STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
COMMUNITY COLLEGES
HONOLULU COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Honolulu Community College is committed to a comprehensive offering of technical-occupational and liberal arts programs and continuing education courses. The College offers open-door admissions and equal opportunity for all students regardless of their prior educational experience, quality teaching, affirmative action for non-traditional students, and responsiveness to the community's needs for up-to-date technical training. The College's philosophy is based in a belief in:

- Education is a lifelong process.

- Universal access to quality higher education is available to everyone.

- Education takes place in a learning-centered environment.

- Promotion of citizenship and individual community involvement is expanded through education.

- Continuous evolution to ensure that students are prepared for the realities of participation in an ever-changing society is paramount.

The College's mission is memorialized in a statement that captures the essence of the college and its purpose. Specifically:

Honolulu Community College provides accessible educational opportunities through an engaging learning environment that values academic excellence and personal growth of all students, with a kuleana (responsibility) to Native Hawaiians and our community, through career, liberal arts, technology, transfer, and professional training programs.

In support of Honolulu CC's mission, the College has established a set of core values:

- Student-Centered and Student-Focused - offering a supportive, high quality learning environment that guides students through their college pathway to become contributing members and leaders of our community.

- Community and Industry Partnerships - fostering educational partnerships with state-registered apprenticeship programs, local industries, and other organizations to create diverse academic and training opportunities.

- Indigenous Serving - supporting the Native Hawaiian community and its language, history, and culture.

- Sustainability - creating a culture of social responsibility around the conservation of resources and creating a foundation for environmental stewardship.

- Diversity and Equity - maintaining an equitable multicultural environment where all aspects of diversity are appreciated and respected.

The College offers credit and non-credit programs in a variety of liberal arts and occupational-technical areas. The College currently offers or is authorized to offer the Associate in Arts degree, Associate in Science degree, Associate in Applied Science degree, Associate in Technical Studies degree, Certificates of Achievement, and Certificates of Completion, Academic Subject Certificates, and Certificates of Attendance. The College also provides a

variety of short-term credit and non-credit education and training programs. Non-credit offerings include apprenticeship and journeyworker training, certification training in advanced technologies, and other general interest and occupational classes. The College's program areas include the University College (liberal arts), Transportation and Trades, Communication and Services, and the Pacific Center for Advanced Technology Training. Some of the specific degree and certificate offerings, such as those in Aeronautics Maintenance Technology; Boat Maintenance and Repair; Computing, Electronics, and Networking Technology; Cosmetology; and Occupational and Environmental Safety Management are available in the State of Hawaii only through Honolulu Community College.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for encouraging and maintaining a successful learning environment for all students. The Office of the Chancellor responds to the needs of the community and ensures an environment that provides professional growth and development of the faculty and staff. Furthermore, the Office of the Chancellor provides general direction for all college administration and development, plans, organizes, and directs the institution's academic and support programs in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

- Campus planning, research, and evaluation based on data driven decision making

- Evaluation and assessment based upon program review and continuous improvement

- Academic program development and delivery, including credit and degree programs and non-credit training programs and related support services

- Management of curricula, programs, and articulation with external colleges and organizations

- Student Services integrated into and wrapped around academic delivery and instruction

- Library and Learning Resources, and other learning assistance services

- Information and Media Technology Services

- External affairs, marketing, and public information

- Resource Development, including fund raising

- Finance, accounting, and budgeting

- Human resource management

- Physical plant management, including parking and security

- Institutional Research

- Accreditation Process

Communications and External Affairs
The Communications and External Affairs Office is responsible for all external affairs, institutional advancement, and public relations related to the College as a whole and for assistance to individual programs as requested. The Communications and External Affairs Office:

- Establishes and maintains community relationships through executive advisory committees, community boards, business constituents, and legislative and executive branches of government

- Coordinates activities associated with marketing and image development

- Develops and executes strategies to supplement the state-funded budget

- Promotes partnerships and other collaborative efforts to maximize College resources

- Administers the College's University of Hawai'i Foundation accounts

- Develops and promotes a consistent organizational image to target groups, community clients, supporters, and other beneficiary groups

- Assesses the educational needs of people in the College's immediate geographic area and assists other units to meet the needs.

- Provides protocol and serves as liaison in Community College initiatives

- Develops materials, provides public contact, and coordinates special events that support the College and its units in attracting, servicing, and maintaining relations with target groups

- Promotes private fund development and donor relationships

- Develops and implements applicable policies and procedures for distribution of private gifts to the College

- Represents the campus in system-wide communications and marketing efforts

ACADEMIC AFFAIRS

Academic Affairs is composed of three instructional units (the University College, Transportation and Trades Programs, and Communication and Services Programs), Student Services, Academic Support Services (Student Success, Educational Technology Center, Library, Policy, Planning and Institutional Research and Design Center), and Information Technology.

Office of the Vice Chancellor of Academic Affairs
The Office of the Vice Chancellor of Academic Affairs is responsible for all activities that are related directly to instruction, student services, policy, planning and institutional research, academic support services, and information technology functions of the College. The Office of the Vice Chancellor of Academic Affairs:

- Oversees the activities of instructional staff to assure quality performance

- Supervises and evaluates staff based upon clear goals and action plans

- Evaluates programs through program review, success measure outcomes and resource allocations

- Establishes a culture of evidence in planning and assessment

- Recommends to the Chancellor personnel transactions that relate to hiring, leaves, evaluations, and terminations

- Coordinates with other University units all personnel matters that may have system-wide implications relating to implementation of personnel policies

- Collaborates with other University units on student success initiatives across the ten campus system

- Oversees program review and program improvement activities

- Oversees the overall development of credit curriculum, courses and innovations in learning and teaching and ensures compliance with College and University rules and regulations regarding course and program approvals

- Oversees academic affairs activities, including credit and some non-credit offerings, apprentice training programs, journeyworker upgrading, federal training programs, other externally funded programs, and short-term training programs, learning assistance, developmental or pre-program English and Mathematics education, student support services, and library operations

- Oversees student services activities

- Oversees the publication of the College catalog, class schedules, and the regulation of new course offerings

- Coordinates and manages all internal and external credit and degree articulation agreements

- Provides leadership and coordinates activities related to teaching and student learning

- Oversees the preparation of budget requests and expenditures for instruction

- Develops internal academic policies and ensures compliance with established policies, procedures, and laws

- Provides leadership, policy development and operational management of a broad range of informational technology resources

- Develops campus policies and procedures to promote equity in educational opportunity that contributes to a safe, healthy and secure campus

University College

The University College is responsible for the Liberal Arts Program and Off-Campus Programs.

Liberal Arts

The University College is responsible for the Liberal Arts program and for delivery of the Associate in Arts degree, development and delivery of integrated curriculum for and with the other instructional units, planning and delivery of off-campus programs, planning and delivery of distance education courses, and the design and delivery of credit, general education courses and workshops to business, industry, and the general public. The unit manages credit instruction in its areas of responsibility. The University College:

- Develops, delivers, and reviews credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities in new programs to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

- Coordinates distance education

Off-Campus Programs

The Off-Campus Programs Office implements the agreements between the College and military services to provide credit instruction to military personnel, their dependents and civilians at military facilities. This office:

- Implements the agreements between the College and military services to provide credit instruction

- Provides on-base services to military and civilian students on military facilities, including assisting with applications, registration, scheduling, publication of schedules, and recordkeeping

- Assists in recruiting faculty members to teach in off-campus programs

- Coordinates with the College bookstore to ensure that the off-campus programs have the appropriate books and instructional materials

- Coordinates with the College counseling unit to ensure that off-campus students have access to counseling services

Transportation and Trades

Transportation and Trades Programs include Cooperative Education, all construction, applied trades, apprenticeship/journeyworker training, and transportation programs. The unit manages credit instruction in its areas of responsibility. The Transportation and Trades unit:

- Develops, delivers, and reviews credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

Communication and Services

Communication and Services Programs include communications programs and public and personal services programs. The unit manages both credit and non-credit instruction in its areas of responsibility. The Communication and Services unit:

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

Student Services

Student Services is responsible for planning, developing, and implementing various support services that are applicable to students or potential students across the academic programs. Services are provided to enable students to succeed in their academic experience, to adjust to the College, and to seek future goals in an orderly fashion. The units of Student Services are Admissions and Records, Career and Employment Counseling, Counseling, Financial Aid, Student Life and Development, Student Health Services, and Mental Health and Wellness. All units assist the College in meeting its goals and objectives in various areas, particularly those related to student success. The Student Services unit:

- Participates in recruiting, hiring, leaves, improvement, evaluation and termination of faculty and staff

- Develops unit plans focused on student success

- Coordinates needed integration of student support services with academic instruction, such as retention activities, early alert, etc.

- Provides support to better serve students

- Prepares unit budgets and supervises expenditures

Admissions and Records
Admissions and Records is responsible for providing admission services and is responsible for record keeping of all student records, including academic and contact information for official College use. This office:

- Coordinates student admission and disseminates information to prospective students

- Manages the record keeping of registration of new students into credit programs

- Assists in dissemination of information such as the use of college catalog and clarification of policies and regulations, or transfer information

- Assists in the evaluation of academic credentials for students

- Approves students for graduation

- Maintains student records for both credit students and non-credit students whose transactions are processed by other offices

- Coordinates with other University units to ensure consistency and transparency for students wherever possible

- Assures that grades are properly recorded and students are notified

- Certifies student enrollment

- Evaluates academic credentials for students

- Orders diplomas and notifies students of graduation status

Career and Employment Counseling
The Career and Employment Counseling Office is responsible for providing career counseling services and student job placement. This office:

- Coordinates career related materials

- Performs career outreach activities to expose students to alternatives and options

- Provides counseling services to students for career exploration, including interest and skills inventory testing

- Assists students in adjusting to college life through counseling

- Assists in dissemination of student employment information

- Manages the SECE database for student employment

- Suggests referral to community resources for specific services, information, etc.

- Manages student employment programs

- Works with instructional faculty to incorporate career explorations as part of the student wrap around support services

- Assists the College in meeting its goals and objectives in various areas, particularly those related to student success

Counseling
The Counseling Office provides academic counseling services for new and continuing students. This office:

- Assists students with the proper guidance in their class registration and academic path using technology

- Assists students in adjusting to college life through counseling services

- Oversee and ensure the updating of necessary technological resources to help students matriculate in a timely manner

- Assists in dissemination of information such as the use of the college catalog and clarification of policies and regulations, or transfer information

- Implement mandatory placement policies and registration practices for underprepared students

- Suggests referral to community resources for specific services, information, etc.

- Coordinates assistance to special target groups

- Assists in evaluating academic credentials for students

- Provides guidance on support and counseling services available to enable students with disabilities to succeed
- Performs graduation audits and approves students for graduation

Financial Aid
The Financial Aid Office provides financial assistance to supplement the resources of qualified students to help pay for a college education and to provide financial assistance. This office:

- Coordinates Federal, State, and private financial aid programs, including student loans, scholarships, grants, tuition waivers, and work-study employment

- Serves as a liaison between students and scholarship donors

- Provides financial aid counseling and assistance for students

- Evaluates and assesses departmental practices and policies to ensure efficient and effective distribution of financial aid to students

Student Life and Development
The Student Life and Development Office provides enrichment opportunities to students through social, cultural, recreational, and leadership opportunities. This office:

- Coordinates the College's new student orientation activities

- Oversees the activities of the Student Media Board, which publishes the student newspaper and literary magazine

- Advises student government and other chartered student and special needs organizations

- Plans and coordinates co-curricular, club, and athletic activities

- Supervises the expenditure of student activity funds

- Serves as a liaison between student groups and College administration

- Assists in the development of information regarding student affairs.

- Assists in developing policies relating to student conduct, behavior, and activities on campus

Student Health Services
The Student Health Services Office is responsible for promotion of a healthy, safe, and accessible community. This office:

- Coordinates and assists in campus safety initiatives including emergency procedures, subscription to the UH Alert System, updating of student emergency contact information and related areas to increasing safety on campus

- Provides limited nursing care and makes appropriate referrals as needed

- Serves as the designated office for responding to medical emergencies on campus along with Security personnel

- Assists Mental Health Counselor, Student ACCESS (disability services) and Security as needed in health and safety situations and in making recommendations to improve access, services, and facilities

- Completes and maintains health service records and required accidental illness/injury and other reports related to activities and functions of the

Student Health Services Office

- Coordinates the campus first aid program comprising of first aid kits and CPR/first aid training renewals for College security officers and upon request by interested faculty, staff, and students

- Advises and assists with implementing programs to ensure that the College complies with government health requirements in the areas of 1) post-secondary health clearance (TB and MMR) records and documentation, 2) public health disease prevention and pandemic planning, and 3) other health-related policies

- Implements and provides opportunities in the areas of health education and wellness through on-line resources and events

Mental Health and Wellness
The Mental Health Support Services Office provides preventive and emergency support services to students with mental health needs. This office:

- Supports the campus community, including students and employees, with mental health related issues and concerns

- Implements programs to ensure that the College complies with mental health and educational laws and requirements

- Assists students in adjusting to college life through counseling services

- Assists in dissemination of mental health support information

- Suggests referral to community resources for specific services, information, etc.

- Assists in providing support services to enable students with disabilities to succeed

- Assists the College in meeting its goals and objectives in various areas, particularly those related to student success

- Assists in developing campus policies and procedures to establish a safe, healthy and secure campus

Academic Support
Academic Support is responsible for overseeing academic support operations of the College. Its primary function is to provide a broad range of support services to academic programs of the College. The units of Academic Support are Student Success, Educational Technology Center, Library, Policy, Planning and Institutional Research, Design Center, and Disability Services.

Student Success
The Student Success Unit is responsible for the overall coordination of collaborative student success initiatives across the campus. The Unit manages the support systems for students, such as retention, placement testing, brush up activities, tutoring and TRIO activities to help students realize their academic and career potential. This unit:

- Convenes and leads campus-wide discussions around student support needs on campus

- Provides tutorial, peer mentoring and coaching services

- Administers placement testing and provides assessment brush-up programs when appropriate

- Provides student learning assistance such as access to computer labs, study rooms, make-up testing, and other learning assistance

- Provides testing accommodations to students with disabilities

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training

- Delivers study skills courses to enhance student retention

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the unit, and adjusts plans to reflect changing conditions and policies

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Recommends program budgets and supervises expenditures

Education Technology Center

The Education Technology Center is responsible for planning, developing, and delivering high quality distance education support and other instructional media support. This office:

- Supports the development and delivery of distance education using a variety of media, such as broadcast television, cable television, web-based instruction, or other forms of digital delivery

- Supports curriculum innovation using computers or media technology in the classroom

- Supports academic website design and development

- Trains faculty and staff in use of instructional media support technologies

- Participates n system-wide distance education planning and coordination with other University units

- Provides assessment and communication among campus constituents regarding distance education

Library

The Library is responsible for planning, developing, and delivering a variety of educational resources, information, and learning services that are applicable across various academic programs. The Library:

- Acquires, maintains, and disposes of library materials and information in both print and non-print forms

- Catalogs and classifies all new material

- Develops online materials for use by students enrolled in both on-campus and off-campus courses

- Consults with faculty on resources related to their learning goals

- Performs reference functions:

  - Assists users to find information

  - Answers questions

  - Provides instruction in use of library material and information services

- Provides access to online catalogs and other means to locate information

- Coordinates automated activities with other libraries, vendors and external specialists

- Maintains hardware and software of several systems used in performing library functions

- Maintains, edits, and corrects records in the bibliographic database

- Manages the circulation processes for loan of information materials including collecting fines

- Develops and implements applicable policies and procedures

Policy, Planning, and Institutional Research
The Policy, Planning, and Institutional Research Office is responsible for planning efforts, developing and coordinating policy, and coordinating institutional assessment and analysis. This office:

- Coordinates the preparation of the college catalog, schedules of classes, and other instructional and registration information

- Coordinates the development of internal policies and operational procedures relating to instruction, registration, and personnel

- Manages databases for the College's student information system

- Manages and directs the collection and analysis of institutional research data and its use in management decisions

- Develops methodologies and procedures for gathering internal and external data

- Prepares management information reports and other institutional research

- Establishes policies and direction for proper evaluation and accountability

- Ensures that all College units have access to objective and current information

Design Center

- Operates the printshop and provides graphics services

- Coordinates and produces graphics, print, and audio-visual materials for

instructional and administrative uses

- Supports media production including video/digital imaging

- Supports non academic website design and development

- Oversees campus information systems (signage/internet)

Disability Services

- Assures equal access to College facilities, programs, activities and services by students with disabilities

- Provides reasonable accommodations to qualified students

- Promotes an informed and hospitable learning community

- Advocates for campus-wide ADA/Section 504 compliance

Information Technology Center

The Information Technology Center is responsible for overseeing the College's information technology processes such as planning, policy development, security, compliance, architecture and design, user support, network infrastructure and telecommunication services. The Center:

- Plans and maintains computing and communications infrastructure

- Provides architecture and design expertise

- Deploys and maintains networking equipment

- Provides voice and video telecommunications services

- Provides software based network services

- Manages a campus-wide help desk for students, faculty, and staff

- Develops standards for mobile productivity

- Implements mobile device standards on equipment

- Provides classroom and lab support

- Installs and maintains the telecommunication system in coordination with system provider

PACIFIC CENTER FOR ADVANCED TECHNOLOGY TRAINING (PCATT) AND CONTINUING EDUCATION AND LIFELONG LEARNING (CELL)

The Pacific Center for Advanced Technology Training (PCATT) and Continuing Education and Lifelong Learning has dual responsibilities. PCATT is responsible for developing and providing training in advanced technology which enhance economic and workforce development programs and initiatives in the State of Hawai'i and in the Pacific Rim. This unit also oversees management and operations of continuing education and lifelong learning programs of the College.

PCATT

- Provides leadership to the overall advanced technology development of the College

- Ensures compliance with applicable University regulations regarding advanced technology functions

- Manages business-oriented advanced technology projects

- Plans and coordinates advanced technology development for the University of Hawai'i Community Colleges in service to the State of Hawai'i and other areas of the Pacific

- Recommends to the Chancellor personnel transactions that relate to hiring, leaves, evaluations, and terminations

- Supervises and evaluates staff and program outcomes

- Prepares unit budgets and supervises expenditures

- Develops business relationships

- Develops, and delivers PCATT non-credit training

    - Plans, develops curricula, and implements non-credit courses and community service programs

    - Plans, develops curricula, and implements contract training

    - Schedules and assigns classrooms

    - Recruits temporary faculty to teach courses

    - Allocates the budget and controls the expenditures for non-credit instructional programs

    - Registers non-credit College students

- Markets non-credit advanced technology education and training

    - Publishes schedule of courses and events for the Community Colleges

    - Develops and delivers high-end technical training to business and industry

    - Delivers certification programs in specific industries

    - Offers demonstrations of high technology capabilities and applications

- Coordinates the hiring of instructors and facilities use requests

- Develops and operates new programs

Continuing Education and Lifelong Learning
The Continuing Education and Lifelong Learning unit is responsible for planning, developing, and implementing educational programs that are not part of regular credit instructional programs of the College. This unit:

- Plans, develops curricula, and implements non-credit courses and community service programs

- Plans, develops curricula, and implement contract training

- Schedules and assigns classrooms

- Recruits temporary faculty to teach courses

- Allocates the budget and controls the expenditures for non-credit instructional programs.

- Registers non-credit College students

ADMINISTRATIVE SERVICES

Administrative Services is composed of Operations and Maintenance, Business Office, Human Resources Office, and Security Services. In addition to the functions carried out by these units, the Office of Administrative Services coordinates the development of the College budget and, for Administrative Services, prepares budgets and oversees expenditures. The Office is also responsible for overall administrative policy development and implementation, legal matters, and financial audit functions. These functions are carried out within University guidelines and in conjunction with other University administrative and legal offices.

Operations and Maintenance
Operations and Maintenance is responsible for creating and maintaining an attractive, clean, and safe learning environment. Operations and Maintenance:

- Provides custodial services

- Maintains grounds, including landscape design and maintenance

- Maintains buildings, including development and implementation of preventive maintenance programs

- Assists with construction and repairs management of the College's facilities, including liaison with the Vice President of Community College's Office of Physical Facilities, Planning and Construction

- Directs campus safety programs, including hazardous waste management, OSHA compliance, and emergency planning

- Operates transportation services

- Operates the physical plant, including development and implementation of energy management programs

- Develops and implements applicable policies and procedures

Business Office
The Business Office is responsible for fiscal, budget execution, grants management, and property management functions of the College. This office:

- Coordinates accounting and financial records

- Manages procurement process

- Manages payroll

- Receives and accounts for cash (oversees the cashiering functions carried out in other units)

- Ensures the proper implementation/maintenance of the University's student information system to meet student and College needs

- Coordinates payments for all third-party vendors, including all wire transfers and web payments for all military branches

- Initiates all student refunds, which includes financial aid awards

- Executes operational and capital budget

- Manages contracts and grants

- Provides for the orderly delivery of mail, as well as the processing of all outgoing mail

- Controls expenditures of all projects: general funds, special funds, federal, and extramural funds, by certifying as to the availability and compliance with fiscal policies

- Assists and screens all federal proposals for compliance with federal guidelines and UH policies

- Prepares all financial statements for College controlled funds

- Handles all disbursing functions

- Establishes and maintains account numbers for the entire College: federal, special, general, and agency funds

- Screens all travel requests and completions for compliance with UH policies

- Assists in the coordination of repairs and maintenance projects

- Oversees parking operations of the College which includes parking availability and control, student lottery system and resolution of parking citation complaints

- Develops and implements applicable policies and procedures

- Assists and screens all federal proposals for compliance with federal guidelines and UH policies

Human Resources Office
The Human Resources Office is responsible for all personnel and employment related matters at the College. This office:

- Coordinates recruitment and hiring of new employees, including casual and emergency appointments

- Manages personnel transactions and employment records

- Coordinates Equal Employment Opportunity/Affirmative Action program

- Ensures a safe and productive work environment for all administrators, faculty and staff.

- Manages labor and employee relations and collective bargaining contracts

- Conducts grievance and complaint investigations

- Maintains and disseminates information on working conditions, salaries and fringe benefits, and employee benefits

- Administers employee benefits including workers' compensation and temporary disability benefits

- Reviews and makes recommendations on changes in position management and classifications

- Coordinates the Employee Assistance Program to provide referral intervention services for professional and personal counseling.

- Administers the campus' Drug and Alcohol Testing program and training, in compliance with collective bargaining agreements.

- Manages staff development and training for staff

- Maintains and updates organizational charts and functional statements

- Develops and implements applicable policies and procedures

Security Services

The Security Office is responsible for safeguarding physical and human resources at the College 24 hours per day and seven days a week. This office:

- Patrols the main campus by vehicle and on foot

- Provides assistance during emergencies including building evacuations, contacting appropriate emergency response offices

- Responds to reports of disturbances

- Provides escort services during evenings

- Maintains daily records of incidents

- Conducts investigations and records findings on incident reports

- Inputs incidents reports into a crime statistics database