

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HONOLULU COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Honolulu Community College is committed to a comprehensive offering of technical-occupational and liberal arts programs and continuing education courses. The College offers open-door admissions and equal opportunity for all students regardless of their prior educational experience, quality teaching, affirmative action for non-traditional students, and responsiveness to the community's needs for up-to-date technical training. The College's philosophy is based in a belief in:

- Education as a lifelong process
- Universal access to quality higher education
- A learning-centered environment
- Promotion of citizenship and individual community involvement
- Continuous evolution to ensure that students are prepared for the realities of participation in an ever-changing society.

The mission of Honolulu Community College is to:

- Serve the community as an affordable, flexible, learning-centered, open-door comprehensive community college that meets the post-secondary educational needs of individuals, businesses, and the community.
- Serve the Pacific Rim as the primary technical training center in areas such as transportation, information technology, education, communications, construction, and public and personal services.

The College offers credit and non-credit programs in a variety of liberal arts and occupational-technical areas. The College currently offers or is authorized to offer the Associate in Arts degree, Associate in Science degree, Associate in Applied Science degree, Associate in Technical Studies degree, Certificates of Achievement, and Certificates of Completion, Academic Subject Certificates, and Certificates of Attendance. The College also provides a variety of short term credit and non-credit education and training programs. Non-credit offerings include apprenticeship and journeyworker training, certificated training in advanced technologies, and other general interest and occupational classes. The College's program areas include the University College (liberal arts), Transportation and Trades, Communication and Services, and the College Skills Center (remedial and developmental education). Some of the specific degree and certificate offerings, such as those in Aeronautics Maintenance Technology; Boat Maintenance and Repair; Commercial Aviation; Computing, Electronics, and Networking Technology; Cosmetology; and Occupational and Environmental Safety Management are available only through Honolulu Community College.

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OFFICE OF THE PROVOST

The Office of the Provost is responsible for encouraging and maintaining a successful learning environment for all students. The Office of the Provost responds to the needs of the community and ensures an environment that provides professional growth and development of the faculty and staff. Furthermore, the Office of the Provost provides general direction for all college administration and development; plans, organizes, and directs the institution's academic and support programs in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

- Campus planning and research
- Academic program development and delivery, including credit and degree programs and non-credit training programs and related support services
- Management of curricula, programs, and articulation with external colleges and organizations
- International Affairs
- Student Services
- Library and Learning Resources, and other learning assistance services
- Information and Media Technology Services
- Public affairs, marketing, and public information
- Resource Development, including fund raising
- Finance, accounting, and budgeting
- Human resource management
- Physical plant management, including parking and security
- Institutional Research
- Accreditation Process

Public Affairs and Resource Development

The Public Affairs and Resource Development Office is responsible for public affairs, institutional advancement, and public relations related to the College as a whole and for assistance to individual programs as requested. The Public Affairs and Resource Development Office:

- Establishes and maintains community relationships through executive advisory committees, community boards, business constituents, and legislative and executive branches of government
- Coordinates activities associated with marketing and image development
- Develops and executes strategies to supplement the state-funded budget
- Promotes partnerships and other collaborative efforts to maximize College resources
- Administers the College's University of Hawaii Foundation accounts

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- Develops and promotes a consistent organizational image to target groups, community clients, supporters, and other beneficiary groups
- Assesses the educational needs of people in the College's immediate geographic area and assists other units to meet the needs.
- Provides protocol and serves as liaison in CC system-wide initiatives
- Develops materials, provides public contact, and coordinates special events that support the College and its units in attracting, servicing, and maintaining relations with target groups
- Promotes private fund development and donor relationships
- Develops and implements applicable policies and procedures for distribution of private gifts to the College
- Coordinates extramural grant proposals

International Affairs and Development

The International Affairs and Development Office is responsible for the coordination and development of international programs at Honolulu Community College and for assisting in the advancement of the role of the University of Hawaii in international education.

The International Affairs and Development Office:

- Develops and implements customized contract training for international institutions, businesses and governmental organizations
- Develops educational partnerships, bilateral agreements and alliances with foreign governments, educational institutions, colleges, universities, and agencies
- Coordinates recruitment and student support activities for international students
- Coordinates international education initiatives, including curriculum development, international workforce development, and other programs supporting international education
- Ensures compliance with applicable federal and state laws, and university/college policies, rules, and regulations

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ACADEMIC AFFAIRS

Academic Affairs is responsible for instructional programs at the College that are not designated as advanced technology or aviation. Academic Affairs is composed of three instructional units, (the University College, Transportation and Trades Programs, and Communication and Services Programs) and five support units (Student Services, Management Information and Research, the College Skills Center, the Educational Media Center, and the Library).

Office of the Dean of Academic Affairs

The Office of the Dean of Academic Affairs is responsible for all activities that are related directly to instruction, student services, management information and research, and other academic support service functions of the College. The Office of the Dean of Academic Affairs:

- Oversees the activities of the instructional staff to assure performance is at an acceptance level
- Supervises and evaluates staff and program outcomes
- Recommends to the Provost personnel transactions that relate to hiring, leaves, evaluations, and terminations
- Coordinates with other University units all personnel matters that may have system-wide implications relating to implementation of personnel policies
- Coordinates the development of the College's Academic Development Plan and the vocational education state plan
- Oversees program review activities
- Oversees the overall development of credit curriculum, courses and innovations in learning and teaching and ensures compliance with College and University rules and regulations regarding course and program approvals
- Oversees academic affairs activities, including credit and non-credit offerings, apprentice training programs, journeyworker upgrading, continuing education, federal training programs, other externally funded programs, and short-term training programs, learning assistance, remedial or pre-program communication and mathematics education, educational media, and library operations
- Oversees student services activities
- Oversees the publication of the College catalog, class schedules, and the regulation of new course offerings
- Oversees the activities of Student Records, Institutional Research, and Administrative Computing
- Coordinates and manages all internal and external credit and degree articulation agreements
- Provides leadership and coordinates activities related to teaching and student learning
- Oversees the preparation of budget requests and expenditures

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- Develops internal academic policies and ensures compliance with established policies, procedures, and laws

University College

The University College is responsible for the Liberal Arts Program and Off-Campus Programs.

Liberal Arts

The University College is responsible for the Liberal Arts program and for delivery of the Associate in Arts degree, development and delivery of integrated curriculum for and with the other instructional units, planning and delivery of off-campus programs, planning and delivery of distance education courses, and the design and delivery of noncredit, general education courses and workshops to business, industry, and the general public. The unit manages both credit and non-credit instruction in its areas of responsibility. The University College:

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.
- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty
- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer
- Maintains data and files required for reporting and evaluating program effectiveness
- Develops plans for the Division, including the division level activities in the College Academic Development Plan and plans to meet student and employee needs, and adjusts plans to reflect changing conditions and policies
- Assists faculty members to better serve students
- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students
- Prepares program budgets and supervises expenditures
- Coordinates distance education

Off-Campus Programs

The Off-Campus Programs Office implements the agreements between the College and military services to provide credit instruction to military personnel, their dependents and civilians at military facilities. This office:

- Implements the agreements between the College and military services to provide credit instruction
- Provides on-base services to military and civilian students on military facilities, including assisting with applications, registration, scheduling, publication of schedules, and recordkeeping
- Assists in recruiting faculty members to teach in off-campus programs
- Coordinates with the College bookstore to ensure that the off-campus programs have the appropriate books and instructional materials

- Coordinates with the College counseling unit to ensure that off-campus students have access to counseling services

Transportation and Trades

Transportation and Trades Programs include Cooperative Education, all construction, applied trades, apprenticeship/journeyworker training, and transportation programs with the exception of aviation. Cooperative Education is available in both occupational-technical and liberal arts areas. The unit manages both credit and non-credit instruction in its areas of responsibility. The Transportation and Trades unit:

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.
- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty
- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer
- Maintains data and files required for reporting and evaluating program effectiveness
- Develops plans for the Division, including the division level activities in the College Academic Development Plan and plans to meet student and employee needs, and adjusts plans to reflect changing conditions and policies
- Assists faculty members to better serve students
- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students
- Prepares program budgets and supervises expenditures

Communication and Services

Communication and Services Programs include communications programs and public and personal services programs. The unit manages both credit and non-credit instruction in its areas of responsibility. The Communications and Services unit:

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.
- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty
- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer
- Maintains data and files required for reporting and evaluating program effectiveness
- Develops plans for the Division, including the division level activities in the College Academic Development Plan and plans to meet student and employee needs, and adjusts plans to reflect changing conditions and policies
- Assists faculty members to better serve students

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- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students
- Prepares program budgets and supervises expenditures

Student Services

Student Services is responsible for planning, developing, and implementing various support services that are applicable to students or potential students across the academic programs. Services are provided to enable students to succeed in their academic experience, to adjust to the College, and to seek future goals in an orderly fashion. The units of Student Services are Admissions and Counseling, Financial Aid, Student Life and Development, and Student Health Services. The Student Services unit:

- Participates in recruiting, hiring, leaves, improvement, evaluation and termination of faculty and staff
- Develops unit plans
- Assists staff to better serve students
- Prepares unit budgets and supervises expenditures

Admissions and Counseling

Admissions and Counseling is responsible for providing admission services as well as academic and academically related counseling services. This office:

- Coordinates student admission and disseminates information to prospective students, including counseling
- Manages registration of new students into credit programs
- Assists students in adjusting to college life through counseling services
- Provides academic and career counseling services
- 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 resources for specific services, information, etc.
- Coordinates assistance to special target groups
- Evaluates academic credentials for students
- Provides counseling support services to enable students with disabilities to succeed
- Performs graduation audits and approves students for graduation
- Manages student employment programs

Financial Aid

The Financial Aid Office provides financial assistance to supplement the resources of qualified students to help pay for a college education and to provide financial assistance. This office:

- Coordinates Federal, State, and private financial aid programs, including student loans, scholarships, grants, tuition waivers, and work-study employment
- Serves as a liaison between students and scholarship donors
- Provides financial aid counseling and assistance for students

Student Life and Development

The Student Life and Development Office provides enrichment opportunities to students through social, cultural, recreational, and leadership opportunities. This office:

- Coordinates and presents student orientations
- Oversees the activities of the Student Media Board, which publishes the student newspaper and literary magazine
- Advises student government and other chartered student and special needs organizations
- Plans and coordinates co-curricular, 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

Student Health Services

The Student Health Services Office is responsible for preventive and curative concerns and related areas of the campus community. This office:

- Implements programs to ensure that the College complies with government health requirements, including immunizations and disability policies
- Maintains health records and completes reports and studies as related to activities and functions of the Student Health Services Office
- Manages disability documentation
- Coordinates the campus first aid program
- Implements a health education program

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Management Information and Research

The Management Information and Research (MIR) Office is responsible for management information, institutional research, student records, and administrative computing. This office:

- Coordinates the preparation of the college catalog, schedules of classes, and other instructional and registration information
- Coordinates the development of internal policies and operational procedures relating to instruction, registration, and personnel
- Manages databases for the College's student information system

Institutional Research

The Institutional Research Office is responsible for designing and conducting appropriate institutional research and for preparing reports for various constituencies. This office:

- Manages and directs the collection and analysis of institutional research data and its use in management decisions
- Develops methodologies and procedures for gathering internal and external data
- Prepares management information reports and other institutional research
- Establishes policies and direction for proper evaluation and accountability
- Ensures that all College units have access to objective and current information

Student Records

The Student Records Office is responsible for record keeping of all students and registration for continuing students in credit programs. This office:

- Manages registration for continuing students in credit programs
- Maintains student records for both credit students and non-credit students whose transactions are processed by other offices
- Assures that grades are properly recorded and students are notified
- Certifies student enrollment
- Orders diplomas and notifies students of graduation status

Administrative Computing

The Administrative Computing Office is responsible for the development, operation, and maintenance of computer systems and applications for administrative functions. This office:

- Maintains administrative computer hardware and software, programming, and related planning
- Supports the management information system, including student information and research

- Evaluates and makes recommendations on the purchase of hardware and software
- Develops and implements applicable policies and procedures

College Skills Center

The College Skills Center is responsible for providing remedial and related services to assist students who have difficulty with college work. The unit manages both credit and non-credit instruction in its area of responsibility. This office:

- Offers communication and math instruction to prepare students to enter technical-occupational or liberal arts programs
- Provides instruction in basic study skills
- Provides counseling and tutorial services
- Administers placement testing
- Provides student learning assistance such as access to computer labs, study rooms, make-up testing, and other learning assistance
- Administers certification testing
- Provides or arranges services to students with disabilities, including testing and accommodations
- Offers open entry/open exit communication and math instruction to prepare students to enter technical-occupational or liberal arts programs
- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.
- Recommends class schedules, faculty assignments, classroom assignments during the academic year and during the summer
- Maintains data and files required for reporting and evaluating program effectiveness
- Develops plans for the unit, and adjusts plans to reflect changing conditions and policies
- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students
- Recommends program budgets and supervises expenditures

Educational Media Center

The Educational Media Center is responsible for planning, developing, and delivering high quality media resources for faculty, administration, and student organizations. This office:

- Supports the development and delivery of distance education using a variety of media, such as broadcast television, cable television, web-based instruction, or other forms of digital delivery
- Supports curriculum innovation using computers or media technology in the classroom

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- Supports instructionally related website design and development
- Operates the printshop and provides graphics services
- Coordinates and produces graphics, print, and audio-visual materials for instructional and administrative uses
- Maintains and repairs media and computing equipment, including the development and implementation of preventive maintenance programs
- Trains faculty and staff in use of media
- Works with college program heads to formulate media-related budget requirements
- Develops and implements applicable policies and procedures

Library

The Library is responsible for planning, developing, and delivering a variety of educational resources, information, and learning services that are applicable across various academic programs. The Library:

- Acquires, maintains, and disposes of library materials and information in both print and non-print forms
- Catalogs and classifies all new material
- Develops online materials for use by students enrolled in both on-campus and off-campus courses
- Consults with faculty on resources related to their learning goals
- Performs reference functions:
 - Assists users to find information
 - Answers questions
 - Provides instruction in use of library material and information services
- Provides access to online catalogs and other means to locate information
- Coordinates automated activities with other libraries, vendors and external specialists
- Maintains hardware and software of several systems used in performing library functions
- Maintains, edits, and corrects records in the bibliographic database
- Manages the circulation processes for loan of information materials including collecting fines
- Develops and implements applicable policies and procedures

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PACIFIC CENTER FOR ADVANCED TECHNOLOGY TRAINING (PCATT)

The Pacific Center for Advanced Technology Training (PCATT) serves as a unit of the College and as a Center with statewide responsibilities. PCATT is responsible for developing and providing training in advanced technology applications which enhance economic and workforce development programs and initiatives in the State of Hawaii and in the Pacific Rim. PCATT is composed of Advanced Technology Business Development & Training, Faculty Development, and the Information Technology Center. PCATT:

- Provides leadership to the overall advanced technology development of the College
- Ensures compliance with applicable University regulations regarding advanced technology functions
- Manages business-oriented advanced technology projects
- Plans and coordinates advanced technology development for the University of Hawaii Community Colleges in service to the State of Hawaii and other areas of the Pacific
- Recommends to the Provost personnel transactions that relate to hiring, leaves, evaluations, and terminations
- Supervises and evaluates staff and program outcomes
- Prepares unit budgets and supervises expenditures

Advanced Technology Business Development and Training

The Advanced Technology Business Development and Training unit is responsible for supporting the Community College (CC) system-wide PCATT organization. This unit:

- Develops business relationships
- Develops, and delivers PCATT non-credit training
 - Plans, develops curricula, and implements non-credit courses and community service programs
 - Plans, develops curricula, and implements contract training
 - Schedules and assigns classrooms
 - Recruits temporary faculty to teach courses
 - Allocates the budget and controls the expenditures for non-credit instructional programs
 - Registers non-credit College students
- Markets non-credit and credit advanced technology education and training
 - Publishes schedule of courses and events for the Community Colleges system
 - Publishes non-credit schedule for the College

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- Operates the Matsuda Center
- Develops and delivers high-end technical training to business and industry
- Delivers certification programs in specific industries
- Offers demonstrations of high technology capabilities and applications
- Coordinates the hiring of instructors and facilities use requests
- Develops and operates new programs

Faculty Development

The Faculty Development unit is responsible for providing faculty training at three levels: CC system-wide for PCATT affiliated faculty, college-wide for College faculty, and specific support for College advanced technology activities. This unit:

- Coordinates training events for CC system-wide and local PCATT affiliated faculty and upgrading of skills for trainers
- Provides training in instructional skills for credit and non-credit faculty
- Develops and coordinates workshops and instructional material to prepare technical instructors for special and contract programs

Information Technology Center

The Information Technology Center is responsible for providing computing facilities, maintaining the campus network, and supporting the College with emphasis on instructional programs. The Center:

- Plans and maintains non-administrative computing infrastructure, including local area networks and Internet access
- Provides campus-wide network services
- Manages instructional and open computer labs
- Acquires and maintains records of hardware and software
- Provides training for students in advanced technology
- Provides technical assistance to the faculty and the staff except for administrative computing

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PACIFIC AEROSPACE TRAINING CENTER (PATC)

The Pacific Aerospace Training Center (PATC) is responsible for aerospace programs that lead to certificates or degrees, for developing other aerospace credit or non-credit programs, and for maintaining aerospace-related facilities needed to support the aerospace business activity in the State of Hawaii and in the Pacific. The PATC:

- Administers credit and Federal Aviation Administration (FAA) certification programs in aeronautics maintenance technology and commercial aviation
- Manages and operates aeronautics maintenance and commercial aviation training facilities at Honolulu International Airport and Kalaeloa
- Develops and coordinates resources with partners and vendors in aeronautics industry for training and equipment beyond state and College assets
- Develops training to meet air carrier and student needs for state, national, and international clients.
- Seeks and develops partnerships and business relationships with government, commercial, and private organizations to promote training opportunities
- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.
- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty
- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer
- Maintains data and files required for reporting and evaluating program effectiveness
- Develops plans for the Division, including the division level activities in the College Academic Development Plan and plans to meet student and employee needs, and adjusts plans to reflect changing conditions and policies
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ADMINISTRATIVE SERVICES

Administrative Services is composed of Operations and Maintenance, the Business Office, the Human Resources Office, and Telephone Services. In addition to the functions carried out by these units, the Office of Administrative Services coordinates the development of the College budget and, for Administrative Services, prepares budgets and oversees expenditures. The Office is also responsible for overall administrative policy development and implementation, legal matters, and financial audit functions. These functions are carried out within University guidelines and in conjunction with other University administrative and legal offices.

Operations and Maintenance

Operations and Maintenance is responsible for creating and maintaining an attractive, clean, and safe learning environment. Operations and Maintenance:

- Provides custodial services
- Maintains grounds, including landscape design and maintenance
- Maintains buildings, including development and implementation of preventive maintenance programs
- Plans construction and renovation of facilities, including liaison with Office of Physical Facilities, Planning and Construction
- Directs campus safety programs, including security, hazardous waste management, OSHA compliance, and emergency planning
- Operates parking and transportation services
- Operates the physical plant, including development and implementation of energy management programs
- Develops and implements applicable policies and procedures

Business Office

The Business Office is responsible for all fiscal, budget, grants management, and property management functions at the College. This office:

- Coordinates accounting and financial records
- Manages procurement process
- Manages payroll
- Receives and accounts for cash (oversees the cashiering functions carried out in other units)
- Prepares and executes operational and capital budget
- Manages contracts and grants
- Provides for the orderly delivery of mail, as well as the processing of all outgoing mail
- Controls expenditures of all projects: general funds, special funds, federal, and extramural funds, by certifying as to the availability and compliance with fiscal policies

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- Assists and screens all federal proposals for compliance with federal guidelines and UH policies
- 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.
- Develops and implements applicable policies and procedures

Human Resources Office

The Human Resources Office is responsible for all personnel and employment related matters at the College. This office:

- Coordinates recruitment and hiring of new employees, including casual and emergency appointments
- Manages personnel transactions and records
- Coordinates Equal Employment Opportunity/Affirmative Action
- Manages staff development and training for staff
- Administers workers' compensation
- Manages collective bargaining contracts
- Maintains and disseminates information on working conditions, salaries and fringe benefits, and employee benefits
- Reviews and makes recommendations on changes in position classifications
- Develops and implements applicable policies and procedures

Telephone Services

The Telephone Services unit is responsible for ensuring that telephone services are maintained. This office:

- Installs, maintains, and repairs telephone system in coordination with telephone system provider
- Reviews all requests for telephone services for possible in-house servicing
- Maintains telephone database to ensure accuracy of charges for telephone services usage
- Maintains records of maintenance and service contracts

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- Education as a lifelong process
- Universal access to quality higher education
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- Continuous evolution to ensure that students are prepared for the realities of participation in an ever-changing society.

The mission of Honolulu Community College is to:

- Serve the community as an affordable, flexible, learning-centered, open-door comprehensive community college that meets the post-secondary educational needs of individuals, businesses, and the community.
- Serve the Pacific Rim as the primary technical training center in areas such as transportation, information technology, education, communications, construction, and public and personal services.

The College offers credit and non-credit programs in a variety of liberal arts and occupational-technical areas. The College currently offers or is authorized to offer the Associate in Arts degree, Associate in Science degree, Associate in Applied Science degree, Associate in Technical Studies degree, Certificates of Achievement, and Certificates of Completion, Academic Subject Certificates, and Certificates of Attendance. The College also provides a variety of short term credit and non-credit education and training programs. Non-credit offerings include apprenticeship and journeyworker training, certificated training in advanced technologies, and other general interest and occupational classes. The College's program areas include the University College (liberal arts), Transportation and Trades, Communication and Services, and the College Skills Center (remedial and developmental education). Some of the specific degree and certificate offerings, such as those in Aeronautics Maintenance Technology; Boat Maintenance and Repair; Commercial Aviation; Computing, Electronics, and Networking Technology; Cosmetology; and Occupational and Environmental Safety Management are available only through Honolulu Community College.

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Operations and Maintenance

Operations and Maintenance is responsible for creating and maintaining an attractive, clean, and safe learning environment. Operations and Maintenance:

- Provides custodial services
- Maintains grounds, including landscape design and maintenance
- Maintains buildings, including development and implementation of preventive maintenance programs
- Plans construction and renovation of facilities, including liaison with Office of Physical Facilities, Planning and Construction
- Directs campus safety programs, including security, hazardous waste management, OSHA compliance, and emergency planning
- Operates parking and transportation services
- Operates the physical plant, including development and implementation of energy management programs
- Develops and implements applicable policies and procedures

Business Office

The Business Office is responsible for all fiscal, budget, grants management, and property management functions at the College. This office:

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- Manages contracts and grants
- Provides for the orderly delivery of mail, as well as the processing of all outgoing mail
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Human Resources Office

The Human Resources Office is responsible for all personnel and employment related matters at the College. This office:

- Coordinates recruitment and hiring of new employees, including casual and emergency appointments
- Manages personnel transactions and records
- Coordinates Equal Employment Opportunity/Affirmative Action
- Manages staff development and training for staff
- Administers workers' compensation
- Manages collective bargaining contracts
- Maintains and disseminates information on working conditions, salaries and fringe benefits, and employee benefits
- Reviews and makes recommendations on changes in position classifications
- Develops and implements applicable policies and procedures

Telephone Services

The Telephone Services unit is responsible for ensuring that telephone services are maintained. This office:

- Installs, maintains, and repairs telephone system in coordination with telephone system provider
- Reviews all requests for telephone services for possible in-house servicing
- Maintains telephone database to ensure accuracy of charges for telephone services usage
- Maintains records of maintenance and service contracts

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Administrative Services - Employment Training Center (ETC) Support

The Honolulu Community College's Office of the Director of Administrative Services provides administrative support services required by ETC. The State Director and Assistant State Director maintain fiscal and personnel authority, and control program budgets and program hiring. The Director of Administrative Services at Honolulu CC acts as an advisor to ETC's administration for program budgeting, resource development, and facilities planning. ETC provides 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 administers and executes 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 administers and executes 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 supervises property and inventory activities and maintains inventory records.
- With the arrangement of ETC programs being delivered on the individual community college campuses, each host campus provides for basic cleaning and maintenance of grounds and buildings. Host campuses also provide security to ensure the safety of the facility users and the assets of the State.

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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.

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- 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.

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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

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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 the 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.

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- 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.

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- 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.