

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
COMMUNITY COLLEGES
KAPI'OLANI COMMUNITY COLLEGE**

FUNCTIONAL STATEMENTS

Kapi'olani Community College's philosophy is to assist each individual in the lifelong process of personal growth through education. As an open-door community based school of higher education, the college is designed to enrich lives by offering academic and vocational programs of a comprehensive nature. The College offers credit and non-credit programs, as well as related support services in a variety of liberal arts and vocational areas. The college currently offers the Associate in Arts degree, Associate in Science degree, Certificates of Achievement, and Certificates of Completion in over 20 career fields and a variety of shorter term credit and non-credit training programs. The College's program areas include Business, Health, Hospitality, Holomua (remedial and developmental education), Legal Education, and Arts and Sciences. Some of the specific degree and certificate offerings, such as those in Legal Education, Health Sciences, Emergency Medical Services, and Sign Language Interpreter Training, are available only through Kapi'olani Community College.

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OFFICE OF THE PROVOST

The Office of the Provost is responsible for maintaining a successful learning environment for all students, an institution that is responsive to the needs of the community, and an environment that provides for professional growth and development of all staff. The Office of the Provost plans, organizes, directs, and controls the institution's academic and support programs at the campus level 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
- Institutional Research, administrative data and pricing
- 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
- Information and Media Technology Services
- Community affairs, marketing, and public information
- Fund raising
- Finance, accounting, and budgeting
- Human resource management
- Auxiliary services

Office of Planning and Institutional Research

The Office of Planning and Institutional Research is responsible for ensuring all college units have access to objective and current information. The Office of Planning and Institutional Research:

- Develops, in consultation with the campus community, the Colleges;
 - Strategic Plan
 - Educational development plan
 - Other long range planning documents
- Establishes process and procedures for annual program plans and provides support to the program units in creation of those plans.
- 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

ACADEMIC UNIT ONE

Academic Unit One is comprised of: the Arts & Sciences Academic Unit, the Paul S. Honda International Center, and the Curriculum Management support unit.

Arts & Sciences Academic Unit

The Arts & Sciences unit is responsible for ensuring student success as life-long learners. The Arts & Sciences Academic Unit:

- Develops and delivers credit instruction leading to the Associate of Arts degree and related academic certificates
- Develops and delivers general education for all Associate degrees
- Develops and delivers selected pre-baccalaureate programs in the arts & sciences, engineering, and education
- Develops and delivers Associate in Science and Associate in Technology Studies programs built on the offerings of the arts & sciences
- Oversees the recruitment, improvement, and evaluation of faculty
- Schedules classes, assigns faculty, assigns classroom space
- Develops and delivers summer session programs for the arts & sciences
- Develops and delivers student and learning support for the various arts & sciences programs:
 - Provides academic and vocational counseling
 - Provides advisement of program requirements
 - Provides learning assistance
 - Provides employment options
 - Conducts sessions/workshops for college success and completion.
 - Conducts new student orientation
 - Provides student assessment and transfer options
 - Monitors progress for high risk students
 - Provides retention activities
- Develops and delivers non-credit programs related to the offerings in arts & sciences:
 - Plans, develops curricula, and implements non-credit courses and community service programs
 - Plans, develops curricula, and implements contract training
 - Schedules, assigns classrooms, and develops program catalogs and brochures

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- Recruits temporary faculty to teach courses
- Maintains data and files required for reporting and evaluating program effectiveness
- Develops and innovates curriculum in support of arts & sciences
- Pursues extramural funding opportunities

Paul S. Honda International Center

The Paul S. Honda International Center is responsible for developing a strong infusion of international affairs throughout the activities and curricular offerings of the College. The Center is also responsible for multi-cultural activities and training in support of the international education mission. The Paul S. Honda International Center:

- Develops and manages international cooperative and exchange agreements with foreign institutions
- Coordinates activities and protocol associated with official international visitors
- Coordinates and manages faculty international exchanges
- Coordinates and supports student study abroad
- Coordinates recruitment and student support for international students
- Coordinates international education initiatives, including curriculum development, international workforce development, and other programs supporting international education

Curriculum Management

The Curriculum Management unit provides the primary leadership for innovation, curriculum research and development, programs and activities that integrate learning across the academic program units, and provides training related to furthering the learning objectives of the College. The Curriculum Management unit:

- Ensures compliance with all College and University rules and regulations regarding course and program approvals
- Coordinates and manages all internal and external articulation agreements
- Coordinates curriculum initiatives that cut across academic units
- Develops and coordinates faculty professional development activities
- Provides leadership and coordinating activities related to teaching and student learning

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ACADEMIC UNIT TWO

Academic Unit Two is comprised of: the Holomua Academic Unit and Student Services.

Holomua Academic Unit

While some focus may be placed on adult literacy for its own sake, the Holomua is primarily concerned with the providing of students with necessary basic and developmental skills to succeed in one of the other academic program areas or in employment. The Holomua Academic Unit:

- Develops and delivers non-credit remedial and adult education
- Develops and delivers higher level, developmental education in writing, reading, speaking, mathematics and logical reasoning, study skills, and other skills necessary for students to succeed in the other academic programs
- Oversees the recruitment, improvement, and evaluation of faculty
- Schedules classes, assigns faculty, assigns classroom space
- Develops and delivers summer session programs for the Holomua unit
- Develops and delivers student and learning support for students requiring remedial or developmental education programs:
 - Provides academic and vocational counseling
 - Provides advisement of program requirements
 - Provides learning assistance
 - Provides employment options
 - Conducts sessions/workshops for college success and completion
 - Conducts new student orientation
 - Provides student assessment and transfer options
 - Monitors progress for high risk students
 - Provides retention activities
- Conducts special programs targeted at disadvantaged students who are not yet prepared for enrollment in other academic programs
- Develops and innovates curriculum related to student success in remedial and developmental efforts
- Pursues extramural funding opportunities

Student Services

Student Services is responsible for planning, developing, and implementing various support services that are applicable to students or potential students across the various academic programs. Students Services unit:

- Coordinates student admission, including admission into select admission programs

- Manages registration for both credit and non-credit courses
- Manages student records for both credit and non-credit students
- Certifies enrollment status and other student status for educational and financial benefit programs such as veterans' and Social Security programs and responds to other official or legal inquiries.
- Provides financial aid counseling and assistance for students, including administration of private aid programs
- Administers the Student Financial Aid program which includes student loans, scholarships, grants, tuition waivers and employment
- Evaluates academic credentials for students
- Provides support services that enable students with disabilities to succeed
- Coordinates special programs and support services for minority, single parent, and other targeted students
- Coordinates student support functions within the academic units to provide quality control, consistency, and professional development for student services professionals
- Coordinates student co-curricular and social activities, and leadership training for students
- Administers policies related to student privacy, conduct, and other student rights and responsibilities
- Provides job placement for currently enrolled students as well as graduates
- Provides health care education and services for students
- Develops and implements applicable policies and procedures
- Pursues extramural funding opportunities

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ACADEMIC UNIT THREE

Academic Unit Three is comprised of: Health Academic Unit, Legal Education Academic Unit, Library & Learning Resources, Information & Media Technology Services.

Health Academic Unit

The Health Academic Unit is responsible for ensuring student success as life-long learners. The Health Academic Unit:

- Develops and delivers degree and certificate programs in emergency medical services, health sciences, and nursing;
- Develops and delivers pre-health recruitment, counseling, and educational programs
- Oversees the recruitment, improvement, and evaluation of faculty
- Schedules classes, assigns faculty, assigns classroom space
- Develops and delivers summer session programs for the health programs
- Develops and delivers student and learning support for students enrolled in health programs:
 - Provides academic and vocational counseling
 - Provides advisement of program requirements
 - Provides learning assistance
 - Provides employment options
 - Conducts sessions/workshops for college success and completion
 - Conducts new student orientation
 - Provides student assessment and transfer options
 - Monitors progress for high risk students
 - Provides retention activities
- Develops and delivers non-credit programs related to the offerings in the health field:
 - Plans, develops curricula, and implements non-credit courses and community service programs
 - Plans, develops curricula, and implements contract training
 - Schedules, assigns classrooms, and develops program catalogs and brochures
 - Recruits temporary faculty to teach courses
 - Maintains data and files required for reporting and evaluating program effectiveness
- Pursues extramural funding opportunities

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- Develops and delivers pre-baccalaureate programs in health fields;
- Develops curriculum and innovates to insure student success in health education

Legal Education Academic Unit

The Legal Education Academic Unit is responsible for ensuring student success as life-long learners. The Legal Education Academic Unit:

- Develops and delivers degree and certificate programs in legal assisting, legal secretary, and related legal fields;
- Oversees the recruitment, improvement, and evaluation of faculty
- Schedules classes, assigns faculty, assigns classroom space
- Develops and delivers summer session programs for legal education
- Develops and delivers student and learning support for students enrolled in legal education programs:
 - Provides academic and vocational counseling
 - Provides advisement of program requirements
 - Provides learning assistance
 - Provides employment and transfer options
 - Conducts sessions/workshops for college success and completion
 - Conducts new student orientation
 - Provides student assessment and transfer options
 - Monitors progress for high risk students
 - Provides retention activities
- Develops and delivers non-credit programs related to the offerings in the legal education programs:
 - Plans, develops curricula, and implements non-credit courses and community service programs
 - Plans, develops curricula, and implements contract training
 - Schedules, assigns classrooms, and develops program catalogs and brochures
 - Recruits temporary faculty to teach courses
 - Maintains data and files required for reporting and evaluating program effectiveness
- Develops curriculum and innovates related to student success in legal education.
- Pursues extramural funding opportunities

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Library & Learning Resources

Library & Learning Resources is responsible for planning, developing, and delivering a variety of educational resources, information, and learning services that are applicable across the various academic programs. This includes:

- Acquires, maintains, and disposes of library materials and information in both print and non-print forms
- Catalogs and classifies all new material
- Develops on-line 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 obtain information
 - Answers questions
 - Provides instruction in use of library material and information services
- Provides access to on-line 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 all library functions
- Maintains, edits, and corrects records in the bibliographic database
- Generates special database reports
- Manages the circulation processes for loan of information materials including collecting fines
- Provides of student learning assistance such as access to open computer labs, audio-visual equipment, study rooms, make-up testing, and other learning assistance
- Develops and manages a tutorial service for students
- Coordinates the college credit equivalency program
- Develops and implements applicable policies and procedures
- Develops and maintains College-wide information for distribution through the College's web site(s).

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Information & Media Technology Services (IMTS)

Information & Media Technology Services is responsible for planning, developing, and delivering high quality computing and media resources for student learning, administrative operations, faculty development, and delivery of instruction and services. This includes:

- Develops and maintains the College's voice, data, and video networks
- Develops and supports local area networks within instructional and office facilities
- Conducts demonstrations to familiarize faculty and students with equipment available and to enable them to operate equipment
- 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
- Develops and maintains computing programs and services for both academic and administrative uses
- Works with College program heads to formulate of budget requirements
- Evaluates and makes recommendations on the purchase of software
- Coordinates and produces graphics and print materials for instructional and administrative purposes
- Operates graphics and printshop
- Maintains and repairs media and computing equipment, including the development and implementation of preventive maintenance programs
- Trains faculty and staff in various computer applications and use of media
- Provides mail and telephone services
- Develops and implements applicable policies and procedures

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ACADEMIC UNIT FOUR

Academic Unit Four is responsible for: Business Academic Unit, Hospitality Academic Unit, and College and Community Relations.

Business Academic Unit

The Business Academic Unit is responsible for ensuring student success as life-long learners. The Business Academic Unit:

- Develops and delivers degree and certificate programs in business and information technology;
- Develops and delivers pre-baccalaureate programs in business and information technology
- Oversees the recruitment, improvement, and evaluation of faculty
- Schedules classes, assigns faculty, assigns classroom space
- Develops and delivers summer session programs for business education
- Develops and delivers student and learning support for students enrolled in or interested in business programs:
 - Provides academic and vocational counseling
 - Provides advisement of program requirements
 - Provides learning assistance
 - Provides employment and transfer options
 - Conducts sessions/workshops for college success and completion
 - Conducts new student orientation
 - Provides student assessment and transfer options
 - Monitors progress for high risk students
 - Provides retention activities
- Develops and delivers non-credit programs related to the offerings in the business and information technology:
 - Plans, develops curricula, and implements non-credit courses and community service programs
 - Plans, develops curricula, and implements contract training
 - Schedules, assigns classrooms, and develops program catalogs and brochures
 - Recruits temporary faculty to teach courses
 - Maintains data and files required for reporting and evaluating program effectiveness

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- Develops and innovates curriculum related to student success in business and information technology
- Pursues extramural funding opportunities

Hospitality Academic Unit

The Hospitality Academic Unit is responsible for ensuring student success as life-long learners. The Hospitality Academic Unit:

- Develops and delivers degree and certificate programs in culinary arts, hotel operations, tour & travel, and other aspects of the hospitality industry;
- Develops and delivers pre-baccalaureate programs in hospitality education;
- Oversees the recruitment, improvement, and evaluation of faculty
- Schedules classes, assigns faculty, assigns classroom space
- Develops and delivers summer session programs in culinary arts and hospitality programs
- Develops and delivers student and learning support for students enrolled in or interested in culinary arts and hospitality programs:
 - Provides academic and vocational counseling
 - Provides advisement of program requirements
 - Provides learning assistance
 - Provides employment and transfer options
 - Conducts sessions/workshops for college success and completion
 - Conducts new student orientation
 - Provides student assessment and transfer options
 - Monitors progress for high risk students
 - Provides retention activities
- Develops and delivers non-credit programs related to the offerings in culinary arts and hospitality:
 - Plans, develops curricula, and implements non-credit courses and community service programs
 - Plans, develops curricula, and implements contract training
 - Schedules, assigns classrooms, and develops program catalogs and brochures
 - Recruits temporary faculty to teach courses
 - Maintains data and files required for reporting and evaluating program effectiveness

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- Develops and innovates curriculum related to student success in culinary arts and hospitality education.
- Pursues extramural funding opportunities

College and Community Relations

College and Community Relations is responsible for planning, developing, and implementing strong relationships and information flow between the College and the external community. This includes:

- Develops and maintains marketing and recruiting programs for all College programs, including print and web based promotional materials
- Develops and coordinates programs to market the College's training capabilities to potential markets, including corporations and government agencies
- Provides liaison with community organizations such as neighborhood boards, community associations, and other groups
- Provides public information and offers a first-stop source of information for the community, including immediate registration for non-credit public programs
- Private fund development and donor relationships
- Develops and implements applicable policies and procedures
- Coordinates extramural grant proposals.

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ADMINISTRATIVE SERVICES

Administrative Services is comprised of: the Business Office, Human Resources Office, and Auxiliary Services. In addition to the functions carried out by these units, the Office of Administrative Services is responsible for overall administrative policy development and implementation, legal matters, legislative and State government relations, and financial audit functions. These functions are carried out within University guidelines and in conjunction with other University administrative and legal offices.

Business Office

The Business Office is responsible for all fiscal, budget, grants management, and property management functions at the College. The Business 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
- Controls inventory and fixed assets
- 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, including oversight of personnel actions taken within the other units. The Human Resources Office:

- Coordinates recruitment and hiring of new employees, including student workers and casual appointments
- Manages personnel records
- Coordinates Equal Employment Opportunity/Affirmative Action
- Manages staff development and training
- Administers workers' compensation
- Manages collective bargaining contracts
- Develops and implements applicable policies and procedures

Auxiliary Services

The Auxiliary Services unit is responsible for creating and maintaining an attractive, clean, and safe learning environment. Auxiliary Services:

- 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 the 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

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FUNCTIONAL STATEMENTS

Kapiolani Community College's philosophy is to assist each individual in the lifelong process of personal growth through education. As an open-door community based school of higher education, the College is designed to enrich lives by offering academic and vocational programs of a comprehensive nature. The College offers liberal arts curricula and vocational programs in Business, Nursing, and Food Service and Hospitality, as well as the only Health Sciences, Emergency Medical Services and Legal Assistant programs in the State. The College currently offers the Associate in Arts degree, Associate in Science degree, Certificates of Achievement, and Certificates of Completion in over 20 career fields and a variety of shorter term credit and non-credit training programs. The Office of Continuing Education and Training offers short-term non-credit programs in a variety of areas including computer education, small business assistance, visitor industry training, and historical and cultural interpretations of Hawaii.

OFFICE OF THE PROVOST

The Office of the Provost plans, organizes, directs, and controls the institution's academic and support programs at the campus level 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:

- . Curriculum and instruction.
- . Student services, admissions and records, counseling, student government.
- . Library and media services.
- . Campus planning and research.
- . Finance, accounting and budgeting.
- . Personnel transactions and records.
- . Physical plant and grounds, including parking and security.
- . Public relations.
- . Institutional research and administrative data processing.
- . Continuing education and training.

INSTRUCTION

The Office of the Dean of Instruction is responsible for the administration, development and improvement of the instructional staff and curricula. In addition, this office:

- . Oversees the recruitment, improvement, and evaluation of faculty.

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- . Applies and administers the University's and College's rules concerning faculty, curricula and budget.
- . Coordinates the development of the College curriculum, program planning, and academic support services.

Instructional Support

This office is responsible for certain defined areas as follows:

- . Federal grants.
- . Summer session.
- . Class schedules.

Instructional Departments: General Education, Business Education, Food Service Education, Legal Education, and Health Education

The instructional department is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas:

- . General education (transfer) programs in social sciences, language arts, mathematics and science, and the humanities.
- . Business education programs in accounting, business administration, data processing, and sales and marketing.
- . Food service and hospitality education programs.
- . Legal education programs in court reporting, legal secretary and legal para-professional work (paralegal).
- . Health education programs in dental assisting, dietetic technician, medical assisting, medical lab technician, nurse's aides, occupational therapy assisting, practical nursing, radiologic technology, respiratory therapy, and emergency medical services.

Library Services

The Library is responsible for providing information services to students and faculty on an individual basis as part of their independent study and research in support of classroom learning activities.

Using recognized methods of professional librarianship, the Library staff provides information covering the total diversity of the College's curricula and the wide range of student activities and faculty expertise. The main activity of the library staff is to mediate a carefully developed collection of information sources to library users according to their individual information needs. To accomplish this activity successfully, the Library is organized into four functional areas:

Technical Services

- . Orders and purchases new library materials.
- . Catalogs and classifies all new materials added to the collection.

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- . Labels, stamps and electronically sensitizes new library materials.
- . Discards outdated or damaged library materials.
- . Maintains, edits and corrects records in the bibliographic database.

Automation

- . Maintains the hardware and software of several automated systems used in performing all library functions.
- . Provides instruction and technical assistance to the library staff in the use of automated resources.
- . Troubleshoots technical problems.
- . Installs new software and hardware.
- . Coordinates the library's automated activities with other libraries, vendors and external specialists.
- . Generates special database reports.

Circulation

- . Loans library materials to borrowers.
- . Receives returned library materials.
- . Manages periodicals, reserve items, and other specially controlled library materials.
- . Schedules library films and videos for use by instructors.
- . Registers patrons.
- . Collects fines and performs related accounting work.

Reference

- . Reshelves returned materials.
- . Assists library users with general research.
- . Obtains specific information requested by library users.
- . Answers reference and directional questions.
- . Provides individual and group instruction in the use of library materials and information technologies.
- . Consults with faculty to design and implement library reference and information services needed for their students.
- . Encourages faculty to request material for adding to the collection.

Educational Media Center

The Educational Media Center performs a full range of duties and responsibilities as follows:

- . 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 equipment available and to enable them to operate equipment.
- . Serves as liaison for the College faculty and staff and educational agencies for interchange of ideas and resources involving audio-visual media including workshops, institutes, projects, or research.
- . Works with College program heads in formulation of budget requirements and matters related to instructional improvement.
- . Coordinates video telecommunication and maintains the campus cable distribution system.
- . Operates the graphics and printshop operations.

Learning Assistance Center

- . Provides tutoring services for all instructional areas such as reading, writing, math, science and health and business education.
- . Provides retention activities for instructional programs across the curriculum.
- . Provides enrichment activities to augment classroom instruction, such as learning to learn skills.
- . Provides support for basic and developmental skills programs.
- . Provides makeup testing and other out-of-class support services.
- . Provides alternate instructional systems and deliveries for obtaining credits in basic skills courses.
- . Manages the College Credit Equivalency Program.

Computing Center

- . Provides overall direction and control over all campus computing policies.
- . Provides administrative and academic computing services and assistance to students and faculty.
- . Schedules the use of the resources in the Computing Center.
- . Performs and manages the maintenance of hardware in the Computing Center.
- . Evaluates and makes recommendations on the purchase of software.

- . Provides assistance in the College's computing across the curriculum program.

STUDENT SERVICES

The Office of Student Services is responsible for planning, developing and providing various support services and activities primarily for the students of the College. This office also protects students' rights. Services and activities of this program include:

- . Admissions
- . Registration
- . Student Records Management
- . Financial Aid
- . Academic Assessment
- . Enrollment Verification
- . Evaluation of Academic Credentials
- . Academic Advising
- . Counseling
- . Educational Accommodations for the Physically Disabled
- . Employment Services and Placement
- . Student Co-Curricular Activities

Career and Personal Development

The primary function of this unit is to provide the support services and activities that assist students in completing their academic and training objectives. This unit:

- . Provides academic, career, vocational and personal counseling.
- . Informs and advises students on program requirements.
- . Monitors academic progress for high-risk students.
- . Conducts information and instructional sessions on college success and survival techniques which affect student retention and completion of educational objectives.
- . Provides and arranges for tutorial, notetaking, interpreter and other similar services, including physical accommodations for selected student groups such as the disabled.
- . Provides job placement for currently-enrolled students as well as graduates.

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- . Counsels, advises and conducts other individualized and group activities for students wishing to transfer to other community colleges or to baccalaureate-level campuses.
- . Offers co-curricular educational and social activities.
- . Provides dispensary-level health care and health education.

Enrollment Services

The primary function of this unit is to provide the activities and services generally associated with the matriculation process for the student and prospective student. This unit:

- . Provides information concerning the College's programs, instructional and non-instructional services and curricula, and develops recruitment and markets activities for the College.
- . Processes admissions applications.
- . Provides academic assessment including course placement testing and student needs identification.
- . Provides college orientation activities for new students prior to initial registration.
- . Conducts student registration and manages student academic records.
- . Certifies enrollment status and other student status for educational and financial benefit programs such as veterans' and Social Security programs and responds to other official or legal inquiries.
- . Evaluates student academic records including transfer credit evaluation and program completion.
- . Administers the Student Financial Aid program which includes student loans, scholarships, grants, tuition waivers and employment.

ADMINISTRATIVE SERVICES

This office is responsible for the administrative management of the College including the Business Office, Human Resources Office, and the operations and maintenance activities.

Business Office

This office is responsible for the following:

- . Accounting and financial management.
- . Procurement.
- . Payroll.
- . Cashiering.
- . Contracts and grants administration.

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- . Operating and capital budget preparation.

Human Resources Office

This office is responsible for the following:

- . Personnel administration.
- . Equal Employment Opportunity/Affirmative Action
- . Staff development activities and training.
- . Workers' compensation administration.

Operations and Maintenance

Performs a variety of duties and responsibilities in the areas listed:

- . Physical plant operations and maintenance.
- . Inventory control and recordkeeping.
- . Mail, transportation and community services.
- . Safety programs.
- . Parking and campus security.
- . Custodial and groundskeeping.

CONTINUING EDUCATION AND TRAINING

This office is responsible for all educational activities exclusive of the regular instructional programs of the College.

Support Services

The support services unit is responsible for program market analyses, extramural grant and proposal coordination, and revenue collection. This unit:

- . Plans, develops and coordinates the public relations activities within the prescribed University guidelines.
- . Conducts market analyses for timely determinations on the viability of proposed program offerings.
- . Develops and coordinates extramural grant proposals.
- . Develops and implements contract training proposals for the community and private sector.
- . Collects revenue.

Program Divisions (Fine Arts; Leisure and Recreation; Computer Education; Business and Office Technologies; Humanities; Health Care, Cultural, Interpret Hawaii/Visitor Industry, Deaf Interpreter, and Special Programs)

Each non-credit instructional program is responsible for the delivery, development, supervision and improvement of non-credit instruction and curricula in their respective program area. This unit:

- . Plans, develops curricula, and implements non-credit courses and community service programs.
- . Schedules, assigns classrooms, and develops program catalogs and brochures.
- . Recruits temporary faculty to teach non-credit courses in accordance with policies and procedures of the University and State of Hawaii.
- . Allocates the budget and controls expenditures for non-credit instructional programs.
- . Maintains data and files required for reporting and evaluating program effectiveness.