

## MAUI COMMUNITY COLLEGE

Provides a comprehensive post-secondary instructional program including continuing education, career education, and general education courses. Career education programs lead to certificates and Associate in Science degrees, and are designed to prepare the graduate for entry-level employment. General Education courses may lead to terminal Associate degrees or transfer to Baccalaureate degree programs offered on the four year campuses. At present this College provides the following programs.

. Accounting, agricultural careers, apparel design and construction, drafting technology, auto body repair and painting, auto mechanics, building maintenance, carpentry technology, criminal justice, food service, general office training, hotel operations, human services, ADN/PN nursing, sales and marketing, secretarial science, and welding technology, and general education including mathematics, science, language arts, humanities, and social science.

... College transfer courses in the business science, mathematics, and liberal arts programs.

## OFFICE OF THE PROVOST

Responsible for the overall management of Maui Community College and for achieving the objectives of the College. The Office of the Provost:

- . Directs and coordinates activities and personnel in the instruction, community services, academic support, student services, and institutional support programs.
- . Develops and updates the College's long-range educational development plans; determines and implements the annual instructional plans.
- . Maintains accreditation and instructional program standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, the University of Hawaii Board of Regents, President, and Chancellor for Community Colleges, and other governing bodies; continues relationships with profession associations to maintain institutional quality and vitality.
- . Coordinates the development of a campus master plan, integrating the College's educational development plan and six-year operating budget; determines the College's Capital Improvements Program and Repairs and Maintenance Program consistent with the campus master plan; continually reviews the current status to planned schedules.

- . Evaluates College programs to insure the effectiveness of the programs, determines performance objectives, develops strategies to achieve goals, develops policies and procedures, determines appropriate budgets, allocates resources to achieve stated goals and objectives, and monitors program progress towards stated goals.
- . Coordinates the College's budget process, including the formulation of the College's biennium budget, six-year operating budget; prepares and provides testimony and other information relating to the budget; executes the budget in accordance with legislative intent and the College's approved educational plans; insures proper financial management and conformance to existing policies and procedures.
- . Creates and maintains a cooperative work climate for the faculty and staff; provides a training and professional development plan for the College covering each employee; evaluates and renders decisions on promotion, tenure, contract renewals, hiring, and excluded pay raises among others.
- . Oversees student activities and governance to insure conformance to established University policies and procedures as well as consistency to the spirit of the intent of the creation of those student programs.
- . Serves as the College's liaison and representative to the general community including the Maui County

Government, state Legislators, various state and community agencies, organizations, and individuals.

. Assures community involvement and program quality through the establishment of lay advisory bodies to critically review instructional programs, the continuance of a fund-raising committee, and the creation of other committees as the need arises.

## OFFICE OF THE DEAN OF INSTRUCTION

Responsible for directing all academic programs of the community college. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standard of accreditation. The responsibility for all instruction includes:

- . Supervising and participating in programs and curriculum development; off-campus credit programs; reviewing instructional programs; revising programs and courses as needed.
- . Supervising and coordinating the activities of division chairpersons including faculty recruitment, selection, training, and evaluation; academic advising, planning, budgeting, requisitioning, and recordkeeping, scheduling of classes; coordinating facility usage for instruction. Assessing resource and staffing needs, preparing biennium budget for the instructional and academic support areas
- . Planning, budgeting, organizing, implementing, and evaluating a staff in-service training program. Preparing grant applications; operationalizing plans to carry out various federally-funded programs.

### General Education

Offers to students a program of instructional courses in communication quantitative reasoning, social sciences, natural sciences, and humanities. These courses may round out the requirements for Associate in Science degrees, lead to Associate in Arts degrees, or transfer to Baccalaureate degree programs offered at four-year campuses.

### Vocational Education

Offers to students a program of instructional courses in vocational-technical, public service, and business education leading to Certificates of Completion and Achievements or Associate in Science degrees.

### Library Learning Resource Center

- . Provides necessary instructional support services to faculty and students, including alternate delivery methods.
- . Offers all library services including books, pamphlets, magazines, audio tapes, video materials, films, slides, and all other related materials and equipment.
- . Directs the reproduction and production of learning assistance materials.
- . Provides support services to community users.

## OFFICE OF STUDENT SERVICES

Responsibilities include planning, coordinating and evaluating supporting services which complement the primary academic programs including preparation of grant applications; operationalizing plans to implement federally-funded programs.

### Student Activities

- . Designs and implements student center programs.
- . Advises student government and provides assistance to clubs and organizations.
- . Develops and maintains an athletic and recreational activities program.
- . Conducts New Student Orientation and Commencement program.
- . support other co-curricular activities.

### Counseling and Guidance

- . Provides pre-college information and orientation programs.
- . Offers career interest aptitude assessment.
- . Provides support services to disadvantaged, handicapped, foreign, and veteran students.
- . Directs career guidance service.
- . Offers financial aids information and assistance, academic advising, and individualized and group counseling.
- . Provides peer counseling program.
- . Determines graduation eligibility.
- . Evaluates student transcripts.
- . Instructs self-development group leadership and career development classes.
- . Consults with faculty.

### Records and Admission Services

- . Assesses academic needs of all new applicants.
- . Provides over-the-counter information and assistance.
- . Develops necessary documents for submission to CAPIS.
- . Designs and implements registration.
- . Maintains official student records.

### Student Housing

- . Maintains a 55-bed student housing facility.
- . Provides support programming for residents.
- . Attempts to meet student needs for off-campus housing.

### Financial Aid Services

- . Administers funds allocated for the College Work-Study Program, loans, and grants funded through federal, state, and private sources.
- . Provides financial aid counseling services.
- . Conducts financial aids workshops and informational sessions for various state and private organizations.



## OFFICE OF ADMINISTRATIVE SERVICES

The office of the Director for Administrative Services provides for the various administrative support services and activities of the College which generally includes administrative management, budget and fiscal services, personnel management, operations and maintenance, and computer services. The major functions includes:

- . Insuring the College operates within Federal and State statutes, established policies and procedures of the University of Hawaii, and Maui Community College; informing the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks; and determining campus administrative policy as appropriate.
- . Reviewing and assisting in the preparation of the College's long and short-term educational plans, accreditation self-studies, program reviews, special studies, etc.; making corrections and recommendations for improvement; preparing and implementing the short and long-range plans for the Business Office and the Operations & Maintenance Programs.
- . Facilitating the College's staff development program to ensure that employees are kept abreast of changes in rules, regulations, and procedures as well as technological advances that may affect their work.
- . Performing and/or participating in special studies of interest of concern; making recommendations, offers alternatives, corrects problems, discusses that facts, etc., as appropriate.
- . Monitoring all aspects of the activities of extramurally-funded projects including critically reviewing the proposal, ensuring the activities can be performed with available resources and time frame, monitoring progress, and following-up on reporting requirements.

- . Responding to requests for information, especially from systemwide offices, State agencies, and legislators.
- . Coordinating the budgeting for the College, including the biennium budget requests, six-year operating budget plan, the Capital Improvements Program projects, and the Special Repairs and Maintenance Program requests; preparing the budget requests for the Business Office and Operations & Maintenance Programs.
- . Responsible for the Business Office functions of procurement, personnel, payroll, cashiering, financial management, cash controls, telephone switchboard, campus mail, and budget execution.
- . Responsible for the proper maintenance and care of all physical facilities and properties of the College, including adequate security of the premises; prepares short and long-range plans and implements them within the resources available; monitors CIP, energy conservation, Special R&M and other campus projects.
- . Coordinating the computing services for the College, including hardware operations, data base management, and network communications.

OFFICE OF SPECIAL PROGRAMS/COMMUNITY SERVICES

Responsible for all the non-credit instruction of the college, the offering of credit courses in the summer session program, and for providing the administrative support to special programs as may be necessary. Specific responsibility include:

- Coordinating, scheduling, monitoring, evaluating, and hiring personnel for all non-credit instructional programs including apprenticeship "related instruction" courses, skill up-grading courses, self-supporting special interest courses, and senior citizen courses.
- Coordinating, scheduling, contracting, and evaluating special programs including lectures, and performing arts programs.
- Coordinating the use of the campus facilities by state and county agencies and community organizations.
- Coordinating MCC Foundation fund raising activities.
- Providing fiscal and administrative support to credit courses offered through the summer session program.
- Directing all college activities after 4:30 p.m. and on weekends.
- Providing administrative support services to other colleges within the University of Hawaii System which provide programs and courses on Maui.

- . Providing assistance for economic development to support new and existing businesses, and to assist in providing continuing education courses through satellite instruction and teleconference programs.
- . Provide the courses and programs for training for the unemployed and displaced worker through the JTPA program.