MEMORANDUM

TO:        Board Secretary David Iha
FROM:      Rodney Sakaguchi
SUBJECT:   NOTIFICATION OF APPROVED REORGANIZATION FOR THE EMPLOYMENT TRAINING CENTER, UNDER THE OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR FOR COMMUNITY COLLEGES

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on August 28, 2000 for the Employment Training Center. The purpose of this reorganization is explained in the accompanying executive summary and proposal narrative.

If there are any questions regarding this matter, please call Acting Director Michael Yoshimura at 956-5148.

Attachment

  c:      Acting Director Michael Yoshimura
MEMORANDUM

TO: The Honorable Mazie K. Hirono
   Lieutenant Governor, State of Hawai‘i

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION, UNIVERSITY OF HAWAI‘I, EMPLOYMENT TRAINING CENTER

Attached for your files is a copy of the reorganization which was approved on August 28, 2000 for the University of Hawai‘i, Employment Training Center, Administration. The purpose of the reorganization is explained in the accompanying Executive Summary and support documents.

Should you have any questions, please call Acting Director Michael Yoshimura at 956-5148.

Joyce S. Tsunoda
Senior Vice President, University of Hawai‘i
and Chancellor for Community Colleges

Attachments

c The Honorable Neal Miyahira
   Director, Department of Budget and Finance
The Honorable Michael McCartney
   Director, Department of Human Resources Development
University Budget Office
University Office of Human Resources
UHCC Acting Director Kathleen Jaycox
UHCC Vice Chancellors
UHCC Budget Office
UHCC Human Resources Office

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1444 DOLE STREET • BACHMAN HALL 204 • HONOLULU, HAWAI‘I 96822-2397
TEL (808) 956-8883 • FAX (808) 956-8061
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION
EXECUTIVE SUMMARY
UNIVERSITY OF HAWAII COMMUNITY COLLEGES
EMPLOYMENT TRAINING CENTER

This reorganization proposal, for the Employment Training Center (ETC) of the University of Hawaii Community Colleges, provides the flexibility that ETC needs to respond quickly, efficiently, and effectively to community demand for courses and programs. The reorganization also formally relocates positions which have been transferred to other Community College units for budget purposes. This reorganization request will:

- Clarify the duties and responsibilities of the Office of the State Director and the reporting relationships of the State Director and the Assistant State Director. The Assistant State Director will appropriately be reflected as a line position.
- Provide for a Student Services Coordinator to provide leadership and unified direction to the unit. The Coordinator will be selected from faculty within the unit.
- Remove discipline specific titles from faculty positions under Instructional Services. Qualified faculty will be able to move between related disciplines as demands shift. Coordination and direction of faculty in Instructional Services are provided through rotational Program Coordinators selected from faculty within the unit.
- Transfer of 2.00 faculty positions and 1.00 Clerk Stenographer between Student Services and Instructional Services based on changing needs.
- Eliminate the Administrative Services division of ETC based on the consolidation of the administrative services functions with Honolulu Community College to maximize operational efficiency. The one remaining Account Clerk position will be reflected in the Director’s Office, under the supervision of the Assistant State Director. For budget purposes, support positions were transferred to areas of priority need within the Community Colleges.

The establishment of rotating program coordinators in both Student Services and Instructional Services will provide the appropriate level of supervision and direction necessary to improve operations and meet changing program needs. The proposed reorganization removes specific instructional program delineations under Instructional Services, allows for timely program development, and enhances ETC’s ability to adapt and respond to the changing educational and training needs of the community.

The consolidation of the Administrative Services function with Honolulu CC and the resultant elimination of ETC’s Administrative Services division consolidates these functions and maximizes operational efficiency. Significant efficiencies for the Community Colleges have been realized through the transfer of ETC’s Administrative Services positions to meet critical needs of other Community College units. The direct supervision of the operating units by the Assistant State Director is the current arrangement that has proven to be very effective and efficient.

Significant efficiencies for the Community Colleges have been realized through the transfer of ETC’s Administrative Services positions to meet the critical needs of the other units. Official position descriptions will be reviewed and updated, as appropriate, to reflect current duties, responsibilities, and supervision. No additional funding will be requested as a result of the reorganization.
Reorganization Proposal Request

Employment Training Center

I. Present Organization

The Employment Training Center (ETC) is a Community College program under the Senior Vice President and Chancellor for Community Colleges that offers non-credit basic skills and vocational instruction to "at-risk" individuals. Organizationally, ETC consists of the Office of the State Director, Student Services, Instructional Services and Administrative Services.

ETC annually serves approximately 1,450 students in programs ranging from 2 weeks to 30 weeks (most programs are 17 weeks). Unlike classes at most colleges, ETC classes meet from 20 to 33 contact hours per week. Each program area has an assigned counselor who works intensively with the students and instructors. Instructors are hired with a variety of strengths, and occasionally move between vocational programs. Historically, all program areas have been administered by the State Director via the Assistant State Director.

Office of the State Director

On the presently approved organizational chart, the State Director of the ETC, position #89031, has direct line supervision over various positions in Student Services, Instructional Services, and Administrative Services with the Assistant State Director, position #89177, and the administrative secretaries as staff positions. The proposed revision of the chart will correctly portray line supervision by the Assistant State Director of the program areas. This supervision was in the functional description of the position but has not been reflected correctly on the organizational charts.

Student Services

Under the present organization, there are four counseling positions, a UH Student Services Specialist II, position #80460, who serves as a registrar, and three clerical positions. Of the 8.00 FTE positions in this unit, 7.00 FTE report to the State Director, four faculty (counselors), Clerk Stenographer II, position #14065, one Clerk Typist II, position #35418, and UH Student Services Specialist II, position #80460 (registrar). The Clerk Typist II, position #44423, reports to the UH Student Services Specialist II.

Instructional Services

Under the present organization, Instructional Services is segregated into specific program areas, each with an identified coordinator position. The number of faculty assigned to each of the program areas, range from one to five, for a total faculty count of 19.00 FTE. A Clerk Typist II, position #51323, reports to one of the program coordinators (Military
faculty and staff. The Student Services Coordinator will not be an assigned position number, as the assignment rotates among faculty within the unit.

- Internally, two faculty positions (#83817, #86895T) will transfer from Instructional Services to Student Services.

**Instructional Services**

- Program Coordinators will be appointed from the faculty within this unit to supervise faculty and staff. Program Coordinators will not be assigned position numbers, as the assignments rotate among faculty within the unit.

- Faculty positions within Instructional Services will no longer be identified by specific curricula.

- Internally, a Clerk Stenographer, position #14065, will transfer from Student Services to Instructional Services.

**Administrative Services - ETC division eliminated**

- In previous budgetary actions, effective July 1, 1997, Groundskeeper I, Position #42057, and Janitor II Position #42058, were transferred to Honolulu CC. The position counts were transferred to Honolulu CC and reference to these positions will be deleted.

- In previous budgetary actions, effective July 1, 1998, the following positions were transferred to other CC campuses:
  
  UH Administrative Officer V, Position #80201 to Honolulu CC;
  UH Administrative Officer III, Position #81867 to Hawai‘i CC;
  UH Personnel Officer I, Position #80315 to Kaua‘i CC.

- Administrative services functions of the ETC will be provided by Honolulu CC administrative staff. The Administrative Services Chart will be deleted.

**III. Background/Nature of the Proposed Reorganization**

As a result of consolidation of services and the changing needs in instruction, the current organizational structure no longer reflects the requirements of the program or provides the flexibility for timely response to meet the instructional requirements of the community.
federal legislation on student retention, completion, and placement into employment. The Middle College Coordinator, position #83817, currently under Instructional Services, will be transferring to Student Services as the Middle College model has been integrated into the existing Career Opportunities Program. The Basic Skills position # 86895T, currently under Instructional Services, will be transferring to Student Services because the instructional program has been downsized due to facilities limitations.

With a Student Services Coordinator supervising all faculty and staff positions under the Student Services unit, the proper level of leadership and direction is provided for the unit. The Student Service Coordinator provides for more effective counselor assignments, consistent student related decisions, centralized and consistent information sharing and decision making, etc.

**Instructional Services**

ETC's need to provide flexibility in program development often requires movement of faculty positions among instructional program areas. Locking specific positions to specific instructional programs greatly reduces the needed flexibility. The proposed organization reflects faculty positions as assigned to "Instruction", without tying them to specific lower level identification such as " Trades" or "Office Automation and Technology".

Additionally, the establishment of rotating Program Coordinators will provide the appropriate level of supervision and direction necessary to improve operations and meet changing program needs in a timely manner. Multiple Program Coordinators are still required, as opposed to a single instructional coordinator, because of the distinctly different focus and direction of the major program units. Although there will be multiple Program Coordinators in "Instruction", civil service and APT personnel will be directly supervised by the Program Coordinator identified in their position descriptions, which will be kept current. Faculty reporting relationships will be clearly identified through internal documentation that will be kept current. As such, ETC will be provided with the latitude necessary in meeting changing program demands in a timely manner, yet reporting relationships will be clearly defined and communicated.

To illustrate the point, the Maui Office Administration and Technology Program, Motorcycle Education Program, Military Occupational Specialist Improvement Training program, and the Middle College Program were programs that were required and appropriate at a point in time. However, over the years, the need for the programs have changed whereby transfers to other community colleges or program closures have been initiated. The proposed reorganization removes specific program delineations, allows for program development without a reorganization process, and enhances ETC's ability to adapt and respond to the current educational and training needs of the community.

Currently, there are four separate program units within Instructional Services, including Trades, Office Automation and Technology, Basic Skills, and External Programs. Future
programs greatly reduces the needed flexibility. The ability to change and create new program units with rotating Program Coordinators will provide ETC the latitude and flexibility necessary to respond to changing program needs.

The proposed chart reflects a Student Services Coordinator. The division handles a multitude of varied tasks including outreach, admissions, registration, records, student support, career development, placement, ADA, Section 504, and other student support functions. The establishment of a Student Services Coordinator will provide the appropriate level of supervision, training, and unified direction to the division.

This reorganization will significantly benefit the students as the new structure will enhance ETC’s ability to provide students the opportunity to acquire the skills, attitudes, and behaviors necessary to be a part of the competitive workforce. It also affords the needed flexibility to quickly respond to the changing needs of Hawai‘i’s workforce. Significant efficiencies for the Community Colleges have been realized through the transfer of ETC’s Administrative Services positions to meet the critical needs of the other units; reallocation savings estimated at $150,000 in meeting needs at other campuses. No additional funding will be requested as a result of the reorganization.

V. Other Alternatives Considered

The duties and responsibilities of the State Director have increased to where an appropriate division of responsibility with the Assistant State Director was needed to provide the necessary support, supervision, and direction to the personnel in divisions within ETC. Additional administrative personnel were considered, however, it was not feasible in light of the current budgetary constraints.

The other alternative was to remain under the current organizational structure, with specifically identified Coordinator positions in Instructional Services. The proposed reorganization recommends a decrease in the number of Program Coordinators, who will be appointed from the faculty to provide the supervision in a rotational assignment. ETC has added and deleted multiple programs in recent years. The proposed reorganization provides the flexibility ETC requires to meet the changing education and training needs of the community. Under the current organizational structure, ETC is limited in its ability to adapt to developing training needs of the community. ETC is currently limited in its ability to rotate coordinators, move instructional positions as needed, change program units, etc.
PREVIOUS

ORGANIZATIONAL CHARTS AND
FUNCTIONAL STATEMENTS
EMPLOYMENT TRAINING CENTER
Director, M08E, #89031

Assistant State Director, M03M, #89177
Secretary II, SR14, #14872

Secretary III, SR16, #13374

Student Services
Faculty (4.00)
#86897T*, #87011, #87013, #87396
Clerk Stenographer II, SR09, #14065
Clerk Typist II, SR08, #35418 (B)
UH Student Services Specialist II, P06, #80460
Clerk Typist II, SR08, #44423*

Instructional Services
Faculty (19.00)
Trades
#82397
#84619, #84744 (B), #86900T*
Office Automation and Technology
#83581, #84639, #87394, #87397
Middle College
#83817
Basic Skills
#86895T*
#86759, #86760, #86898T*, #87395
External Programs
#86894T*
Motorcycle Education +
Military Occupational Specialist Improvement Training
#84747 (B)
#84745 (B), #84746 (B), #84757 (B)
Clerk Typist II, SR08, #51262*

Administrative Services
UH Administrative Officer V, P11, #80201SS
UH Administrative Officer III, P07, #81867SS
Account Clerk IV, SR13, #31739 (B)
UH Personnel Officer I, P03, #80315SS
Groundskeeper I, BC02, #42057S, and Janitor II, BC02, #42058S
$ Effective 7/1/97, the position was transferred to Honolulu Community College and a reorganization will be requested.
$$ Effective 7/1/98, #80201 was transferred to Honolulu Community College and a reorganization will be requested.
$$ Effective 7/1/98, #81867 was transferred to Hawaii Community College and a reorganization will be requested.
$$ Effective 7/1/98, #80315 was transferred to Kauai Community College and a reorganization will be requested.

* Temporary Position

+ Effective 7/1/97, the positions were transferred to Leeward Community College and a reorganization will be requested.

CART UPDATED JUL 1 1999

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<th>Temp</th>
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</tr>
<tr>
<td>(B) Special Funds</td>
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STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
COMMUNITY COLLEGES
EMPLOYMENT TRAINING CENTER

FUNCTIONAL STATEMENTS

The Employment Training Center (ETC) provides basic skills and vocational instruction to Hawai'i's at-risk population (i.e., disabled persons, limited English speakers, socially and/or economically disadvantaged groups, etc). Serving as a "transition center," ETC's non-credit programs help graduates advance to community college or University level education or find employment in Hawai'i's business and trades industries.

OFFICE OF THE DIRECTOR

Plans, organizes, controls, and evaluates the instructional, student support services, academic support, and institutional support programs in accordance with established policies.

- Develops short and long term goals and objectives for the improvement and growth of the program.
- Develops budgets to implement the planned services and activities.
- Maintains linkages with the University administration, government agencies, participating agencies, and community organizations.
- Assures delivery of quality training and instructional programs which respond to the needs of the community.
- Develops and insures policies governing the activities of the organization.
- Provides EEO/AA services and activities which include developing the Employment Training Center Affirmative Action Plan, investigating grievances; and ensuring compliance with equal employment opportunity and affirmative action laws, rules, and regulations.

OFFICE OF THE ASSISTANT STATE DIRECTOR

Assists the Director in the administration of the instructional and training programs, and coordinates the academic support services and student support services.

- Plans, organizes, directs, and evaluates all instructional and training programs.
- Plans and conducts staff development and faculty evaluation activities.
- Assures instructional vitality and provides an environment that leads to quality teaching and effective student learning.
- Coordinates the development of project proposals for extramural funding to maintain ongoing job training programs, and develops new proposals to respond to the community needs.
STUDENT SERVICES

Provides for the planning, developing, conducting, and evaluating of support activities concerning students.

- Provides program and course information to cooperating agencies and prospective students.
- Provides orientation to incoming students.
- Conducts admission procedures and provides registration information.
- Provides academic, occupational, and personal assessment activities.
- Plans and provides student advocacy activities.
- Plans and provides testing services.
- Maintains student records and reports.
- Conducts follow up studies of student placement.
- Establishes and maintains effective relationships with participating and cooperating schools and agencies.
- Prepares student reports that are requested by participating agencies and organizations.

INSTRUCTIONAL SERVICES

Provides for the planning, organizing, developing, delivering, and evaluating of instructional programs, services, and activities.

- Conducts individualized learning activities utilizing state-of-the-art techniques and technology information.
- Counsels and guides trainees in attaining their educational goals.
- Evaluates student progress and maintains records.
- Requests, installs, uses, and maintains instructional materials, supplies, and equipment in enhancing trainee learning.
- Participates in professional development activities.
- Maintains a teaching-learning environment that promotes a desirable trainee-instructor relationship and ensures maximum learning.
ADMINISTRATIVE SERVICES

Provides for the planning, organizing, and directing of all administrative support services required by the program. These services include the following:

Program Planning

• Develops the program budget for the organization.

Business Affairs

• Administers and executes the organization’s fiscal operations, including budget maintenance, accounting, disbursing, contracts and grants management, procurement, payroll, etc.

Personnel

• Administers and executes the organization’s personnel functions, including the processing of personnel transactions, assuring that the personnel actions are in compliance with applicable University and State regulations and existing collective bargaining contracts.

Operations and Maintenance

• Provides cleaning and maintenance support for the assigned grounds and the organization’s buildings.

Security

• Provides adequate security to ensure the safety of the facility users and the assets of the State.

Physical Plant and Equipment

• Plans, locates, and contracts for adequate facilities to conduct job training programs and off-campus training.

• Supervises property and inventory activities and maintains inventory records.
education and to provide financial planning assistance. This office:

- Coordinates Federal and State financial aid programs.
- Serves as a liaison between students and scholarship donors.
- Contacts on-campus employers for job vacancies.
- Coordinates graduate follow-up and other surveys.

Student Activities

The Student Activities Office provides enrichment opportunities to students through social, cultural, recreational, athletic, and leadership experiences. This office:

- Advises the student government and other student organizations.
- Coordinates 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.

The Health Office is responsible for the preventative and curative health concerns and related areas of the campus community. This office:

- Implements a health education, counseling, and care and treatment program.
- Coordinates the campus first aid program.
- Maintains health records and completes reports and studies as related to activities and functions of the Health Office.

ADMINISTRATIVE SERVICES

It is the function of the Office of the Director of Administrative Services to coordinate, administer and supervise all administrative activities of the College which includes budgeting (operations and CIP), purchasing, disbursing, financial reporting control of all types of funds, human resources, and operations and maintenance. This office:

- Prepares, processes, and records all human resources and payroll actions.
Honolulu Community College  
Functional Statements  
Page 7

- Oversees operations and maintenance of all physical facilities and properties of the College, including janitorial, maintenance, groundskeeping, security, inventory, and safety.

- Oversees Auxiliary Services including parking lot service; food service; vending machines; communication, mail and messenger service; and motor pool.

- Provides long-range policy planning, supervision, and program evaluation.

- Provides computer services.

The business affairs activity of the College is organized functionally as follows:

Operations and Maintenance

This office is responsible for maintenance of all grounds and facilities on campus. This office:

- Cleans the grounds, buildings, and facilities.
- Makes minor repairs and provides for the upkeep of the grounds.
- Assists in the maintaining of health, safety and sanitation standards.
- Provides security on campus.
- Develops and maintains the preventative maintenance program for the College facilities and equipment.

Business Office

This office:

- Controls all expenditures of all projects: general funds, special funds, federal, and extramural funds, by certifying as to their availability and compliance to fiscal policies.
- Assists and screens all federal proposals for compliance with federal guidelines and UH policies.
- Oversees the purchasing of all supplies, equipment, and services for the entire College.
- Processes and handles all payroll for the College including discrepancies, changes, and hires.
- Oversees the accounting procedures for the entire College.
- Provides for the orderly delivery of mail, as well as the processing of all outgoing mail.
• Prepares all financial reports and statements for federal projects.

• 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.

• Checks that the College's supply room is adequately stocked.

• Provides for the orderly operations of the Administrative Word Processing Center.

Human Resources

This office is responsible for the administration of the following personnel matters:

• Provides training and staff development.

• Maintains and handles personnel recordkeeping and transactions.

• Maintains information on working conditions, salaries and fringe benefits, and employee benefits.

• Oversees recruitment and Equal Employment Opportunity/Affirmative Action programs.

• Handles classification, pay administration, and contract interpretations.

• Reviews and processes workers' compensation claims.
INSTRUCTION

Continuing Education and Training
Director of Continuing Education and Training, M04M, #89149
Secretary II, SR14, #45367
UH Educational Specialist II, P06, #81165, 81991 (B)
UH Educational Specialist I, P03, #81824 (B)
UH Administrative Officer I, P03, #80194
Clerk Typist II, SR08, #46807 (B)
Faculty, #87130, 84666
Faculty (Military Education), #86775
UH Educational Specialist I, P03, #80031 (B), 81416 (B)
Clerk Typist II, SR08, #40844

Learning Resource Center
Faculty (Director), #84542
UH Media Specialist III, P07, #81478
UH Media Specialist II, P05, #80692
UH Media Specialist I, P03, #80614
UH Electronics Technician II, P09, #80260
Offset Press Operator III, BC09, #27186
Offset Press Operator II, BC08, #45710
Duplicating Machine Operator III, SR09, #18803
Clerk Stenographer II, SR09, #26748, 27068, 27069
Clerk Typist II, SR08, #22371

Library
Faculty, #84693**
Library Technician V, SR11, #16960
Clerk Typist II, SR08, #22370
Faculty, #83150**
Library Technician V, SR11, #18657
Library Assistant IV, SR09, #18801, 24011, 26783
Faculty, #82339**, #83418**, 83598**
Faculty, #86796T/**
Library Assistant IV, SR09, 42935*

Learning Assistance Services
Faculty (Coordinator), #85436
UH Educational Specialist II, P06, #81975
UH Educational Specialist I, P03, #81309T*, 81973, 81974, 81788
Faculty, #86804, 86849, 86854

Assistant Dean of Instruction (Technology), M04M, #89316

#24395 Clerk Typist
Effective 7/1/98, the position was transferred from Windward Community College and a reorganization will be requested.

* Temporary Position
** Rotating Position

APPROVED/ Disapproved:

[Signature]
SENIOR VICE PRESIDENT/ DATE
CHANCELLOR FOR COMMUNITY COLLEGES

Perm Temp
General Fund 41.00 3.00
(B) Special Funds 5.00
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HAWAII COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES

Position Organization Chart

Chart V

Administrative Services
Director of Administrative Services, M046M, 89224

Secretarial Services
Secretary II, SR14, 46217

Business Office

Human Resources

Computer Center

Approved/Disapproved:

Date

General Fund 10.09

$ Position reallocated from ETC; to be submitted for classification action; filing contingent on ETC reorg of its Administrative Services Unit.
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
COMMUNITY COLLEGES
KAUAI COMMUNITY COLLEGE
ACADEMIC SUPPORT

Position Organization Chart
Chart III-B

ACADEMIC SUPPORT
DIRECTOR OF UNIVERSITY OF HAWAI'I CENTER, M03M, #89278

SECRETARIAL SERVICES
SECRETARY I, SR12, #42209

COMPUTER SERVICES
FACULTY (SOFTWARE COORDINATOR), #86619
UH COMPUTER SPECIALIST V, P11, #8658
UH COMPUTER SPECIALIST III, POT, #91321
UH COMPUTER SPECIALIST II, POS, #91145 (.50) #91427 (.50)

MEDIA SERVICES
FACULTY #83166
UH ELECTRONICS ENGINEER I, P12, #83013
UH GRAPHIC ARTIST II, POS, #88355
CLERK STENO II, SR09, #84168
UH ELECTRONICS TECHNICIAN I, POS, #84492
UH MEDIA SPECIALIST II, POT, #88285

LIBRARY SERVICES
FACULTY (3.00) #83402, #83500, #84175
LIBRARY TECHNICIAN V, SR11, #1834
LIBRARY ASSISTANT IV, SR09, #24778, 38440

LEARNING CENTER
FACULTY #87405
UH EDUCATIONAL SPECIALIST I, POS, #81674
FACULTY (WRITING & THINKING) #87015

COOPERATIVE EDUCATION
FACULTY (2.00) #86746, #87010

#26532, CLERK-TYPIST II, SR08-Effective 7/1/98. The position was transferred from Windward CC and a reorganization will be requested.

#9312, UH PERSONNEL OFFICER I, POT - Effective 7/1/98. The position was transferred from ETC and a reorganization will be requested.

CHART UPDATED
DATE JUL 1 1999

GENERAL FUND
Pensa
25.00
APPROVED

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
EMPLOYMENT TRAINING CENTER

POSITION ORGANIZATION CHART

CHART II

EMPLOYMENT TRAINING CENTER
State Director of Employment Training, M08E, #89031
Assistant State Director of Employment Training, M03M, #89177

1/ Secretary II, SR14, #14872
   Account Clerk IV, SR13, #31739(B)+

2/ Secretary III, SR16, #13374

Student Services
Coordinator**
   Clerk Typist II, SR08, #35418(B)+
   Faculty (6.00)
   #83817, #87011, #87013, #87396, #86895T*, #86897T*
   UH Student Services Specialist II, P06, #80460+
   Clerk Typist II, SR08, #44423*

Instructional Services
Program Coordinators**
   Clerk Stenographer II, SR09, #14065+***
   Clerk Typist II, SR08, #51323(B)+***
   Educational Assistant III, SR10, #51262++ ***
   Faculty (17.00)
   #82397, #83581, #84619, #84639, #86759,
   #86760, #87394, #87395, #87397, #84744(B),
   #84745(B), #84746(B), #84747(B), #84757(B),
   #86894T*, #86898T*, #86900T*

1/ Positions report to the Assistant State Director
2/ Position reports to the State Director
   * Temporary
** Coordinators are appointed from faculty positions within the unit.
*** Clerical staff report to specific Program Coordinators as reflected
   in position descriptions.
+ Positions to be redescribed

General Fund  Perm  Temp
(B) Special Funds  19.00  7.00

APPROVED/DISAPPROVED:

SENIOR VICE PRESIDENT/
DATE
CHANCELLOR FOR COMMUNITY COLLEGES

2/28/00
## INSTRUCTION

### Director of Continuing Education and Training
- M04M, #89149
- Secretary II, SR14, #45367
- UH Educational Specialist II, P06, #81165, 81824 (B), 81991 (B)
- UH Administrative Officer V, P11, #80201
- UH Administrative Officer I, P03, #80194
- Clerk Typist II, SR08, #46807 (B)
- Faculty, #87130, 84666
- Faculty (Military Education), #86775
- UH Educational Specialist I, P03, #80031 (B), 81416 (B)
- Clerk Typist II, SR08, #40844

### Learning Resource Center
- Faculty (Director), #84542
  - UH Media Specialist III, P07, #81478
  - UH Media Specialist II, P05, #80692
  - UH Media Specialist I, P03, #80614
  - UH Electronics Technician II, P09, #80260
  - Offset Press Operator III, BC09, #27186
  - Offset Press Operator II, BC08, #45710
  - Duplicating Machine Operator III, SR09, #18803
  - Clerk Stenographer II, SR09, #26748, 27068, 27069
  - Clerk Typist II, SR08, #22371

### Library
- Faculty, #84693**
  - Library Technician V, SR11, #16960
  - Clerk Typist II, SR08, #22370
- Faculty, #83150**
  - Library Technician V, SR11, #18657
  - Library Assistant IV, SR09, #18801, 24011, 26783
- Faculty, #82339**, 83418**, 83938**
- Faculty, #86796T/**
  - Library Assistant IV, SR09, 42935*

### Learning Assistance Services
- Faculty (Coordinator), #85436
  - UH Educational Specialist II, P06, #81975
  - UH Educational Specialist I, P03, #81309T*, 81973, 81974, 81788
  - Faculty, #83695, 86804, 86849, 86854

### Assistant Dean of Instruction (Technology)
- M04M, #89316

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* Temporary Position
** Rotating Position

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**Approved/Disapproved:**

8/28/00

**Senior Vice President/ Chancellor for Community Colleges**

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State of Hawai‘i
University of Hawai‘i
Community Colleges
Employment Training Center

Functional Statements

The Employment Training Center (ETC) provides basic skills and vocational instruction to Hawai‘i’s “at-risk” populations (i.e., disabled persons, limited English speakers, academically and/or economically disadvantaged groups, etc.). Serving as a “transition center”, ETC’s non-credit programs help completers to advance to further education, or to find employment.

OFFICE OF THE STATE DIRECTOR

Directs, manages, plans, and evaluates instructional programs, student support services, and academic support programs in accordance with established policies.

Governance

- Develops short and long term goals and objectives for the improvement and growth of the program.
- Develops institutional and program budgets to implement the planned services and activities.
- Maintains linkages with the University administration, government agencies, participating agencies, and community organizations.
- Develops policies governing the activities of the organization.
- Enforces organizational, community college, and university system policies and regulations.

Personnel Management

- Provides EEO/AA services and activities which include developing the Employment Training Center Affirmative Action Plan, investigating grievances, and ensuring compliance with equal opportunity and affirmative action laws, rules, and regulations.
- Plans and conducts faculty evaluation and staff development activities.
- Recruits and hires qualified faculty and staff to support program activities.

Program Management

- Directs, manages, plans, and evaluates all instructional and student services programs.
- Assures instructional vitality and provides an environment that leads to quality teaching and effective student learning.
- Assures delivery of quality training and instructional programs which respond to the workforce and educational needs of the community.
- Coordinates the development of project proposals for extramural funding to maintain ongoing job training programs, develops new proposals to respond to community needs, and acts as principal investigator on college grants.
Plant Management

- Plans, locates and contracts for adequate facilities to conduct training programs.
- Coordinates facilities use and maintenance at multiple program sites.
- Plans, contracts, and oversees facilities repair and renovation.

Administrative Services

The Honolulu Community College's Office of the Director of Administrative Services will provide administrative support services required by ETC. The State Director and Assistant State Director will maintain fiscal and personnel authority, and will control program budgets and program hiring. The Director of Administrative Services at Honolulu CC will act as an advisor to ETC's administration for program budgeting, resource development, and facilities planning. ETC will provide for on-site preparation and processing of documents and liaison services required in support of the full range of administrative services provided by Honolulu CC.

- Under the direction of ETC, Honolulu CC's Office of the Director of Administrative Services will administer and execute fiscal operations, including budget maintenance, accounting, disbursing, contract and grants fiscal management, procurement, payment, etc.
- Under the direction of ETC, Honolulu CC's Office of the Director of Administrative Services will administer and execute personnel functions, including the processing of personnel transactions, assuring that the personnel actions are in compliance with applicable University and State regulations, and collective bargaining agreements.
- Under the direction of ETC, Honolulu CC's Office of the Director of Administrative Services will supervise property and inventory activities and maintain inventory records.
- With the arrangement of ETC programs being delivered on the individual community college campuses, each host campus will provide for basic cleaning and maintenance of grounds and buildings. Host campuses will also provide security to ensure the safety of the facility users and the assets of the State.

STUDENT SERVICES

- Provides for the planning, developing, conducting and evaluating of support activities concerning students.
- Provides program and course information to cooperating agencies and prospective students.
- Provides orientation to incoming students.
- Conducts admission procedures and provides registration information.
- Provides academic, occupational, and personal assessment activities.
- Plans and provides student advocacy activities.
- Maintains student records and reports.
- Provides support activities for student occupational or educational placement, conducts follow up studies, and prepares reports.
- Establishes and maintains effective relationships with participating and cooperating schools and agencies.
• Prepares student reports that are requested by participating agencies and organizations.

INSTRUCTIONAL SERVICES

• Provides for the planning, organizing, developing, delivering and evaluating of instructional programs, services and activities.

• Conducts individualized learning activities utilizing state-of-the-art techniques and technology.

• Counsels and guides trainees in attaining their educational goals.

• Evaluates student progress and maintains records.

• Requests, installs, uses, and maintains instructional materials, supplies and equipment for enhancement of trainee learning.

• Participates in professional development activities.

• Maintains a teaching-learning environment that promotes a desirable trainee-instructor relationship and ensures maximum learning.
education and to provide financial planning assistance. This office:

- Coordinates Federal and State financial aid programs.
- Serves as a liaison between students and scholarship donors.
- Contacts on-campus employers for job vacancies.
- Coordinates graduate follow-up and other surveys.

Student Activities

The Student Activities Office provides enrichment opportunities to students through social, cultural, recreational, athletic, and leadership experiences. This office:

- Advises the student government and other student organizations.
- Coordinates 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.

The Health Office is responsible for the preventative and curative health concerns and related areas of the campus community. This office:

- Implements a health education, counseling, and care and treatment program.
- Coordinates the campus first aid program.
- Maintains health records and completes reports and studies as related to activities and functions of the Health Office.

ADMINISTRATIVE SERVICES

It is the function of the Office of the Director of Administrative Services to coordinate, administer and supervise all administrative activities of the College which includes budgeting (operations and CIP), purchasing, disbursing, financial reporting control of all types of funds, human resources, and operations and maintenance. This office:

- Prepares, processes, and records all human resources and payroll actions.
Honolulu Community College
Functional Statements
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- Oversees operations and maintenance of all physical facilities and properties of the College, including janitorial, maintenance, groundskeeping, security, inventory, and safety.

- Oversees Auxiliary Services including parking lot service; food service; vending machines; communication, mail and messenger service; and motor pool.

- Provides long-range policy planning, supervision, and program evaluation.

- Provides computer services.

The business affairs activity of the College is organized functionally as follows:

**Operations and Maintenance**

This office is responsible for maintenance of all grounds and facilities on campus. This office:

- Cleans the grounds, buildings, and facilities.

- Makes minor repairs and provides for the upkeep of the grounds.

- Assists in the maintaining of health, safety and sanitation standards.

- Provides security on campus.

- Develops and maintains the preventative maintenance program for the College facilities and equipment.

**Business Office**

This office:

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

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

- Oversees the purchasing of all supplies, equipment, and services for the entire College.

- Processes and handles all payroll for the College including discrepancies, changes, and hires.

- Oversees the accounting procedures for the entire College.

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