Plan, direct, and coordinate the programming and operations of six Community Colleges within the University of Hawaii System, the Employment Training Office, and Bocmara School.

- Coordinate Community College programs which include, but are not limited to, college transfer, general education, vocational, technical, occupational, short-term, and long-term, credit and non-credit, continuing education and community service programs. As appropriate, coordinate activities with the Chancellor for University of Hawaii at Hilo as they relate to Hawaii Community College.

- Assist the University System administration in developing policies which affect the units within the University, including the Community Colleges.

**OFFICE OF ACADEMIC AFFAIRS**

This office is responsible for providing leadership in internal operational policymaking that has impact on the development and implementation of systemwide academic objectives and goals.

- Develop a strong, planning base derived from "Directions for the 80s," and an understanding of campus missions as articulated in the EDPs.

- Provide systemwide coordination and leadership in academic affairs in the areas of educational programs, intercampus and interagency relations, and special needs programs.

- Provide assistance to colleges in their pursuit of their educational goals.

- Create and maintain linkages with community and governmental agencies to assess and to fulfill community education and training needs.

- Negotiate or participate in negotiating training contracts with agencies.
. Assist campuses in program, curriculum, and course development in fulfilling agencies' training needs.

. Provide leadership and coordinate community service and continuing education systemwide planning and programming.

. Provide leadership and coordinate student related systemwide activities.

**Vocational Education**

. Provide planning leadership and coordinate systemwide vocational education activities.

. Develop and administer the Community College State Vocational Education Plan.

. Assist colleges with vocational education planning and programming.

. Coordinate vocational education program reviews.

. Provide leadership in articulating vocational education programming with secondary schools and among the colleges.

**General Education and Transfer Programs**

. Provide planning leadership and coordinate general education activities.

. Assist colleges with instructional planning and programming.

. Coordinate general education program reviews.

. Provide leadership in articulating courses, curriculum, and program among the units of the University.

**OFFICE OF ADMINISTRATIVE AFFAIRS**

This office is responsible for providing leadership and direction to campuses by formulating policy and exercising management responsibilities in all aspects of administrative affairs including budgeting, fiscal, staff development, and personnel matters.

. Develop management control processes to promote policy compliance within the Community College System.

. Provide centralized support services in budgeting, fiscal, personnel, capital improvements and external funding.
Participate in collective bargaining contract negotiations and contract interpretation including the handling of grievances.

Contact or coordinate activities involving relationships with senior statewide and campus administrators, CRR and its committees, Legislative committees and their staffs and with City, State and Federal agencies and community groups.

Review, approve, if delegated, and process administrative matters; conduct management and other studies; and issue required reports. Resolve problems and issues which have statewide or inter-campus impact.

Coordinate all activities relating to the capital improvements, and repairs and maintenance projects of the Community Colleges.

Chair the Community Colleges Computer Consortium Committee which was designed to establish policy guidelines and coordinate the resources and efforts of the colleges for administrative and other uses.

Budget and Fiscal

Coordinate, review, and prepare budgets and expenditure plans and reports required by the University, State and Federal governments.

Review, revise and develop policies and operational fiscal affairs procedures.

Supervise the observance of existing University and governmental policies and regulations on fiscal matters.

Develop system budget and fiscal institutional allocation plans.

Manage the funds allocated to the Office of the Chancellor.

Develop and maintain a system of budgetary and fiscal controls.

Administer contracts and conduct auditing follow-up.

Personnel

Represent the community colleges on the University's collective bargaining negotiating team.

Serve as the Chancellor and community college's principal advisor in interpreting and administering provisions of the various collective bargaining contracts.

Serve as grievance hearings officer.
Review proposed personnel actions and advise the Chancellor on the course of action.

Develop personnel rules and policy proposals and administer them upon adoption.

Serve as principal liaison with the University Personnel Office.

Monitor compliance with University and other policies and regulations on personnel and collective bargaining matters.

Serve as Equal Employment Opportunity/Affirmative Action Officer.

Data Base Management and Analysis

Access and prepare data from electronically generated sources to be used in the areas of fiscal, budget, personnel, repair/maintenance and CIP Projects.

Conduct management studies and prepare analysis based upon data obtained.

Provide technical assistance, training and advice to Chancellor and campuses in the design and development of applications for administrative and other uses.