

STATE OF HAWAII
UNIVERSITY OF HAWAII
HONOLULU COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Provides a comprehensive post-secondary education program in vocational/technical and liberal arts education.

- Offers vocational/technical programs which lead to certificates and Associate in Science degrees.
- Offers training in the related areas for the apprentice programs in the building and construction trades and other apprenticeable trades.
- Offers occupational programs which lead to certificates and Associate in Science degrees.
- Offers liberal arts programs which lead to the Associate in Arts degree.
- Offers continuing education and community service programs which may be non-credit or credit.

OFFICE OF THE PROVOST

The Office of the Provost is responsible for the orderly and proper functioning of Honolulu Community College. It is responsible for carrying out the objectives of the College.

Within the rules and regulations of the University of Hawai'i System, the Office of the Provost:

- Issues rules and regulations governing the activities of the College.
- Develops long-range plans for the growth and improvement of the College.
- Recommends appointments, tenure, leaves, terminations and promotions for all College personnel.
- Submits a College budget to the University System.
- Maintains liaison with other units of the University System and with other agencies such as the high schools, private schools, trade unions, advisory groups, and community groups.

INSTRUCTION

The Office of the Dean of Instruction is responsible for all activities which are related directly to instruction, teaching, learning, academic support services, and public service functions of the College. The office:

- Reviews all programs which have been in existence and all new programs proposed for implementation.
- Oversees the activities of the instructional staff to assure performance is at an acceptance level.
- Evaluates staff and program outcomes.

- Recommends to the Provost personnel transactions which relate to hiring, tenure, leaves, promotions, and terminations.
- Coordinates the development of the College's Educational Development Plan, vocational education state plan, and all accreditation reports.
- Coordinates with other University units all personnel matters which may have systemwide implications relating to implementation of personnel policies.
- Develops curriculum, courses and innovations in learning and teaching.
- Oversees special programs such as non-credit, apprentice training programs, journeyman upgrading, community service activities, federal training programs, externally-funded programs, and short-term training programs.
- Oversees the publication of the College catalog, class schedules, course schedules, and the regulation of new course offerings.
- Oversees the activities of four instructional divisions, a continuing education and training unit, and instructional support units.

Instruction Divisions (I, II, III and IV)

The purpose of the instructional divisions is to coordinate and supervise the activities of the instructors in both the liberal arts and vocational education programs. It is the function of the instructional divisions to maintain administrative practices to meet the objectives of the College and the University. The divisions:

- Review courses, curricula and instructions for improvement.
- Participate in all personnel transactions as they relate to hiring, tenure, leaves, promotion and termination.
- Prepare educational plans relating to the objective of the College.
- Assist in the development of courses, schedules, and catalog materials.
- Assist faculty members to better serve students at the College.
- Coordinate, with the assistance of other College units, support services, to provide the maximum benefits and services for students.
- Prepare program budgets and supervise expenditures.
- Assist private industry and government to plan educational programs.
- Prepare new program proposals and program reviews.

Continuing Education and Training

The purpose of the Continuing Education and Training Office is to prepare alternatives and recommendations regarding community service activities, implement community service programs, advise the Dean of Instruction regarding community problems and needs, external funding possibilities, and college-community relations. This office:

- Assesses the special post-secondary educational needs of the people in the geographical area which the College serves.
- Plans and implements educational programs, activities and/or service to meet educational needs.
- Coordinates, supervises, and/or directly administers those special instructional and counseling programs which are provided by the College to meet community needs.
- Identifies specific educational problems and when appropriate, seeks extramural funding to provide program to alleviate the problems.
- Provides ongoing evaluation of specialized programs.
- Assists in the coordination and development of non-credit educational programs.

Learning Resource Center

The purpose of the Learning Resource Center is to provide the necessary support services to instructors so that effective learning becomes meaningful and real.

- Reproduces and produces learning assistance materials.

Library

The purpose of the Library is to provide the necessary library support services to instructors and students so that effective learning becomes meaningful and real. The Library is responsible for all library services which includes books, magazines, pamphlets, audio tapes, video tapes, video materials, films, slides, and all other related materials. The Library is also responsible for providing a physical area with hours of operation appropriate for the research need of the students and faculty members of the College.

Acquisitions/Processing

The Library is responsible for the selection, ordering, receipt, processing and cataloging of all materials acquired for addition to the print and non-print collections.

Circulation

The Library is responsible for the circulation of all materials into and out of the Library. The section that was formerly responsible for the circulation of films and audio visual equipment has been combined with the section that is now responsible for the circulation of all materials: print, non-print, and audio visual equipment.

Reference

The Library is responsible for providing reference, research, and instructional services for the students and faculty members in order that they can locate the materials they need and be able to fully utilize the materials available in the College Library.

Learning Assistance Services

The purpose of Learning Assistance Services is to provide the necessary remedial services to assist students who have difficulty with college work. This unit:

- Provides remedial services in English and Mathematics.
- Provides instruction in basic study skills.
- Provides counseling and tutorial services.

STUDENT SERVICES

The function of the Office of the Dean of Student Services is to provide all the necessary and complementary services related to the needs of students which are not directly instructional. The services are to better enable students to succeed in their learning experiences, adjust to the College and seek future goals in a more orderly fashion. The Office of the Dean of Student Services:

- Provides all the services which relate to student records.
- Assists students at the College to adjust and solve problems.
- Coordinates all financial assistance to students so that students may complete their education.
- Maintains a program of counseling and guidance so that students will receive the maximum benefits 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.
- Supervises the Admissions, Registration, and Records Office; Guidance and Counseling Office; Financial Aid Office; and Student Activities Office.

Admissions, Registration, and Records

The Admissions, Registration, and Records Office coordinates the general functions of admissions, registration and record-keeping. This office:

- Supervises all activities relating to applications and admission of all students to the College.
- Coordinates all student information within the University Student Information System.
- Coordinates and is responsible for properly registering 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.

Guidance and Counseling

The purpose of the Guidance and Counseling Office is to help students who may be in need of assistance to solve problems which may not be directly related to the classroom activities. Academic and academically related counseling services through individual and group conferences, such as orientation and screening of new students, career exploration/development/placement are provided.

This office:

- Assists students in adjusting to college life through orientation as well as ongoing counseling services.
- Provides qualified/professional resource persons to provide services such as assistance with study/work habits, job search retention, and placement, self appraisals, career and life planning skills.
- Provides and assists in dissemination of information such as the use of college catalog and clarification of policies and regulations, or transfer information.
- Suggests referral to community sources for specific services, information, etc.
- Coordinates assistance to handicapped students, veterans and other special groups in instructional and counseling services.

Financial Aid

The Financial Aid Office provides financial assistance to supplement the resources of needy students to help pay for a college

education and to provide financial planning assistance. This office:

- Coordinates Federal and State financial aid programs.
- Serves as a liaison between students and scholarship donors.
- Contacts on-campus employers for job vacancies.
- Coordinates graduate follow-up and other surveys.

Student Activities

The Student Activities Office provides enrichment opportunities to students through social, cultural, recreational, athletic, and leadership experiences. This office:

- Advises the student government and other student organizations.
- Coordinates club and athletic activities.
- Supervises the expenditure of student activity funds.
- Serves as a liaison between student groups and College administration.
- Assists in the development of information regarding student affairs.
- Assists in developing policies relating to student conduct, behavior, and activities on campus.

The Health Office is responsible for the preventative and curative health concerns and related areas of the campus community. This office:

- Implements a health education, counseling, and care and treatment program.
- Coordinates the campus first aid program.
- Maintains health records and completes reports and studies as related to activities and functions of the Health Office.

ADMINISTRATIVE SERVICES

It is the function of the Office of the Director of Administrative Services to coordinate, administer and supervise all administrative activities of the College which includes budgeting (operations and CIP), purchasing, disbursing, financial reporting control of all types of funds, human resources, and operations and maintenance. This office:

- Prepares, processes, and records all human resources and payroll actions.
- Oversees operations and maintenance of all physical facilities and properties of the College, including janitorial, maintenance, groundskeeping, security, inventory, and safety.
- Oversees Auxiliary Services including parking lot service; food service; vending machines; communication, mail and messenger service; and motor pool.
- Provides long-range policy planning, supervision, and program evaluation.
- Provides computer services.

The business affairs activity of the College is organized functionally as follows:

Operations and Maintenance

This office is responsible for maintenance of all grounds and facilities on campus. This office:

- Cleans the grounds, buildings, and facilities.
- Makes minor repairs and provides for the upkeep of the grounds.
- Assists in the maintaining of health, safety and sanitation standards.
- Provides security on campus.
- Develops and maintains the preventative maintenance program for the College facilities and equipment.

Business Office

This office:

- Controls all expenditures of all projects: general funds, special funds, federal, and extramural funds, by certifying as to their availability and compliance to fiscal policies.
- Assists and screens all federal proposals for compliance with federal guidelines and UH policies.
- Oversees the purchasing of all supplies, equipment, and services for the entire College.
- Processes and handles all payroll for the College including discrepancies, changes, and hires.

- Oversees the accounting procedures for the entire College.
- Provides for the orderly delivery of mail, as well as the processing of all outgoing mail.
- Prepares all financial reports and statements for federal projects.
- Handles all disbursing functions.
- Establishes and maintains account numbers for the entire College: federal, special, general, and agency funds.
- Screens all travel requests and completions for compliance with UH policies.
- Checks that the College's supply room is adequately stocked.
- Provides for the orderly operations of the Administrative Word Processing Center.

Human Resources

This office is responsible for the administration of the following personnel matters:

- Provides training and staff development.
- Maintains and handles personnel recordkeeping and transactions.
- Maintains information on working conditions, salaries and fringe benefits, and employee benefits.
- Oversees recruitment and Equal Employment Opportunity/Affirmative Action programs.
- Handles classification, pay administration, and contract interpretations.
- Reviews and processes workers' compensation claims.

Administrative Services - Employment Training Center (ETC) Support

The Honolulu Community College's Office of the Director of Administrative Services will provide administrative support services required by ETC. The State Director and Assistant State Director will maintain fiscal and personnel authority, and will control program budgets and program hiring. The Director of Administrative Services at Honolulu CC will act as an advisor to ETC's administration for program budgeting, resource development, and facilities planning. ETC will provide for on-site preparation and processing of documents and liaison services required in support of the full range of administrative services provided by Honolulu CC.

- Under the direction of ETC, Honolulu CC's Office of the Director of Administrative Services will administer and execute fiscal operations, including budget maintenance, accounting, disbursing, contract and grants fiscal management, procurement, payment, etc.
- Under the direction of ETC, Honolulu CC's Office of the Director of Administrative Services will administer and execute personnel functions, including the processing of personnel transactions, assuring that the personnel actions are in compliance with applicable University and State regulations, and collective bargaining agreements.
- Under the direction of ETC, Honolulu CC's Office of the Director of Administrative Services will supervise property and inventory activities and maintain inventory records.
- With the arrangement of ETC programs being delivered on the individual community college campuses, each host campus will provide for basic cleaning and maintenance of grounds and buildings. Host campuses will also provide security to ensure the safety of the facility users and the assets of the State.