

**STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES**

MAJOR FUNCTIONS

OFFICE OF THE CHANCELLOR

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

- . Coordinate Community College programs which include, but are not limited to, college transfer, general education, vocational, technical, occupational, short-term, and long-term credit and non-credit, continuing education and student and community service programs. As appropriate, coordinate activities with the Chancellor for University of Hawaii at Hilo as they relate to Hawaii Community College.
- . Assist the University System administration in developing policies which affect the units within the University, including the Community Colleges.

OFFICE OF ACADEMIC AFFAIRS

This office is responsible for providing leadership in internal operational policymaking that has impact on the development and implementation of systemwide academic objectives and goals.

- . Develop a strong, planning base derived from the University Strategic Plan, "New Directions for the 80s," and an understanding of campus missions as articulated in the Academic Development Plans.
- . Provide systemwide coordination and leadership in academic affairs in the areas of educational programs, intercampus and interagency relations, and special needs programs.
- . Provide assistance to colleges in their pursuit of their educational goals including: academic planning, program development, and institutional assessment.
- . Develop curriculum and programs to fulfill community education and vocational education needs.
- . Negotiate or participate in negotiating training contracts with agencies.

- . Work with senior systemwide and campus administrators, BOR and its committees, Legislative committees and their staffs and with City, State and Federal agencies and community groups.
- . Assist campuses in program, curriculum, and course development in fulfilling agencies' training needs.

Academic Support Services

- . Coordinate curriculum and program development through drafting academic policies and reviewing program proposals.
- . Coordinate and facilitate inter-campus and intra-campus program articulation.
- . Provide support for academic program management by reviewing program and degree proposals, assessing budget requests, and advising on academic personnel requests.
- . Undertake research on selected academic program development issues.
- . Coordinate the development of federally funded vocational education activities and programs, and monitor their implementation.
- . Coordinate with the campuses, educational curriculum and academic programs by responding to community needs.

ACADEMIC PLANNING, ASSESSMENT AND POLICY ANALYSIS

- . Coordinate the development of the academic program planning process.
- . Facilitate the completion of selected planning and evaluation activities including: the State Higher Education Functional Plan, strategic development plans, campus academic development plans, accreditation self-studies, and program reviews.
- . Prepare selected reports to facilitate the management of academic programs.
- . Support program planning and evaluation by developing and maintaining an academic program database.
- . Conduct selected policy analysis studies.

OFFICE OF ADMINISTRATIVE AFFAIRS

This office is responsible for providing leadership and direction to campuses by formulating policy and exercising management responsibilities in all aspects of administrative affairs including budgeting, fiscal, human resources, and facilities planning and management.

- . Develop planning and management systems to promote policy compliance within the Community College System.
- . Provide centralized support services in budgeting, fiscal, personnel, and external funding.
- . Participate at the policy level on collective bargaining contract negotiations and contract interpretation including the handling of grievances.
- . Contact or coordinate activities involving relationships with senior systemwide and campus administrators, BOR and its committees, Legislative committees and their staffs and with City, State and Federal agencies and community groups.
- . Review, approve, if delegated, and process administrative matters; conduct management and other studies; and issue required reports. Resolve problems and issues which have systemwide or inter-campus impact.
- . Coordinate all activities relating to the capital improvements, and repairs and maintenance projects of the Community Colleges.
- . Chair the Community Colleges Computer Consortium Committee which was designed to establish policy guidelines and coordinate the resources and efforts of the colleges for administrative and other uses.

Physical Facilities, Planning and Construction

- . Plan, organize, and coordinate long- and short-range physical facilities plans for the community college system.
- . Coordinate activities with private contractors, campus administrators, governmental inspectors and supervise and participate in the preparation of plans for new construction projects and building alterations.
- . Prepares capital improvements budget for community colleges in consultation with the provosts, chancellors and other executive officials.

Computer and Telecommunications

- . Coordinate and direct data base management and analysis.
- . Develop the community colleges systemwide computer services and telecommunications programs.
- . Develop policies and procedures and administer them upon adoption.
- . Serve as liaison with the appropriate system office in coordinating the community college activities in the respective areas.
- . Prepare and develop long-range plans and goals for community college systemwide computer services and telecommunications program.

Budget

- . Coordinate, review, and prepare budgets and expenditure plans and reports required by the University, State and Federal governments.
- . Develop system budget and institutional allocation plans.
- . Develop budgetary and control systems and procedures.
- . Conduct special studies and analysis affecting the budget.

Financial and Operations

- . Develop, review, and revise policies and operational fiscal affairs procedures.
- . Supervise the observance of existing University and governmental policies and regulations on fiscal matters.
- . Coordinate, review and administer extramural contracts and grants.
- . Provide messenger and mail services to the various campuses.

Human Resources

- . Develop and direct the personnel system for the community colleges to include reviewing proposed personnel actions and advising the Chancellor on the course of action, final auditing of personnel transactions, fringe benefits, workers' compensation and personnel appointments.
- . Provide overall systemwide leadership in the direction and goals for the personnel program, including development of personnel rules, policies and procedures and ensure appropriate implementation.
- . Serve as the Chancellor and community colleges' principal advisor in interpreting and administering provisions of the various collective bargaining contracts. Serve as grievance hearings officer.
- . Serve as principal liaison with the University Personnel Management Office.
- . Serve as Equal Employment Opportunity/Affirmative Action Officer. Coordinate and assist in the development of the Community College Affirmative Action Plan.

OFFICE OF STUDENT AND COMMUNITY AFFAIRS

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

- . Provide leadership and coordination to student services and continuing education systemwide planning and programming.
- . Provide leadership in developing programs interlinked with private sector businesses and the national and international community.
- . Responsible for the resource development and alumni programs coordination.
- . Create and maintain linkages with community and governmental agencies to assess and to fulfill community education and training needs.

Student Affairs

- . Develop and prepare community college systemwide policy regarding student services.
- . Conduct analyses of student affairs policies and procedures to ensure programmatic consistency among campuses. Recommend resolution to identified problematic areas.
- . Serve as systemwide expert in interpreting and applying policies and procedures in exceptional or unique cases.

Community Affairs

- . Identify and develop systemwide linkages with private sector businesses and industries to address their educational needs.
- . Develop and prepare community college systemwide policy regarding community affairs.
- . Conduct analyses of community services policies and procedures to ensure programmatic consistency among campuses. Recommend resolutions to identified problematic areas.

Public Information

- . Develop and coordinate effective public information program for the community college system.
- . Work with all facets of media, including the newspapers, television, radio, etc.
- . Prepare and develop public information documents, such as annual reports, news articles, magazine articles, etc.

Staff Development

- . Develop, plan and coordinate staff development activities for the community college system. This includes providing training to upgrade skills and developing workshops to enrich and enhance professional knowledges and abilities.
- . Identify community college faculty and staff goals, objectives, directions in order to respond to these needs.
- . Develop and plan general criteria and guidelines for individual/class career pathing.

UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
EMPLOYMENT TRAINING OFFICE

MAJOR FUNCTIONS

OFFICE OF THE STATE DIRECTOR

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

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

OFFICE OF THE ASSISTANT DIRECTOR

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

- . Plan and conduct staff improvement and evaluation activities.
- . Serve as the personnel administrator.
- . Assure classroom vitality and environment that lead to quality teaching and effective student learning.
- . Coordinate the development of project proposals to maintain on-going job training programs and to start new ones.

STUDENT SERVICES

Provide for the planning, developing, conducting and evaluating of support activities concerning students.

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

INSTRUCTIONAL SERVICES

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

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

ADMINISTRATIVE SERVICES

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

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

SUPERSEDED

REORG. 1/30/91

Employment Training Office
Approved Functional Statements
Administrative Services Unit

JUN 20 1962

Provide for the planning, organizing, and directing of all administrative support services required by the program. These services include the management of business and financial affairs, personnel administration, procurement and property management, facility maintenance, and security.

Program Planning

- o Responsible for the preparation of program budget for the organization.

Business Affairs

- o Responsible for the organization's fiscal operations including budget execution, accounting, disbursing, contracts and grants management, procurement, payroll, etc.

Personnel

- o Responsible for ETO's personnel functions including the processing of personnel transactions, assuring that the personnel actions are in compliance with applicable University and State regulations and existing collective bargaining contracts.

Operations and Maintenance

- o Responsible for the cleaning and maintenance of the assigned buildings.

Security

- o Responsible for providing adequate security to insure the safety of facility users as well as a preventive measure to safeguard the assets of the State.

Physical Plant and Equipment

- o Responsible for the adequate facilities to conduct job training programs. This function also includes negotiating and contracting for off-campus training sites.
- o Supervise property and inventory activities and maintain inventory records.