



UNIVERSITY of HAWAII*
KAPI'OLANI
COMMUNITY COLLEGE

Campus Closure Information

In accordance with the collective bargaining settlements and the desire to recover energy savings, **Chancellor Leon Richards has determined that Kapi'olani Community College will be closed during the period from March 22 through March 26, 2010.** However, by exception, certain activities will be ongoing due to prior commitments.

At the current time, employees who will be on campus during the specified periods should be aware of the following:

- **No campus support services** (e.g., personnel, business/cashier, computer help desk, non-credit registration) will be provided. Secretarial and clerical support will **not** be available.
- **Campus security** will be provided throughout the specified periods on a 24-hours/ 7-days/week by Alii Security. Parking lots and campus access may be restricted to facilitate coverage and reduce unauthorized individuals entering the College.
- Room/office cleaning and **janitorial services** will be reduced to a minimal operational level, and only emergency work orders will be approved.
- In contrast to the December closure, there will be **no campus mail delivery or postal services**. No one will be available to accept parcel post deliveries. Deliveries of supplies and equipment should be rescheduled.
- The **library will be closed**.
- **No COMPASS testing** or other testing services will be available.
- The **bookstore will be closed**.
- **No new on-campus events are to be scheduled** for the specified periods due to the lack of staff support and supervision.
- AC operations will be reduced in all buildings.
- All employees are encouraged to **turn-off and unplug electrical equipment** prior to departing the campus in order to conserve energy.

Kapi'olani CC Building Usage/Closure Plan

Staff who are required to come on campus to work during the leave days may still access their offices with similar expectations as during weekend and holiday periods, i.e. electricity and network use are available, limited AC, no staff support.

Should you have any questions concerning the guidance provided in this memorandum, **contact Louise Pagotto, Vice Chancellor for Academic Affairs, 734-9519, for issues pertaining to instruction, students, or academic support, or Milton Higa, Vice Chancellor for Administrative Services, 734-9572, for institutional support services.** To contact **Security, please call 734-9900.** Thank you all in advance for your understanding and cooperation in this unique period of rescheduling.