March 4, 2011

MEMORANDUM

TO: HawCC Faculty and Staff

FROM: Mike Leialoha, Vice Chancellor for Administrative Affairs

SUBJECT: HAWAII COMMUNITY COLLEGE – MANONO AND WEST HAWAII CAMPUS CLOSURE FOR SPRING BREAK ON MARCH 21 THRU MARCH 25, 2011

Manono Campus will be closed on March 21 thru March 25, 2011.

During this time, the security and auxiliary staff will be checking unoccupied buildings to ensure that all non-essential electricity and air conditioning are not in operation.

You are requested to unplug your computer and related accessories and other appliances you have in your office during this period.

Exceptions can be requested with the Administrative Affairs office. The following buildings/rooms will be occupied during this period:

- Administration, Bldg 378 (Closed to the public)
- Digital Media Arts, Bldg 385C
- EMS, Bldg 381, room 8
- Hawaiian Life Styles, Bldg 380, room 34
- IEP, Bldg 381, rooms 10, 12, 15 and Bldg 380-37
- Na Pua Noeau, Bldg 381A
- Planning, Operations and Maintenance, Bldg 389
- RDP, Bldg 379A, rooms 1 and 2
- Security Guard Shack

At the UH Center at West Hawaii, all buildings will be closed with the exception of the Talent Search Office.

Faculty and staff located on the UHH Campus will be required to follow UHH campus closure policy.

If you have an urgent need to be on campus, please notify Hawaii Community College security at 854-1420.