# PHONE NUMBERS

**Registration Line - 245-8318**

**Office of Continuing Education (OCET)**
- Calvin Shirai, Director  
  808-245-8355 [shiraic@hawaii.edu](mailto:shiraic@hawaii.edu)
- Cheryl Stiglmeier, Training Coordinator  
  808-245-8351 [cstig@hawaii.edu](mailto:cstig@hawaii.edu)
- Peggy Lake, Training Coordinator  
  808-245-8319 [lakemr@hawaii.edu](mailto:lakemr@hawaii.edu)
- Kyoko Ikeda, International Education  
  808-245-8368 [kyokoi@hawaii.edu](mailto:kyokoi@hawaii.edu)
- Jennifer Defuntorum, Secretary  
  808-245-8318 [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Rodel Agpaoa, Office Assistant III  
  808-245-8318 , rodelc4@hawaii.edu
- Crystal Bethel, Office Assistant IV  
  808-245-8318 [cbethel@hawaii.edu](mailto:cbethel@hawaii.edu)

**Performing Arts Center**
- Juno Apalla, Theater Events Manager  
  808-245-8352 [mailto:japalla@hawaii.edu](mailto:japalla@hawaii.edu)
- Kent Tanigawa, Theater Technician  
  808-245-8362 [kenttani@hawaii.edu](mailto:kenttani@hawaii.edu)

**Security**  
808-245-8399

**Night Duty**  
808-652-2996

## Important Telephone Numbers

- UH Kaua’i Community College  
  [shiraic@hawaii.edu](mailto:shiraic@hawaii.edu)
- Office of University Center  
  [cstig@hawaii.edu](mailto:cstig@hawaii.edu)
- Office of VC - Student Services  
  [lakemr@hawaii.edu](mailto:lakemr@hawaii.edu)
- Office of VC - Admin. Services  
  [kyokoi@hawaii.edu](mailto:kyokoi@hawaii.edu)
- College/University Policies  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Campus Safety  
  [cbethel@hawaii.edu](mailto:cbethel@hawaii.edu)
- Illicit Drugs & Alcohol  
  [kyokoi@hawaii.edu](mailto:kyokoi@hawaii.edu)
- Lethal Weapons  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Sexual Harassment  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Sex Offenses  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Smoking  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Campus Parking/Motor Vehicles  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Discrimination/Affirm. Action  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Educational Rights/Student Privacy  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- OCET Instructor Guidelines  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Children on Campus  
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- Classroom Setup  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Compensation, Incentive Pay, Payroll  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Copying Services  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Curriculum & Instructional Materials  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
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- Multi-media Services  
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- Lost & Found  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Recycling  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Tuition Payment  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- OCET Classroom/Lab Use Procedures  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Prior to Classes  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Day of the Class  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- After Classes  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- KCC Campus Map  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
- Statement of Understanding  
  [defuntor@hawaii.edu](mailto:defuntor@hawaii.edu)
INTRODUCTION

Welcome aboard and thank you for joining the Kaua`i Community College Continuing Education & Training (KCC OCET) team! This handbook will provide you with general information about the College, its organizational structure and services, policies, guidelines, and procedures regarding KCC OCET classroom instruction. It contains valuable information to help guide you in your role as a non-credit instructor at Kaua`i Community College. We look forward to working with you in providing the highest quality training to the people of our community.

If you have concerns relating to topics not covered in this booklet or just want more information and clarification, please feel free your Training Coordinator. You are also encouraged to visit our OCET website at https://ocet.kauai.hawaii.edu/ to learn more about our Kaua`i Community College Continuing Education Program.

GENERAL INFORMATION

University of Hawai`i – Kaua`i Community College

The University of Hawai`i is one of 18 departments in State government. It has evolved since its inception in 1907 into a multi-institution system comprised of a major research university (UH Manoa), a four-year campus (UH Hilo), an upper-division college (UH-West Oahu), and the Community College System comprised of seven community colleges (Kaua`i, Maui, Hawai`i, Leeward, Honolulu, Kapi`olani, and Windward), as well as the Employment Training Center. The Board of Regents (BOR) governs all eleven public institutions of post-secondary education.

Kaua`i Community College, founded in 1965, provides two-year college transfer and general education programs, technical, vocational, continuing education, community service, and other programs and services appropriate for the residents of Kaua`i. The college serves students and community members, through its credit and non-credit course offerings, and it also provides outreach support to bachelor’s and graduate degree programs offered by UH-West O`ahu, UH Hilo and UH Manoa. Kaua`i Community College is an Equal Opportunity/Affirmative Action Employer and employs approximately 200 faculty and staff persons. To view a map of the campus please go to: https://ocet.kauai.hawaii.edu/campus-map
Each employee is part of a total College commitment to the value of human life and learning. In sharing our training and our active concern, we empower students in their reach toward their own visions. We offer opportunities to survey human cultures and their explorations in literature and the arts, philosophy, history, mathematics, and the sciences both for understanding and as preparation for further academic work. We offer opportunities for development of job-entry skills, career upgrading, and personal growth. We help students develop skills and attitudes for clear thinking, effective communication, and responsibility for human welfare that will let them flourish in their chosen spheres of meaning, whether island, state, nation or world. We extend our unique community role, as the only public institution of higher education based on this island, beyond the programs we offer, linking with other institutions that can help our community meet the needs of society and of self. We invite you to read more about Kaua’i Community College’s mission statement and vision at: https://www.kauai.hawaii.edu/about-kauai-cc

Role of the KCC OCET Office

Flexible, timely responses to needs beyond the traditional college curriculum are the hallmark of the KCC OCET Office. Instructional courses focus on training programs in the business and visitor industries, vocational upgrading, supervisory skill development, and personal enhancement. Special programs include re-training for dislocated workers, international study tours, and cultural performances staged at the College’s Performing Arts Center. A variety of instructional, cultural, recreational, vocational, problem-solving and general informational services are available.

The KCC OCET Office also offers non-credit courses for a variety of programs in the areas of computer education, digital media, professional development, financial management, Hawaiian culture, safety training, “green” and agriculture courses, ocean safety, and trades training. We also provide training in specialized courses designed for the preparation of examinations that lead to national or state certification.

Non-credit courses are open to individuals 18 years or older who can benefit from them. While there are no prerequisites, specific courses may require some prior experience to obtain maximum benefit. Students who complete all training requirements will receive a Certificate of Participation.
CAMPUS ORGANIZATION

Below are brief descriptions of the primary functions of the other major offices and divisions of Kaua`i Community College. For more information, visit our website at https://kauai.hawaii.edu/ and click on the appropriate menu item.

Office of the Chancellor.
Responsible for the overall management of the instructional, academic support, student services, institutional support, and continuing education and training programs of the College. (Phone: 245-8283)

Office of the Vice Chancellor for Academic Affairs.
Responsible for the academic management of the College by (1) administering the overall instructional program and (2) developing and evaluating academic support services. (Phone: 245-8229)

Divisions are:
- Language, Art, and Humanities (LAH)
- Science and Mathematics (SAM)
- Trade Technology (TT)
- Health Education (HED)
- Business Education (BED)

Office of the University Center and Academic Support. These services are as follows:
- **Library.** Provides all library services that include books, magazines, pamphlets, tapes, video materials, films, slides and other materials, as well as reference and bibliographic assistance. (Phone: 245-8233)
- **Media Services.** Plans, coordinates, and administers the College’s media program by assisting faculty and staff in the selection, use, and design of materials and equipment. Kaua`i Community College, through Media Services, is also a transmitting and receiving site for HITS (Hawai`i Interactive Television System). (Phone: 245-8238)
- **University Center.** Provides support for courses and programs made available from other institutions within the University of Hawai`i System. Baccalaureate Programs, graduate degrees are offered. (Phone: 245-8238)
- **The Learning Center.** Provides services to students and faculty including computer-assisted instruction and other instructional support services. (Phone: 245-8346)
- **Computer Services.** Administers and maintains all computing and data processing equipment and software, including systems development and maintenance, systems analysis, and design and application programming as well as training staff persons. (Phone: 245-8342)
Office of the Vice Chancellor for Student Services.
Plans, coordinates, and supervises student recruitment, testing, guidance, and placement as well as student governance and commencement activities. Important components of this program area include: Admissions & Registration, Counseling and Testing, Financial Aid, and Student Activities. (Phone: 245-8212)

Office of the Vice Chancellor of Administrative Services.
Supervises and administers budget preparation and control, financial management, facilities management, auxiliary services, and human resources. The three main program areas of Administrative Services include: Business Office, Operations and Maintenance, and Human Resources (Personnel Office). (Phone: 245-8230)
COLLEGE/UNIVERSITY POLICIES

These policies apply to the entire university community, including faculty, staff, students and visitors. OCET instructors should familiarize themselves with these policies and use them to provide a safe and secure learning environment for themselves and their students.

Campus Safety
Kaua‘i Community College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. Because no campus is isolated from crime, the College has developed a series of Policies and Procedures that are designed to ensure that every possible precautionary measure is taken to protect persons on the campus.

In classrooms, labs and shops, and on field trips, the personal safety of students and instructors is extremely important. Safety lectures, demonstrations, quizzes, and other safety activities are a regular part of the Kaua‘i Community College instructional program.

Certain types of protective equipment are required for participation in many activities taking place in classrooms, labs, and shops. Students are required to participate fully in safety-related instruction, furnish their own personal protective equipment, supplies, and uniforms when required, and utilize College protective equipment when provided. Failure to act in a safe, responsible manner may result in immediate removal from class.

Risk and Release forms are available from the KCC OCET and must always be signed by each student for field trips and instructional activities involving potentially dangerous procedures, tools and materials. Please consult with your training coordinator prior to the start of your class if your course activities involve potentially dangerous procedures, tools and materials.

For more information on the most current Campus Safety Policy, please visit the College website at https://www.kauai.hawaii.edu/campus-safety or contact the Vice Chancellor of Administrative Services (Safety Officer) at 245-8230 or the Vice Chancellor of Student Affairs at 245-8313.

This Official Notice, by the University of Hawai‘i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

Illicit Drugs and Alcohol - In conformance with the existing law, University faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University.
for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation. Sanctions which maybe imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the Code are available at the Office of the Vice Chancellor of Student Affairs.

The purchase, possession or consumption of alcoholic beverages is regulated by state law. University 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. Students are referred to Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

**Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and State law.** Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University Hawai‘i Community College campus are available at the Office of the Vice Chancellor of Student Affairs.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

*Lethal Weapons* - Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

*Sexual Harassment* - It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the College/University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the College/University’s programs and activities. Sanctions will be imposed on members of the College/University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information, please contact the EEO/AA Coordinator (245-8323).

To view the Executive Policy E1.203 *Policy on Sexual Harassment and Related Conduct*, visit the website at: [https://www.kauai.hawaii.edu/title-ix](https://www.kauai.hawaii.edu/title-ix).
**Sex Offenses** - As with any criminal offense that occurs on campus, students should report any incidents of sexual harassment, rape, attempted rape, or sexual assault to the Vice Chancellor for Administrative Affairs (245-8230) and the Kaua‘i Police Department (911).

Assistance is available at the Office of the Vice Chancellor of Student Affairs for students who would like to change their academic and/or living situations following an alleged sexual assault incident as well as for those who need counseling. Information on how to best minimize becoming a victim of sexual assault is provided in a brochure entitled “Sex: Assault, Reducing the Risk and Coping with an Attack.” Complimentary copies are available at the Office of the Chancellor of Student Affairs.

**Smoking** - in accordance with the State’s No Smoking Act, Act 108, SLH 1976 and Act245, SLH 1987, and University policy smoking is prohibited in any of the classrooms, laboratories, conference rooms, and other covered structures of the College.

Effective January 2003, the University of Hawai‘i system implemented a new Tobacco Products policy in an effort to improve the working and learning environment of the university, and protect faculty, staff, students and visitors from secondhand smoke exposure while on University of Hawai‘i campuses.

According to the policy, smoking is prohibited in the following areas:

- a) All interior space owned, rented, or leased by the College/University;
- b) In building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces, and lanais;
- c) Within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings that are not air-conditioned;
- d) Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation;
- e) Within the gates of the campus outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas;
- f) Any area that has been designated by the person having control of the area as a non-smoking area and marked with a no smoking sign.

This policy applies to the entire university community, including faculty, staff, students and visitors. For prompt and appropriate response at the various UH campuses, administrators will designate an office to handle inquiries and complaints relating to the policy at their campus.

For contact information at a specific campus or additional details about the policy, visit [http://www.hawaii.edu/smokingpolicy](http://www.hawaii.edu/smokingpolicy).

**Additional Requirements for Employees Engaged on Federal Contracts and Grants.** The Drug-Free Workplace Act of 1988 (Public Law 00-690, Title V, Subtitle D) requires that College/University employees directly engaged in the performance of work on a federal contract or grant shall abide by this policy as a condition of employment and shall notify the College/University within five days if they are convicted of any criminal drug statute violation.
occurring in the workplace or while on College/University business. The College/University is required to notify the federal contracting or granting agency within ten days of receiving notice of such conviction and to take appropriate corrective action or to require the employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

**Campus Parking and Operation of Motor Vehicles**

The purpose of these rules is to increase pedestrian safety, reduce traffic congestion, and provide for safe and orderly and parking on the campus. Any motor vehicle may be removed from the campus at the expense of the owner/driver of the vehicle if it is in violation of these rules.

Violations include: a) parking in prohibited areas such as, but not limited to, the following: on grassed areas, medial strips, sidewalks, in reserved or loading stalls, in “No Parking” areas, or along areas painted YELLOW (e.g., too close to intersection, in loading zones, and in driveway areas); b) driving on areas other than streets, roads or parking areas; c) speeding over 15 miles per hour or other posted limits; d) reckless driving; e) failure to heed directions of a duly authorized officer; and f) failure to heed directions given on an official sign (e.g., failure to stop at stop sign).

All owners and operators of motor vehicles parked or operated on campus shall assume the risk of, and the College and University shall not be responsible or liable for, any loss or damage occasioned by fire, theft, or other casualty to motor vehicles or any contents therein. Each such owner and operator of a motor vehicle parked or operated on campus shall indemnify and safe harmless the College and University from and against all claims, demands, costs, and expenses whatsoever arising out of or in connection with parking or operation of such motor vehicle on campus.

**Discrimination Complaints & Affirmative Action Policy**

The University of Hawai‘i is committed to a policy of nondiscrimination on the basis of race, color, national origin, sex, physical and mental disability, and age in all of its programs, policies, procedures and practices. This nondiscriminatory policy covers students, employees and applicants for admission and employment. It covers admission and access to, participation, treatment and employment in University programs and activities. State and federal laws that prohibit discrimination in employment on the basis of veteran status, marital status, religion, ancestry, and arrest and court record also cover employees and job applicants.

Any community college student, employee or applicant who believes he or she has been a victim of unlawful discrimination may file a complaint with the campus designee. The designee will counsel the Complainant about avenues for pursuing the complaint. Discrimination complaints may be filed concurrently with an external agency to meet state and federal agency deadlines without jeopardizing an individual’s right to a University investigation.

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, ancestry, sexual orientation, national origin, disability, marital status, veteran’s status, or arrest and court record may file a complaint with JoRae Baptiste, EEOAA Coordinator (Phone: 245-8323, One Stop Center, Business Office). The EEOAA Coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office. The process of addressing allegations of discrimination are described in the CCCM No. 2210 UH Community College.
Procedure and Guidelines, Relating to Complaints of Discrimination and in Campus Section 504/ADA Grievance Procedure. Students may also file complaints of discrimination with the Office for Civil Rights, 915 Second Avenue, Room 331O, Seattle, WA 98174-1099. Phone: (206) 220-7920. FAX: (206) 220-7887.


Educational Rights & Privacy of Students Policy
Kaua`i Community College subscribes to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:

- The right to inspect and review education records.
- The right to request to amend education records.
- The right of protection from disclosure by Kaua`i Community College of personally identifiable information contained in education records without the permission of the student involved.
- The right to file complaints concerning alleged failure by Kaua`i Community College to comply with the Act.

Please note that student names and addresses should not be used for personal gain. For further information about FERPA--, please refer to Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. (Available at Dean of Student Services Office or visit the website at https://www.kauai.hawaii.edu/educational-records
OCET INSTRUCTOR GUIDELINES  (Topics listed alphabetically.)
Your Training Coordinator is your primary contact while employed with OCET. Please consult with him/her about questions you may have regarding any of the following.

Children on Campus
The College does not permit children to be on campus while their parents are on duty except in cases of emergency. If your children have to be on campus while you are on duty, they must be supervised and not permitted to move about the campus unsupervised.

Classroom Keys
All classroom and facilities keys taken out of the OCET office must be signed out for, and signed back in when returned, for each day of class. Keys are not to be duplicated, taken off campus or kept overnight. While the keys are in your possession, you are solely responsible for the keys. If you lose a key, you will be charged for the cost of replacing the key and its locks. If the OCET office is closed when you are to return the keys, please drop them, along with your attendance sheet, into the OCET drop-box located on the left-side of the OCET Office front door.

Classroom Setup
OCET classrooms are setup in the traditional desk and chair format to accommodate the majority of classroom users. Instructors requiring a different configuration must notify the OCET office prior to the start of the class. Instructors are responsible for any re-arrangement of the classroom furnishings and must restore the classroom to the original configuration at the end of each class session. New instructors should arrange a “walk-thru” of KCC OCET’s facilities and classrooms with their Training Coordinator prior to the start date of their course to become familiar with the location and setup of the classrooms.

Compensation & Payroll Requirements
Compensation - KCC OCET instructors are paid per student contact hour or as an Independent Contractor (contract and liability insurance required). There is generally no compensation for curriculum development or classroom prep time work unless special arrangements have been made between the instructor and KCC OCET prior to start of instruction.

Payroll Requirements & Processes - All class attendance sheets must be signed by all attending students and the instructor and submitted to the OCET office at the end of every class session. Attendance sheets are used as a verification of work completed. Any un-submitted or unsigned attendance sheets will delay the timely arrival of your pay. Note that there are attendance sheets for each class session.

KCC OCET works within the processes and timelines of the University of Hawai'i fiscal system. Please know that your first salary payment from KCC OCET will arrive no sooner than six (6) weeks from the date your first time sheet is submitted for processing. Time sheets are submitted
every two weeks on the 15th and last day of the month. Pay days are on the 5th and 20th or on the
work day nearest to them of every month. Payments are made by a direct deposit into your
personal bank account unless other arrangements have been setup.

**Copying Services**
We will be glad to print handout copies for your class. Please insure that they are received
(preferably electronically) by our office at least 10 business days prior to your class start date.
All handouts must be labeled with the course name and dates. Federal copyright laws prohibit
our department from duplicating copyrighted material without the permission of the publisher or
author, so please do not include these materials as they will not be reproduced.

**Curriculum & Instructional Materials, Student Learning Outcomes**
*Instructor Proposed Courses* - A completed Course Proposal form must be on file at the KCC
OCET office before KCC OCET will offer the course to the public. The KCC OCET Course
Proposal form must contain a course description, a list of student learning objectives, a course
outline or syllabus, a summary of the instructor's qualifications, and all course handouts.

While you are employed as an instructor with KCC OCET, KCC OCET reserves the right to the
exclusive use of your curriculum for any course you are currently teaching for KCC OCET.

*KCC OCET Courses* – Instructors should not delete, add, or modify any of KCC OCET’s course
curriculum and/or instructional materials. If an instructor feels that changes are necessary,
he/she must get the approval of the Training Coordinator before implementing the changes in the
classroom.

KCC OCET’s curriculum and/or instructional materials may not be used in whole or in part for
the purpose of personal or business gain unless authorized by the Director of KCC OCET. The
use of equipment, facilities, campus resources or solicitation for personal or business gain is also
prohibited. Curriculum developed for KCC OCET while on the payroll of KCC OCET becomes
the property of KCC OCET.

**Dress Code**
KCC OCET and professional business etiquette dictate that its instructors should maintain good
personal hygiene and wear comfortable business attire as appropriate for the course being
conducted.

**Emergencies**
*In an emergency, call the KAUAʻI POLICE DEPARTMENT at 911 (9-911 when using the
campus phone system) and notify Campus Security at 212-2679.*

If the emergency involves serious bodily injury, hospitalization, police involved action, property
damage or inability to secure the facility, also call the Director of OCET and your Training
Coordinator.
Emergency – Unable to Teach
Please let the OCET Office know as soon as possible if you are unable to teach your class, as it is very difficult to notify the students and/or find another instructor on short notice. Depending on the circumstances, OCET will re-schedule the class or find a substitute instructor to fill-in for you. **You cannot, on your own, appoint a “subcontractor” or hire a replacement instructor to substitute teach for you.**

If the office is closed, please call your Training Coordinator or any of the numbers listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Cellular</th>
</tr>
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<tbody>
<tr>
<td>Calvin Shirai</td>
<td>Director</td>
<td>635-0154</td>
</tr>
<tr>
<td>Cheryl Stiglmeier</td>
<td>Training Coordinator</td>
<td>651-5861</td>
</tr>
<tr>
<td>Peggy Lake</td>
<td>Training Coordinator</td>
<td>634-6545</td>
</tr>
</tbody>
</table>

Food and Beverages in Classrooms
Kaua`i Community College is fortunate to have an effective and conscientious custodial and maintenance staff. However, we still need everyone’s cooperation to maintain a safe and clean learning environment. As a general rule, no food and/or beverages should ever be brought into any classroom without the prior permission of the OCET Director, Office Manager or your Training Coordinator. If, however, you are permitted to have food in the classroom, please remove all leftovers and associated trash from the classroom and place them in and outdoor trash receptacle or trash bin. **Absolutely no food or beverages are ever allowed in any of the OCET computer labs.**

Multi-media Services
Please include any request for multimedia equipment on your Course Proposal form. If you require these services after your course has started, notify your Training Coordinator as soon as possible. Note that multimedia equipment requests may take at least one week to complete.

Lost & Found
Information for lost and found articles may be obtained at the Business Office, the Library Circulation Desk, or Student Services. The number to call is 245-8311. For items lost in the Performing Arts Center, call 245-8352. For items lost in the OCET classrooms contact the OCET office at 245-8318.

Recycling
Faculty, students, and visitors are encouraged to actively participate in the College’s recycling efforts. Recycling collection stations can be found in every building. Each station has containers for placing recycled paper, bottles and cans.

Tuition Payment
By law, only KCC OCET office personnel are allowed to collect and process tuition payments. For your own protection, do not collect tuition payments from anyone. Direct individuals to the KCC OCET Office for all tuition payment processing. At off-campus classroom sites, have the individual call the OCET office at 245-8318 where they can make the tuition payment by credit card.
OCET CLASSROOM/LAB USE PROCEDURES

Prior to Classes
• Instructors should call the OCET office periodically to check on the enrollment status of their course. If there is insufficient enrollment three (3) working days prior to the start date of the course, the course will be cancelled. You will be notified by your Training Coordinator of the cancellation three (3) working days prior to the date of your class.

Day of the Class
● Instructors should pick up their course packet (sign-in sheets, attendance roster, certificates and evaluations) keys and handout materials/books from the OCET office at least 15 minutes prior to the start of the class. OCET’s office hours are Monday through Friday 7:00 a.m. to 4:30 p.m., and Saturdays 7:00 a.m. to 2:00 p.m. when the regular College Spring and Fall semesters are in session. If you are unable to pick up your packet during these office hours, contact your Training Coordinator to make other arrangements.

● Instructors must have their assigned classroom opened at least 15 minutes before the published class start time. Please start your class on time and not wait for late-comers so as to be fair to those who came on time.

● All students and the instructor must sign in on each attendance sheet. It is important that OCET maintain good attendance records for reporting purposes. If a student fails to sign in, please indicate on the student’s signature line “Attended” and initial next to it. Attendance sheets must be submitted to the OCET office after each class session. Note: Your timesheets cannot be processed until all of your attendance sheets and evaluations for that pay period are received by the KCC OCET Office.

In some circumstances, students may request that you sign additional attendance forms as required by their sponsoring agency or company. Please accommodate these students.

● No one should be allowed to attend a class if she/he is not listed on the class attendance sheet (officially registered). If an individual shows up for class and is not listed, immediately direct them to the KCC OCET office to register. Instructors are NOT authorized to accept any form of payment for class or materials.

If the KCC OCET office is closed, the instructor has the discretion of allowing the individual to attend the class session. However, the individual should be told that he/she needs to be official registered by the next class session or will not be allowed into class again. Unregistered individuals are not allowed to take any training manuals and materials out of the classroom.

● Students who successfully complete a course are given a Certificate of Completion at the end of the last class session. If you are teaching at an off-campus site, certificates for your students will be included in your first day packet for distribution at the end of the last class.
session. Please review and sign these and notify the OCET office immediately of any misspelled names or errors on the certificates so they can be corrected before distribution.

- Students must be given the opportunity to complete a course evaluation at the end of each course. We rely on their feedback to continually improve on our offerings and services, and will appreciate your help in facilitating this process. Evaluations should be distributed near the close of the last class session. Direct students to place their completed evaluations in the locked evaluation collection box located near the teacher’s station in each classroom. Evaluations will be compiled and summarized, and a copy will be sent to you.

- **Computer Classes** - The same test form is used as both a Pre-test and Post-test to measure skill development. Please have students check-off their test sheet as **Pre-Test** or **Post-Test** as appropriate. Instructors are required to correct all tests prior to submitting them to the KCC OCET Office.

  Be aware that the OCET computer lab computers are setup with a system called “Deep-Freeze”. All computer work, changes, settings, and saved files are removed and the computers reset back to its original state when the computers are turned off. If your course requires that the student’s computer work be saved, see your Training Coordinator to arrange for this feature.

**After Classes**

- Turn off all the electronic equipment used – monitors, projectors, computers, TV monitors, VCR & DVD players, etc.

- Erase all whiteboards/chalkboards and replace all caps on markers.

- Remove all food & beverage items and related trash from the classroom. (Trash should be placed in an outdoor trash receptacle or bin.)

- Turn off air conditioning (if applicable). Check for multiple units as they must be turned off individually.

- Turn off all classroom lights.

- Close and lock all classroom doors and windows.

- Lock restrooms (if applicable) and turn off their lights.

- Return attendance sheets, keys, and evaluations, to the OCET office or drop box before leaving the campus.

- Please inform OCET office if you are informed that a student intends to withdraw from your class. The following this the Withdrawal & Refund Policies for the student.
A 100% tuition refund will be provided for withdrawal requests received at least three (3) business days (Monday-Friday, excluding holidays) during regular office hours, prior to the first class meeting day. 75% tuition refunds will be provided to requests made 24 hours (Monday-Friday, excluding holidays) during regular office hours, prior to the start of the second class meeting. No tuition refunds will be made after 24 hours prior to the start of the second class meeting due to salary commitments made to instructors. Agencies submitting purchase orders for student registration fees will be billed regardless of attendance, unless notification of withdrawal is made by the at least five (5) business days (Monday-Friday, excluding holidays) prior to the start of the event, program, or course during regular office hours. Failure to attend class or notifying the instructor of intent to withdraw does not constitute an official withdrawal from the course.

Refunds requests can be made by phone, fax, email, or postal mail (postmarked date will be used). Please allow 4 to 6 weeks for cash and check payment refunds to be processed.
STATEMENT OF UNDERSTANDING

I hereby acknowledge that I have received, read, and understand in its entirety the Kaua‘i Community College Office of Continuing Education & Training Instructor Handbook.

As a employee at the Kaua‘i Community College Office of Continuing Education & Training, I will do my best to comply with the policies and procedures as stated in the Instructor Handbook and understand that failure to do so may result in my termination from Kaua‘i Community College Office of Continuing Education & Training.

I understand that this form will be kept on file as part of my personnel records at the Office of Continuing Education & Training.

Instructor’s Printed Name_

Instructor Signature ____________________________ Date

Kaua‘i Community College - KCC Training Office New Instructor Information