MEMORANDUM TO:  The Honorable John Waihee
Governor, State of Hawaii

FROM:  Albert Simon

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, OFFICE OF
THE CHANCELLOR FOR COMMUNITY COLLEGES

Enclosed for your files is a copy of the reorganization approved by the University for the Office of the Chancellor for Community Colleges.

Please replace the organization charts and functional statement on file with the new material.

If you have any questions, please call Stan Taba at 948-8472.

Enclosure.
Regent Yamada's motion to approve the foregoing recommendation was seconded by Regent Gary and carried.

Director Rota recommended the proposed reorganization of the Office of the Chancellor for Community Colleges. He informed that a number of factors including the reorganization of the University of Hawaii, decentralization and delegation of several functions to the Office of the Chancellor, and priorities in the University's Strategic Plan have prompted the proposed reorganization of the Office of the Chancellor. In addition, reassignment and additional resources assigned to the Office of the Chancellor indicated that a change is needed in the organization.

Specifically, the proposed reorganization would expand the Chancellor's Office from two sections, namely, Academic Affairs and Administrative Affairs, to three sections, the inclusion of Student and Community Affairs. This new section would be responsible for providing leadership in the development and planning of systemwide student services and community affairs program.

Upon motion by Regent Yamada and second by Regent Gary, the Board unanimously approved the proposed reorganization of the Office of the Chancellor for Community Colleges, as presented in the organizational chart. (The organizational chart attached to President's Memorandum No. 22 [Agenda], dated July 24, 1987, as page 2 is incorporated herein and made a part of these minutes.)

Vice President Marsella recommended revisions to the classification plan for faculty in the instructional, research, specialist, and agent classifications, at the University of Hawaii at Manoa.

Vice President Marsella summarized the revisions as follows:

- At Rank 3 for Instructional and Research faculty, an earned doctorate is now required.

- At Rank 2 for Instructional and Research faculty the requirement of one year general experience as an assistant is replaced by a more specific requirement to demonstrate evidence of competence in teaching for
OFFICE OF THE CHANCELLOR

Chancellor

ACADEMIC AFFAIRS

ADMINISTRATIVE AFFAIRS

STUDENT & COMMUNITY AFFAIRS
MEMORANDUM

TO: Mrs. Gladys A. Brandt
   Chairman, Board of Regents

FROM: Albert J. Simone
       President

SUBJECT: Reorganization of the Office of the Chancellor for
         Community Colleges

1. SPECIFIC ACTION REQUESTED:

   Approval of the proposed reorganization of the Office of the Chancellor
   for Community Colleges to enhance accountability and reflect
   programmatic and functional realignments, as well as the addition of
   new positions authorized in the 1987-89 biennium.

2. RECOMMENDED EFFECTIVE DATE:

   Approval is requested on or before July 1, 1987, with immediate
   implementation.

3. PURPOSE:

   This request is to reorganize the Office of the Chancellor for
   Community Colleges to reflect the programmatic, functional, and
   personnel changes which have resulted from the recent addition of new
   positions by the legislature. A total of 12 new positions was
   appropriated to the Office of the Chancellor for Community Colleges
   by the legislature. After careful review and analysis, it was determined
   that the proposed reorganization would reflect a more effective and
   efficient management of the Chancellor's Office.

   Further, as part of the reorganization, the establishment of the new
   section, Student and Community Affairs, is a policy matter and requires
   Board of Regents' approval.
4. **SPECIFIC ISSUE:**

The Chancellor's Office provides leadership in academic and administrative management to all of the community college campuses and the Employment Training Office through two sections--Academic Affairs and Administrative Affairs.

The proposed organization will continue to reflect the provision of the academic and administrative functions with ten new positions included in the existing structure. In addition, however, due to the functional and programmatic changes, the organization will also now include two new positions working within the following additional section:

**Student and Community Affairs Section**, which will consist of the following units:

1. Student Affairs,
2. Community Affairs, and
3. Public Information.

Each of the program areas will provide systemwide support under the direction of the new position, Director of Student and Community Affairs.

5. **BACKGROUND AND CONSEQUENCES:**

With the appropriation of the new positions, substantive analysis and evaluation of the current structure and organization of the Office of the Chancellor took place. The proposed reorganization accommodates these changes by restructuring the office to improve managerial efficiency and accountability.

The Chancellor's Office will expand from two sections--Academic Affairs and Administrative Affairs--to three sections, as follows:

1. Academic Affairs,
2. Administrative Affairs, and
3. Student and Community Affairs, which will oversee the following activities:
   a. Student Affairs
   b. Community Affairs
   c. Public Information.
Funds for the 12 new positions have been appropriated by the legislature, and they will be established upon approval by the reorganization, in accordance with funding availability.

The organizational changes will provide for the following personnel changes:

New Positions

1. A new Director of Student and Community Affairs (proposed M09-AE) to supervise and direct the operations of student services, community affairs, and public information.

2. A new Director of Community Affairs, to coordinate the community services, resource development, alumni, and administrative intern program.

3. A new Clerk-Stenographer II, SR-09, to provide clerical services to the new position, Director of Student and Community Affairs.

4. A new Clerk-Stenographer II, SR-09, to serve 50% time in the Academic Affairs Unit and 50% in the Database Management Analysis Unit.

5. A new Secretary III, SR-14, to serve as the personal assistant to the Director of Planning and Management for 75% time. The remaining 25% time will be assigned to the UH Administrative Officer VI, Position No. 80211.

6. A new Computer Specialist IV, PR-09, position to head the Database Management Analysis Unit.

Four new Computer Specialist II, PR-05, positions will be assigned to the campuses.

7. A new Clerk-Typist II, SR-08, to assist the Secretary III, SR-14, in the Personnel Office.

8. A new Personnel Clerk IV, SR-11, 50% supporting the Fringe Benefits and Workers' Compensation Unit and 50% in the Transaction and Classification Unit.
Existing Positions

1. The following positions were reassigned from the Systems Office to the Community Colleges as a result of the University reorganization:

   a. UH Institutional Analyst II, PR-08
      Position No. 80217
      Incumbent: Sharon Garnett

   b. UH Public Information Officer II, PR-08
      Position No. 80122
      Incumbent: Rebekah Luke

2. The existing UH Institutional Analyst II, PR-08, Position No. 80019 (incumbent: Gary Shibuya), will be reassigned out of the DataBase Management Analysis Unit to provide overall support to the Director of Planning and Management with no change in title or classification.

6. ACTION RECOMMENDED:

   Approval of this reorganization contingent upon Governor Waihe allocating sufficient resources in fiscal year 1987-88 to fund the 12 new positions included in this reorganization.

AJS:ji

Attach.

cc: Board Secretary Shiramizu
    Chancellor Tsunoda
    Director Sakaguchi
    Director Sathre
    Director Takushi
MEMORANDUM TO: President Albert Simone
FROM: Rodney Sakaguchi
SUBJECT: PROPOSED REORGANIZATION OF THE OFFICE OF THE CHANCELLOR FOR COMMUNITY COLLEGES

Attached is the above-mentioned proposal for transmittal to the Board of Regents for their approval.

The Personnel Office has been notified of the proposal and has no objections to it. The appropriate unions will be notified for consultation after the Board takes action on this proposal.

The budget impact of this proposal is minimal. This proposal includes 12.00 new positions appropriated by the Legislature. Therefore, action on this reorganization should be contingent on the Governor allocating sufficient resources to fund the positions in FY 1987-88.

It is recommended that this proposal be forwarded to the Board of Regents for approval.

Attachment
MEMORANDUM

May 27, 1987

TO: President Albert J. Simone

SUBJECT: REORGANIZATION OF THE OFFICE OF THE CHANCELLOR FOR COMMUNITY COLLEGES

ACTION REQUESTED:

Approval of the proposed reorganization of the Office of the Chancellor for Community Colleges to enhance accountability and reflect programmatic and functional realignments as well as the addition of new positions authorized in the 1987-89 biennium.

EFFECTIVE DATE:

Approval is requested on or before July 1, 1987 with immediate implementation.

SIGNIFICANT FACTS:

The proposed organizational structure reflects the programmatic, functional and personnel changes which have resulted from the recent addition of new positions by the legislature. A total of eight (8) new positions was appropriated to the Office of the Chancellor for Community Colleges by the legislature.

The Chancellor's Office will expand from two sections — Academic Affairs and Administrative Affairs — to three sections, as follows:

1. Academic Affairs
2. Administrative Affairs
3. Student and Community Affairs

This section will oversee the following activities:

a) Student Affairs
b) Community Affairs
c) Public Information
President Albert Simone
May 27, 1987
Page Two

Funds for the eight (8) new positions have been appropriated by the legislature and they will be established upon approval of the reorganization, in accordance with funding availability.

ALTERNATIVES:

1) Maintain the current obsolete structure. This is not a viable option and would impede the Chancellor's ability to effectively manage the Community Colleges.

2) Update the Community Colleges organization to reflect the reorganization of the programs and the concurrent staffing requirements.

CONCLUSION:

Based on the foregoing, your approval of the proposed reorganization is requested.

Joyce S. Tsunoda
Chancellor for Community Colleges

Encls.

Approved/Disapproved:

President Albert J. Simone Date

JUN 25 1987
OFFICE OF THE CHANCELLOR

Chancellor, M13-AE, #89001
Private Secretary to Chancellor,
SR-18, #13830

ACADEMIC AFFAIRS

ADMINISTRATIVE AFFAIRS

STUDENT & COMMUNITY AFFAIRS

Approved by Board of Regents July 24, 1987.
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
POSITION ORGANIZATION CHART
CHART III

ACADEMIC AFFAIRS

DIRECTOR OF ACADEMIC AFFAIRS,
M09-AE, #89222
Secretary IV, SR-16, #15498
Clark-Steno
.50 FTE (new)

ACADEMIC SUPPORT SERVICES

UH Educational Sp III,
PR-09, #80489

PLANNING, ASSESSMENT AND
POLICY ANALYSIS

UH Educational SP III,
PR-09, #80490
UH Institutional Analyst II,
PR-08, #80217

1 New Position

Approved by Board of Regents July 24, 1987
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

POSITION ORGANIZATION CHART
CHART IV-I

BUDGET & FISCAL

UH Administrative Officer VI,
PR-13, #80211
1 Secretary .25 FTE
(New)

VOC. ED. PROJECT
ACCOUNTING

UH Adminis. Officer I,
PR-03, #81793
(Federal Funded)

ACCOUNTING, PURCHASE,
DISBURSING

Account Clerk IV,
SR-12, #23596

1 New Position

Approved by Board of Regents July 24, 1987
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

POSITION ORGANIZATION CHART
CHART IV-2

PLANNING AND MANAGEMENT

Director of Planning & Management
H05-NM, #89248
1 Secretary
.75 FTE (New)
UH Institutional Analyst II,
PR-08, #80019

DATABASE MANAGEMENT
ANALYSIS

1 UH Computer Spec
(New)
1 Clerk-Steno
.50 FTE (New)
2 UH Comp Specialist
(New)
(4 positions)

PHYSICAL FACILITIES
PLANNING AND CONSTRUCTION

UH Facilities Planner II,
PR-14, #80793
UH Facilities Planner I,
PR-12, #80791, #61054
Secretary II, SR-12, #19016

STAFF DEVELOPMENT/INSTITUTION
PLANNING

UH Educational Specialist II
PR-09, #80447

Approved by Board of Regents July 24, 1987
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

POSITION ORGANIZATION CHART
CHART IV-3

PERSONNEL

Director of Personnel and EEO/AA,
M05-NM, #89049
Secretary III, SR-14, #01802
'Clerk-Typist (New)

TRANSACTIONS &
CLASSIFICATION

Personnel Tech. VI,
SR-15, #18005
1 Personnel Clerk
.50 FTE (New)

WORKERS' COMPENSATION &
FRINGE BENEFITS

UH Personnel Officer V,
PR-11, #80093
1 Personnel Clerk
.50 FTE (New)

1 New Position

Approved by Board of Regents July 24, 1987
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

MAJOR FUNCTIONS

OFFICE OF THE CHANCELLOR

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

- 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 student 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 the University Strategic Plan, "New Directions for the 80s," and an understanding of campus missions as articulated in the Academic Development Plans.

- 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 including: academic planning, program development, and institutional assessment.

- Develop curriculum and programs to fulfill community education and vocational education needs.

- Negotiate or participate in negotiating training contracts with agencies.
. Work with senior systemwide and campus administrators, BOR and its committees, Legislative committees and their staffs and with City, State and Federal agencies and community groups.

. Assist campuses in program, curriculum, and course development in fulfilling agencies' training needs.

**Academic Support Services**

. Coordinate curriculum and program development through drafting academic policies and reviewing program proposals.

. Coordinate and facilitate inter-campus and intra-campus program articulation.

. Provide support for academic program management by reviewing program and degree proposals, assessing budget requests, and advising on academic personnel requests.

. Undertake research on selected academic program development issues.

. Coordinate the development of federally funded vocational education activities and programs, and monitor their implementation.

. Coordinate with the campuses, educational curriculum and academic programs by responding to community needs.

**ACADEMIC PLANNING, ASSESSMENT AND POLICY ANALYSIS**

. Coordinate the development of the academic program planning process.

. Facilitate the completion of selected planning and evaluation activities including: the State Higher Education Functional Plan, strategic development plans, campus academic development plans, accreditation self-studies, and program reviews.

. Prepare selected reports to facilitate the management of academic programs.

. Support program planning and evaluation by developing and maintaining an academic program database.

. Conduct selected policy analysis studies.
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, 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, BOR 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, workers' 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, 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.
OFFICE OF STUDENT AND COMMUNITY AFFAIRS

This office is responsible for providing leadership and operational policy in the development and planning of systemwide student services and community affairs programs.

- Provide leadership and coordination to student services and continuing education systemwide planning and programming.

- Provide leadership in developing programs interlinked with private sector businesses and the national and international community.

- Responsible for the resource development and alumni programs coordination.

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

Student Affairs

- Develop and prepare community college systemwide policy regarding student services.

- Conduct analyses of student affairs policies and procedures to ensure programmatic consistency among campuses. Recommend resolution to identified problematic areas.

- Serve as systemwide expert in interpreting and applying policies and procedures in exceptional or unique cases.

Community Affairs

- Identify and develop systemwide linkages with private sector businesses and industries to address their educational needs.

- Develop and prepare community college systemwide policy regarding community affairs.

- Conduct analyses of community services policies and procedures to ensure programmatic consistency among campuses. Recommend resolutions to identified problematic areas.
Public Information

. Develop and coordinate effective public information program for the community college system.

. Work with all facets of media, including the newspapers, television, radio, etc.

. Prepare and develop public information documents, such as annual reports, news articles, magazine articles, etc.
CURRENT ORGANIZATION CHARTS

and

FUNCTIONAL STATEMENTS
Position Organization Chart
Chart IV

ACADEMIC AFFAIRS
Director of Academic Affairs,
M09-AE, #89222
Secretary III,
SR-14, #15498

Gen Ed & Trans Program
UH Educ Spec III,
PR-09, #60490

Vocational Education
UH Educ Spec III,
PR-09, #60489

STATE OF HAWAII
UNIVERSITY OF HAWAII
CHANCELLOR FOR COMMUNITY COLLEGES

APPROVED:
[Signature]  [Date]
Position Organization Chart
Chart V

ADMINISTRATIVE AFFAIRS

1 Director of Administrative Affairs,
M08-NE, #89140
Secretary III,
SR-14, #21236

Budget & Fiscal
(Chart V1)

Planning & Management
(Chart V2)

Personnel
(Chart V3)

APPROVED:
STATE OF HAWAII
UNIVERSITY OF HAWAII
CHANCELLOR FOR COMMUNITY COLLEGES

Position Organization Chart
Chart V1

Budget & Fiscal
UH Administrative Officer VI,
PR-13, #80211

Voc. Ed. Proj. Accounting
1 UH Administrative Officer I
PR-03, #81793

Acctg, Purchase, Disbursing
Account Clerk,
SR-12, #23596

1 Federal funded position

APPROVED:
STATE OF HAWAII
UNIVERSITY OF HAWAII
CHANCELLOR FOR COMMUNITY COLLEGES

Position Organization Chart
Chart V2

Planning & Management

1 Director of Planning & Management (New)

Database Mgmt.
Analysis

UH Inst. Analyst II
FR-08, #80019

Community Services

Physical Facilities,
Plng. & Construction

2 UH Facilities Plnr II,
FR-14, #80793
2 UH Facilities Plnr I,
FR-12, #80791, #81054
2 Secretary II,
SR-12, #19016

Staff Development/
Institutional Planning

1 UH Educ. Sp. III,
FR-08, (New)

1 New position

APPROVED:
STATE OF HAWAII
UNIVERSITY OF HAWAII
CHANCELLOR FOR COMMUNITY COLLEGES

Position Organization Chart
Chart V3

Personnel

1 Director of Personnel,
M04-NM, #89049
Secretary II,
SR-12, #01802

Transactions & Classification

2 Personnel Tech. VI,
SR-15, #18085

Worker's Comp. & Fringe Benefits

2 UH Personnel Officer III,
PR-11, #80093

1 Reclassification Pending
2 Sections transposed due to University relocation & reorganization

APPROVED:
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

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 Hoomana 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, BOR 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.
PROPOSED ORGANIZATION CHARTS

and

FUNCTIONAL STATEMENTS