

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
COMMUNITY COLLEGES
KAUA'I COMMUNITY COLLEGE**

FUNCTIONAL STATEMENTS

Provides two-year college transfer and general education programs, semi-professional, technical, vocational, and continuing education programs, and such other educational programs and services as are appropriate for residents of Kaua'i.

- . Offers vocational/technical programs which lead to certificates and Associate in Science degrees.
- . Offers a college transfer and general education program which lead to the Associate in Art degree.
- . Offers training in the related areas for the apprenticeship program in the building and construction trades and other apprenticeable trades.
- . Offers continuing education and training programs.

OFFICE OF THE PROVOST

The Office of the Provost is responsible for the overall management of the instructional, academic support, student services, institutional support and continuing education and training programs of the college.

- . Develops short- and long-range educational plans for the improvement and growth of the college.
- . Prepares biennial budget request for operating fundings and the capital improvements program.
- . Develops and issues policies governing the activities of the college.
- . Organizes the college's activities to define scope, relationships, responsibilities, and authority.
- . Selects, promotes, trains, and develops the college personnel who staff the various units.
- . Directs the college's operations by delegating, motivating, and coordinating the college's activities to bring about purposeful action toward desired objectives.
- . Directs the campus-wide management computing system.
- . Controls the college's activities by establishing a reporting system, evaluating programs, measuring results, and taking corrective action.
- . Serves as the primary liaison between and among higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups and community groups.

INSTRUCTIONAL SERVICES

The Office of the Dean of Instruction is responsible for the overall management of instructional and support areas of the college.

ACADEMIC MANAGEMENT

- . Develops and evaluates educational services, including the preparation and development of the Academic Development Plan and the Vocational Education Plan.
- . Develops policies relating to educational services and directs and coordinates the execution of such policies.
- . Coordinates class schedules and reviews class enrollments.
- . Participates in division meetings as well as meetings of advisory committees.
- . Assists in the development of curriculum and course materials.
- . Supervises, coordinates, and integrates the activities of Computer Services, Media Services, Library Services, the Learning Center, and the Cooperative Education program.

PERSONNEL MANAGEMENT

- . Recommends staffing plans for all academic programs and support areas.
- . Recruits and recommends selection of faculty members, APT, and clerical employees.
- . Directs, coordinates, and supervises orientation for new faculty and lecturers.
- . Organizes and administers in-service education and other professional development programs for all staff.
- . Conducts evaluation of the performance of personnel in the instructional and academic support areas and makes recommendations for continued employment, re-appointment, or separation.
- . Provides information to faculty and staff about professional development opportunities.
- . Administers a staff development budget.
- . Develops and oversees campus offerings which further professional and human resource development.
- . Develops and implements fall and spring orientation sessions for all faculty and staff.

FINANCIAL MANAGEMENT

- . Assists in the development and implementation of the instructional and academic support budget requests for both operating and capital construction requirements.

PLANNING

This function of the Dean of Instruction's Office provides strategic planning so that resources are allocated to effectively meet the needs of students, faculty, and community.

- . Assists the Provost in developing short- and long-range plans for the improvement and growth of the college.
- . Provides a link to the Accrediting Commission for Community and Junior Colleges through the service of the Accreditation Liaison Officer.
- . Coordinates and supervises the Accreditation Self-Study.
- . Supervises development of the campus Academic Development Plan and program and budget reviews.

COORDINATION

- . Establishes and maintains liaison with higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups, and community groups.

INSTRUCTION (Divisions)

Language, Arts and Humanities:
Mathematics/Science/Social Science; Trade
and Technology; Health Education; and
Business Education

The purpose of the instructional divisions is to group disciplines to facilitate coordination and supervision of instructors and activities. The divisions function to maintain administrative practices that meet the objectives of the college. Each division is served by a division chairperson who assists the Office of the Dean of Instruction in the following functions:

- . Participates in personnel matters relating to teaching assignments, recruiting, continued employment, re-appointment, or separation.
- . Prepares educational plans, including program reviews.
- . Assists in the development of courses, schedules, and catalog materials.
- . Assists faculty members to better serve students.
- . Assists in the development of the biennial budget for both operating and capital improvements requirements.

ACADEMIC SUPPORT

COMPUTER SERVICES

- . Coordinates computer services for the college, including hardware and software data base management and campus-wide networking, as well as management and maintenance of the VAX system and the microcomputers serving faculty, staff, and instructional labs.
- . Develops and maintains major systems, including systems analysis, systems design, application programming, systems testing, and systems installation.
- . Operates and supervises scheduling and control, equipment operation, production support, and data entry.
- . Provides technical support for data processing standards and training on software applications and basic hardware functions.

MEDIA SERVICES

- . Plans, coordinates, and administers the college's media program, assisting in the selection of materials and equipment, acquisition of media resources, and scheduling and maintaining media resources.
- . Provides support to college faculty and staff, as well as faculty providing instructional services to Kaua'i residents through HITS and through other institutions.

LIBRARY SERVICES

- . Provides all library services which include books, magazines, pamphlets, tapes, compact discs, video materials, films, slides, and other related materials.
- . Administers the total operations of the library by establishing library policies, preparing the operating and capital improvements budget, maintaining an internal organizational structure, evaluating and selecting library materials, and assisting faculty and students in the use of the library.
- . Provides services to support on-campus, off-campus, and cable TV offerings provided by the college as well as those HITS courses received by the college and those programs provided by other institutions and negotiated by the college.
- . Provides user services to the community.

LEARNING CENTER

- . Provides a variety of learning assistance services including assessment of learning strengths, styles, and problems; individualized text and computer-assisted instruction; tutorial assistance and collaborative learning activities; learning skills instruction; and individualized and small-group instruction on word processing software.
- . Offers workshops for students in various success-building skills.

COOPERATIVE EDUCATION

- . Offers students opportunities to explore or test out various off-campus work experience in industry and business so that individual potential and career grounding can be developed.
- . Supervises and evaluates student performance and progress on the job in cooperation with each student's employer.
- . Locates jobs, places students, evaluates students, and approves the experience as acceptable for college credit.

STUDENT SERVICES

The function of the Office of Student Services is to provide the necessary services related to the needs of students which are not directly instructional. The office plans, coordinates, and supervises student recruitment, testing, guidance, and placement. The office is also responsible for student governance, graduation, and student activities.

- . Provides all services related to student records.
- . Assists students at the college to adjust and solve problems.
- . Coordinates all financial assistance to students.
- . Maintains a program of counseling and guidance so that students will receive the maximum benefit 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.

ADMISSIONS OFFICE

The function of this office is to keep all records on every student who applies to the college, enrolls, and leaves the college.

- . Supervises all activities relating to the admission of all students to the college.
- . Coordinates all student information within the University Student Information System.

- . Registers 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.

COUNSELING AND TESTING

The function of this office is to assist students in their educational experiences at the college using individual and group counseling, advising, directing and disseminating information.

- . Assists students in adjusting to college requirements.
- . Provides counseling and testing services to assist students in their career goals.
- . Coordinates services of other agencies to assist students in attaining their goals.

STUDENT ACTIVITIES

- . Coordinates club and athletic activities.
- . Assists in the development of activities for student participation.
- . Assists the Associated Students of Kaua'i Community College in the conduct of their activities.
- . Disseminates information to the college community regarding guest speakers, and other student activities such as the May Day program, picnics and special entertainment.

FINANCIAL AID

This office is directly responsible for the student financial aid function of the college.

- . Supervises and manages the delivery of financial aid services to students seeking such assistance.
- . Maintains accurate records of financial aid transactions.
- . Reviews and disseminates information to prospective students while complying with federal and State statutes.
- . Provides on-campus student employment services.

ADMINISTRATIVE SERVICES

The Office of Administrative Services is responsible for supervision of budget

preparation and control, financial management, administration of non-academic personnel, planning and management of facilities, and auxiliary services.

- . Prepares the college's operating and capital improvements budget and administers the approved budget, including the maintenance of position control.
- . Supervises the Business Office on the purchasing of necessary supplies, equipment, and services.
- . Coordinates all personnel matters with the University's Office of Human Resources for the faculty and staff of the college.
- . Supervises the repair, maintenance, and the cleaning of the college's facilities and grounds.
- . Provides administrative support for the food service, parking, mail, telephone, and transportation activities.
- . Coordinates the administrative computing services for the college, including hardware and software data base management and campus-wide networking.

OPERATIONS AND MAINTENANCE

This office is responsible for the cleaning, repair and maintenance of all grounds and facilities on campus.

Grounds

- . Cleans and maintains all grounds on the college campus.

Buildings

- . Cleans all building facilities.

Maintenance/Sewage Treatment Plant

- . Maintains the operation of the sewage treatment plant.
- . Oversees the college parking program.
- . Oversees the college security program.
- . Maintains the electrical, plumbing, and air-conditioning systems of the college.

BUSINESS OFFICE

This office is responsible for the acquisition of services needed by the college in fulfilling its educational mission.

- . Assists all program units in purchasing supplies, equipment and services.

- . Maintains and accounts for equipment.
- . Controls all expenditures of college funds.
- . Receives and deposits all cash collected by the college.
- . Maintains accounting records and financial reports of the college.

HUMAN RESOURCES

This office is responsible for the human resources administration of the college:

- . Provides for training and staff development.
- . Oversees files for the personnel recordkeeping and transactions.
- . Maintains information on working conditions, salaries and fringe benefits, and employee benefits.
- . Coordinates the Recruitment and Equal Employment Opportunity/Affirmative Action Program.
- . Provides for classification, pay administration and contract interpretations.
- . Prepares and processes workers' compensation claims.

CONTINUING EDUCATION AND TRAINING

The Office of Continuing Education and Training administers all non-traditional programs, including non-credit instructional programs and activities, cultural programs, a 550 seat campus theater, an apprenticeship program, Elderhostel, and the regular credit summer session.

- . Provides programs and services which serves identified community needs; periodically assesses community needs to develop new courses and curriculum; recruits faculty, and implements courses in accordance with policies and procedures of the University and the State of Hawai'i.
- . Plans, develops and administers the delivery of continuing education and training programs which include non-credit courses, seminars, workshops, special credit program and workshops for professional competency.
- . Provides customized training to small businesses, governmental organizations and the visitor industry.
- . Works directly with community organizations, groups and individuals on various community advisory and planning committees/boards, and representatives of business, industry, labor, and governmental agencies to assess needs and interests in the college's instructional capabilities in order to establish appropriate educational programs related to, but exclusive of, the regular instructional program.

- . Provides technical support to faculty, students and staff in implementing continuing education and training or outreach activities, including the development of an understanding of community needs and the application of appropriate resources to meet those needs.
- . Prepares and executes the continuing education and training budget in accordance with State and University policies.
- . Maintains data and files required for reporting and evaluating program effectiveness.
- . Administers the Summer Session program, including the preparation of the schedule, advertising and coordination of day-to-day matters associated with the functioning of this program.
- . Plans, develops and coordinates public relations activities of the college within the prescribed University guidelines, as well as assist in the actual writing of media materials to promote a positive image of the college.
- . Schedules use of campus facilities for the evening program by the community in accordance with University policies and procedures.
- . Administers the apprenticeship and journeyworker upgrading programs by working with the appropriate trade unions and professional organizations.
- . Plans, develops and administers the Elderhostel program, including course and curriculum development, recruitment of temporary faculty, and implementation of the program.
- . Works with faculty members and community representatives to establish policies and procedures to make the theater operational. Conducts all administrative functions such as budgeting, hiring theater staff, purchasing and other related activities.
- . Provides cultural exhibits and performances which enrich the lives of Kaua'i residents.