

Revised 6/87.

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE SYSTEM
WINDWARD COMMUNITY COLLEGE

MAJOR FUNCTIONS

Provides a post-secondary education program in liberal arts, vocational/technical, and occupational education.

- * Offers liberal arts course work which leads to the Associate in Arts degree and lower division preparation for baccalaureate degrees.
- * Offers vocational/technical course work which leads to certificates and/or to the Associate in Science Degree.
- * Offers occupational course work which leads to certificates and/or to the Associate in Science Degree.
- * Offers continuing education and community service programs of both the non-credit and credit variety.

OFFICE OF THE PROVOST

The Office of the Provost is responsible for the orderly and proper functioning of Windward Community College. The Office is responsible for directing all aspects of the administration and development of the College in order that the College fulfills its mission.

Within the established policies and procedural guidelines of the University of Hawaii, and applicable Federal and State statutes, the Office of the Provost oversees the management and operations of the College in the following functional areas:

- * Curriculum and instruction.
- * Library and media services.
- * Student services including admissions and records, academic and career counseling, student activities, financial aids, and job placement.
- * Finance, accounting, budgeting, word processing, and copying services.
- * Personnel transactions and records.
- * Physical plan and grounds including parking and security.
- * Community services.

Additionally, the Office of the Provost is responsible for the following functions:

- * Issuance of campus policies and guidelines governing the activities of the College.
- * Recommendations associated with the hiring, tenuring, promotion, leave-taking, and termination of all College personnel.
- * Submittal of the recommended biennial (and supplemental) budgets of the College.
- * Maintaining liaison with other campuses of the University, with other post-secondary education institutions within the service area of the College, and with other agencies such as secondary schools, trade schools, community groups, and other State and County officials or representatives.
- * Advising the Chancellor for Community Colleges on matters of campus and system-wide concern.
- * Facilitating the Staff Development program of the College.

OFFICE OF THE DEAN OF INSTRUCTION

The Office of the Dean of Instruction is directly responsible for all of the functions concerned with credit instruction, academic support services, and extramural grants. This includes the following:

- * Responsible for instructional programs consistent with the Educational Development Plan of the College.
 - * Responsible for all new instructional program proposals and for program reviews of on-going instructional programs.
 - * Responsible for evaluating instructional program outcomes.
 - * Responsible for the general supervision of the instructional and academic support personnel to assure performance is at an acceptable level.
 - * Responsible for personnel actions which relate to hiring, tenure, leaves, promotion and termination of faculty and staff within above program areas.
 - * Responsible for the instructional and academic support budget allocation and control of expenditures.
- Responsible for coordination of the development and periodic review of the Educational Development Plan, Vocational Education State Plan, and all accreditation reports required of the College.

- * Responsible for coordination with other University units on faculty personnel matters which may have system-wide implications.
- * Responsible for curriculum development and innovations in learning and teaching.
- * Responsible for the publication of the College catalog, class schedules, and the regulating of course offerings.
- * Responsible for coordination of extramural grant proposal development for the College.
- * Responsible for coordination of all learning assistance center activities.
- * Responsible for supervision of secretary and Assistant Deans.

Instructional Divisions (I and II)

Each Instructional Division is responsible for the development, supervision, and improvement of instruction and curricula of selected disciplines which comprise that Division. This includes the following:

- * Responsible for supervision of division curriculum and instruction.
- * Responsible for preliminary scheduling, classroom assignments, and development of the catalog descriptions for courses and programs.

- * Responsible for clerical assistance as may be required by faculty for support of instruction.
- * Responsible for report writing, program evaluations, and program reviews.
- * Responsible for supervision of assigned clerical and APT staff.
- * Responsible for educational plans.
- * Responsible for assistance/supervision/development of special projects related to expertise within the disciplines.
- * Responsible for budgetary planning and expenditure reviews of disciplines within the Division.

Library Services

The Library is responsible for the organization, development and control of all aspects of the Library including staff, materials, maintenance of recognized library standards, and presenting its budget requirements. This includes the following:

- * Responsible for acquisition of adequate collection of library materials including books, periodicals, audio tapes, video materials, films, slides, and related materials.

- * Responsible for long- and short-range planning and development of library services.
- * Responsible for keeping apprised of new developments in library technology and equipment, and evaluation of their applicability to instructional needs.
- * Responsible for budgetary planning and expenditure review of Library funds.
- * Responsible for operation of the Automated Library System at Windward Community College

Media Production Center

The Media Production Center plans, organizes, and administers the educational media services for the College. This includes the following:

- * Responsible for providing information, advising, and assisting faculty on various instructional methodologies utilizing multi-media for more effective learning.
- * Responsible for maintaining a basic resource of equipment, materials and facilities for circulation, previewing, listening, and production services for classroom teaching and general support activities.
- * Responsible for conducting demonstrations to familiarize faculty and students with equipment available and to enable them to operate equipment.

- * Responsible for service 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.
- * Responsible for assisting College program heads in formulation of budget requirements and matters related to instructional media.
- * Responsible for supervision of civil service staff and student help.

OFFICE OF THE DIRECTOR FOR COMMUNITY SERVICES

The Office of the Director for Community Services promotes, implements, and publicizes all non-formal 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, special credit programs and workshops for professional competencies improvement, and cultural exhibits and performances, which will enrich the lives of Windward residents.
- * Responsible for developing procedures and activities for faculty, students, and community members to assume a participatory role in the planning for the community service programming, including the development of staff support to a Community Service Advisory Committee.
- * Responsible for working directly with community organizations, groups and individuals in Windward, Oahu, 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 advertisings, 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 supervision and operation of the Central Duplicating Services of the College.
- * Responsible for operation of the Fujio Matsuda Technology Training and Education Center at Windward Community College.

OFFICE OF THE DEAN FOR STUDENT SERVICES

The Office of the Dean for Student Services is responsible for planning, implementing, and evaluating those supportive student services which are designed to complement the instructional programs of the College, thus enabling students to benefit more fully from their college experiences. This includes the following:

- * Responsible for the implementation of the University and campus policies affecting the general welfare of students.
- * Responsible for the planning and supervision of admission, registration and student record services, financial aids counseling and academic advising services, co-curricular activities, job placement services, and the alumni affairs programs of the College.
- * Responsible for the creation and maintenance of all official student records.
- * Responsible for students requiring assistance in their adjustment to college, understanding of their needs and interest, and their pursuit of personal self-development programs.
- * Responsible for students requiring assistance in meeting the costs associated with enrolling at the College.
- * Responsible for the students requiring assistance in determining academic and career goals and advising them regarding educational requirements.

- * Responsible for the co-curricular program at the College including advising students organizations in the conduct of activities, and the supervision of the expenditure of mandatory student activity and publications fees in accordance with approved budgets and University policies.
- * Responsible for students who have special needs such as the academically disadvantaged, handicapped, veterans, and non-native speakers to receive the necessary services.
- * Responsible for students seeking to transfer to other colleges upon termination of enrollment at the College.
- * Responsible for job placement services both on and off campus including pre-employment orientation, development of employment opportunities, listing of job opportunities, follow-up surveys on college leavers/graduates and alumni relations.

Admission, Registration and Records

This office is directly responsible for the student admission, registration, and academic records functions of the College. This includes the following:

- * Responsible for all activities associated with receiving applications, admitting, and registering students for college.

- * Responsible for management of student information systems data.
- * Responsible for dissemination of consumer information regarding academic programs and admission requirements to prospective students.
- * Responsible for assuring all grades issued by instructors are properly recorded and students properly notified.
- * Responsible for maintaining accurate records of all students, certify course completion/evaluation.

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.

Career Counseling and Academic Advising

This office is directly responsible for the guidance and counseling functions of the College. This includes the following:

- * Provide pre-college information, testing, and orientation of new students.
- * Provide outreach services to educationally and culturally "disadvantaged".
- * Provide career guidance services.
- * Provide academic advisement and transfer evaluation services.
- * Provide special services to students who are handicapped or are veterans.

Special Student Services

This office is directly responsible for providing support services to the Special Services Project and students of the College. This includes the following:

- * Responsible for the peer tutorial program, including the selection, training, and supervision of tutors.

- * Responsible for extending special assistance to the handicapped, including those who are learning disabled, for whom --testing services are coordinated with cooperating agencies.
- * Responsible for providing assistance to the Learning Assistance Center (LAC) by providing for and conducting study skills and personal development workshops for the LAC participants.
- * Responsible for the Return-to-Academics Program (RAP) for students on academic probation, helping them design an individual educational and support program which hopefully will return them to good academic standing.
- * Responsible for the recruitment of economically and culturally disadvantaged students, providing information on the College and resources, including financial aid, career counseling, and special programs.

OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES

The Office of the Director for Administrative Services provides for the various administrative support services and activities of the College. This includes the following:

- * Coordinate the CIP planning and maintain liaison between the College and the contractors, State Department of Accounting and General Services, and the University of Hawaii Facilities Planning Office.
- * Coordinate the development of the College biennial and annual budget.
- * Provide personnel administration and record keeping services.
- * Coordinate the development of the expenditure plan and maintain fund control.
- * Provide for cashiering and disbursement of funds and certify availability of resources and propriety of expenditures.
- * Provide for the maintenance of buildings and grounds for preservation, safety, and health.
- * Coordinate other auxiliary services such as the Bookstore,¹ vending machines, lunch wagon, mail, and telephone services.

¹NOTE: The Bookstore is a branch of and under the operational control of the UH Manoa Bookstore.

Business Affairs

This office is directly responsible for cashiering, purchasing, disbursing, equipment inventory, and mail for the College. This involves:

- * Collecting cash for tuition, fees, fines, reimbursements and charges, issuing receipts and crediting the proper accounts.
- * Issuing - purchase orders for the acquisition of goods and services.
- * Preparing and issuing requests for quotations for acquisitions within authorized ceilings.
- * Coordinating the preparation of contract specifications for acquisition of goods and services that require formal bidding.
- * - Issuing impress¹ checks and handling petty cash in accordance with University policy for the payment of goods and services.
- * Taking physical inventory of equipment and maintaining inventory records current; preparing and filing reports for property disposal or loss due to theft.

- * Receiving and distributing U.S. and campus mail within the College; posting outgoing U.S. mail according to U.S. postal rates and regulations.

Custodial

This section is responsible for the maintenance of the interior of the buildings, i.e., to keep them clean, sanitary, and safe. This includes:

- * Sweeping, mopping and vacuuming the floors, cleaning of the chalkboards, windows, and screens.
- * Mopping wet spots and laying water absorbing material to prevent slipping.
- * Cleaning and sanitizing restrooms.
- * Removing trash from buildings.
- * Polishing floors.

Building and Grounds Maintenance

This section is responsible for keeping the buildings and grounds in proper and free of repair and hazardous conditions. This includes:

- * Minor carpentry work involving the repair or replacement of windows, doors and screens.
- * Minor plumbing work involving the repair or replacement of fixtures and water lines, clearing of drains, and correcting leaks.
- * Minor electrical work involving the repair or replacement of outlets, switches, fixtures, lamps, and lines.
- * The care and maintenance of the grounds, including lawns, trees, and shrubberies.

Personnel

This section is responsible for the processing and maintaining of all personnel related documents for the College. This includes:

- * Preparing and processing Notification of Personnel Action forms and other payroll, tax, employee benefit, and such forms.
- * Maintaining and safeguarding employee personnel files and records.
- * Maintain employee leave records, including the computation of leave to determine leave eligibility status.
- * Preparing and maintaining the College's Organizational Charts, Functional Statements, and Position Control records.
- * Maintain College's Occupational Safety and Health records.