

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR
FOR COMMUNITY COLLEGES

FUNCTIONAL STATEMENTS

OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR
FOR COMMUNITY COLLEGES

Plans, directs, and coordinates the programs and operations of seven Community Colleges within the University of Hawaii System, and the Employment Training Center.

- . Coordinates 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.
- . Assists the University System administration in developing policies which affect the units within the University, including the Community Colleges.
- . Develops, coordinates and implements the equal employment opportunity and affirmative action program for the Community Colleges System. Ensures compliance with Federal, State and University policies and procedures. Investigates grievances and complaints. Develops proactive programs and activities to address underutilization and to ensure the rights of protected individuals.

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.

- . Develops a strong, planning base derived from the University Strategic Plan and Master Plan, and an understanding of campus missions as articulated in the Campus Academic Development Plans.
- . Provides systemwide coordination and leadership in academic affairs in the areas of educational programs, intercampus and interagency relations, and special needs programs.
- . Provides assistance to colleges in their pursuit of their educational goals including: academic planning, program development, and institutional assessment.
- . Develops curriculum and programs to fulfill community education and vocational education needs.
- . Negotiates or participates in negotiating training contracts with agencies.
- . Works with senior systemwide and campus administrators, Board of Regents (BOR) and its committees, Legislative committees and their staffs and with City, State and Federal agencies and community groups.
- . Assists campuses in program, curriculum, and course development in fulfilling agencies' training needs.

Academic Support Services

- . Coordinates curriculum and program development through drafting academic policies and reviewing program proposals.
- . Coordinates and facilitates inter-campus and intra-campus program articulation.
- . Provides support for academic program management by reviewing program and degree proposals, assessing budget requests, and advising on academic personnel requests.
- . Undertakes research on selected academic program development issues.
- . Coordinates the development of federally funded vocational education activities and programs, and monitors their implementation.
- . Coordinates with the campuses, educational curriculum and academic programs by responding to community needs.

Academic Planning, Assessment and Policy Analysis

- . Coordinates the development of the academic program planning process.
- . Facilitates 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.
- . Prepares selected reports to facilitate the management of academic programs.
- . Supports program planning and evaluation by developing and maintaining an academic program database.
- . Conducts selected policy analysis studies.

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.

- . Develops planning and management systems to promote policy compliance within the Community College System.
- . Provides centralized support services in budgeting, fiscal, personnel, and external funding.
- . Participates at the policy level on collective bargaining contract negotiations and contract interpretation including the handling of grievances.
- . Contacts or coordinates 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.

- . Reviews, approves, if delegated, and processes administrative matters; conducts management and other studies; and issues required reports. Resolves problems and issues which have systemwide or inter-campus impact.
- . Coordinates all activities relating to the Capital Improvements Program (CIP), and repairs and maintenance projects of the Community Colleges.
- . Chairs the Community Colleges Computer Consortium Committee which establishes policy guidelines and coordinates the resources and efforts of the colleges for administrative and other uses.

Physical Facilities, Planning and Construction

- . Plans, organizes, and coordinates long- and short-range physical facilities plans for the Community College System.
- . Coordinates activities with private contractors, campus administrators, governmental inspectors and supervises and participates 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

- . Coordinates and directs data base management and analysis.
- . Develops the Community Colleges systemwide computer services and telecommunications programs.
- . Develops policies and procedures and administers them upon adoption.
- . Serves as liaison with the appropriate system office in coordinating the Community College activities in the respective areas.
- . Prepares and develops long-range plans and goals for Community College systemwide computer services and telecommunications program.

Budget and Planning

- . Coordinates, reviews, and prepares budgets and expenditure plans and reports required by the University, State and Federal governments.
- . Develops system budget and allocation plans.
- . Develops budgetary and control systems and procedures.
- . Conducts special studies and analysis affecting the budget.

Finance and Operations

- . Develops, reviews, and revises policies and operational fiscal affairs procedures.
- . Supervises the compliance of existing University and governmental policies and regulations on fiscal matters.
- . Coordinates, reviews and administers extramural contracts and grants.
- . Provides messenger and mail services to the various campuses.

Human Resources

- . Develops and directs the personnel system for the Community Colleges, which include reviewing proposed personnel actions, advising the Chancellor on the course of action, and final auditing of personnel, fringe benefits transactions and personnel appointments.
- . Provides overall systemwide leadership in the direction and goals for the personnel program, including development of personnel rules, policies and procedures and ensure appropriate implementation.
- . Serves as the Chancellor and Community Colleges' principal advisor in interpreting and administering provisions of the various collective bargaining contracts. Serves as grievance hearings officer.
- . Serves as principal liaison with the University System Office of Human Resources.

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.

- . Provides leadership and coordination to student services and continuing education systemwide planning and programming.
- . Provides leadership in developing programs interlinked with private sector businesses and the national and international community.
- . Coordinates resource development and alumni programs coordination.
- . Creates and maintains linkages with community and governmental agencies to assess and to fulfill community education and training needs.

Student Affairs

- . Develops and prepares Community College systemwide policy regarding student services.
- . Conducts analyses of student affairs policies and procedures to ensure programmatic consistency among campuses. Recommends resolution to identified problematic areas.

- . Serves as systemwide expert in interpreting and applying policies and procedures in exceptional or unique student affair cases.

Staff Development

- . Develops, plans and coordinates 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.
- . Identifies Community College faculty and staff goals, objectives, and directions to respond to these needs.
- . Develops and plans general criteria and guidelines for individual and class career pathing.

Community Affairs

- . Identifies and develops systemwide linkages with private sector businesses and industries to address their educational needs.
- . Develops and prepares Community College systemwide policy regarding community affairs.
- . Conducts analyses of community services policies and procedures to ensure programmatic consistency among campuses. Recommends resolutions to identified problematic areas.

Public Information

- . Develops and coordinates effective public information program for the Community College system.
- . Works with all facets of media, including the newspapers, television, radio, etc.
- . Prepares and develops public information documents, such as annual reports, news articles, magazine articles, etc.