MAJOR FUNCTIONS

OFFICE OF THE CHANCELLOR

Plan, direct, and coordinate the programming and operations of six Community Colleges within the University of Hawaii System, the Employment Training Office, and Koomana 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, personnel,
   community service, and facilities planning and management.

. Develop planning and management systems to promote policy
   compliance within the Community College System.
Provide centralized support services in budgeting, fiscal, personnel, and external funding.

Participate at the policy level on collective bargaining contract negotiations and contract interpretation including the handling of grievances.

Contact or coordinate activities involving relationships with senior systemwide and campus administrators, B&K 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 systemwide 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**

Develop and direct the personnel system for the community colleges to include final auditing of personnel transactions, fringe benefits, worker's compensation and personnel appointments.
. Provide overall systemwide leadership in the direction and goals for the personnel program.

. Serve as the Chancellor and community colleges' 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 Management Office.


Planning and Management

. Coordinate and direct data base management and analysis, community services, staff development and physical facilities planning and construction.

. Develop policies and procedures and administer them upon adoption.

. Serve as liaison with the appropriate system office in coordinating activities in the respective areas.

. Prepare and develop long-range plans and goals for community college systemwide planning and management.
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
EMPLOYMENT TRAINING OFFICE

MAJOR FUNCTIONS
OFFICE OF THE STATE DIRECTOR

Provide direction and leadership in planning, organizing, directing, controlling and evaluating job training programs, services and activities.

- Assure delivery of quality job training instructional programs.
- Secure and assign staff to obtain organizational efficiency and effectiveness.
- Assure maintenance of positive organizational climate.
- Arrange extramural funding for conducting various on-going and implementing new job training programs.
- Maintain linkages with participating agencies and organizations.
- Assure the preparation of short and long range plans and budgets to carry out planned instructional services and activities.

OFFICE OF THE ASSISTANT DIRECTOR

Assist the Director in the administration of the instructional job training programs, services and activities.

- Plan and conduct staff improvement and evaluation activities.
- Serve as the personnel administrator.
- Assure classroom vitality and environment that lead to quality teaching and effective student learning.
- Coordinate the development of project proposals to maintain on-going job training programs and to start new ones.
STUDENT SERVICES
Provide for the planning, developing, conducting and evaluating of support activities concerning students.

- Provide program and course information to cooperating agencies and prospective students.
- Provide orientation to in-coming students.
- Conduct admission and registration activities.
- Provide academic, occupational and personal assessment activities.
- Plan and provide student advocacy activities.
- Plan and provide testing services.
- Maintain student records and reports.
- Conduct follow-up studies of student placements.
- Establish and maintain effective relationships with participating and cooperating schools and agencies.
- Prepare reports on students that are requested by participating agencies and organizations.
- Provide EQ/AA services and activities.

INSTRUCTIONAL SERVICES
Provide for the planning, organizing, developing, delivering, and evaluating of instructional programs, services and activities.

- Conduct individualized learning activities utilizing state-of-the-art techniques and technology information.
- Counsel and guide trainees in attaining their education goals.
- Evaluate student progress and maintain records.
- Request, install, use, and maintain instructional materials, supplies and equipment in enhancing trainee learning.
- Participate in professional development activities.
- Maintain teaching-learning environment that promotes desirable trainee-instructor relationship and ensures maximum learning.
ADMINISTRATIVE SERVICES

Provide for the planning, organizing, developing, directing, controlling and evaluating of administrative services in the areas of fiscal, facilities, personnel, and fixed assets.

- Prepare and execute the budget for the program.
- Prepare quarterly allotment expenditure plan and periodic operational reports.
- Maintain current balances of available funds in accounts.
- Pre-audit requisitions, purchase orders, payroll and contractual obligations certifying as to the availability of funds.
- Supervise property and inventory activities and maintain inventory records.
- Review, process, and maintain contracts entered into by the program.
- Maintain linkages with appropriate fiscal personnel from participating agencies and organizations and the university offices.
- Negotiate and contract for instructional facilities to conduct job training programs.
- Assure personnel actions are in compliance with applicable university and state personnel policies, regulations and guidelines.