

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
LEEWARD COMMUNITY COLLEGE**

**FUNCTIONAL STATEMENTS**

Provides a comprehensive, postsecondary program in the liberal arts and a broad spectrum of program offerings in the vocational-technical areas.

- Offers liberal arts programs which lead to the Associate in Arts degree and lower-division preparation for baccalaureate degrees;
- Offers occupational programs which may lead to Certificates of Achievement and Associate in Science degrees;
- Offers vocational-technical programs which lead to Certificates of Achievement and Associate in Science degrees;
- Offers continuing education and community services programs of both the credit and non-credit variety;

**OFFICE OF THE PROVOST**

This office is charged with responsibility for overseeing the operations of the College as a whole, and insuring that all programs and services provided are in accord with approved educational plans, University and governmental regulations and provisions of employee contracts.

The unit is headed by a Provost who serves as the executive head of the College. The Provost supervises the Dean of Instruction, the Dean of Student Services, the Director of Special Programs and Community Services, the Director of Administrative Services, and staff assigned to this office.

Specific functions assigned include the following:

- serves as a liaison between the College and other units within the University of City/State/Federal governments, and as representative of the College before the community at large;
- establishes planning parameters for the development of program plans, budgets and expenditure plans, capital improvement plans for all program units; approves these plans and incorporates into institutional plans;
- oversees the scheduled evaluation of all programs and services offered;
- reviews and approves all personnel transactions involving all College staff (hiring, renewing contracts, termination, promotions, leave requests, etc.);
- receives and resolves grievances and disputes involving faculty, staff and students at the College, within established guidelines;
- directs extramural fund solicitations.

## EDUCATIONAL SERVICES

The Educational Services unit is charged with responsibility for providing administrative support and directly supervise the operation of all instructional and instructional support (Academic Support) activities offered at the College.

Educational Services is headed by a Dean of Instruction. The Dean reports to the Provost of the College, and is assigned a staff to assist in carrying out assigned functions.

Specifically, this unit is charged with responsibility for the following functions:

- develops program plans and targets for Instruction and Academic Support units;
- provides for the scheduled evaluation of all activities in these program units;
- develops a budget and expenditure plan for all approved activities (including staffing plans, equipment acquisition plans, etc.) and supervises the expenditure of funds allocated to operating units supervised;
- responds to requests for information, problems, adjudicating disputes and grievances, within established guidelines;
- represents the College at meetings on matters related to Instruction and Academic Support services;
- supervises the recruitment, hiring and evaluation of staff; also, assigns workload;
- plans and implements a program of staff development for faculty and staff assigned to unit;
- develops informational materials on programs and services offered within unit.

## INSTRUCTION

### Instructional Divisions/Vocational-Technical-Programs

#### Division and Division Administrative Committees (DAC)

There are two vocational-technical divisions; Business Education and Vocational-Technical. It is their function to provide education for employment in a skill or craft area and offer in-service and/or retraining opportunities for those already employed. The division offices perform administrative functions to facilitate the realization of the goals of the College and the University in these areas of instruction.

- Oversees the administration, supervision, assessment, development and improvement of the faculty and curriculum;
- Coordinates teaching assignments and the scheduling of courses;
- Secures instructional materials for division personnel and prepares divisional budgets;
- Provides hot lunches to the College student body and staff;
- Makes recommendations to the Dean of Instruction regarding faculty evaluation and the selection of new personnel;
- Serves as a liaison between the division and other units of the College.

### Instruction Divisions/General Education Programs

#### Division and Division Administrative Committees (DAC)

There are four divisions charged with general education responsibilities. These are the Arts and Humanities, Language Arts, Math and Natural Sciences, and Social Sciences. It is their function to provide transfer curricula, general education and developmental education. The division offices perform administrative functions to facilitate the realization of the goals of the College and University in these areas of instruction.

- Responsible for the administration supervision, assessment, development and improvement of the faculty and curriculum;
- Coordinates teaching assignments and the scheduling of courses;
- Secures instructional materials for division personnel and prepares Divisional budgets;
- Assists in the development of new courses and programs and facilities in-service training as necessary;
- Makes recommendations to the Dean of Educational Services regarding faculty evaluation and the selection of new personnel;
- Serves as a liaison between the division and other units of the College.

### Waianae-Nanakuli Education Center

- Provides for the planning, evaluation and implementation of all instructional and instructional support services provided at the College's Waianae-Nanakuli Education Center.

## ACADEMIC SUPPORT

Responsible for assisting and facilitating, in a directly supportive way, the academic functions of the institution. Support functions include those undertaken by the Educational Media Center, the Library, the Learning Resource Center, the Computer Center and the Curriculum Resource Center.

### Educational Media Center (EMC)

Plans, organizes and administers the educational media services for the College.

- Coordinates use and maintenance of media facilities;
- Organizes in-service training services for faculty and students;
- Recommends the budget for EMC;
- Acts as consultant for the planning and development of instructional facilities and hardware;
- Evaluates media programs and services.

### Learning Resource Center (LRC)

Responsible for designing individualized, modularized, open-entry/open-exit basic skills and other study programs as appropriate.

- Provides students with supplement classroom instruction including tutorial assistance in various discipline areas;
- Provides an extensive collection of study materials, equipment and facilities, including printed materials, audio cassettes, foreign language laboratory, microcomputers and computer programs;
- Develops and implements on-going assessment and placement of all in-coming students.
- Develops and implements other types of testing programs as necessary;
- Provides a program of assistance to students with mild, moderate or severe learning disabilities.

### Computer Center

Provides support services for the faculty and staff using computer applications in instruction and related activities.

- Designs and develops instruction and instructional support systems equipment;
- Determines needs for internal software and acquired software;
- Evaluates and selects software and equipment to be used;
- Prepares specifications for programming work for staff;
- Acts as consultant for the planning and development of computer use, equipment acquisition, and in-service training of faculty and staff.

### Library

Responsible for the organization, development, and control of all aspects of the library including staff, materials, maintenance of recognized library standards and budget

preparation. When appropriate, responsible for synchronizing and developing teaching processes, including courses within the library.

#### Curriculum Resource Center

Responsible for developing a program which will enable faculty and staff to update their skills in their respective areas and to learn about and utilize the various applications of educational technologies in their work.

- Assists faculty in making significant changes to courses and curricula and in undertaking research projects aimed at evaluating the effectiveness of various instructional approaches;
- Provides faculty and staff with access to various resources and people to help them develop ideas for course, curriculum, and program change;
- Develops and implements a plan to search for and secure extramural and intramural support for faculty and staff projects that relate to instruction (e.g., developing and packaging various types of coursewares and programs).

## STUDENT SERVICES

Supervises and coordinates the College student services programs including student activities, registration, admissions, student records, financial aid, counseling and advisement career advising and job placement, health center, and special projects.

- Oversees the planning, direction, and overall coordination of the programming and operations of the programs in student services;
- Recommends and monitors the student services budget including operating funds, student activity funds, and special funds;
- Coordinates activities with major component areas such as instruction and academic support;
- Represents the College at meeting and conferences involving student affairs.

### Student Services Coordinator

- Facilitates the development and implementation of student services programs;
- Coordinates the budget preparation, processes and monitors the expenditure of these funds for the division;
- Supervises the daily functions and facilitates the interaction of all the student services units.

### Counseling and Advisement

- Conducts a systematic program of advisement and orientation for all new/returning/transfer students;
- Provides counseling assistance to any student requesting such services in the areas of academic planning, career goals, and academic/interpersonal problems and barriers;
- Oversees the continued development and administration of the self development courses;
- Oversees the services to special groups of students such as the disadvantaged, handicapped, veterans, immigrants, women's groups, men's groups, learning disabled, and other target groups in need of special help;
- Oversees the general counseling and advising student services at designated satellite centers to the College like Waianae-Nanakuli Education Center.

### Admissions and Records

- Coordinates and supervises the activities relating to admissions and records;
- Serves all areas of the College and the community regarding the activities of the Admissions and Records Office;
- Serves as a liaison with the Community College Institutional Research Office in the maintenance of records;

### Financial Aid Office

- Administers financial support from federal and state funds.

#### Career Development Center

- Oversees the specialized counseling and guidance in the area of career exploration and development;
- Oversees the continued development and administration of the career exploration courses;
- Provides job hunting skills and guidance in search of part time or full time employment;
- Develops and maintains career shadowing data banks for vocational education programs at the College;
- Develops and maintains a computer assisted job placement data bank relative to vocational education programs at the College and other employment opportunities relevant to studies at the College;
- Provides vocational exploration and evaluation of life experience or College credit.

#### Student Life/Development

- Coordinates and develops extracurricular programs and services of benefit and interest to students;
- Serves as the advisor to ASLCC, the Associated Students of Leeward Community College;

#### Campus Health Center

- Provides emergency and non emergency care on a nursing level and conducts health screening;
- Provides health education and counseling for students and academic community on demand;
- Provides workshops, programs, and classes on current health issues and topics of vital interest to the students and the academic community;
- Provides first aid training to the emergency health officers on the campus.

## **PUBLIC SERVICE**

**Supervises and coordinates all educational activities and special programs that are not part of the regular instructional program of the College.**

- **Develops, coordinates and solicits special sources of funding for non-credit courses and special programs;**
- **Oversees the college's public service obligations in such areas as continuing education and extension;**
- **Coordinates the use of the College facilities, exclusive of the regularly scheduled instructional activities, and cooperates with community organizations in the use of off-campus facilities;**
- **Schedules and oversees theater activities;**
- **Recommends and monitors special programs and community services, budget, plans and reviews new and ongoing programs and activities.**



## ADMINISTRATIVE SERVICES

Responsible for the planning, organizing, and directing of all administrative support services required by the College. These services include, but are not limited to, overall management processes, budgetary and financial management, personnel administration, procurement and property management, facilities maintenance, security, and physical facilities planning of both repair and maintenance and capital improvements projects and the auxiliary services.

### Personnel Office

Oversees the College's personnel functions including the processing of personnel transactions, insuring adherence to established policies, regulations, collective bargaining contracts, etc.

### Business Office

Oversees the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, duplicating services, payroll, etc.

### Operations and Maintenance

#### Clerical/Other Support

Oversees for providing clerical support to the Operations and Maintenance Branch. Responsible for the College's inventory management, mail services, telecommunication systems, and receiving and delivering of goods and supplies.

#### Maintenance and Grounds

Oversees the maintenance of the College's facilities and grounds including the maintaining of physical facilities, landscaped areas, roadways and parking areas, etc.

#### Custodial

Oversees for the custodial services to maintain health and sanitation standards.

#### Security

Oversees the College's security program which provides for the protection of personnel and property.