

STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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, 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.

STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE

Maui Community College Functional Statements
Page 2

OFFICE OF THE PROVOST

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

- . 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, and 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.

STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE

Maui Community College Functional Statements
Page 4

INSTRUCTION

Office of the Dean of Instruction directs 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 ongoing certificate and degree programs; develop new programs; conduct ongoing evaluation of academic support programs; and maintain standard of accreditation. The Office:

- . Supervises and participates in programs and curriculum development; off-campus credit programs; reviews instructional programs; revises programs and courses as needed.
- . Supervises and coordinates 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. Assesses resource and staffing needs, prepares biennium budget for the instructional and academic support areas.
- . Plans, budgets, organizes, implements, and evaluates a staff in-service training program. Prepares grant applications; implements plans to carry out various federally funded programs.

Maui MBA

- . Provides a cohort of students instructional courses for the Masters of Business Administration program.
- . Provides computer and library support for instruction.

Library

- . 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.

Media

- . Provides technical and logistical support for distance education and television services such as MCC TV12, HITS, and SKYBRIDGE.
- . Provides graphics and copy layout for College publications.
- . Provides, installs and services audio/visual equipment.
- . Provides technical and production services for TV projects.

General Education

Offers 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 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.

STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE

Maui Community College Functional Statements
Page 6

STUDENT SERVICES

Office of Student Services provides for the planning, coordinating and evaluating of 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.
- . Supports other co-curricular activities.

Student Housing

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

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 aid 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.

Financial Aid

- . 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 aid workshops and informational sessions for various State and private organizations.

Records and Admissions

- . 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.

STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE

Maui Community College Functional Statements
Page 8

ADMINISTRATIVE SERVICES

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

- . Insures the College operates within federal and State statutes, established policies and procedures of the University of Hawaii and Maui Community College; informs the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks; and determines campus administrative policy as appropriate.
- . Reviews and assists in the preparation of the College's long- and short-term educational plans, accreditation self-studies, program reviews, special studies, etc.; makes corrections and recommendations for improvement; prepares and implements the short- and long-range plans for the Business Office and the Operations and Maintenance programs.
- . Facilitates 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.
- . Performs and/or participates in special studies of interest of concern; makes recommendations, offers alternatives, corrects problems, discusses the facts, etc., as appropriate.
- . Monitors 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, monitors progress, and follows up on reporting requirements.

- . Responds to requests for information, especially from systemwide offices, State agencies, and legislators.
- . Coordinates 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; prepares the budget requests for the Business Office and Operations and Maintenance programs.
- . Provides for the Business Office functions of procurement, personnel, payroll, cashiering, financial management, cash controls, telephone switchboard, campus mail, and budget execution.
- . Provides 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.
- . Coordinates the computing services for the College, including hardware operations, data base management, and network communications.
- . Collaborates with instructional program to provide food service to College.

STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE

Maui Community College Functional Statements
Page 10

PUBLIC SERVICE

Office of Public Service provides for all the non-credit instruction of the College, offers credit courses in the summer session program, and provides the administrative support to special programs as may be necessary. The Office:

- . Coordinates, schedules, monitors, evaluates, and hires 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.
- . Coordinates, schedules, contracts, and evaluates special programs including lectures, and performing arts programs.
- . Coordinates the use of the campus facilities by State and County agencies and community organizations.
- . Provides fiscal and administrative support to credit courses offered through the summer session program.
- . Directs all College activities after 4:30 p.m. and on weekends.
- . Provides administrative support services to other colleges within the University of Hawaii system which provide programs and courses on Maui.
- . Provides assistance for economic development to support new and existing businesses, and to assist in providing continuing education courses through satellite instruction and teleconference programs.