

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.
- .Offer 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.

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 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 mainenance:

- 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.

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 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.