

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COMMUNITY COLLEGES

MAJOR FUNCTIONS

OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR

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

- . 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.
- . Assist the University System administration in developing policies which affect the units within the University, including the Community Colleges.
- . Develop, coordinate and implement the equal employment opportunity and affirmative action program for the Community Colleges System. Ensure compliance with Federal, State and University policies and procedures. Investigate grievances and complaints. Develop proactive programs and activities to address underutilization and to ensure the rights of protected individuals.

OFFICE OF ACADEMIC AFFAIRS

This office is responsible for providing leadership in internal operational policy making 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 System Office of Human Resources Office.

### 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.