

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COMMUNITY COLLEGE SYSTEM  
WINDWARD COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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

- ◊ Offers liberal arts course work which leads to the Associate in Arts degree and lower division preparation for baccalaureate degrees.
- ◊ Offers vocational/technical course work which leads to certificates and/or to the Associate in Science degree.
- ◊ Offers occupational course work which leads to certificates and/or to the Associate in Science degree.
- ◊ Offers continuing education and community service programs of both the non-credit and credit variety.

**OFFICE OF THE PROVOST**

The Office of the Provost is responsible for the orderly and proper functioning of Windward Community College. The Office is responsible for directing all aspects of the administration and development of the College in order that the College fulfills its mission.

Within the established policies and procedural guidelines of the University of Hawaii and applicable Federal and State statutes, the Office of the Provost oversees the management and operations of the College in the following functional areas:

- ◊ Curriculum and instruction.
- ◊ Library and media services.
- ◊ Student services including admissions and records, academic and career counseling, student activities, financial aid, and job placement.
- ◊ Finance, accounting, budgeting, word processing, and copying services.
- ◊ Personnel transactions and records.
- ◊ Physical plant and grounds, including parking and security.
- ◊ Community services.

Additionally, the Office of the Provost is responsible for the following functions:

- ◊ Issues campus policies and guidelines governing the activities of the College.
- ◊ Recommends the hiring, tenuring, promotion, leave-taking, and termination of personnel.

- ◊ Submits the recommended biennial and supplemental budgets.
- ◊ Maintains liaison with other campuses of the University, post-secondary education institutions within the service area of the College, agencies such as secondary and trade schools, community groups, and State and County officials or representatives.
- ◊ Advises the Chancellor for Community Colleges on matters of campus and system-wide concern.
- ◊ Facilitates the staff development program of the College.

#### INSTRUCTION

The Office of the Dean of Instruction is directly responsible for all of the functions concerned with credit instruction, academic support services, and extramural grants. This includes the following:

- ◊ Evaluates instructional programs consistent with the Educational Development Plan of the College.
- ◊ Develops and coordinates all new instructional program proposals and reviews on-going instructional programs.
- ◊ Evaluates outcome of instructional programs.
- ◊ Coordinates personnel action which relate to hiring, tenure, leaves, promotion, and termination of faculty and staff within above program areas.
- ◊ Prepares the instructional and academic support budget and allocations, and controls expenditures.
- ◊ Coordinates the development and periodic review of the Educational Development Plan, Vocational Education State Plan, and all accreditation reports.
- ◊ Coordinates with other University units on faculty personnel matters which may have system-wide implications.
- ◊ Develops curriculum and innovations in learning and teaching.
- ◊ Publishes the College catalog, class schedules, and the regulating of course offerings.
- ◊ Coordinates extramural grant proposal development.
- ◊ Coordinates all learning assistance center activities.
- ◊ Administers academic computing.

#### Instructional Divisions (I and II)

Each instructional division is responsible for the development, supervision, and improvement of instruction and curricula of selected disciplines which comprise that division. This includes the following:

- ◊ Supervises the division curriculum and instruction.
- ◊ Coordinates the preliminary scheduling, classroom assignments, and development of the catalog descriptions for courses and programs.
- ◊ Provides clerical assistance as may be required by faculty for support of instruction.
- ◊ Prepares reports and conducts program evaluations and reviews.
- ◊ Updates educational plans.
- ◊ Assists, supervises and develops special projects related to expertise within the disciplines.
- ◊ Plans budget and reviews expenditure of disciplines within the Division.

#### Library

The Library is responsible for the organization, development, and control of all aspects of the Library which includes staffing, materials, maintenance of recognized library standards, and presenting its budget requirements. This includes the following:

- ◊ Acquires an adequate collection of library materials including books, periodicals, audio tapes, video materials, films, slides, and related materials.
- ◊ Plans and develops long- and short-range goals of library services.
- ◊ Keeps apprised of new developments in library technology and equipment, and evaluates their applicability to instructional needs.
- ◊ Plans budget and reviews expenditure of library funds.
- ◊ Operates the Automated Library System at Windward Community College.

#### Media Production Center

The Media Production Center plans, organizes, and administers the educational media services for the College. This includes the following:

- ◊ Provides information, advises, and assists faculty on various instructional methodologies utilizing multi-media for more effective learning.
- ◊ Maintains a basic resource of equipment, materials, and facilities for circulation, previewing, listening, and production services for classroom teaching and general support activities.

- ◊ Conducts demonstrations to familiarize faculty and students with available equipment to enable them to operate the equipment.
- ◊ Serves as liaison to faculty, staff, and educational agencies for interchange of ideas and resources involving audiovisual media including workshops, institutes, projects, or research.
- ◊ Assists program heads in formulation of budget requirements and matters related to instructional media.

#### **STUDENT SERVICES**

The Office of the Dean of Student Services is responsible for planning, implementing, and evaluating those supportive student services which are designed to complement the instructional programs of the College, thus enabling students to benefit more fully from their college experiences. This includes the following:

- ◊ Implements University and campus policies affecting the general welfare of students.
- ◊ Plans and supervises admissions, registration and student record services; financial aid counseling; academic advising services; co-curricular activities; job placement services; and the alumni affairs programs.
- ◊ Creates and maintains all official student records.
- ◊ Assists students in their adjustment to college by understanding their needs, interest, and their pursuit of personal self-development programs.
- ◊ Assists students in meeting the costs associated with enrolling at the College.
- ◊ Assists students in determining their academic and career goals and advises them regarding educational requirements.
- ◊ Advises student organizations in the conduct of activities and supervises the expenditure of mandatory student activity and publication fees in accordance with approved budgets and University policies, through the co-curricular program.
- ◊ Assists students who have special needs, such as the academically disadvantaged, handicapped, veterans and non-native speakers, to receive the necessary services.
- ◊ Assists students seeking to transfer to other colleges upon termination of enrollment.
- ◊ Provides job placement services both on- and off-campus which includes pre-employment orientation, development of employment opportunities, listing of job opportunities, follow-up surveys on college leavers/graduates and alumni relations.

#### Admissions and Records

This office is directly responsible for the student admission, registration, and academic record functions of the College. This includes the following:

- ◊ Coordinates all activities associated with receiving applications, admitting, and registering students for college.
- ◊ Manages the student information systems data.
- ◊ Disseminates consumer information regarding academic programs and admission requirements to prospective students.
- ◊ Assures all grades issued by instructors are properly recorded and students properly notified.
- ◊ Maintains accurate records of all students and certifies course completion/evaluation.

#### Guidance and Counseling

This office is directly responsible for the guidance and counseling functions of the College. This includes the following:

- ◊ Provides pre-college information, testing, and orientation of new students.
- ◊ Provides outreach services to educationally and culturally "disadvantaged".
- ◊ Provides career guidance services.
- ◊ Provides academic advisement and transfer evaluation services.
- ◊ Provides special services to students who are handicapped or are veterans.

#### Financial Aid

This office is directly responsible for the student financial aid functions of the College. This includes the following:

- ◊ 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 affecting same.

#### Special Student Services

This office is directly responsible for providing support services to the Special Services Project and

students of the College and is funded through external means. This includes the following:

- ◊ Administers the peer tutorial program, including the selection, training, and supervision of tutors.
- ◊ Extends special assistance to the handicapped, including those who are learning disabled, for whom testing services are coordinated with cooperating agencies.
- ◊ Provides assistance to the Learning Assistance Center (LAC) by providing for and conducting study skills and personal development workshops for the LAC participants.
- ◊ Administers the Return-to-Academics program (RAP) for students on academic probation by providing assistance in designing an individual educational and support program with the intention of returning to good academic standing.
- ◊ Recruits economically and culturally disadvantaged students and provides information on the College and its resources, including financial aid, career counseling, and special programs.

#### **ADMINISTRATIVE SERVICES**

The Office of the Director for Administrative Services administers, coordinates, and supervises various administrative support services and activities of the College. This includes the following:

- ◊ Coordinates CIP planning and maintains liaison between the College, contractors, State Department of Accounting and General Services, and the University of Hawaii Facilities Planning Office.
- ◊ Develops the biennial and annual budget.
- ◊ Develops the expenditure plan and maintains fund control.
- ◊ Provides for cashiering and disbursement of funds, certifies availability of resources and propriety of expenditures.
- ◊ Administers human resource management
- ◊ Administers administrative computing.
- ◊ Maintains facilities and grounds for preservation, safety, and health.
- ◊ Provides other auxiliary services such as the Bookstore\1, vending machines, lunch wagon, mail, and telephone services.

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\1 NOTE: The Bookstore is a branch of and under the operational control of the UH Manoa Bookstore.

Business Office

This office is directly responsible for cashiering, purchasing, disbursing, and mail for the College. This includes the following:

- ◊ Collects and records payment for tuition, fees and fines; issues receipts; and credits proper account.
- ◊ Procures goods and services.
- ◊ Prepares contract specifications for acquisition of goods and services that require formal bidding.
- ◊ Prepares reimbursements in accordance with University policy for the payment of goods and services using the imprest checking and petty cash accounts.
- ◊ Coordinates U.S. and campus mailing services.

Human Resources

This section is responsible for the human resource management, recordkeeping and personnel transactions for the College. This includes the following:

- ◊ Monitors the recruitment process to ensure compliance with established procedures and the Equal Employment Opportunity/Affirmative Action (EEO/AA) policy.
- ◊ Assists with position classification, pay administration, and contract interpretations.
- ◊ Administers workers' compensation, temporary disability insurance, and other employee benefit programs.
- ◊ Updates organizational charts.
- ◊ Provides on-campus student employment services.

Computing and Data Processing

This section is responsible for the management and maintenance of the central computing and data processing equipment and software for the College's administrative programs. This includes the following:

- ◊ Develops and maintains the information system which includes systems analysis, systems design, application programming, systems testing, and systems installation.
- ◊ Oversees scheduling and control, equipment operation, production support, and data entry.
- ◊ Develops standards and provides technical support for data processing, technical assistance, and training.

Operations and Maintenance

This section is responsible for the maintenance of all facilities and grounds on campus. This includes the following:

- ◊ Performs custodial and groundskeeping services.
- ◊ Performs minor repairs and upkeep of physical plant facilities.
- ◊ Maintains inventory control and recordkeeping.
- ◊ Provides transportation services.
- ◊ Provides campus security.
- ◊ Performs preventative maintenance program for college facilities and equipment.
- ◊ Conducts programs to maintain health, safety, and sanitation standards.

CONTINUING EDUCATION AND TRAINING

The Office of the Director of Continuing Education & Training promotes, implements, and publicizes all non-formal, including non-credit instructional programs and activities and the regular credit summer session. This includes the following:

- ◊ Delivers programs and services effectively in serving identified community needs.
- ◊ Plans, develops, and administers the delivery of continuing education programs which includes non-credit courses, special credit programs, workshops for professional competencies improvement, and cultural exhibits and performances which are designed to enrich the lives of Windward residents.
- ◊ Develops procedures and activities for faculty, students, and community members to assume a participatory role in the planning for the continuing education programming, which includes the development of staff support to a Continuing Education and Training Advisory Committee.
- ◊ Works directly with community organizations, groups, and individuals in Windward, Oahu; various community advisory boards and planning committees; and representatives of business, industry, labor, and governmental agencies to assess the 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 executing community services or outreach activities, which includes the development of understanding community needs and the application of appropriate resources to meet those needs.



- ◊ Recruits temporary faculty to teach non-credit courses in accordance with policies and procedures of the University and State of Hawaii.
- ◊ Prepares and executes the program's budget in accordance with University and State policies.
- ◊ Maintains data and files required for reporting and evaluating effectiveness of program.
- ◊ Administers the Summer Session program which includes advertising, and coordinating of day-to-day matters associated with the functioning of this program.
- ◊ Plans, develops and coordinates the public relations activities within the prescribed University guidelines.
- ◊ Schedules community use of campus facilities in accordance with University policy.
- ◊ Supervises and operates the central duplicating services.
- ◊ Operates the Fujio Matsuda Technology Training and Education Center at Windward Community College.