

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HONOLULU COMMUNITY COLLEGE

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

- . Offers vocational/technical programs which lead to certificates and associate in science degrees.
- . Offers training in the related areas for the apprentice programs in the building and construction trades and other apprenticeable trades.
- . Offers occupational programs which lead to certificates and associate in science degrees.

Offers liberal arts programs which lead to the associate in arts degree.

- . Offers continuing education and community service programs which may be non-credit or credit.

OFFICE OF THE PROVOST

The Office of the Provost is responsible for the orderly and proper functioning of Honolulu Community College. It is responsible for carrying out the objectives of the college.

Within the rules and regulations of the University of Hawaii System, the Office of the Provost:

- . Issues rules and regulations governing the activities of the college.
 - . Develops long-range plans for the growth and improvement of the college.
 - . Recommends appointments, tenure, leaves, terminations and promotions for all college personnel.
 - . Submits a college budget to the University System.
- Maintains liaison with other units of the University System and with other agencies such as the high schools, private schools, trade unions, advisory groups, and community groups.

Honolulu Community College
Office of the Dean of Instruction

The Office of the Dean of Instruction is responsible for all activities which are related directly to instruction, teaching, learning, academic support services, and public service functions of the College.

- . Review of all programs which have been in existence and all new programs proposed for implementation.
- . Responsible for the activities of the instructional staff to assure performance is at an acceptable level.
- . Responsible for evaluating staff and program outcomes.
- . Responsible for recommending to the Provost personnel transactions which relate to hiring, tenure, leaves, promotions, and terminations.
- . Coordinates the development of the College's Educational Development Plan, vocational education state plan, and all accreditation reports.
- . Coordinates with other University units all personnel matters which may have systemwide implications relating to implementation of personnel policies.
- . Responsible for curriculum development, course development, innovations in learning and teaching.
- . Responsible for special programs such as non-credit, apprentice training programs, journeyman upgrading, community service activities, federal training programs, externally-funded programs, and short-term training programs.
- . Responsible for the publication of the College catalog, class schedules, course schedules, and the regulation of new course offerings.
- . Responsible for the activities of four instructional divisions, a Special Program unit, and instructional support units.

Instruction Divisions (I, II, III and IV)

The purpose of the instructional divisions is to coordinate and supervise the activities of the instructors in both the liberal arts and vocational education programs. It is the function of the instructional divisions to maintain administrative practices to meet the objectives of the College and the University.

- . Review courses, curricula and instructions for improvement.**
- . Participate in all personnel transactions as they relate to hiring, tenure, leaves, promotion and termination.**
- . Responsible for preparing educational plans relating to the objective of the College.**
- . Assist in the development of courses, schedules, catalog materials.**
- . Assist faculty members to better serve students at the College.**
- . Coordinate, with the assistance of other College units, support services to provide the maximum benefits and services for students.**
- . Prepare program budgets and supervise expenditures.**
- . Assist private industry and government to plan educational programs.**
- . Supervise department chairmen and others who are responsible for program areas.**
- . Prepare new program proposals and program reviews.**

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SUPERSEDED

Date APR 20 1994

Honolulu Community College Library

The purpose of the Library is to provide the necessary library support services to instructors and students so that effective learning becomes meaningful and real. The Library is responsible for all library services which includes books, magazines, pamphlets, audio tapes, video materials, films, slides, and all other related materials. The Library is also responsible for providing a physical area with hours of operation appropriate for the research needs of the students and faculty members of the College.

Acquisitions/Processing

The Library is responsible for the selection, ordering, receipt, processing and cataloging of all materials acquired for addition to the print and non-print collections.

Circulation

The Library is responsible for the circulation of all materials into and out of the Library. The section that was formerly responsible for the circulation of films and audiovisual equipment has been combined with the section that is now responsible for the circulation of all materials: print, non-print, and audiovisual equipment.

Reference

The Library is responsible for providing reference, research, and instructional services for the students and faculty members in order that they can locate the materials they need and be able to fully utilize the materials available in the College Library.

Learning Assistance Services

The purpose of Learning Assistance Services is to provide the necessary remedial services to assist students who have difficulty with college work.

- . Provide remedial services in English and Mathematics.
- . Provide instruction in basic study skills.
- . Provide counseling and tutorial services.

SPECIAL PROGRAMS

The purpose of the Special Programs Unit is to prepare alternatives and recommendations regarding community service activities, implement community service programs, advise the Dean of Instruction regarding community problems and needs, external funding possibilities, and college-community relations.

- . Responsible for assessing the special post-secondary educational needs of the people in the geographical area which the College serves.
- . Plan and implement educational programs, activities and/or service to meet educational needs.
- . Responsible for coordinating, supervising, and/or directly administering those special instructional and counseling programs which are provided by the College to meet community needs.
- . Responsible for identifying specific educational problems and when appropriate, seeking extramural funding to provide program to alleviate the problems.
- . Responsible for the ongoing evaluation of specialized programs.
- . Assist in the coordination and development of non-credit educational programs.

LEARNING RESOURCE CENTER

The purpose of the Learning Resource Center is to provide the necessary support services to instructors so that effective learning becomes meaningful and real.

- . Responsible for reproduction and production of learning assistance materials.

OFFICE OF STUDENT SERVICES

The function of this office is to provide all the necessary and complementary services related to the needs of students which are not directly instructional. The services are to better enable students to succeed in their learning experiences, adjust to the College and seek future goals in a more orderly fashion. Student Services Office:

- . Provides all the services which relate to student records.
- . Assists students at the College to adjust and solve problems.
- . Coordinates all financial assistance to students so that students may complete their education.
- . Maintains a program of counseling and guidance so that students will receive the maximum benefits from their college experience.
- . Provides services to special groups of students such as the disadvantaged, handicapped, veterans, immigrants and others in need of special help.
- . Supervises the Office of Admissions, Registration, and Records; Office of Guidance and Counseling; Office of Financial Aids and Placement, and Office of Student Activities and Special Services.

Admissions, Registration, and Records

The Admissions and Records Office coordinates the general functions of admissions, registration and record-keeping. The Admissions and Records Office:

- . Supervises all activities relating to applications and admission of all students to the College.
- . Coordinates all student information within the University Student Information System.
- . Coordinates and is 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.

Guidance and Counseling

The purpose of Guidance and Counseling is to help students who may be in need of assistance to solve problems which may not be directly related to the classroom activities. Academic and academically related counseling services through individual and group conferences, such as orientation and screening of new students, career exploration/development and job development/placement are provided. Guidance and Counseling personnel:

- . Assists students in adjusting to college life through orientation as well as ongoing counseling services.
- . Provides qualified/professional resource persons to provide services such as assistance with study/work habits, job search retention, and placement, self appraisals, career and life planning skills.
- . Provides and assists in dissemination of information such as the use of College catalog and clarification of policies and regulations, or transfer information.
- . Suggests referral to community sources for specific services, information, etc.
- . Coordinates assistance to handicapped students, veterans and other special groups in instructional and counseling services.

Student Activities and Special Services

The Student Activities Program provides enrichment opportunities to students through social, cultural, recreational, athletic, and leadership experiences. The Coordinator of Student Activities is responsible for:

- . Advising the student government and other student organizations.
- . Coordinating club and athletic activities.
- . Supervising the expenditure of student activity funds.
- . Serving as a liaison between student groups and College administration.
- . Assisting in the development of information regarding student affairs.
- . Assisting in developing policies relating to student conduct, behavior, and activities on campus.

The Health Office is responsible for the preventative and curative health concerns and related areas of the campus community. The Health Nurse is responsible for:

- . Implementing a health education, counseling, and care and treatment program.
- . Coordinating the campus first aid program involving faculty and staff members.
- . Maintaining health records and completing reports and studies as related to activities and functions of the Health Center.

Financial Aid and Placement

The Financial Aid Office provides financial assistance to supplement the resources of needy students to help pay for a college education and to provide financial planning assistance. The Coordinator of Financial Aid:

- . Coordinates Federal and State financial aid programs.
- . Serves as a liaison between students and scholarship donors.
- . Contacts on-campus employers for job vacancies.
- . Coordinates graduate follow-up and other surveys.

OFFICE OF THE DIRECTOR OF ADMINISTRATIVE SERVICES

It is the function of the Director of Administrative Services to coordinate, administer and supervise:

- o All financial activities of the College which includes budgeting (operations and CIP), purchasing, disbursing, financial reporting and controlling all types of funds.
- o Preparation, processing and recording all personnel and payroll actions.
- o Operations and maintenance of all physical facilities and properties of the College, including janitorial, maintenance, groundskeeping, security, inventory and safety (serves as Occupational Safety and Health Officer).
- o Auxiliary Services including parking lot service; food service; vending machines; communication, mail and messenger service; motor pool; and bookstore service.
- o Director of Administrative Affairs will concentrate on long-range policy planning, supervision and program evaluation. Day to day operations will be administered by the UH Administrative Officer, Personnel Officer and General Maintenance Service Supervisor.

The Business Affairs activity of the College is organized functionally as follows:

BUSINESS OFFICE

- o Within the budget limitations, this office controls all expenditures of all projects: general funds, special funds, federal and extramural funds, by certifying as to their availability and compliance to fiscal policies.
- o Assists and screens all federal proposals for compliance with federal guidelines and UH policies.
- o Responsible for purchasing all supplies, equipment and services for the

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entire college.

- o Processes and handles all payroll for the College including discrepancies, changes, hires.
- o Responsible for the accounting procedures for the entire College.
- o Responsible for the orderly delivery of mail, as well as the processing of all outgoing mail.
- o Responsible for all financial reports and statements for federal projects.
- o Responsible for all disbursing functions.
- o Establishes and maintains account numbers for entire College; federal, special, general and agency funds.
- o Responsible for screening all travel requests and completion for compliance with UH policies.
- o Responsible for seeing that the College's supply room is adequately stocked.
- o Responsible for the orderly operations of the Administrative Word Processing Center.

HUMAN RESOURCES

This office is responsible for the administration of the following personnel matters:

- o Responsible for training and staff development.
- o Responsible for the personnel recordkeeping and transactions.
- o Maintains information on working conditions, salaries and fringe benefits, and employee benefits.
- o Responsible for Recruitment and Equal Employment Opportunity/Affirmative Action Program.
- o Responsible for classification, pay administration and contract interpretations.
- o Responsible for Worker's Compensation claims.

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OPERATIONS AND MAINTENANCE

This office is responsible for maintenance of all grounds and facilities on campus.

- o Responsible for cleaning the grounds, buildings, and facilities.
- o Responsible for minor repairs and upkeep of grounds.
- o Assists in the maintaining of health, safety and sanitation standards.
- o Responsible for security on campus.
- o Responsible for the development and maintenance of a preventative maintenance program for the college facilities and equipment.