June 5, 1997

MEMORANDUM

TO: Board Secretary Daniel Ishii
FROM: Rodney Sakaguchi

SUBJECT: Notification of Approved Reorganization for the Operations and Maintenance Section, Kapiolani Community College

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on June 2, 1997 for the Operations and Maintenance Section in the Office of Administrative Services at Kapiolani Community College. The purpose of this reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Director Deborah Nakagawa at 956-5148.

Attachment

c: Senior Vice President/Chancellor Joyce Tsunoda
   Director Deborah Nakagawa
UNIVERSITY OF HAWAI‘I

SENIOR VICE PRESIDENT, UNIVERSITY OF HAWAI‘I
AND CHANCELLOR FOR COMMUNITY COLLEGES

MEMORANDUM

June 3, 1997

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

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION, UNIVERSITY OF HAWAI‘I, KAPI‘OLANI COMMUNITY COLLEGE (CC), OPERATIONS AND MAINTENANCE (O&M) SECTION

Attached for your files is a copy of the reorganization which was approved on June 2, 1997 for the University of Hawai‘i, Kapi‘olani CC, O&M Section. The purpose of the reorganization is explained in the accompanying Executive Summary.

Should you have any questions, please call Director Deborah Nakagawa at 956-5148.

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

Attachments

c The Honorable Earl I. Anzai
   Director, Department of Budget and Finance
The Honorable James Takushi
   Director, Department of Human Resources
✓ University Budget Office
   University Office of Human Resources
UHCC Provost John Morton
UHCC Vice Chancellors
UHCC Budget Office
UHCC Human Resources Office
EXECUTIVE SUMMARY

UNIVERSITY OF HAWAII - COMMUNITY COLLEGES

KAPIOLANI COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES, OPERATIONS AND MAINTENANCE SECTION

Enclosed is the approved reorganization of the Kapiolani Community College (CC), Administrative Services, Operations and Maintenance (O&M) Section. This action involved the creation of a working supervisory level position for the Repairs and Maintenance (R&M) unit of the O&M Section.

Previously, 3.00 FTE positions comprised the R&M staff who were responsible for the twenty-one buildings on the forty-four acre campus. These positions reported to a UH Auxiliary and Facilities Services Officer IV who supervised the C&M section. With the growth of the College and increased R&M work, additional help was needed to maintain the physical facilities of the campus and provide closer supervision and coordination of the R&M staff.

By redescribing a vacant Groundskeeper position to the Building Maintenance Worker classification and making it a working supervisor, the College will have additional help, supervision, and coordination of effort to focus on its R&M needs. The redescription of the position is expected to cost an additional $8,400 per year and funds will be permanently reallocated from other current expenses. No additional funds will be required in the future for this personnel action.

The transfer of a position from the Groundskeeping unit to head the R&M unit was the best solution based on achieving a balance between limited positions and financial resources available and campus priorities.

The campus will generate savings by performing more R&M work with in-house personnel. However, the amount of savings will not be significant as the campus has a backlog of work that will still require the use of contracted vendors. There are many small tasks that were previously deferred but can now be completed by the additional position and the reorganized staff of the O&M Section.
I. Present Organization

Kapiolani Community College (CC) is organizationally within the Community College system of the University of Hawaii (UH). The UH Auxiliary and Facilities Services Officer IV, Position #81650, oversees and manages the Operations and Maintenance (O&M) Section of the Office of Administrative Services at Kapiolani CC. The O&M Section is responsible for the physical plant operations and maintenance; inventory control and record keeping; mail, transportation, and community services; safety programs; parking and campus security; and custodial and groundskeeping.

Reporting to the UH Auxiliary and Facilities Services Officer IV position are:

1) two Janitor Ills, Position #14428 and #18021;
2) a Groundskeeper II, Position #26652;
3) three Security Officer Is, Position #31324, #31325, and #45730;
4) a Building Maintenance Worker I, Position #34492;
5) a Painter I, Position #43307;
6) a Sprinkler System Repairer, Position #50005;
7) a Clerk Typist III, Position #22316; and
8) two Clerk Ills, Position #50060 and #50086.

II. Proposed Organization

The requested reorganization creates a working supervisory level for the repairs and maintenance (R&M) section that will be supervised by a proposed Building Maintenance Worker II position. This working supervisor will supervise and participate in the day-to-day repair and
maintenance work and will report to the UH Auxiliary and Facilities Services Officer IV, Position #81650.

The proposed Building Maintenance Worker II position will supervise the Building Maintenance Worker I, Position #34492, Painter I, Position #43307, and the Sprinkler System Repairer, Position #50005.

III. Background/Nature of the Proposed Reorganization

The janitorial and groundskeeping staff in the O&M section report to working supervisor positions—Janitors III, Position #14428 and #18021, and Groundskeeper II, Position #26652, respectively. The working supervisors provide the day-to-day supervision and make daily assignments of the janitor and groundskeeping staff. The repair and maintenance staff—Building Maintenance Worker I, Painter I, and Sprinkler System Repairer—however, report directly to the UH Auxiliary and Facilities Services Officer IV position.

Under the proposed organization, a vacant Groundskeeper I, Position #94153F, will be redescribed and proposed as a Building Maintenance Worker II position and established as a working supervisor over the Building Maintenance Worker I, Position #34492; Painter I, Position #43307; and the Sprinkler System Repairer, Position #50005. Given the current staffing requirements, there is greater need for this Groundskeeper position to be established in the area of repairs and maintenance rather than groundskeeping.

General funds are available to cover the costs related to the position redescription. At the proposed Building Maintenance Worker II level, the additional cost of the position is approximately $8,400 more than the budgeted Groundskeeper I position. No additional funds will be required in the future. The funds will be permanently reallocated from other current expenses, specifically from contractual services funds.

Although the campus estimates savings will be generated by performing the R&M work with in-house positions, the total dollar value of the savings will not be significant as the campus has a backlog of R&M work. Some of the deferred work will be done by the proposed Building Maintenance Worker II position and other tasks will require the use of contracted vendors.
The extent of R&M work at the campus was $69,000 in FY 1993-94, $48,000 in FY 1994-95, and $48,000 in FY 1995-96. For FY 1996-97, the campus is expected to spend $136,000 as many R&M jobs can no longer be postponed. The use of Tuition and Fee Special Funds account for the increased allocation.

The Sprinkler System Repairer, Position #50005, will also be redescribed to add more general maintenance responsibilities so the position will be more versatile and able to assist with routine tasks in R&M work. The position description will be updated and submitted for classification review. No change is anticipated in the classification or rate of pay for this position.

The UH Auxiliary and Facilities Services Office IV position will also be redescribed to reflect the change in supervisory span of control. Here too, no change is anticipated in the classification or rate of pay.

This reorganization will also require the work schedule of the Building Maintenance Worker I position to be changed to 6:00 a.m. - 2:30 p.m. Currently, the work schedules for the Painter I position and Sprinkler System Repairer position are 6:00 a.m. - 2:30 p.m., and the Building Maintenance Worker I position is 7:30 a.m. - 4:00 p.m. The working supervisor position will be established with work hours of 6:00 a.m. - 2:30 p.m. Therefore, it will be necessary to change the hours of the Building Maintenance Worker I position to be consistent with the other positions. The earlier work hours will allow the workers to get into rooms before classes start to perform the necessary work and cause less disruption and noise. Emergencies arising after hours are handled by the UH Auxiliary & Facilities Officer IV position or the Director of Administrative Services position.

The reorganization will not require additional work space. However, it will involve an exchange of work areas. Currently, the Building Maintenance and Painting units each have their own work areas/storage rooms in the O&M building. The two units will be consolidated into an R&M unit and moved into the larger space currently occupied by the Groundskeeping unit. The Groundskeeping unit will move into the room formerly occupied by the Building Maintenance unit and the room formerly occupied by the Painting unit will be used as an additional storage area. This larger area is needed for the R&M unit as it will be using equipment such as table saws, wood planer and drill press, and storing supplies such as lumber and
sheets of plywood. The Groundskeeping unit's power equipment and supplies will fit in the smaller room.

IV. Reasons for Proposing the Reorganization

Kapiolani CC has had one Building Maintenance Worker I position since the College was located on the Pensacola campus. As the College was relocated to and developed on the Diamond Head campus, a Painter I position and Sprinkler System Repairer position were added. These three positions comprise the R&M staff that supports twenty-one buildings on this forty-four acre campus.

Due to the growth of the College and the increased amount of R&M work needed on the campus, there has been an increased need for additional building and maintenance workers as well as a need for closer supervision and coordination of R&M work. The most efficient way to accomplish this is to create a working supervisor over the R&M staff and redescribe the Sprinkler System Repairer position to enable the position to do more general maintenance and repair work.

Creating this new working supervisory level will make the R&M unit consistent with the janitorial and groundskeeping units under O&M. The only unit without a working supervisor is Security; there are three security officer positions assigned to two different shifts. Given the current staffing, it would not be feasible to create a working supervisor over the security officers at this time. As such, the UH Auxiliary and Facilities Officer IV position will remain as the Security unit's supervisor.

V. Other Alternatives Considered

An alternative considered was the creation a full-time supervisor instead of a working supervisor for the R&M staff. Considering the College's needs and the size of the building maintenance staff, it was considered more advantageous to establish a working supervisor position. This working supervisor position will be able to perform building maintenance work for a majority of the work time in addition to supervising the work of the other maintenance workers.
PREVIOUS

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
. Counseling, advising and conducting other individualized and group activities for students wishing to transfer to other community colleges or to baccalaureate-level campuses.

. Offering co-curricular educational and social activities.

. Providing dispensary-level health care and health education.

Enrollment Services

The primary function of this unit is to provide the activities and services generally associated with the matriculation process for the student and prospective student. The activities and services include:

. Providing information concerning the College's programs, instructional and non-instructional services and curricula, and developing recruitment and marketing activities for the College.

. Processing admissions applications.

. Providing academic assessment including course placement testing and student needs identification.

. Providing college orientation activities for new students prior to initial registration.

. Conducting student registration and managing student academic records.

. Certifying enrollment status and other student status for educational and financial benefit programs such as veterans' and social security programs and responding to other official or legal inquiries.

. Evaluating student academic records including transfer credit evaluation and program completion.

. Administering the Student Financial Aid program which includes student loans, scholarships, grants, tuition waivers and employment.

OFFICE OF ADMINISTRATIVE SERVICES

This office is responsible for the administrative management of the College including the Business Office, Personnel Office, and the operations and maintenance activities.

Business Office

This office is responsible for the following:

. Accounting and financial management.

. Procurement.

. Payroll.

. Cashiering.

. Contracts and grants administration.
Operating and capital budget preparation.

**Personnel Office**

This office is responsible for the following:

- Personnel administration.
- Equal Employment Opportunity (Affirmative Action)
- Staff development activities and training.
- Workers' compensation administration.

**Operations and Maintenance**

This office performs a variety of duties and responsibilities in the areas listed:

- Physical plant operations and maintenance.
- Inventory control and recordkeeping.
- Mail, transportation and community services.
- Safety programs.
- Parking and campus security.
- Custodial and groundskeeping.

**OFFICE OF COMMUNITY SERVICES**

This office is responsible for all educational activities exclusive of the regular instructional programs of the College. The Office of Community Services consists of a Director to which two administrative support staff, a secretarial services unit, and five non-credit instructional program units report.

**Support Services**

The support services unit is responsible for program market analyses, extramural grant and proposal coordination, and revenue collection. This includes the following:

- Responsible for planning, developing and coordinating the public relations activities for the Office of Community Services within the prescribed University guidelines.

- Responsible for conducting market analyses for timely determinations on the viability of proposed program offerings as well as the relative success of on-going Office of Community Services programs.

- Responsible for development and coordination of extramural grant proposals for the Office of Community Services.

- Responsible for developing and implementing contract training proposals for the community and private sector.
April 3, 1997

MEMORANDUM

TO: Board Secretary Daniel Ishii

FROM: Rodney Sakaguchi

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION FOR THE KAPIOLANI COMMUNITY COLLEGE

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on March 21, 1997 for the Instructional program in the Kapiolani Community College. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Director Deborah Nakagawa at 956-5148.

Attachment

c: Senior VP/Chancellor Tsunoda
   Director Nakagawa
MEMORANDUM

March 24, 1997

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

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION, UNIVERSITY OF HAWAI‘I, KAPI‘OLANI COMMUNITY COLLEGE (CC)

Attached for your files is a copy of the reorganization which was approved on March 21, 1997 for the University of Hawai‘i, Kapi‘olani CC, Emergency Medical Services. The purpose of the reorganization is explained in the accompanying Executive Summary.

Should you have any questions, please call Director Deborah Nakagawa at 956-5148.

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

Attachments

- The Honorable Earl I. Anzai
  Director, Department of Budget and Finance
- The Honorable James Takushi
  Director, Department of Human Resources
- University Budget Office
- University Office of Human Resources
- UHCC Provost John Morton
- UHCC Vice Chancellors
- UHCC Budget Office
- UHCC Human Resources Office
EXECUTIVE SUMMARY

UNIVERSITY OF HAWAI`I - COMMUNITY COLLEGES

KAPIOLANI COMMUNITY COLLEGE, EMERGENCY MEDICAL SERVICES

Enclosed is the approved reorganization of the Emergency Medical Services (EMS) program at Kapiolani Community College (CC). The reorganization implements the legislative intent of Act 210, SLH 1996 which transferred the EMS training responsibilities from the Department of Health (DOH) to the University of Hawaii.

The University of Hawai`i has operated the EMS training component under contract from the DOH for the past 16 years. Initially, the Employment Training Center provided the training and subsequently, in 1984, Kapiolani CC assumed this responsibility.

The EMS students are admitted as regular college students and earn credits and degrees. Training is conducted in University facilities and supported by the academic support programs at the various CC campuses. Training is conducted on O`ahu, Hawai`i, Maui, and Kaua`i and each island is staffed with teaching and support personnel.

The contractual arrangement, while achieving the desired training objectives, resulted in turnover as the faculty and staff had only temporary employment status. The faculty could not be tenured, although some have been with the program since 1981. Also, clerical employees left the program for permanent positions.

The legislation and transition were effective July 1, 1996. General funds of $1,005,457 were transferred from the DOH to Kapiolani CC through the General Appropriations Act, Act 287, SLH 1996, for this purpose. The appropriation covers the salary costs of the 12.50 faculty and 4.00 clerical positions and for the operating needs of the program. Also, Act 210 allowed the conversion from temporary to permanent status for the EMS faculty and clerical staff. As such, there is no additional cost to the University.
REORGANIZATION PROPOSAL REQUEST

Kapiolani Community College
Emergency Medical Services Program

I. Present Organization

The Department of Health (DOH) administers and maintains the Emergency Medical Services (EMS) program which serves the emergency medical needs of the State of Hawai‘i. This program is a system designed to reduce medical emergency deaths, injuries, and permanent long-term disability through the implementation of a fully integrated, cohesive network of components. These components include personnel, personnel training, communications, emergency transportation, facilities, coordination with emergency medical and critical care services, coordination and use of available public safety agencies, promotion of consumer participation, accessibility to care, mandatory standard medical record keeping, consumer information and education, independent review and evaluation, disaster linkage, and mutual aid agreements.

The University of Hawai‘i has operated the EMS training program under contract from the DOH for the past 16 years, with the last 12 years by the Kapiolani Community College (CC). Kapiolani CC is the community college designated as responsible for most of the allied health education in the State. The EMS program is provided statewide with students enrolled and courses offered to meet emergency medical needs in each County. Training is conducted on O‘ahu, Hawai‘i, Maui, and Kaua‘i and each island is staffed with teaching and support personnel.

At Kapiolani CC, the program is organizationally assigned to the Health Education Division/Department. It is under the overall direction of the Dean of Instruction and supervised by one of the EMS faculty.

II. Proposed Organization

The proposed organization (see attached Proposed Organizational Chart and Functional Statement) formally establishes the EMS training program under the Health Education Division/Department within the instruction program of Kapiolani CC. Other than adding the EMS section to Chart III e, there is no change to the existing organizational structure of the EMS training program.
III. Background/Nature of the Proposed Reorganization

In response to a statewide need for qualified basic and advanced life support personnel, the EMS program was initiated in 1970 with federal funds administered by the Hawai‘i Medical Association. After the termination of federal support, in 1979 the State continued the program under the DOH. The department has contracted with the University to conduct the training of basic and advanced life support personnel and non-credit public safety courses for first responders (police, fire, and water personnel). Initially, the Employment Training Center provided the training and subsequently in 1984, Kapiolani CC assumed the training responsibilities.

The EMS students are admitted as regular college students and earn credits and degrees. The programs are operated in University facilities and are supported by the academic support programs without additional cost to the DOH.

IV. Reason for Proposing the Reorganization

The contractual agreement between the Kapiolani CC and the DOH resulted in the program and 12.50 faculty and 4.00 clerical staff having temporary employment status. As a result, these employees, who provided training in all four Hawai‘i counties, were employed on a year-to-year basis and the faculty could not be tenured, although some have been with the training program from 1981. Additionally, the temporary status of the clerical staff has resulted in turnover when these employees secured permanent positions.

The enactment of Act 210, SLH 1996, transferred the EMS training program from the DOH to the University of Hawai‘i, to better utilize State resources while meeting the EMS training needs of the State. Additionally, general funds of $1,005,457 were transferred from the DOH to Kapiolani CC through General Appropriations Act, Act 287, SLH 1996, for this purpose.

The DOH will be responsible for establishing and maintaining EMS standards. The University of Hawai‘i will be responsible for the training of EMS personnel. The transfer of the training responsibilities and funds from the DOH and authorization for permanent positions will make the EMS program consistent with other credit programs at the University. Kapiolani
CC will continue providing statewide EMS training to meet the needs in each county.

The transition was effective July 1, 1996, and this reorganization accomplishes the intent of the legislation. The appropriation covers the salary costs for the 16.50 faculty and clerical positions and for the operating needs of this program. Also, Act 210 allowed the conversion from temporary to permanent status for the EMS faculty and clerical staff. As such, there is no additional cost to the University.

V. Alternatives Considered

Kapiolani CC has provided EMS training for the past 12 years and will continue as EMS training is a necessary and as essential component of public health and safety. As this reorganization proposal complies with and implements the legislative intent of Act 210, no other alternatives were considered.
CURRENT

ORGANIZATIONAL CHARTS

AND

FUNCTIONAL STATEMENTS
Health Education Division/Department

Health Sciences
Chairperson**
Secretary II, SR14, #32952
Clerk-Steno II, SR09, #40964 (.50)

Faculty (15.10)
Full-time: #82121, #82162, #82405, #84326, #82576, #83310,
#83321, #83667, #84223, #85821, #86385, #86384,
#86752, #86882, #86886
Part-time: #87052 (.10)

Nursing
Chairperson**
Secretary II, SR14, #18093
Clerk-Typist II, SR08, #42015

Faculty (31.50)
Full-time: #82064, #82513, #84487, #84629, #84655, #86737,
#86738, #86740, #86741, #86742, #86743, #86746,
#86747, #86749, #86750, #86751, #86774,
#86776, #86777, #86778, #86832, #86833, #86834,
#86836, #86837, #86838, #86839, #86840
Part-time: #82244 (.50), #84308 (.50), #85851 (.50), #86738 (.50),
#86739 (.50), #88072 (.50), #88074 (.50)

**Chairperson is appointed from among faculty positions within department.
STATE OF HAWAII
UNIVERSITY OF HAWAII
KAPIOLANI COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Kapiolani Community College's philosophy is to assist each individual in the lifelong process of personal growth through education. As an open-door community based school of higher education, the College is designed to enrich lives by offering academic and vocational programs of a comprehensive nature. The College offers liberal arts curricula and vocational programs in Business, Nursing, and Food Service and Hospitality, as well as the only Health Sciences, Emergency Medical Services and Legal Assistant programs in the State. The College currently offers the Associate in Arts degree, Associate in Science degree, Certificates of Achievement, and Certificates of Completion in over 20 career fields and a variety of shorter term credit and non-credit training programs. The Office of Community Services offers short-term non-credit programs in a variety of areas including computer education, small business assistance, visitor industry training, and historical and cultural interpretations of Hawaii.

OFFICE OF THE PROVOST

The Office of the Provost plans, organizes, directs, and controls the institution's academic and support programs at the campus level in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

- Curriculum and instruction.
- Student services, admissions and records, counseling, student government.
- Library and media services.
- Campus planning and research.
- Finance, accounting and budgeting.
- Personnel transactions and records.
- Physical plant and grounds, including parking and security.
- Public relations.
- Institutional research and administrative data processing.
- Community services.

OFFICE OF THE DEAN OF INSTRUCTION

The Office of the Dean of Instruction is responsible for the administration, development and improvement of the instructional staff and curricula, and may serve as the Acting Provost.

Oversees the recruitment, improvement, and evaluation of faculty.
Applies and administers the University's and College's rules concerning faculty, curricula and budget.

Coordinates the development of the College curriculum, program planning, and academic support services.

General Instruction Support

This office is responsible for certain defined areas as follows:

- Federal grants.
- Summer session.
- Class schedules.

Division of General Education, Business Education, Food Service Education, Office Administration and Technology, Paralegal and Health Education

The instructional division is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas:

- General education (transfer) programs in social sciences, language arts, mathematics and science, and the humanities.
- Business education programs in accounting, business administration and data processing.
- Food service and hospitality education programs.
- Programs in secretarial science and legal para-professional work (paralegal).
- Health education programs in dental assisting, dietetic technician, medical assisting, medical lab technician, nurse's aides, occupational therapy assisting, practical nursing, radiologic technology, and respiratory therapy.

Library Services

The Library is responsible for providing information services to students and faculty on an individual basis as part of their independent study and research in support of classroom learning activities.

Using recognized methods of professional librarianship, the Library staff provides information covering the total diversity of the College's curricula and the wide range of student activities and faculty expertise. The main activity of the library staff is to mediate a carefully developed collection of information sources to library users according to their individual information needs. To accomplish this activity successfully, the Library is organized into four functional areas to perform the following:

Technical Services

- Orders and purchases new library materials.
- Catalogs and classifies all new materials added to the collection.
Labels, stamps and electronically sensitizes new library materials.

Discards outdated or damaged library materials.

Maintains, edits and corrects records in the bibliographic database.

**Automation**

Maintains the hardware and software of several automated systems used in performing all library functions.

Provides instruction and technical assistance to the library staff in the use of automated resources.

Troubleshoots technical problems.

Installs new software and hardware.

Coordinates the library's automated activities with other libraries, vendors and external specialists.

Generates special database reports.

**Circulation**

Loans library materials to borrowers.

Receives returned library materials.

Manages periodicals, reserve items, and other specially controlled library materials.

Schedules library films and videos for use by instructors.

Registers patrons.

Collects fines and performs related accounting work.

**Reference**

Reshelves returned materials.

Assists library users with general research.

Obtains specific information requested by library users.

Answers reference and directional questions.

Provides individual and group instruction in the use of library materials and information technologies.

Consults with faculty to design and implement library reference and information services needed for their students.

Encourages faculty to request material for adding to the collection.

**Educational Media Center**
The Educational Media Center performs a full range of duties and responsibilities as follows:

- Provides information, advises and assists faculty on various instructional methodologies utilizing multi-media for more effective learning.

- Maintains a basic resource of equipment, materials and facilities for circulation, previewing, listening and production services for classroom teaching and general support activities.

- Conducts demonstrations to familiarize faculty and students with equipment available and to enable them to operate equipment.

- Serves as liaison for the College faculty and staff and educational agencies for interchange of ideas and resources involving audio-visual media including workshops, institutes, projects, or research.

- Works with College program heads in formulation of budget requirements and matters related to instructional improvement.

- Coordinates video telecommunication and maintains the campus cable distribution system.

- Operates the graphics and printshop operations.

**Learning Assistance Center**

- Provides tutoring services for all instructional areas such as reading, writing, math, science and health and business education.

- Provides retention activities for instructional programs across the curriculum.

- Provides enrichment activities to augment classroom instruction, such as learning to learn skills.

- Provides support for basic and developmental skills programs.

- Provides makeup testing and other out-of-class support services.

- Provides alternate instructional systems and deliveries for obtaining credits in basic skills courses.

- Manages the College Credit Equivalency Program.

**Computing Center**

- Provides overall direction and control over all campus computing policies.

- Provides administrative and academic computing services and assistance to students and faculty.

- Schedules the use of the resources in the computing center.

- Performs and manages the maintenance of hardware in the computing center.

- Evaluates and makes recommendations on the purchase of software.
Provides assistance in the College's computing across the curriculum program.

OFFICE OF STUDENT SERVICES

The Office of Student Services is responsible for planning, developing, and providing various support services and activities primarily for the students of the College. This office also protects students' rights. Services and activities of this program include:

- Admissions
- Registration
- Student Records Management
- Financial Aid
- Academic Assessment
- Enrollment Verification
- Evaluation of Academic Credentials
- Academic Advising
- Counseling
- Educational Accommodations for the Physically Disabled
- Employment Services and Placement
- Student Co-Curricular Activities

Career and Personal Development

The primary function of this unit is to provide the support services and activities that assist students in completing their academic and training objectives. Such services and activities include:

- Providing academic, career, vocational and personal counseling.
- Informing and advising students on program requirements.
- Monitoring academic progress for high-risk students.
- Conducting information and instructional sessions on college success and survival techniques which affect student retention and completion of educational objectives.
- Providing and arranging for tutorial, notetaking, interpreter and other similar services, including physical accommodations for selected student groups such as the disabled.
- Providing job placement for currently-enrolled students as well as graduates.
. Counseling, advising and conducting other individualized and group activities for students wishing to transfer to other community colleges or to baccalaureate-level campuses.

. Offering co-curricular educational and social activities.

. Providing dispensary-level health care and health education.

**Enrollment Services**

The primary function of this unit is to provide the activities and services generally associated with the matriculation process for the student and prospective student. The activities and services include:

. Providing information concerning the College’s programs, instructional and non-instructional services and curricula, and developing recruitment and marketing activities for the College.

. Processing admissions applications.

. Providing academic assessment including course placement testing and student needs identification.

. Providing college orientation activities for new students prior to initial registration.

. Conducting student registration and managing student academic records.

. Certifying enrollment status and other student status for educational and financial benefit programs such as veterans’ and social security programs and responding to other official or legal inquiries.

. Evaluating student academic records including transfer credit evaluation and program completion.

. Administering the Student Financial Aid program which includes student loans, scholarships, grants, tuition waivers and employment.

**OFFICE OF ADMINISTRATIVE SERVICES**

This office is responsible for the administrative management of the College including the Business Office, Personnel Office, and the operations and maintenance activities.

**Business Office**

This office is responsible for the following:

. Accounting and financial management.

. Procurement.

. Payroll.

. Cashiering.

. Contracts and grants administration.
Operating and capital budget preparation.

**Personnel Office**

This office is responsible for the following:

- Personnel administration.
- Equal Employment Opportunity (Affirmative Action)
- Staff development activities and training.
- Workers' compensation administration.

**Operations and Maintenance**

This office performs a variety of duties and responsibilities in the areas listed:

- Physical plant operations and maintenance.
- Inventory control and recordkeeping.
- Mail, transportation and community services.
- Safety programs.
- Parking and campus security.
- Custodial and groundskeeping

**OFFICE OF COMMUNITY SERVICES**

This office is responsible for all educational activities exclusive of the regular instructional programs of the College. The Office of Community Services consists of a Director to which two administrative support staff, a secretarial services unit, and five non-credit instructional program units report.

**Support Services**

The support services unit is responsible for program market analyses, extramural grant and proposal coordination, and revenue collection. This includes the following:

- Responsible for planning, developing and coordinating the public relations activities for the Office of Community Services within the prescribed University guidelines.
- Responsible for conducting market analyses for timely determinations on the viability of proposed program offerings as well as the relative success of on-going Office of Community Services programs.
- Responsible for development and coordination of extramural grant proposals for the Office of Community Services.
- Responsible for developing and implementing contract training proposals for the community and private sector.
Responsible for revenue collection.

Program Divisions (Fine Arts; Leisure and Recreation; Computer Education; Business and Office Technologies; Humanities; Health Care, Cultural, Interpret Hawaii/Visitor Industry, Deaf Interpreter, and Special Programs)

Each non-credit instructional program is responsible for the delivery, development, supervision and improvement of non-credit instruction and curricula in their respective program area. This includes the following:

- Responsible for planning, developing curricula, and implementing non-credit courses and community service programs.

- Responsible for preliminary scheduling, classroom assignments, and development of program catalogs and brochures.

- 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 non-credit instructional program budget allocation and expenditure control.

- Responsible for maintaining data and files required for reporting and evaluating program effectiveness.
PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
Health Sciences
Chairperson**
Secretary II, SR14, #32962
Clerk-Steno II, SR09, #40964 (.60)

Faculty (16.10)
Full-time: #2121, #2162, #5240, #6432, #2270, #3330, #3332, #3667, #4223, #6821, #6934, #6936, #6943, #6947
Part-time: #67052 (.10)

Nursing
Chairperson**
Secretary II, SR14, #19093
Clerk-Typist II, SR06, #420915

Faculty (20.50)
Full-time: #2204, #2251, #4487, #6822, #6855, #6773, #6776, #6740, #6742, #6743, #6746, #6747, #6749, #6750, #6751, #6774, #6776, #6777, #6778, #6832, #6833, #6834, #6835, #6837, #6838, #6839, #6860
Part-time: #62244 (.50), #84308 (.50), #88581 (.50), #68387 (.50), #68702 (.50), #88074 (.50)

Emergency Medical Services
Chairperson**
Secretary II, SR14, #37300
Clerk-Typist II, SR08, #66441

Oahu Faculty (7.50)
Full-time: #66706, #66807, #66608, #66809, #67047, #67110, #67440
Part-time: #97665*** (.25 FTE), #97657*** (.25 FTE)

Hawaii Faculty (2.00)
Full-time: #64739, #64740
Clerk-Typist II, SR08, #33037

Kauai Faculty (1.00)
Full-time: #64764
Clerk-Typist II, SR08, #33089 (.60 FTE)

Molokai Faculty (2.00)
Full-time: #65871, #68040
Clerk-Typist II, SR08, #33866 (.60 FTE)

**Chairperson is appointed from among faculty positions within department.
***Position to be established.
+One supervisor is assigned from among the faculty positions within the island.
Kapiolani Community College's philosophy is to assist each individual in the lifelong process of personal growth through education. As an open-door community based school of higher education, the College is designed to enrich lives by offering academic and vocational programs of a comprehensive nature. The College offers liberal arts curricula and vocational programs in Business, Nursing, and Food Service and Hospitality, as well as the only Health Sciences, Emergency Medical Services and Legal Assistant programs in the State. The College currently offers the Associate in Arts degree, Associate in Science degree, Certificates of Achievement, and Certificates of Completion in over 20 career fields and a variety of shorter term credit and non-credit training programs. The Office of Community Services offers short-term non-credit programs in a variety of areas including computer education, small business assistance, visitor industry training, and historical and cultural interpretations of Hawaii.

OFFICE OF THE PROVOST

The Office of the Provost plans, organizes, directs, and controls the institution's academic and support programs at the campus level in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

. Curriculum and instruction.
. Student services, admissions and records, counseling, student government.
. Library and media services.
. Campus planning and research.
. Finance, accounting and budgeting.
. Personnel transactions and records.
. Physical plant and grounds, including parking and security.
. Public relations.
. Institutional research and administrative data processing.
. Community services.

INSTRUCTION

The Office of the Dean of Instruction is responsible for the administration, development and improvement of the instructional staff and curricula. In addition, this office

. Oversees the recruitment, improvement, and evaluation of faculty.
Applies and administers the University's and College's rules concerning faculty, curricula and budget.

Coordinates the development of the College curriculum, program planning, and academic support services.

General Instruction Support

This office is responsible for certain defined areas as follows:

- Federal grants.
- Summer session.
- Class schedules.

Instructional Departments: General Education, Business Education, Food Service Education, Office Administration and Technology, Legal Education, and Health Education

The instructional department is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas:

- General education (transfer) programs in social sciences, language arts, mathematics and science, and the humanities.
- Business education programs in accounting, business administration and data processing.
- Food service and hospitality education programs.
- Legal education programs in court reporting, legal secretary and legal para-professional work (paralegal).
- Health education programs in dental assisting, dietetic technician, medical assisting, medical lab technician, nurse's aides, occupational therapy assisting, practical nursing, radiologic technology, respiratory therapy, and emergency medical services.

Library Services

The Library is responsible for providing information services to students and faculty on an individual basis as part of their independent study and research in support of classroom learning activities.

Using recognized methods of professional librarianship, the Library staff provides information covering the total diversity of the College's curricula and the wide range of student activities and faculty expertise. The main activity of the library staff is to mediate a carefully developed collection of information sources to library users according to their individual information needs. To accomplish this activity successfully, the Library is organized into four functional areas:

Technical Services

- Orders and purchases new library materials.
- Catalogs and classifies all new materials added to the collection.
Labels, stamps and electronically sensitizes new library materials.
Discards outdated or damaged library materials.
Maintains, edits and corrects records in the bibliographic database.

Automation
Maintains the hardware and software of several automated systems used in performing all library functions.
Provides instruction and technical assistance to the library staff in the use of automated resources.
Troubleshoots technical problems.
Installs new software and hardware.
Coordinates the library's automated activities with other libraries, vendors and external specialists.
Generates special database reports.

Circulation
Loans library materials to borrowers.
Receives returned library materials.
Manages periodicals, reserve items, and other specially controlled library materials.
Schedules library films and videos for use by instructors.
Registers patrons.
Collects fines and performs related accounting work.

Reference
Reshelves returned materials.
Assists library users with general research.
Obtains specific information requested by library users.
Answers reference and directional questions.
Provides individual and group instruction in the use of library materials and information technologies.
Consults with faculty to design and implement library reference and information services needed for their students.
Encourages faculty to request material for adding to the collection.
Educational Media Center

The Educational Media Center performs a full range of duties and responsibilities as follows:

. Provides information, advises and assists faculty on various instructional methodologies utilizing multi-media for more effective learning.

. Maintains a basic resource of equipment, materials and facilities for circulation, previewing, listening and production services for classroom teaching and general support activities.

. Conducts demonstrations to familiarize faculty and students with equipment available and to enable them to operate equipment.

. Serves as liaison for the College faculty and staff and educational agencies for interchange of ideas and resources involving audio-visual media including workshops, institutes, projects, or research.

. Works with College program heads in formulation of budget requirements and matters related to instructional improvement.

. Coordinates video telecommunication and maintains the campus cable distribution system.

. Operates the graphics and printshop operations.

Learning Assistance Center

. Provides tutoring services for all instructional areas such as reading, writing, math, science and health and business education.

. Provides retention activities for instructional programs across the curriculum.

. Provides enrichment activities to augment classroom instruction, such as learning to learn skills.

. Provides support for basic and developmental skills programs.

. Provides makeup testing and other out-of-class support services.

. Provides alternate instructional systems and deliveries for obtaining credits in basic skills courses.

. Manages the College Credit Equivalency Program.

Computing Center

. Provides overall direction and control over all campus computing policies.

. Provides administrative and academic computing services and assistance to students and faculty.

. Schedules the use of the resources in the computing center.

. Performs and manages the maintenance of hardware in the computing center.
Evaluates and makes recommendations on the purchase of software.

Provides assistance in the College's computing across the curriculum program.

STUDENT SERVICES

The Office of Student Services is responsible for planning, developing and providing various support services and activities primarily for the students of the College. This office also protects students' rights. Services and activities of this program include:

- Admissions
- Registration
- Student Records Management
- Financial Aid
- Academic Assessment
- Enrollment Verification
- Evaluation of Academic Credentials
- Academic Advising
- Counseling
- Educational Accommodations for the Physically Disabled
- Employment Services and Placement
- Student Co-Curricular Activities

Career and Personal Development

The primary function of this unit is to provide the support services and activities that assist students in completing their academic and training objectives. This unit:

- Provides academic, career, vocational and personal counseling.
- Informs and advises students on program requirements.
- Monitors academic progress for high-risk students.
- Conducts information and instructional sessions on college success and survival techniques which affect student retention and completion of educational objectives.
- Provides and arranges for tutorial, note-taking, interpreter and other similar services, including physical accommodations for selected student groups such as the disabled.
- Provides job placement for currently-enrolled students as well as graduates.
Counsels, advises and conducts other individualized and group activities for students wishing to transfer to other community colleges or to baccalaureate-level campuses.

Offers co-curricular educational and social activities.

Provides dispensary-level health care and health education.

Enrollment Services

The primary function of this unit is to provide the activities and services generally associated with the matriculation process for the student and prospective student. This unit:

- Provides information concerning the College's programs, instructional and non-instructional services and curricula, and develops recruitment and markets activities for the College.
- Processes admissions applications.
- Provides academic assessment including course placement testing and student needs identification.
- Provides college orientation activities for new students prior to initial registration.
- Conducts student registration and manages student academic records.
- Certifies enrollment status and other student status for educational and financial benefit programs such as veterans' and social security programs and responds to other official or legal inquiries.
- Evaluates student academic records including transfer credit evaluation and program completion.
- Administers the Student Financial Aid program which includes student loans, scholarships, grants, tuition waivers and employment.

ADMINISTRATIVE SERVICES

This office is responsible for the administrative management of the College including the Business Office, Personnel Office, and the operations and maintenance activities.

Business Office

This office is responsible for the following:

- Accounting and financial management.
- Procurement.
- Payroll.
- Cashiering.
- Contracts and grants administration.
- Operating and capital budget preparation.
Personnel Office

This office is responsible for the following:

- Personnel administration.
- Equal Employment Opportunity/Affirmative Action
- Staff development activities and training.
- Workers' compensation administration.

Operations and Maintenance

This office performs a variety of duties and responsibilities in the areas listed:

- Physical plant operations and maintenance.
- Inventory control and recordkeeping.
- Mail, transportation and community services.
- Safety programs.
- Parking and campus security.
- Custodial and groundskeeping.

COMMUNITY SERVICES

This office is responsible for all educational activities exclusive of the regular instructional programs of the College. The Office of Community Services consists of a Director to which two administrative support staff, a secretarial services unit, and five non-credit instructional program units report.

Support Services

The support services unit is responsible for program market analyses, extramural grant and proposal coordination, and revenue collection. This unit:

- Plans, develops and coordinates the public relations activities within the prescribed University guidelines.
- Conducts market analyses for timely determinations on the viability of proposed program offerings.
- Develops and coordinates extramural grant proposals.
- Develops and implements contract training proposals for the community and private sector.
- Collects revenue.

Program Divisions (Fine Arts; Leisure and Recreation; Computer Education; Business and Office Technologies; Humanities; Health Care, Cultural Interpret Hawaii/Visitor Industry, Deaf Interpreter, and Special Programs)
Each non-credit instructional program is responsible for the delivery, development, supervision and improvement of non-credit instruction and curricula in their respective program area. This unit:

- Plans, develops curricula, and implements non-credit courses and community service programs.
- Schedules, assigns classrooms, and develops program catalogs and brochures.
- Recruits temporary faculty to teach non-credit courses in accordance with polices and procedures of the University and State of Hawaii.
- Allocates the budget and controls expenditures for non-credit instructional programs.
- Maintains data and files required for reporting and evaluating program effectiveness.
MEMORANDUM

TO: Board Secretary Daniel Ishii
FROM: Rodney Sakaguchi

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION FOR THE KAPIOLANI COMMUNITY COLLEGE

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on September 9, 1996 for the Office Administration and Technology Program in the Kapiolani Community College. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please contact Senior Vice President and Chancellor Joyce Tsunoda at 956-5883 or Acting Director Deborah Nakagawa at 956-5148.

Attachment

c: Senior Vice President/Chancellor Tsunoda
   Acting Director Deborah Nakagawa
MEMORANDUM

September 11, 1996

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

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION - UNIVERSITY OF HAWAI‘I, KAPIOLANI COMMUNITY COLLEGE

Attached for your files is a copy of the reorganization which was approved by the University of Hawai‘i for Kapi‘olani Community College, Office Administration and Technology Program. The purpose of the reorganization is explained in the accompanying Executive Summary.

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

Joyce S. Tsunoda
Senior Vice President, University of Hawaii and Chancellor for Community Colleges

Attachments

c  The Honorable Earl I. Anzai  
   Director, Department of Budget and Finance
   The Honorable James Takushi  
   Director, Department of Human Resources
   University Budget Office ✓ (2 sheets)
   University Office of Human and Material Resources
   UHCC Human Resources Office
   UHCC Provost John Morton
   UHCC Vice Chancellors
EXECUTIVE SUMMARY

UNIVERSITY OF HAWAI'I - COMMUNITY COLLEGES

KAPIOLANI COMMUNITY COLLEGE
OFFICE ADMINISTRATION AND TECHNOLOGY PROGRAM

Enclosed is the approved reorganization of the Kapiolani Community College (CC), Office Administration and Technology (OAT) program. The reorganization reflects the deletion of this program, transfer of its faculty positions to other programs within the college, and renaming the Paralegal Department to the Legal Education Department.

Due to declining enrollment and interest in the OAT program, the Board of Regents approved the termination of the program at its May 24, 1996 meeting. The reorganization transfers the 7.00 OAT faculty positions to other Kapiolani CC programs and the renaming of the Paralegal Department identifies the more comprehensive nature of the program. The name change to Legal Education Department reflects the incorporation of the court reporting and legal secretary certificate programs which were formerly in the OAT program. Also, the Secretary II position that served both the OAT and Paralegal Departments will be retained in the Legal Education Department.

This reorganization will result in salary savings of approximately $80,000 per year for lecturers and $10,000 in savings for operating expenses and equipment. These funds will be used to meet other instructional needs at the college.
REORGANIZATION PROPOSAL REQUEST

Kapi'olani Community College
Office Administration and Technology Program

I. Present Organization

A. The Office Administration and Technology (OAT) Department and the Paralegal Department are two instructional programs at Kapi'olani Community College (CC).

B. The OAT Department has seven, full-time, instructional positions. A chairperson is selected from the faculty.

C. The Paralegal Department has one full-time and a half-time instructional position. A chairperson is selected from the faculty.

D. Both departments are staffed by one full-time secretarial position that provides half-time support to each department. The secretary reports to both department chairs.

II. Proposed Organization

A. The OAT Department will be abolished and its faculty positions will be reallocated to other departments within Kapi'olani CC as follows:

<table>
<thead>
<tr>
<th>Position No.</th>
<th>Title</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>82348</td>
<td>Faculty</td>
<td>Business Education</td>
</tr>
<tr>
<td>83734</td>
<td>Faculty</td>
<td>Business Education</td>
</tr>
<tr>
<td>83771</td>
<td>Faculty</td>
<td>Office of Community Services</td>
</tr>
<tr>
<td>82380</td>
<td>Faculty</td>
<td>Paralegal</td>
</tr>
<tr>
<td>83071</td>
<td>Faculty</td>
<td>Paralegal</td>
</tr>
<tr>
<td>84223</td>
<td>Faculty</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>82876</td>
<td>Faculty</td>
<td>Language Arts</td>
</tr>
</tbody>
</table>

1. Position Nos. 82348 and 83734 will teach business administration courses that were previously taught by lecturers.
A quantitative analysis of program performance over the past ten years on factors related to program demand, program efficiency, and program outcomes has shown a steady decline in all statistical indicators. Over this same period, numerous attempts have been made to revitalize the program. However, despite these efforts, there has been no increase in student interest in the OAT program.

Due to the proliferation of desk-top computers and the need for related abilities, the OAT program has been reviewed and revised its curriculum on an on-going basis during the past decade. Additionally, frequent hardware and software updates have been necessary to keep abreast of technological advances. These expenses and the declining enrollment have contributed to a steady decrease in the cost effectiveness of the program.

The Community Colleges currently have established OAT programs at both Leeward CC and Windward CC. These campuses have the ability to continue to meet the community’s anticipated employment demand for clerical workers. Arrangements will be made with each student to complete graduation requirements by either coordinating their transfer to Leeward CC or Windward CC or offer the needed class.

Due to declining enrollment and interest in the OAT program, the Board of Regents approved the termination of the program at its May 24, 1996 meeting. This reorganization request is to reflect the deletion of the program from the organizational charts and functional statements, the reallocation of positions, and the renaming of the Paralegal Department to Legal Education Department.

After receiving the BOR approval to terminate the OAT program, Kapi'olani CC stopped accepting new students into the program effective Spring 1996. Kapi'olani CC plans to close the OAT program by Fall 1996.

IV. Reasons for Proposing the Reorganization

A. Due to the declining demand, OAT faculty positions have been reduced from 12.00 in FY 1985 to 7.00 in FY 1996. The proposed reorganization will reallocate the faculty positions to those departments as discussed in Section II, Proposed Organization which need additional positions. Additionally, the faculty are qualified to work in their new assignments.
PREVIOUS

ORGANIZATIONAL CHART AND
FUNCTIONAL STATEMENT
<table>
<thead>
<tr>
<th>Division/Department</th>
<th>Chairperson**</th>
<th>Faculty (Hrs)</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science</td>
<td></td>
<td>(12.00)</td>
<td>#82162, #82706, #82836, #83402, #83560, #83642, #83745, #84972, #84973, #86596, #86938, #87403</td>
</tr>
<tr>
<td>Language Arts</td>
<td>Chairperson**</td>
<td>(27.00)</td>
<td>#82178, #82282, #82665, #82778, #83123, #83308, #83447, #83559, #83738, #83797, #83950, #84327, #84409, #84594, #86596, #86604, #86798, #88003, #88990, #88996, #89047, #87143, #87683, #87612</td>
</tr>
<tr>
<td>Mathematics/Science</td>
<td>Chairperson**</td>
<td>(28.00)</td>
<td>#82051, #82394, #82492, #82910, #83095, #83292, #83367, #83892, #83735, #83535, #83574, #84409, #85592, #86603, #86606, #86718, #86784, #86827, #86836, #86859, #87401, #86947, #88032</td>
</tr>
<tr>
<td>Humanities</td>
<td>Chairperson**</td>
<td>(19.00)</td>
<td>#82052, #82231, #82307, #82631, #82925, #82893, #83084, #83892, #84470, #84882, #84971, #84974, #86602, #86937, #87402, #87904, #86986, #87021, #87674</td>
</tr>
</tbody>
</table>

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** Temporary position

*** Chairperson is appointed from among faculty positions within department.

**** Secretarial and clerical staff serve all four General Education Departments—Social Science, Language Arts, Mathematics/Science, and Humanities.
Business Education Division/Department

Chairperson**
   Secretary II, SR 14, #22312
   Clerk-Typist II, SR 08, #47612 (.50)

Faculty
   Accounting/Data Processing (11.00)
   Full-time: #82026, #82066, #82503, #82728, #82795, #82931,
               #83221, #84337, #86591, #86598, #87123

   Business Administration (5.00)
   Full-time: #82218, #82389, #82429, #84150, #84369

**Chairperson is appointed from among faculty positions within department.
Office Administration and Technology and Paralegal Division/Department

Office Administration and Technology Programs
Chairperson**
Faculty (7.00)
  Full-time: #82348, #82380, #82876, #83071, #83734, #83771, #84223

Paralegal Program
Chairperson**
Faculty (1.50)
  Full-time: #83360
  Part-time: #84370 (.50)

Office Administration and Technology/Paralegal Education, Clerical Staff
Secretary II, SR 14, #18092

**Chairperson is appointed from among instructional positions within department.
Health Education Division/Department

Health Sciences
Chairperson**
Secretary II, SR14, #32952
Clerk-Steno II, SR09, #40964 (.50)

Faculty (13.10)
Full-time: #82121, #82162, #82405, #84326, #82576, #83310,
#83321, #83667, #85821, #86385, #86384, #86882,
#86886
Part-time: #87052 (.10)

Nursing
Chairperson**
Secretary II, SR14, #18093
Clerk-Typist II, SR08, #42015

Faculty (32.50)
Full-time: #82064, #82513, #84487, #84629, #84655, #86737,
#86738, #86740, #86741, #86742, #86743, #86746,
#86747, #86749, #86750, #86751, #86752, #86774,
#86776, #86777, #86778, #86832, #86833, #86834,
#86836, #86837, #86838, #86839, #86840
Part-time: #82244 (.50), #84308 (.50), #86581 (.50), #86736 (.50),
#86739 (.50), #88072 (.50), #88074 (.50)

**Chairperson is appointed from among faculty positions within department.
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE SYSTEM
KAPIOLANI COMMUNITY COLLEGE

FUNCTIONAL STATEMENT

OFFICE OF THE PROVOST

The Office of the Provost plans, organizes, directs, and controls the institution’s academic and support programs at the campus level in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

- Curriculum and instruction.
- Student services, admissions and records, counseling, student government.
- Library and media services.
- Campus planning and research.
- Finance, accounting and budgeting.
- Personnel transactions and records.
- Physical plant and grounds, including parking and security.
- Public relations.
- Institutional research and administrative data processing.
- Community services.

Administrative Assistant

Provides staff assistance to the Provost and is in charge of the total scope of activities leading to the planning and relocation of the College to its new site.

- Serves as coordinator and “project manager” to plan and coordinate the incremental development and transfer of Kapiolani Community College programs to Fort Ruger.
- Works directly with consultants and agency personnel and coordinates their efforts with the College and Systems personnel on the development of the:
Educational specifications
Campus master plan
Environmental impact statement
Planning, programming and budgeting for renovation and new construction

Represent the Provost in a liaison role with various constituencies such as concerned citizens, students, faculty, staff, advisory committees, community groups, legislators, other units of the University of Hawaii System, and appropriate departments of the State of Hawaii and City and County of Honolulu.

Serves as a troubleshooter for the Provost, reporting on areas of particular concern and sensitivity in order to develop information leading to a decision or recommendation.

Handles and processes the substantial flow of mail and memorandum to the Provost and prepares a significant portion of the writing of letters, policy papers, and public statements under the direction of the Provost.

Has responsibility for gathering various types of data, applying appropriate statistical techniques, and producing reports.

Serves as the Provost's designee in handling collective bargaining complaints and grievances relating to interpretation and application of contracts' terms and conditions.

OFFICE OF THE DEAN OF INSTRUCTION
The Office of the Dean of Instruction is responsible for the administration, development and improvement of the instructional staff and curricula, and may serve as the Acting Provost.

Oversees the recruitment, improvement, and evaluation of faculty.

Applies and administers the University's and College's rules concerning faculty, curricula and budget.

Coordinates the development of the College curriculum, program planning, and academic support services.

General Instruction Support
This office is responsible for certain defined areas as follows:

Federal grants.

Summer session.
. Class schedules.

Division of General Education, Business Education, Food Service Education and Public Service

The instructional division is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas: general education, business education, food service education and public service.

. General education (transfer) programs in social sciences and language arts.
. Business education programs in accounting, business administration and data processing.
. Food service and hospitality education programs.
. Programs in secretarial science and legal para-professional work (paralegal).

Division of General Education and Health Education

The instructional division is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas of general education and health education:

. General education (transfer) programs in mathematics and science, and the humanities.
. Health education programs in dental assisting, dietetic technician, medical assisting, medical lab technician, nurse's aides, occupational therapy assisting, practical nursing, radiologic technology, and respiratory therapy.

Library Services

The Library is responsible for providing information services to students and faculty on an individual basis as part of their independent study and research in support of classroom learning activities.

Using recognized methods of professional librarianship, the Library staff provides information covering the total diversity of the College's curricula and the wide range of student activities and faculty expertise. The main activity of the library staff is to mediate a carefully developed collection of information sources to library users according to their individual information needs. To accomplish
this activity successfully, the Library is organized into four functional areas to perform the following:

**Technical Services**
- Orders and purchases new library materials.
- Catalogs and classifies all new materials added to the collection.
- Labels, stamps and electronically sensitizes new library materials.
- Discards outdated or damaged library materials.
- Maintains, edits and corrects records in the bibliographic database.

**Automation**
- Maintains the hardware and software of several automated systems used in performing all library functions.
- Provides instruction and technical assistance to the library staff in the use of automated resources.
- Troubleshoots technical problems.
- Installs new software and hardware.
- Coordinates the library's automated activities with other libraries, vendors and external specialists.
- Generates special database reports.

**Circulation**
- Loans library materials to borrowers.
- Receives returned library materials.
- Manages periodicals, reserve items, and other specially controlled library materials.
- Schedules library films and videos for use by instructors.
- Registers patrons.
- Collects fines and performs related accounting work.

**Reference**
- Reshelves returned materials.
- Assists library users with general research.
- Obtains specific information requested by library users.
- Answers reference and directional questions.
- Provides individual and group instruction in the use of library materials and information technologies.
- Consults with faculty to design and implement library reference and information services needed for their students.
- Encourages faculty to request material for adding to the collection.
Educational Media Center

The Educational Media Center performs a full range of scope and duties and responsibilities as follows:

. Provides information, advises and assists faculty on various instructional methodologies utilizing multi-media for more effective learning.

. Maintains a basic resource of equipment, materials and facilities for circulation, previewing, listening and production services for classroom teaching and general support activities.

. Conducts demonstrations to familiarize faculty and students with equipment available and to enable them to operate equipment.

. Serves as liaison for the College faculty and staff and educational agencies for interchange of ideas and resources involving audiovisual media including workshops, institutes, projects, or research.

. Works with College program heads in formulation of budget requirements and matters related to instructional improvement.

. Coordinate video telecommunication and maintain the campus cable distribution system.

. Operate the graphics and printshop operations.

Learning Assistance Center

. Provide tutoring services for all instructional areas such as reading, writing, math, science and health and business education.

. Provide retention activities for instructional programs across the curriculum.

. Provide enrichment activities to augment classroom instruction, such as learning to learn skills.

. Provide support for basic and developmental skills programs.

. Provide makeup testing and other out-of-class support services.

. Provide alternate instructional systems and deliveries for obtaining credits in basic skills courses.

. Manage the College Credit Equivalency Program.
Computing Center

- Provide overall direction and control over all campus computing policies.
- Provide administrative and academic computing services and assistance to students and faculty.
- Schedule the use of the resources in the computing center.
- Perform and manage the maintenance of hardware in the computing center.
- Evaluate and make recommendations on the purchase of software.
- Provide assistance in the College's computing across the curriculum program.

OFFICE OF STUDENT SERVICES

The Office of Student Services is responsible for planning, developing and providing various support services and activities primarily for the students of the College. This Office also protects students' rights. Services and activities of this program include:

- Admissions
- Registration
- Student Records Management
- Financial Aid
- Academic Assessment
- Enrollment Verification
- Evaluation of Academic Credentials
- Academic Advising
- Counseling
- Educational Accommodations for the Physically Disabled
- Employment Services and Placement
- Student Co-Curricular Activities

Career and Personal Development

The primary function of this unit is to provide the support services and activities that assist students in completing their academic and training objectives. Such services and activities include:

- Providing academic, career, vocational and personal counseling.
- Informing and advising students on program requirements.
- Monitoring academic progress for high-risk students.
Conducting information and instructional sessions on college success and survival techniques which affect student retention and completion of educational objectives.

Providing and arranging for tutorial, notetaking, interpreter and other similar services, including physical accommodations for selected student groups such as the disabled.

Providing job placement for currently-enrolled students as well as graduates.

Counseling, advising and conducting other individualized and group activities for students wishing to transfer to other community colleges or to baccalaureate-level campuses.

Offering co-curricular educational and social activities.

Providing dispensary-level health care and health education.

Enrollment Services

The primary function of this unit is to provide the activities and services generally associated with the matriculation process for the student and prospective student. The activities and services include:

Providing information concerning the College’s programs, instructional and non-instructional services and curricula, and developing recruitment and marketing activities for the College.

Processing admissions applications.

Providing academic assessment including course placement testing and student needs identification.

Providing college orientation activities for new students prior to initial registration.

Conducting student registration and managing student academic records.

Certifying enrollment status and other student status for educational and financial benefit programs such as veterans’ and social security programs and responding to other official or legal inquiries.

Evaluating student academic records including transfer credit evaluation and program completion.

Administering the Student Financial Aid program which includes student loans, scholarships, grants, tuition waivers and employment.
OFFICE OF ADMINISTRATIVE SERVICES

This office is responsible for the administrative management of the College including the Business Office, Personnel Office, and the operations and maintenance activities.

Business Office

This office is responsible for the following:
- Accounting and financial management.
- Procurement.
- Payroll.
- Cashiering.
- Contracts and grants administration.
- Operating and capital budget preparation.

Personnel Office

This office is responsible for the following:
- Personnel administration.
- Equal Employment Opportunity (Affirmative Action)
- Staff development activities and training.
- Workers compensation administration.

Operations and Maintenance

This office performs a variety of duties and responsibilities in the areas listed:
- Physical plant operations and maintenance.
- Inventory control and recordkeeping.
- Mail, transportation and community services.
- Safety programs.
- Parking and campus security.
- Custodial and groundskeeping.

OFFICE OF COMMUNITY SERVICES

This office is responsible for all educational activities exclusive of the regular instructional programs of the College. The Office of Community Services consists of a Director to which two administrative support staff, a Secretarial Services Unit, and five non-credit instructional program units report.
Program Divisions (Fine Arts; Leisure and Recreation; Computer Education;
Business and Office Technologies; Humanities; Food Service)

Each non-credit instructional program is responsible for the delivery, 
development, supervision and improvement of non-credit instruction and 
curricula in their respective program area. This includes the following:

- Responsible for planning, developing curricula, and implementing non-
  credit courses and community service programs.
- Responsible for preliminary scheduling, classroom assignments, and 
  development of program catalogs and brochures.
- 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 non-credit instructional program budget allocation and 
  expenditure control.
- Responsible for maintaining data and files required for reporting and 
  evaluating program effectiveness.
APPROVED

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
STATE OF HAWAII
UNIVERSITY OF HAWAII
KAPIOLANI COMMUNITY COLLEGE
INSTRUCTION

Position Organization Chart

Chart III a

Social Science
Chairperson**
Faculty (12.00)
Full-time: #82152, #82706, #82956, #83492, #83560, #83642, #83745, #84972, #86973, #86999, #86993, #87403

Language Arts
Chairperson**
Faculty (20.00)
Full-time: #82178, #82223, #82666, #82775, #82876, #83123, #83369, #83447, #83569, #83783, #83785, #83870, #83903, #84337, #84499, #86994, #86995, #86998, #86999, #86993, #86960, #86945, #87044**, #87411**, #87587**, #87612**
Part-time: #86759 (.60), #83940 (.60)

Mathematics/Science
Chairperson**
Faculty (25.00)
Full-time: #82301, #82394, #82482, #82510, #82581, #83006, #83262, #83367, #83689, #83733, #83939, #83974, #84468, #85962, #86933, #86900, #86718, #86744, #86627, #86830, #86865, #87401, #88047**, #88032**
UH Educational Specialist I, P93, #81246

Humanities
Chairperson**
Faculty (19.00)
Full-time: #82062, #82231, #82807, #82301, #82826, #82883, #83994, #83809, #84478, #84882, #84971, #84974, #86962, #86937, #87402, #87404, #88691**, #87072**, #87074**

General Education, Clerical Staff***
Secretary II, SR 14, #22313
Clerk-Typist II, SR09, #29689, #22310
Clerk-Typist II, SR09, #47999 (.60)

* Temporary position
**Chairperson is appointed from among faculty positions within department.
***General Education Clerical staff serve all four General Education Departments—Social Science, Language Arts, Mathematics/Science, and Humanities.

General Fund 78.50  9.00

APPROVED/DISAPPROVED:

[Signature] 9/9/96

SENIOR VICE PRESIDENT/
DATE
CHANCELLOR FOR COMMUNITY COLLEGES
Chairperson**
Secretary II, SR 14, #22312
Clerk-Typist II, SR 08, #47612 (.50)

Faculty
Accounting/Data Processing (11.00)
Full-time: #82026, #82066, #82503, #82728, #82795, #82931,
#83221, #84337, #86591, #86598, #87123

Business Administration (7.00)
Full-time: #82218, #82348, #82389, #82429, #83734, #84150,
#84369

**Chairperson is appointed from among faculty positions within department.
Legal Education Division/Department

Chairperson**
Secretary II, SR 14, #18092

Faculty (3.50)
Full-time: #82380, #83071, #83360
Part-time: #84370 (.50)

**Chairperson is appointed from among instructional positions within department.
Health Education Division/Department

Health Sciences
Chairperson**
Secretary II, SR14, #32952
Clerk-Steno II, SR09, #40964 (.50)

Faculty (14.10)
Full-time: #82121, #82162, #82405, #84326, #82576, #83310,
#83321, #83667, #84223, #85821, #86385, #86384,
#86882, #86886
Part-time: #87052 (.10)

Nursing
Chairperson**
Secretary II, SR14, #18093
Clerk-Typist II, SR08, #42015

Faculty (32.50)
Full-time: #82064, #82513, #84487, #84629, #84655, #86737,
#86738, #86740, #86741, #86742, #86743, #86746,
#86747, #86749, #86750, #86751, #86752, #86774,
#86776, #86777, #86778, #86832, #86833, #86834,
#86836, #86837, #86838, #86839, #86840
Part-time: #82244 (.50), #84308 (.50), #86581 (.50), #86736 (.50),
#86739 (.50), #88072 (.50), #88074 (.50)

**Chairperson is appointed from among faculty positions within department.
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
KAPIOLANI COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Kapiolani Community College's philosophy is to assist each individual in the lifelong process of personal growth through education. As an open-door community based school of higher education, the College is designed to enrich lives by offering academic and vocational programs of a comprehensive nature. The College offers liberal arts curricula and vocational programs in Business, Nursing, and Food Service and Hospitality, as well as the only Health Sciences, Emergency Medical Services and Legal Assistant programs in the State. The College currently offers the Associate in Arts degree, Associate in Science degree, Certificates of Achievement, and Certificates of Completion in over 20 career fields and a variety of shorter term credit and non-credit training programs. The Office of Community Services offers short-term non-credit programs in a variety of areas including computer education, small business assistance, visitor industry training, and historical and cultural interpretations of Hawaii.

OFFICE OF THE PROVOST

The Office of the Provost plans, organizes, directs, and controls the institution's academic and support programs at the campus level in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

. Curriculum and instruction.

. Student services, admissions and records, counseling, student government.

. Library and media services.

. Campus planning and research.

. Finance, accounting and budgeting.

. Personnel transactions and records.

. Physical plant and grounds, including parking and security.

. Public relations.

. Institutional research and administrative data processing.

. Community services.

OFFICE OF THE DEAN OF INSTRUCTION

The Office of the Dean of Instruction is responsible for the administration, development and improvement of the instructional staff and curricula, and may serve as the Acting Provost.

. Oversees the recruitment, improvement, and evaluation of faculty.
Applies and administers the University's and College's rules concerning faculty, curricula and budget.

Coordinates the development of the College curriculum, program planning, and academic support services.

**General Instruction Support**

This office is responsible for certain defined areas as follows:

- Federal grants.
- Summer session.
- Class schedules.

**Division of General Education, Business Education, Food Service Education, Office Administration and Technology, Paralegal, and Health Education**

The instructional division is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas:

- General education (transfer) programs in social sciences, language arts, mathematics and science, and the humanities.
- Business education programs in accounting, business administration and data processing.
- Food service and hospitality education programs.
- Legal education programs in court reporting, legal secretary and legal para-professional work (paralegal).
- Health education programs in dental assisting, dietetic technician, medical assisting, medical lab technician, nurse's aides, occupational therapy assisting, practical nursing, radiologic technology, and respiratory therapy.

**Library Services**

The Library is responsible for providing information services to students and faculty on an individual basis as part of their independent study and research in support of classroom learning activities.

Using recognized methods of professional librarianship, the Library staff provides information covering the total diversity of the College's curricula and the wide range of student activities and faculty expertise. The main activity of the library staff is to mediate a carefully developed collection of information sources to library users according to their individual information needs. To accomplish this activity successfully, the Library is organized into four functional areas to perform the following:

**Technical Services**

- Orders and purchases new library materials.
- Catalogs and classifies all new materials added to the collection.
Labels, stamps and electronically sensitizes new library materials.

Discards outdated or damaged library materials.

Maintains, edits and corrects records in the bibliographic database.

Automation

Maintains the hardware and software of several automated systems used in performing all library functions.

Provides instruction and technical assistance to the library staff in the use of automated resources.

Troubleshoots technical problems.

Installs new software and hardware.

Coordinates the library's automated activities with other libraries, vendors and external specialists.

Generates special database reports.

Circulation

Loans library materials to borrowers.

Receives returned library materials.

Manages periodicals, reserve items, and other specially controlled library materials.

Schedules library films and videos for use by instructors.

Registers patrons.

Collects fines and performs related accounting work.

Reference

Reshelves returned materials.

Assists library users with general research.

Obtains specific information requested by library users.

Answers reference and directional questions.

Provides individual and group instruction in the use of library materials and information technologies.

Consults with faculty to design and implement library reference and information services needed for their students.

Encourages faculty to request material for adding to the collection.

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- Provides makeup testing and other out-of-class support services.
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- Manages the College Credit Equivalency Program.

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- Provides overall direction and control over all campus computing policies.
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- Performs and manages the maintenance of hardware in the computing center.
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. Counseling
. Educational Accommodations for the Physically Disabled
. Employment Services and Placement
. Student Co-Curricular Activities

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. Providing information concerning the College's programs, instructional and non-instructional services and curricula, and developing recruitment and marketing activities for the College.

. Processing admissions applications.

. Providing academic assessment including course placement testing and student needs identification.

. Providing college orientation activities for new students prior to initial registration.

. Conducting student registration and managing student academic records.

. Certifying enrollment status and other student status for educational and financial benefit programs such as veterans' and social security programs and responding to other official or legal inquiries.

. Evaluating student academic records including transfer credit evaluation and program completion.

. Administering the Student Financial Aid program which includes student loans, scholarships, grants, tuition waivers and employment.

OFFICE OF ADMINISTRATIVE SERVICES

This office is responsible for the administrative management of the College including the Business Office, Personnel Office, and the operations and maintenance activities.

Business Office

This office is responsible for the following:

. Accounting and financial management.

. Procurement.

. Payroll.

. Cashiering.

. Contracts and grants administration.
. Responsible for revenue collection.

Program Divisions (Fine Arts, Leisure and Recreation; Computer Education; Business and Office Technologies; Humanities; Health Care, Cultural, Interpret Hawaii/Visitor Industry, Deaf Interpreter, and Special Programs)

Each non-credit instructional program is responsible for the delivery, development, supervision and improvement of non-credit instruction and curricula in their respective program area. This includes the following:

. Responsible for planning, developing curricula, and implementing non-credit courses and community service programs.

. Responsible for preliminary scheduling, classroom assignments, and development of program catalogs and brochures.

. 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 non-credit instructional program budget allocation and expenditure control.

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