and maintenance of computer hardware/software and peripherals. ACU is also responsible for consultation(s) related to hardware and software purchases. For all computer needs, a Computer Services Work Request form **must** be completed online using the [IT HelpDesk](#).

There are several software products that are installed on faculty and staff computers, which are made available through the UH system. The Microsoft Office suite (Word, Excel, PowerPoint, etc.) is utilized to ensure uniformity among Hawai'i CC Divisions/Departments and the Office of the Chancellor. Individual Divisions/Departments are responsible for the purchase(s) of Microsoft Office and/or any other specialized software products that they may wish to utilize on networked/individual computers. All software will be reviewed by Computer Services prior to purchase to ensure compatibility with existing systems.

## Dining Services

There are a several dining options for faculty and staff on the UH-Hilo and Hawai'i CC campuses. Listed below are general hours during the school year. Check for special schedules/closures during breaks.

### Hawai'i CC Campus

- Cafeteria, 382-101; 934-2559
  - Short Order  
Tuesday - Friday  
9:00 a.m. - 12:30 p.m.
  - Lunch Menu  
Tuesday - Friday  
10:45 a.m. - 12:30 p.m.
- Da Ohana Corner Café, 382-102 (Fall Semester Only); 934-2559  
Tuesday – Friday  
9:00 a.m. - 12:30 p.m.
- Bamboo Hale, 382-107 (Spring Semester Only); 934-2591  
Tuesday – Friday  
11:00 a.m. - 12:15 p.m.  
(Reservations recommended)

## UH-Hilo Campus

UH-Hilo Campus Center

<http://www.UH-Hilocampusdining.com/>

- Campus Center Dining Room, 336 first floor  
Monday – Friday 7:00 a.m. – 3:00 p.m.
- Campus Center Coffee Cart, 336 lanai  
Monday – Thursday 7:30 a.m. – 8:00 p.m.  
Friday 7:30 a.m. – 2:00 p.m.
- Da Cube, Outside 346  
Monday – Thursday 9:00 a.m. – 2:00 p.m.  
Friday 9:00 a.m. – 1:30 p.m.
- Juice Bar, 352 (Student Life Center)  
Monday – Friday 10:00 a.m. – 7:00 p.m.  
Saturday 11:30 a.m. – 5:00 p.m.  
Sunday 12:30 p.m. – 5:00 p.m.
- Other contracted vendors: check website for more information.

## Pāalamanui Campus

TBA - Services are currently being coordinated.

## Graphic Services

UH-Hilo Campus 334-308 (Library); 932-7323

If you need to produce slides, transparencies, make a sign and/or poster, laminate, or have large copying jobs done, contact [Graphic Services](#) for more information.

## Human Resources (HR)

Hawai'i CC Campus 397; 934-2525

The Human Resources Unit is committed to providing quality professional service to support the needs of Hawai'i CC. Services provided by the Human Resources Unit at Hawai'i CC include

- Equal Employment Opportunity/Affirmative Action (EEO/AA)
- Recruitment, Selection, Appointments
- Classification and pay administration
- Personnel Management policies and procedures
- Training and faculty and staff development
- Workers' compensation and temporary disability benefits
- Labor relations, organizational management and employment services

## Paychecks

Faculty and Staff are paid on the 5th and the 20th of the month. If these dates fall on a weekend or holiday, payday is the previous workday. However, depending on the type of employee, when you are hired determines if pay is **Lag** or **Lag (After-the-Fact)**.

- **Lag:**  
Faculty (9-month & 11-month), lecturers and employees hired before 7/1/98 are paid 5 days after 15th and end of each month (5th and 20th). For example:
  - Pay period: 8/1 - 8/15
  - Pay date: 8/20
- **Lag (After-the-Fact):**  
Employees hired on or after 7/1/98 are paid 1 pay period plus 5 days after the 15th and end of each month. For example:
  - Pay period: 8/1 - 8/15
  - Pay date: 9/5

[Pay statements can be viewed online.](#)

For employees who do not have direct deposit, paychecks are usually distributed via your unit/division/department.

## Instructional Technology Support Office (ITSO)

UH-Hilo Campus 346-109; 934-2647

[ITSO](#) is part of the Academic Support Unit reporting directly to the Vice Chancellor for Academic Affairs. ITSO provides support to Hawai'i CC faculty teaching distance education classes.

## Lost and Found

Check with Campus Security.

## Mail Services Center

Hawai'i CC Campus 389-5

The Hawai'i CC Mail Services Center, building 389-5, is open from 8:00 a.m. - 4:00 p.m. Mail is taken to the post office daily at 3:00 p.m. Campus mail is delivered and collected between 10:30 a.m. and 1:00 p.m.

### Campus Mail

- All full-time faculty, staff, and lecturers have a mailbox in their division office. Please check your mail regularly.
- It is recommended that important items be mailed to the Pālanui Campus rather than sending by campus mail.

### Personal Mail

- Personal mail/parcel service is not available.

## Media Services

Hawai'i CC Campus 386-5; 934-2563  
Pālanui Campus; 969-8827 or 969-8829

Media Services is responsible for assisting faculty and staff in servicing of AV equipment, use of Polycom/video conferencing equipment, audio/video tape duplication, and video production.

## Parking Passes, Parking Information

- **Hawai'i CC Campus** - no parking passes required. Parking is open except in labeled/reserved stalls.
- **UH-Hilo Campus** - Parking permits are required to park a vehicle in all lots on the UH-Hilo Campus between 6:00 a.m. and 4:00 p.m. (including parking with a Handicap placard and carpool stalls). Starting on the first day of classes, permits need to be displayed on all class days during the fall and spring semesters. Daily passes are available, or permits can be bought for the semester/academic year on a first-come, first-served basis. Information and parking applications for the different zones are available online and at the [Parking Office](#) on the UH-Hilo Campus 300-101; 932-7001.
- **Pālanui Campus** - no parking passes required. Parking is open except in labeled/reserved stalls.

## Planning, Operations and Maintenance (POM)

Hawai'i CC Campus Bldg. 389; 934-2752

[POM](#) provides janitorial services, facility maintenance, and grounds keeping.



# Professional Development and Recreation

---

## EDvance

Hawai'i CC Campus 379A-3; 934-2700  
Pālanui; 969-8845

[EDvance](#) (formerly the Office of Continuing Education and Training) was established in 1992 to offer non-credit courses and programs. EDvance offers diverse training programs and workshops for workforce training, professional development, and personal enrichment.

## UH Tuition Exemption

Faculty and staff may be eligible for tuition waivers. Employees must be employed on a half-time basis or more to be eligible for tuition waivers at any campus for a maximum of six credits per semester. In addition to employees, spouses, civil union and domestic partners of members of bargaining unit 07, 08, 87 and 88 may also be eligible for tuition waivers. The value of the tuition waiver may be taxable to the employee. [Go to the Tuition Waiver website](#) or check with Human Resources for more information.

## Hawai'i CC Faculty/Staff Development

The Hawai'i CC [Faculty/Staff Development committee](#) coordinates and develops professional development and personal enrichment opportunities to help create a campus culture that emphasizes continuous learning and growth; to create opportunities for faculty and staff develop their skills to further their careers; and to build unity and familiarity across the campus.

## UH-Hilo Student Life Center

The [UH Hilo Student Life Center](#) provides recreational, fitness, and wellness opportunities. Current full and part time Hawai'i CC faculty/staff are eligible to purchase a membership to use the UH-Hilo Student Life Center. Once the maximum capacity is reached for the Student Life Center, a membership waiting list will be created. Membership plans include a yearly membership, a six-month membership, or monthly membership.

## UH Hilo Theater (Performing Arts Center)

The [Performing Arts Center](#) produces, presents and/or co-sponsors an extensive and culturally diverse year-round season of local, regional, national, and international performing arts events performed by some of the world's greatest artists.

# In Case of Emergency

---

## What should I do if there is an emergency on campus?

As a reminder, domestic disturbances, altercations, acts of violence, theft of property, property damage, vandalism, etc., should be reported to Campus Security immediately. Call or use one of the emergency boxes if available on the campus.

- Hawai'i CC Campus: 854-1420
- UH-Hilo Campus: 974-7911
- Pālanuanui Campus: 854-7577

### **If there is immediate danger, fire or injury requiring police, fire and/or medical response:**

- Call 911 and provide the requested information.
- Follow up with a call to the respective security emergency numbers for your location and to your immediate supervisor.

For incidents and situations that do not require an immediate police, fire and/or medical response, call the respective security emergency numbers and your supervisor.

Disruptive Students - Refer to the college catalog for information related to the Student Conduct Code and disruptive students. Contact Security staff immediately if student conduct disrupts class and necessitates student removal.

## Emergency Response and Evacuation Plan

The purpose of the [Emergency Response and Evacuation Plan](#) is to provide the necessary guidance to organize and direct operations in the event of an emergency and/or civil defense action. Although Hawai'i Community College and the University of Hawai'i at Hilo have independent emergency operation plans, because the campuses are shared, both institutions work together in the event of an emergency. The Emergency Response and Evacuation Plan is periodically reviewed and updated. The final Emergency Plan is reviewed and approved by the Director of the Hawai'i County Civil Defense.

## UH Alert Emergency Notification System

The UH Alert emergency notification system alerts the university community in the event of a natural, health, or civil emergency. Automated emergency messaging options are these:

- E-mail: Hawaii.edu e-mail addresses are automatically subscribed to UH Broadcast, which sends out e-mails for administrative as well as health and safety alerts. Unsubscribing from UH Alert will not affect e-mail sent from UH Broadcast.
- SMS/text messages: Faculty, staff, and students may choose to be alerted via text messages to mobile phones. Approximately one message per semester is scheduled to test the UH Alert system. Depending on the phone plan, some cell phone carriers may charge for this message. Due to limitations with public carrier networks, there is no guarantee an emergency message will be received.

Personal information will not be given, rented, or voluntarily supplied to any third party for any reason other than emergency notification. For more information and to sign up for the service, visit the [UH Alert Notifications website](#).

## How do I....? What should I do if...?

---

### What should I do if I get hurt during work?

Notify your supervisor or your college personnel office immediately about your injury/illness. Inform them if you will be seeking medical attention beyond basic first aid and intend to file for workers' compensation. You must provide complete and accurate information, including outside (non-University) employment and prior similar injury/illness. You must obtain and submit forms to the Workers' Compensation Coordinator in the Hawai'i CC Human Resources Office.

### Where do I get my employee ID?

All new faculty/staff are entitled to a [University of Hawai'i ID card](#) for \$10.00. New IDs can be purchased throughout the academic year (fall and spring semesters) at the Campus Center in room 210 on the UH-Hilo Campus. For employees at the Pālanui campus, IDs are available in the Library/Learning Center.

### What should I do if I am not able to report to work?

If you are unable to report to work, contact your immediate supervisor.

### What should I do if I lose my key or am locked out?

Call Security to gain access to your office and notify your supervisor.

### How do I request to use a campus facility?

If you need to reserve a classroom or meeting room for a campus-related event, information, procedure and instructions are available on the [Planning, Operations and Maintenance website](#):

# Frequently Used Acronyms

---

Acronym	Definition
AA	Associate in Arts (degree)
AAS	Associate of Applied Science (degree)
ACCJC	Accrediting Commission for Community and Junior Colleges
ACU	Academic Computing Unit (now called Computer Services)
ADA	Americans with Disabilities Act
AMP	Academic Master Plan
APT	Administrative, Professional and Technical (employee group)
ARO	Admissions and Records Office
ARPD	Annual Report of Program Data
AS	Associate of Science (degree)
ASC	Academic Subject Certificate
ASU	Academic Support Unit
ASUH	Associated Students of the University of Hawai'i
AtD	Achieving the Dream
ATE	Applied Technical Education
BOR	(University of Hawai'i) Board of Regents
CA	Certificate of Achievement
CO	Certificate of Competence
CCSSE	Community College Survey of Student Engagement
CERC	College Effective Review Committee
CLO	Course Learning Outcome
CTE	Career and Technical Education
DC	Division/Department Chair
DE	Distance Education
DevEd	Developmental Education
DOE	Department of Education
EEO/AA	Equal Employment Opportunity/Affirmative Action
EH	East Hawai'i/Hilo
FA	Financial Aid
FERPA	Family and Educational Rights and Privacy Act
FMIS	Financial Management Information System
FTE	Full-time equivalent
GE	General Education
HawCC or Hawai'i CC	Hawai'i Community College
HGEA	Hawai'i Government Employees Association
HITS	Hawai'i Interactive Television System
HKATC or HKC	Hale Kea Advancement & Testing Center
HR	Human Resources
IEP	Intensive English Program
ILO	Institutional Learning Outcome
ITSO	Instructional Technology Support Office
KFS	Kuali Financial System
LLC	Library and Learning Center
LRDP	Long Range Development Plan
MC	Manono/Lower Campus
MOU	Memorandum of Understanding
OCET	Office of Continuing Education and Training (now called EDvance)

<b>Acronym</b>	<b>Definition</b>
OMB	U.S. Office of Management and Budget
ORS	UH Office of Research Services
PAL	Pālanui (Campus)
PLO	Program Learning Outcome
POM	Planning, Operations and Maintenance
RCUH	Research Corporation of the University of Hawai'i
RMP	Resources Master Plan
SLO	Student Learning Outcome
STEM	Science, Technology, Engineering and Mathematics
TLC	The Learning Center
TMP	Technology Master Plan
UC	Upper/UH-Hilo Campus
UH	University of Hawai'i
UHCC	University of Hawai'i Community Colleges
UHCWH	University of Hawai'i Center, West Hawai'i
UH-HILO	University of Hawai'i at Hilo
UHM	University of Hawai'i at Mānoa
UHPA	University of Hawai'i Professional Assembly
UHO	University of Hawai'i at West Oahu
UO	Unit Outcome
UPW	United Public Workers
VCAA	Vice Chancellor for Academic Affairs OR Administrative Affairs
VCAC	Vice Chancellor for Academic Affairs
VCAS	Vice Chancellor for Administrative Services
VCSA	Vice Chancellor for Student Affairs
VOIP	Voice Over Internet Protocol (Phone)
WH	West Hawai'i

## Acronyms for Academic Programs

<b>Acronym</b>	<b>Definition</b>	<b>Acronym</b>	<b>Definition</b>
ACC	Accounting	FS	Fire Science
AJ	Administration of Justice	AA-HWST	Hawaiian Studies
AG	Agriculture	HOST	Hospitality and Tourism
AEC	Architectural, Engineering and CAD Technologies	HSER	Human Services
ABRP	Auto Body Repair and Painting	IT	Information Technology
AMT	Automotive Mechanics Technology	LBRT	Liberal Arts
BTEC	Business Technology	MWIM	Machine, Welding and Industrial Mechanics Technologies
CARP	Carpentry	MKT	Marketing
CULN	Culinary Arts	NSCI	Natural Science
DISL	Diesel Mechanics	NURS	Nursing and Allied Health
DMA	Digital Media Arts	SUBS	Substance Abuse Counseling
ECED	Early Childhood Education	TEAM	Tropical Forest Ecosystem & Agroforestry Management
EIMT	Electrical Installation and Maintenance Technology		
ET	Electronics Technology		