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

FROM: Albert Simone

SUBJECT: PROPOSED REORGANIZATION OF KAUAI COMMUNITY COLLEGE, OFFICE OF THE DEAN OF INSTRUCTION

1. **Specific Action Requested**

The Board of Regents is asked to review and approve a proposal to reorganize and establish an instructional support program under the Office of the Dean of Instruction, Kauai Community College (see Attachment A). The reorganization also includes the transfer of the Office of Special Programs and Community Services from the Dean of Instruction to the Provost.

2. **Recommended Effective Date**

As soon as possible -- upon Board approval.

3. **Purpose/Background**

Three instructional support units are currently reflected in the Kauai Community College organizational charts. The three units are organized under the Dean of Instruction to provide the following services:

1. Learning Resource Center -- provides library and media services for instructors, students and the general public.

2. Community Services -- promotes non-credit and special program offerings and publicizes the college's services, programs and activities to the island community.

3. Cooperative Education -- provides opportunities for students to explore off-campus experiences in business and industry to develop their understanding of the opportunities available in the workplace.

To strengthen the instructional support services of the college, the 1987 Legislature appropriated 6.0 FTE and funding for an Assistant Dean of Instruction, a Clerk-Steno, an Instructor/Software Coordinator, a UH Computer Specialist,
4. Impact on Staffing and Resources

Staffing for the Instructional Support Division is detailed in the attached proposal. Three of the six positions authorized in the 1987-89 biennium were established in Fiscal Year 88 under the existing organizational chart. Upon approval of the reorganization, the remaining three positions will be established at a cost of $63,360. As mentioned above, funding as well as positions were authorized by the 1987 Legislature. The reorganization will not impact the classifications of the 13.0 positions currently assigned instructional support duties, nor will the reorganization adversely impact other divisions of the college.

Positions assigned to the Community Services Division are likewise unaffected by the proposed change. The reorganization is intended to properly reflect the existing organizational relationship between the Office of the Provost and the Office of the Director of Community Services and Special Programs and will not alter the functions of the division.

5. Impact on Students

The objective of this reorganization is the effective management and central coordination of resources and functions that support the instructional mission of the college. Students will benefit through the efficient, effective delivery of instructional support services that enhance the educational process.

6. Recommended Action

It is requested that the Board place the Kauai reorganization proposal on the agenda for its October meeting. The reorganization will provide the basis for the effective allocation of resources and coordination of instructional support services at Kauai Community College and therefore approval is recommended.

Attachments
cc: Secretary of the Board Shiramizu
    Chancellor Tsunoda
    Director Sakaguchi
TO: President Albert J. Simone

SUBJECT: PROPOSED REORGANIZATION OF KAUAI COMMUNITY COLLEGE,
OFFICE OF THE DEAN OF INSTRUCTION

Attached is a proposed reorganization plan submitted for your approval. The proposal will establish a new section, Academic Support, within the Office of the Dean of Instruction at Kauai Community College. Specifically, this proposal will properly organize the academic support functions and reflect the addition of new positions by the 1987 Legislature under one Assistant Dean of Instruction.

In addition, this reorganization will define the role and responsibilities of the Director of Special Programs and Community Services. Prior to this proposal, the Special Programs and Community Services Unit was placed under the direction of the Dean of Instruction. This reorganization places the Director under the direct supervision of the Provost.

The reorganization will have minimal budgetary impact.

Your favorable consideration of this proposal will be appreciated.

Joyce S. Tsunoda
Chancellor for Community Colleges

Attach.

cc: Provost David Iha
I. Present Primary Functions and Organization

Position Organizational Chart IIIa presently has three functional groups. They are the Learning Resource Center, Community Services and Cooperative Education.

The purpose of each functional group is as follows:

1. Learning Resource Center - To provide Library and Media Services to instructors, students and the general public to enhance learning.

2. Community Services - To promote and implement the College's non-credit and special cultural programs and to publicize the College's services, programs and activities to the island community.

3. Cooperative Education - To offer students opportunities to explore various off-campus experiences of business and industry to develop their understanding of the opportunities in the workplace.

All three functional groups totaling 10.0 FTE positions currently report to the Dean of Instruction.

II. Proposed Functions and Organization

The 1987 legislature appropriated 6.0 FTE positions to strengthen the Instructional Support Division at Kauai Community College. In order to effectively utilize these new positions the College needs to organize the instructional support division into five (5) functional groups:

- Computer Resources
- Media Services
- Library Services
- Learning Skills Center
- Cooperative Education

These functional groups are reflected in Chart IIIb (new) and evolved from the following changes to existing Charts III, IIIa, and IV:

- transferred the Learning Skills Center Instructor (Position No. 87405) and Clerk Steno II (Position No. 34970) positions from Chart III-Instruction to create a Learning Skills Center functional group.

- reorganized the Learning Resource Center (Chart IIIa) into two functional groups - Library Services and Media Services.
- created the computer resources functional group.

- replaced the federal funded Cooperative Education Coordinator (Position No. 83235) with the general funded Cooperative Education /Job Placement Counselor (Instructor- Position No. 86744) from Chart IV - Student Services.

The proposed Chart IIIB has 16.0 FTE positions and is headed by the Assistant Dean of Instruction.

Following is the proposed functions and organization for Chart IIIB:

1. **Computer Resources** - To provide students, faculty and staff with computer hardware, programs, technical assistance, and maintenance support to maximize the use of computers in the classroom, office and Learning Skills Center. Kauai Community College will use this functional group to manage this rapidly expanding resource.

   This functional group includes the Computer Specialist, (Position No. 98902F), and a Software Coordinator, (Position No. 86619, Instructor).

2. **Library Services** - To provide students, faculty, staff and the public with library resources to enhance learning. This function is currently incorporated within the Learning Resource Center. The proposed change is to delete the Learning Resource Center and create two functional groups – Library Services and Media Services. This change will reduce the scope of supervision for the Head Librarian who is currently responsible for the supervision of the Learning Resource Center, and enable the Head Librarian to concentrate on Library Services.

   This functional group includes the Head Librarian (Supervisor, Position No. 83432), two Librarians, (Position No. 84735 and 83909), two Library Assistants (Position No. 24778 and 39440) and a Library Technician (Position No. 18934).

3. **Media Services** - To provide electronic media and graphic art productions to support classroom instruction. This change will link the Media Specialist in charge of Media Services directly to the Assistant Dean of Instruction. This organizational change will promote coordination within the Instructional Support Division.

   This functional group includes the Media Specialist (Supervisor, Position No. 83166), Electronic Technician II (Position No. 81013), and UH Graphic Artist (Position No. 80855).
4. **Learning Skills Center** - To provide tutorial services and computer assisted programs to students requiring special learning assistance. The creation of this functional group involves the shifting of the Learning Skills Coordinator (Instructor II) and Clerk Stenographer II positions from Instruction to Instructional Support. The Learning Skills Center supports the instructional programs and thus should be organized under the Academic Support Division.

This functional group includes the Learning Skills Coordinator (Supervisor, Position No. 87405) and Clerk Stenographer II (Position No. 34970).

5. **Cooperative Education** - To offer students opportunities to explore various off-campus experiences of Industry and Business. The proposed change is to transfer Instructor II Position 86744 from Student Services to Instructional Support and to abolish Instructor II Position 83235 from the functional group. Federal funds for this position no longer exists.

Instructor position 86744 was established in 1982 to provide Cooperative Education/Job Placement services for students. Therefore, this transfer will place the position in the proper functional group and will not have an adverse impact on the counseling and testing function.

The proposed reorganization also involves the shifting of the Community Services function from Chart IIIa (old) to Chart VI (new) to reflect the current organizational relationship between the Community Services Office (Director of Community Services, Position No. 89178 and Secretary I, Position No. 28250) and the Office of the Provost.

### III. Principal Assumptions

1. The functional areas under the proposed Position Organizational Chart IIIb are related in terms of their function to provide Instructional support for the instructional divisions. Chart IIIb includes only non-teaching faculty, technical and clerical staff. The new Computer Resources and Learning Skills Center were created because they both provide a distinct academic support function which the Assistant Dean of Instruction can effectively coordinate.

2. The Community Service Program has evolved into a major campus-wide program that no longer supports only the Instructional Program. Thus, the Director of Community Services should report directly to the Provost.
IV. Reason for the Proposal
The proposed reorganization is needed to effectively utilize existing positions and the following managerial, instructional, technical and clerical positions appropriated by the 1987 Legislature:

- Position No. 98905-F-Assistant Dean of Instruction
- Position No. 98351-F-Clerk Stenographer III
- Position No. 86619-Instructor II - Software Coordinator
- Position No. 98902-F-UH Computer Specialist
- Position No. 80855-UH Graphic Artist
- Position No. 39440-Library Assistant

The reorganization is also needed to properly reflect the current organizational relationship between the Office of the Director for Special Programs and Community Services and the Office of the Provost.

The instructional and academic support divisions are currently organized under the Dean of Instruction. Expansion in the areas of computer resources and library automation as well as instructional programs in business (VIP) and trade technology (electronic technology) has warranted the appropriation of an Assistant Dean of Instruction position by the legislature to reduce the administrative/managerial workload of the Dean of Instruction.

V. Nature of the Proposed Reorganization

The proposed reorganization groups related academic support functions under the Assistant Dean of Instruction in order to achieve optimum coordination between functional areas. Effective coordination is necessary to assure that students receive timely academic support to enhance learning.

VI. Alternative Course of Action

There are no alternative courses of action. The current organization does not have a functional area to incorporate the new positions for computer resources.

The proposed reorganization is also required since the function of the Office of Special Programs and Community Services is no longer an academic support function but a distinct program serving students enrolled in non-credit courses and special programs.
CURRENT
State of Hawaii
University of Hawaii
Kauai Community College

ORGANIZATION CHART
CHART II

OFFICE OF THE PROVOST

PROVOST, M10-AE,
#89102

SECRETARIAL SERVICES

SECRETARY IV, SR-14
#21338
ORGANIZATION CHART

INSTRUCTION

LEARNING RESOURCE CENTER

HEAD LIBRARIAN, #83432
LIBRARIAN, #84735, 83909
LIBR. TECH. V., SR-11, 18934
LIBR. ASST. III., SR-7, 24778, 39440
MEDIA SPECIALIST, #83165
TECH. SUPPORT, #901145
GRAPHIC DESIGNER, #9028855
INSTRUCTOR-SOFTWARE COORD., #66619

COMMUNITY SERVICES

DIRECTOR, M03-M, #99176
SECRETARY, LS-10, #28250

COORDINATOR, #83225(F)
(to be abolished)

ALLOCATED POSITIONS TO BE ESTABLISHED:

Asst. Dean, M03-M, #98905F
Clerk-Steno III, SR11, #98351F
Computer Spec., PO7, #98902F
Instructor, #99902F
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

KAUAI COMMUNITY COLLEGE

Provides two-year college transfer and general education programs, semi-professional, technical, vocational, and continuing education programs, and such other educational programs and services as are appropriate for residents of Kauai.

- Offers vocational/technical programs which lead to certificates and associate in science degrees.
- Offers a college transfer and general education program which lead to the associate in arts degree.
- Offers training in the related areas for the apprenticeable programs in the building and construction trades and other apprenticeable trades.
- Offers continuing education and community service program
KAUAI COMMUNITY COLLEGE
OFFICE OF THE PROVOST

The Office of the Provost is responsible for the overall management of the instructional, academic support, student services, institutional support and community services programs of the college.

- Develops short- and long-range educational plans for the improvement and growth of the college.
- Prepares biennial budget request for operating funds and the capital improvements program.
- Develops and issues policies governing the activities of the college.
- Organizes the college's activities to define scope, relationships, responsibilities, and authority.
- Selects, promotes, trains, and develops the college personnel who staff the various units.
- Directs the college's operations by delegating, motivating and coordinating the college's activities to bring about purposeful action toward desired objectives.
- Controls the college's activities by establishing a reporting system, evaluating college's programs, measuring results and taking corrective action.
- Serves as the primary liaison between and among higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups, and community groups.
KAUAI COMMUNITY COLLEGE
OFFICE OF THE DEAN OF INSTRUCTION

The Office of the Dean of Instruction is responsible for the academic management of the college, either performing or supervising the functions listed below.

Academic Management

. Develops and evaluates educational services, including the preparation and development of the Educational Development Plan and the Vocational Education Plan.
. Develops policies relating to educational services and directs and coordinates the execution of such policies.
. Coordinates class schedules and reviews class enrollments.
. Participates in division meetings as well as meetings of advisory committees.
. Assists in the development of curriculum and course mater:
. Develops, coordinates, and supervises the continuing prog:
of community services, apprenticeship program, journeymen:
education program; federal training programs, externally:
funded training programs, and other short-term training:
programs and workshops.
. Supervises, coordinates, and integrates the activities of Learning Resources Center, and the Director of Community Services and Evening Program.

Personnel Management

. Recommends staffing plans for all academic programs.
. Recruits and recommends selection of new faculty members.
Directs, coordinates, and supervises faculty orientation.
Organizes and administers the in-service education and other professional development programs for the instructional staff.
Conducts the evaluation of the performance of personnel and makes recommendations for the continued employment, re-appointment or separation.

Financial Management
Assists in the development and implementation of the instructional budget request for both operating and capital construction requirements.

Relationships
Establishes and maintains liaison with higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups and community groups.

Divisions of Mathematics and Science, Trade Technology, Business Education, Liberal Arts and Humanities, and Nursing

The purposes of the instructional divisions are to coordinate and supervise the activities of the instructors in their respective divisions. The function of the divisions is to maintain administrative practices to meet the objectives of the college.

Participates in personnel matters relating to teaching assignments, recruiting, continued employment, re-appointment or separation.

Responsible for preparation of educational plans including program reviews.
Assists in the development of courses, schedules, and catalog materials.
Assists faculty members to better serve students.
Assists in the development of the biennial budget for operating and capital improvements program.
Assists in coordinating programs in continuing education and community services.

Cooperative Education

The purpose of the cooperative education program is to offer students opportunities to explore or test out various off-campus experiences of industry and business so that his or her individual potential can be developed.

Supervises and evaluates student's performance and progress on the job in cooperation with the student's employer.

Responsible for locating jobs, placement of students, evaluating students and approving the experience as accept for college credit.

Learning Resources Center

The purpose of the Learning Resources Center is to provide the necessary academic support services to instructors and students so that effective learning can take place.

Responsible for all library services which include books, magazines, pamphlets, tapes, video materials, films, slide and other related materials.
Administers the total operations of the library by establishing library policies, preparing the operating and capital improvements budget, maintaining an internal organization structure, evaluating and selecting library materials, and assisting faculty and students in the use of the Learning Resources Center.

Responsible for planning, coordinating, and administering the college's media program by assisting faculty and staff in the selection of materials and equipment, acquiring media resources, and scheduling and maintaining media resources.

Community Services

The Office of the Director of Community Services promotes, implements, and publicizes the college's services, programs, and activities to the island community.

Responsible for contacting business firms, governmental agencies, volunteer service groups, and other community organizations for data, resources, and needs.

Assists in publicizing the programs of the college to community groups utilizing publications and releases to the newspapers.

Prepares and disseminates publications regarding the various programs of the college.

Coordinates all public relations activities of the college with the college administration and staff.
KAUAI COMMUNITY COLLEGE
OFFICE OF THE DIRECTOR OF STUDENT SERVICES

The function of this office is to provide the necessary services related to the needs of students which are not directly instructional. The Office of the Director of Student Services plans, coordinates, and supervises student recruitment, testing, guidance, and placement. The office is responsible for student governance, graduation, and student activities.

- Provides all services related to student records.
- Assists students at the college to adjust and solve problems.
- Coordinates all financial assistance to students.
- Maintains a program of counseling and guidance so that students will receive the maximum benefit from their college experience.
- Responsible for services to special groups of students such as the disadvantaged, handicapped, veterans, immigrants, and others in need of special help.

Admissions and Registration

The function of this office is to keep all records on every student who applies to the college, enrolls, and leaves the college.

- Supervises all activities relating to the admission of all students to the college.
-Coordinates all student information within the University Student Information System.
- Responsible for properly registering all students who have been accepted for admission to the college.
- Prepares and disseminates information to all prospective students.
Assures all grades which have been issued by instructors are properly recorded and that all students are so notified of their grades.

Counseling and Testing

The function of this office is to assist students in their educational experiences at the college using individual and group counseling, advising, directing and disseminating information.

Assists students in adjusting to college requirements.
Provides counseling and testing services to assist students in their career goals.
Coordinates services of other agencies to assist students attaining their goals.

Student Activities

The purpose of this office is to assist students in activities which are extracurricular in nature.
Coordinates club and athletic activities.
Assists in the development of activities for student participation.
Assists the Student Association in the conduct of their activities.
Disseminates information to the college community regarding guest speakers, and other student activities such as the May Day program, picnics, and special entertainment.
KAUAI COMMUNITY COLLEGE
OFFICE OF THE DIRECTOR OF ADMINISTRATIVE SERVICES

The Office of the Director of Administrative Services is responsible for supervision of budget preparation and control, financial management administration of non-academic personnel, plan for and management of facilities, and the provision of auxiliary services to the extent these activities are within the purview of the college.

- Prepares the college's operating and capital improvements budget and administers the approved budget, including the maintenance of position control.
- Supervises the Business Office in the purchasing of necessary supplies, equipment, and services.
- Coordinates all personnel matters with the University Personnel Office and faculty and staff.
- Supervises the repair, maintenance, and the cleaning of the college's facilities and grounds.
- Provides administrative support for the food service, parking, mail, telephone, and transportation activities.

Business Office

This office is responsible for the acquisition of services needed by the college in fulfilling its educational mission.

- Assists all program units in purchasing supplies, equipment and services.
- Maintains and accounts for equipment.
- Controls all expenditures of college funds.
- Receives and deposits all cash collected by the college.
- Maintains accounting records and financial reports of the...
Operations and Maintenance

This office is responsible for the cleaning, repair, and maintenance of all grounds and facilities on campus.

Buildings
  Responsible for cleaning all building facilities.

Grounds
  Responsible for cleaning and maintaining all grounds on the college campus.

Maintenance/Security/Parking
  Responsible for the operation of the sewage treatment plant.
  Responsible for the college parking program.
  Responsible for the college security program.
  Responsible for maintaining the electrical, plumbing, and air-conditioning systems of the college.

Personnel Unit
  Responsible for procedural aspects of personnel transactions and operations.
OFFICE OF THE PROVOST

PROVOST, M10-E

SECRETARIAL SERVICES

SECRETARY IV, SR-14 #21338

APPROVED

[Signature]
President, University of Hawaii
Date: NOV 2, 1988
ORGANIZATION CHART
Chart III

INSTRUCTIONAL SERVICES

DEAN OF INSTRUCTION
M06-M, #89045

INSTRUCTION
CHART IIIa

INSTRUCTIONAL SUPPORT
CHART IIIb

APPROVED

President, University of Hawaii
Date: MIV - 4 1988
**ORGANIZATION CHART**

**Chart IIIa**

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**STENO POOL**

**CLERK-STENO II, SR-9**

#26901, 26902, 24785

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**SECRETARIAL SERVICES**

**SECRETARY II, SR-12.**

#24393

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**INSTRUCTION**

**DEAN, M06-M**

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**LANGUAGE ARTS AND HUMANITIES DIVISION**

**CHAIRPERSON, #**

**INSTRUCTORS**

- ART
  - FULL-TIME: 83324, 83640
- ENGLISH
  - FULL-TIME: 85047, 82265, 83727, 84176, 84277
- HISTORY
  - FULL-TIME: 82274
- PHILOSOPHY
  - FULL-TIME: 82149
- SPEECH
  - FULL-TIME: 82262
- MUSIC
  - FULL-TIME: 86618
- HAWAIIAN STUDIES
  - FULL-TIME: 99501F

**MATHEMATICS/SCIENCE/SOCIAL SCIENCE DIVISION**

**CHAIRPERSON, #**

**INSTRUCTORS**

- MATH
  - FULL-TIME: 84652, 84443
- CHEMISTRY
  - FULL-TIME: 83179
- BIOLOGICAL SCIENCE
  - FULL-TIME: 82934
- PHYSICAL SCIENCE
  - FULL-TIME: 83645
- PSYCHOLOGY
  - FULL-TIME: 83567
- ANTHROPOLOGY
  - FULL-TIME: 83208
- GEOGRAPHY
  - FULL-TIME: 84106
- SOCIOLOGY
  - FULL-TIME: 82416
- POLITICAL SCIENCE
  - FULL-TIME: 85046
- COMPUTER SCIENCE
  - FULL-TIME: 85048

**TRADE AND TECHNOLOGY DIVISION**

**CHAIRPERSON, #**

**INSTRUCTORS**

- AUTO TECHNOLOGY
  - FULL-TIME: 84392, 84612
- AUTO BODY REPAIR
  - FULL-TIME: 84153
- CARPENTRY
  - FULL-TIME: 83132
- ELECTRICITY
  - FULL-TIME: 84605
- MACHINE SHOP
  - FULL-TIME: 85045
- WELDING
  - FULL-TIME: 84657
- ELECTRONICS
  - FULL-TIME: 83175, 86617

**HEALTH EDUCATION DIVISION**

**CHAIRPERSON, #**

**INSTRUCTORS**

- NURSING
  - FULL-TIME: 83856, 82579, 83216, 84587, 84015
- HEALTH/P.E.
  - FULL-TIME: 86118

**BUSINESS EDUCATION DIVISION**

**CHAIRPERSON, #**

**INSTRUCTORS**

- ACCOUNTING
  - FULL-TIME: 84611, 82261
- BUSINESS
  - FULL-TIME: 83732, 82878, (new)
- SALES & MANAGEMENT
  - FULL-TIME: 82908, 85044
- SECRETARIAL & RELEEDED
  - FULL-TIME: 82968, 83874
- FOOD SERVICES
  - FULL-TIME: 86579,
- ED & AC SUP SP I
  - FULL-TIME: 80241S
- CAFE, HELPER I
  - HALF-TIME: 83467 ** 39027**
- VISITOR INDUS. PROG.
  - FULL-TIME: 86901, 85043
- SMALL BUSINESS
  - FULL-TIME: 99900F

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* Appointed from among instructional positions within divisions.
** Temporary positions

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May 1987
State of Hawaii
University of Hawaii
Kauai Community College

APPROVED

President, University of Hawaii
Date: May 6, 1988
COMMUNITY SERVICES
DIRECTOR, M03-M, #89178

NON-CREDIT PROGRAM
INSTRUCTOR
FULL-TIME: 99902F

SECRETARIAL SERVICES
SECRETARY I, SR-10
#28250

May 1987
State of Hawaii
University of Hawaii
Kauai Community College

ORGANIZATION CHART
CHART VI

APPROVED

[Signature]
President, University of Hawaii
Date: 10/4-4 1987
Provides two-year college transfer and general education programs, semi-professional, technical, vocational, and continuing education programs, and such other educational programs and services as are appropriate for residents of Kauai.

- Offers vocational/technical programs which lead to certificates and associate in science degrees.
- Offers a college transfer and general education program which lead to the associate in arts degree.
- Offers training in the related areas for the apprenticeship programs in the building and construction trades and other apprenticeable trades.
- Offers continuing education and community service programs.
KAUAI COMMUNITY COLLEGE
OFFICE OF THE PROVOST

The Office of the Provost is responsible for the overall management of the instructional, academic support, student services, institutional support and community services programs of the college.

- Develops short- and long-range educational plans for the improvement and growth of the college.
- Prepares biennial budget request for operating fundings and the capital improvements program.
- Develops and issues policies governing the activities of the college.
- Organizes the college's activities to define scope, relationships, responsibilities, and authority.
- Selects, promotes, trains, and develops the college personnel who staff the various units.
- Directs the college's operations by delegating, motivating, and coordinating the college's activities to bring about purposeful action toward desired objectives.
- Controls the college's activities by establishing a reporting system, evaluating college's programs, measuring results, and taking corrective action.
- Serves as the primary liaison between and among higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups, and community groups.
The Office of the Dean of Instruction is responsible for the academic management of the college, either performing or supervising the functions listed below.

Academic Management

- Develops and evaluates educational services, including the preparation and development of the Educational Development Plan and the Vocational Education Plan.
- Develops policies relating to educational services and directs and coordinates the execution of such policies.
- Coordinates class schedules and reviews class enrollments.
- Participates in division meetings as well as meetings of advisory committees.
- Assists in the development of curriculum and course materials.
- Supervises, coordinates, and integrates the activities of the Library Services, Media Services, Learning Skills Center, the Computer Resources, and the Cooperative Education Program.
Personnel Management

- Recommends staffing plans for all academic programs.
- Recruits and recommends selection of new faculty members.
- Directs, coordinates, and supervises faculty orientation.
- Organizes and administers the in-service education and other professional development programs for the instructional staff.
- Conducts the evaluation of the performance of personnel and makes recommendations for the continued employment, re-appointment or separation.

Financial Management

- Assists in the development and implementation of the instructional budget request for both operating and capital construction requirements.

Relationships

- Establishes and maintains liaison with higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups and community groups.

Division of Mathematics and Science, Trade Technology, Business Education, Language, Arts and Humanities, and Nursing

The purposes of the instructional divisions are to coordinate and supervise the activities of the instructors in their respective divisions. The function of the divisions is to maintain administrative practices to meet the objectives of the college.
Participates in personnel matters relating to teaching assignments, recruiting, continued employment, re-appointment or separation.

Responsible for preparation of educational plans including program reviews.

Assists in the development of courses, schedules, and catalog materials.

Assists faculty members to better serve students.

Assists in the development of the biennial budget for operating the capital improvements program.

Cooperative Education

The purpose of the cooperative education program is to offer students opportunities to explore or test out various off-campus experiences of industry and business so that his or her individual potential can be developed.

Supervises and evaluates student's performance and progress on the job in cooperation with the student's employer.

Responsible for locating jobs, placement of students, evaluating students and approving the experience as acceptable for college credit.
Library Services, Media Services, Learning Skills Center

The purpose of the Library, Media Services and Learning Skills Center is to provide the necessary academic support services to instructors and students so that effective learning can take place.

Library Services:

- Responsible for all library services which include books, magazines, pamphlets, tapes, video materials, films, slides and other related materials.
- Administers the total operations of the library by establishing library policies, preparing the operating and capital improvements budget, maintaining an internal organization structure, evaluating and selecting library materials, and assisting faculty and students in the use of the Library.

Media Services:

- Responsible for planning, coordinating, and administering the college's media program by assisting faculty and staff in the selection of materials and equipment, acquiring media resources, and scheduling and maintaining media resources.

Learning Skills Center:

- Responsible for all Learning Skills Center services which include Computer assisted instruction, tutors, and other instructional support services.
Computer Resources

This section is responsible for the management and maintenance of the central computing and data processing equipment and software, including:

- Systems development and maintenance:
  - Systems analysis,
  - System design,
  - Application programming,
  - Systems testing, and
  - Systems installation.

- Operations and Supervision:
  - Scheduling and control,
  - Equipment operations,
  - Production support, and
  - Data entry.

- Technical Support:
  - Data processing standards, technical assistance, and training
KAUAI COMMUNITY COLLEGE
OFFICE OF THE DIRECTOR FOR COMMUNITY SERVICES

The Office of the Director for Community Services promotes, implements, and publicizes all non-formal programs including non-credit instructional programs and activities and the regular credit summer session. This includes the following:

- Responsible for the selective delivery of programs and services which the College can effectively deliver in serving identified community needs.
- Responsible for planning, developing, and administering the delivery of community service programs which include non-credit courses, seminars, workshops, special credit programs and workshops for professional competencies improvement, and cultural exhibits and performances, which will enrich the lives of residents.
- Responsible for working directly with community organizations, groups and individuals in various community advisory and planning committees and boards, and representatives of business, industry, labor, and governmental agencies to assess needs and interests in the College's instructional capabilities in order to establish appropriate educational programs related to, but exclusive of the regular instructional program.
Responsible for providing technical support to faculty, students, and staff in executing community services or outreach activities including the development of an understanding of community needs and the application of appropriate resources to meet those needs.

Responsible for the recruitment of temporary faculty to teach non-credit courses in accordance with policies and procedures of the University and state of Hawaii.

Responsible for the preparation and execution of the Community Service budget in accordance with University and State policies.

Responsible for maintaining data and files required for reporting and evaluating program effectiveness.

Responsible for administering the Summer Session program including the preparation of the schedule, advertising, and coordination of day-to-day matters associated with the functioning of this program.

Responsible for planning, developing, and coordinating the public relations activities for the College within the prescribed University guidelines.

Responsible for scheduling community use of campus facilities in accordance with the University policy.
Responsible for administering the Apprenticeship and Journeymen upgrading Programs including the preparation of the schedule, coordination of day-to-day matters associated with the functioning of this program.
KAUAI COMMUNITY COLLEGE
OFFICE OF THE DEAN OF STUDENT SERVICES

The function of this office is to provide the necessary services related to the needs of students which are not directly instructional. The Office of the Dean of Student Services plans, coordinates, and supervises student recruitment, testing, guidance, and placement. The office is responsible for student governance, graduation, and student activities.

- Provides all services related to student records.
- Assists students at the college to adjust and solve problems.
- Coordinates all financial assistance to students.
- Maintains a program of counseling and guidance so that students will receive the maximum benefit from their college experience.
- Responsible for services to special groups of students such as the disadvantaged, handicapped, veterans, immigrants, and others in need of special help.

Admissions and Registration

The function of this office is to keep all records on every student who applies to the college, enrolls, and leaves the college.

- Supervises all activities relating to the admission of all students to the college.
Coordinates all student information within the University Student Information System.

Responsible for properly registering all students who have been accepted for admission to the college.

Prepares and disseminates information to all prospective students.

Assures all grades which have been issued by instructors are properly recorded and that all students are so notified of their grades.

Counseling and Testing

The function of this office is to assist students in their educational experiences at the college using individual and group counseling, advising, directing and disseminating information.

Assists students in adjusting to college requirements.

Provides counseling and testing services to assist students in their career goals.

Coordinates services of other agencies to assist students in attaining their goals.

Financial Aids

This office is directly responsible for the student financial aids function of the College. This includes the following:

Supervising and managing the delivery of financial aids services to students seeking such assistance.

Maintaining accurate records of financial aid transactions.
Reviewing and disseminating information to prospective students while complying with federal and State statutes affecting same.

Providing on-campus student employment services.

**Student Activities**

The purpose of this office is to assist students in activities which are extracurricular in nature.

Coordinates club and athletic activities.

Assists in the development of activities for student participation.

Assists the Student Association in the conduct of their activities.

Disseminates information to the college community regarding guest speakers, and other student activities such as the May Day program, picnics, and special entertainment.
The Office of the Director of Administrative Services is responsible for supervision of budget preparation and control, financial management, administration of non-academic personnel, plan for and management of facilities, and the provision of auxiliary services to the extent that these activities are within the purview of the college.

- Prepares the college's operating and capital improvements budget and administers the approved budget, including the maintenance of position control.
- Supervises the Business Office of the purchasing of necessary supplies, equipment, and services.
- Coordinates all personnel matters with the University Personnel Office and faculty and staff.
- Supervises the repair, maintenance, and the cleaning of the college's facilities and grounds.
- Provides administrative support for the food service, parking, mail, telephone, and transportation activities.

**Business Office**

This office is responsible for the acquisition of services needed by the college in fulfilling its educational mission.

- Assists all program units in purchasing supplies, equipment, and services.
- Maintains and accounts for equipment.
Controls all expenditures of college funds.

Receives and deposits all cash collected by the college.

Maintains accounting records and financial reports of the college.

**Operations and Maintenance**

This office is responsible for the cleaning, repair and maintenance of all grounds and facilities on campus.

**Buildings**

Responsible for cleaning all building facilities.

**Grounds**

Responsible for cleaning and maintaining all grounds on the college campus.

**Maintenance/Security/Parking**

Responsible for the operation of the sewage treatment plant.

Responsible for the college parking program.

Responsible for college security program.

Responsible for maintaining the electrical, plumbing, and air-conditioning systems of the college.

**Personnel Unit**

Responsible for procedural aspects of personnel transactions and operations.