

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COMMUNITY COLLEGES  
MAUI COMMUNITY COLLEGE**

**FUNCTIONAL STATEMENTS**

Provides a comprehensive post-secondary instructional program including continuing education, career education, and general education courses. Career education programs lead to certificates and Associate in Science degrees and are designed to prepare the graduate for entry-level employment. General education courses may lead to terminal associate degrees or transfer to baccalaureate degree programs offered on the four-year campuses. At present, this College provides the following programs:

- Accounting, agricultural careers, apparel design and construction, drafting technology, auto body repair and painting, auto mechanics, building maintenance, carpentry technology, criminal justice, food service, general office training, hotel operations, human services, ADN/PN nursing, sales and marketing, secretarial science, welding technology, and general education including mathematics, science, language arts, humanities, and social science.
- College transfer courses in the business science, mathematics, and liberal arts programs.
- Through its University Center at Maui Community College, the College provides Maui communities with distance education services and access to programs offered elsewhere in the UH system. Qualified students who are unable to travel to a UH campus can enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.

**OFFICE OF THE PROVOST**

Office of the Provost provides for the overall management of Maui Community College and for achieving the objectives of the College. The Office:

- Directs and coordinates activities and personnel in the instruction, continuing education and training, academic support, student services, administrative services and University of Hawaii Center programs.
- Develops and updates the College's long-range educational development plans; determines and implements the annual instructional plans.
- Develops, researches, and defines strategies, surveys, methodologies, and procedures for gathering data, analyzing data and preparing management information reports and other institutional research to be used by Maui Community College and systemwide in evaluation and reviewing various programs.
- Maintains accreditation and instructional program standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and University of Hawaii Board of Regents, President, and Chancellor for Community Colleges, and other governing bodies; continues relationships with professional associations to maintain institutional quality and vitality.
- Coordinates the development of a campus master plan, integrating the College's educational development plan and six-year operating budget; determines the College's Capital Improvements Program and Repairs and Maintenance Program consistent with the campus master plan; continually reviews the current status to planned schedules.

- Evaluates College programs to insure the effectiveness of the programs, determines performance objectives, develops strategies to achieve goals, develops policies and procedures, determines appropriate budgets, allocates resources to achieve stated goals and objectives, and monitors program process towards stated goals.
- Coordinates the College's budget process, including the formulation of the College's biennium budget and six-year operating budget; prepares and provides testimony and other information relating to the budget; executes the budget in accordance with legislative intent and the College's approved educational plans; insures proper financial management and conformance to existing policies and procedures.
- Creates and maintains a cooperative work climate for the faculty and staff; provides a training and professional development plan for the College covering each employee; evaluates and renders decisions on promotion, tenure, contract renewals, hiring, and excluded pay raises among others.
- Oversees student activities and governance to insure conformance to establish University policies and procedures as well as consistency to the spirit of the intent of the creation of those student programs. Serves as the College's liaison and representative to the general community including the Maui County government, State legislators, various State and community agencies, organizations, and individuals. Assures community involvement and program quality through the establishment of lay advisory bodies to critically review instructional programs, the continuance of a fund-raising committee, and the creation of other committees as the need arises.
- Establishes private and public partnerships and internships to encourage gifts, grants, and initiatives in advancing higher education for its service area.

### INSTRUCTION

Office of the Dean of Instruction directs all academic programs offered by the College. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve ongoing certificate and degree programs; develop new programs; conduct ongoing evaluation of academic support programs; and maintain standard of accreditation. The Office:

- Supervises and participates in programs and curriculum development; off-campus credit programs; reviews instructional programs; revises programs and courses as needed.
- Supervises and coordinates the activities of division chairpersons including faculty recruitment, selection, training and evaluation; academic advising, planning, budgeting, requisitioning and recordkeeping; scheduling of classes; coordinating facility usage for instruction.
- Assesses resource and staffing needs, prepares biennium budget for the instructional and academic support areas.
- Plans, budgets, organizes, implements, and evaluates a staff in-service training program.
- Prepares grant applications; implements plans to carry out various federally funded programs.

### General Education

Offers students a program of instructional courses in communication quantitative reasoning, social sciences, natural sciences, and humanities. These courses may round out the requirements for Associate in Science degrees, lead to Associate in Arts degrees, or transfer to baccalaureate degree programs offered at four-year campuses.

### Vocational Education

Offers students a program of instructional courses in vocational-technical public service, and business education leading to Certificates of Completion and Achievements or Associate in Science degree.

### Library

- Provides necessary instructional support services to faculty and students, including alternate delivery methods.
- Offers all library services including books, pamphlets, magazines, audio tapes, video materials, films, slides, and all other related materials and equipment.
- Directs the reproduction and production of learning assistance materials.
- Provides support services to community users.

### Media

- Provides technical and logistical support for distance education, College related programming and television services such as MCC TV12, HITS, and SKYBRIDGE.
- Provides graphics and copy layouts for College publications.
- Provides, installs and services audio/visual equipment.
- Provides technical and production services for TV projects.
- Coordinates faculty orientation and training for distance learning.

### STUDENT SERVICES

Office of Student Services provides for the planning, coordinating and evaluating of supporting services which complement the primary academic programs including preparation of grant applications; operationalizing plans to implement federally funded programs.

### Student Activities

- Designs and implements Student Center programs.
- Advises student government, Board of Student Publications, and provides assistance to clubs and organizations.
- Develops and maintains a recreational activities programs.
- Conducts New Student Orientation and Commencement program.

- Supports other co-curricular activities.

#### Student Housing

- Maintains dormitory.
- Provides support programming for residents.
- Attempts to meet student needs for off-campus housing.

#### Counseling and Guidance

- Provides pre-college information and orientation programs.
- Offers careers interest aptitude assessment.
- Provides support services to disadvantaged, handicapped, foreign, and veteran students.
- Directs career guidance service.
- Offers financial aid information and assistance, academic advising, and individualized and group counseling.
- Provides peer counseling program.
- Determines graduation eligibility.
- Evaluates student transcripts.
- Instructs self-development group leadership and career development classes.
- Consults with faculty.

#### Financial Aid

- Administers funds allocated for the Federal Work-Study Program, loans, and grants funded through federal, State, and private sources.
- Provides financial aid counseling services.
- Conducts financial aid workshops and informational sessions for various State and private organization.
- Interpret, design, implement, review, modify, and coordinate the functions of the Student Employment Program to insure compliance with Federal, State, and University rules and regulations applicable to student employment.

#### Admissions and Records

- Assesses academic needs of all new applicants.
- Provides over-the-counter information and assistance.
- Develops necessary documents for submission to Coordinated Admissions Program Informational System (CAPIS).

- Designs and implements registration.
- Maintains official student records.
- Assist with international student marketing & recruitment.

#### ADMINISTRATIVE SERVICES

The Office of Administrative Services provides for the various administrative support services and activities of the College which generally include administrative management, budget and fiscal services, personnel management, operations and maintenance, and computer services. The Office:

- Insures the College operates within federal and State statutes, established policies and procedures of the University of Hawaii and Maui Community College; informs the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks; and determines campus administrative policy as appropriate.
- Reviews and assists in the preparation of the College's long- and short-term educational plans, accreditation self-studies, program reviews, special studies, etc.; makes corrections and recommendations for improvement; prepares and implements the short- and long-range plans for the Business Office, Operations and Maintenance, Human Resources and Computing Center.
- Facilitates the College's staff development program to ensure that employees are kept abreast of changes in rules, regulations, and procedures as well as technological advances that may affect their work.
- Performs and/or participates in special studies of interest of concern; makes recommendations, offers alternatives, corrects problems, discusses the facts, etc., as appropriate.
- Monitors all aspects of the activities of extramurally funded projects including critically reviewing the proposal ensuring the activities can be performed within available resources and time frame, monitors progress, and follows up on reporting requirements.
- Responds to requests for information, especially from systemwide offices, State agencies, and legislators.
- Coordinates the budgeting for the College, including the biennium budget requests, six-year operating budget plan, the Capital Improvements Program (CIP) projects, and the Special Repairs and Maintenance (R&M) program requests; prepares the budget requests for the Business Office, Operations and Maintenance, Human Resources Office and Computing Center.
- Provides for the Business Office functions of procurement, auditing personnel account codes, payroll, cashing, financial management, cash controls, telephoned switchboard, campus mail, and budget execution.

- Provides for the proper maintenance and care of all physical facilities and properties of the College, including adequate security of the premises; prepares short- and long-range plans and implements them within the resources available; monitors CIP, energy conservation, Special R&M and other campus projects.
- Coordinates the computing services for the Colleges, including hardware operations, data base management, and network communications.
- Collaborates with instructional program to provide food service to College.
- Maintains and handles personnel record keeping and transactions.
- Maintains information on working conditions, salaries and transactions.
- Oversees recruitment and hiring.
- Handles classification, pay administration and contract interpretations.
- Reviews and processes workers' compensation claims and Health Fund.

#### CONTINUING EDUCATION AND TRAINING

Office of Continuing Education and Training provides for all the non-credit instruction of the College, offers credit courses in the summer session program, and provides the administrative support to special programs as may be necessary. The Office:

- Coordinates, schedules, monitors, evaluates, and hires personnel for all non-credit instructional programs including apprenticeship "related instruction" courses, skill up-grading courses, self-supporting special interest courses, and senior citizen courses.
- Coordinates, schedules, contracts, and evaluates special programs including lectures, and performing arts programs.
- Coordinates the use of the campus facilities by State and County agencies and community organizations.
- Provides fiscal and administrative support to credit courses offered through the summer session program.
- Directs all College activities after 4:30 p.m. and on weekends.
- Provides administrative support services to other Colleges within the University of Hawaii system which provide programs and courses on Maui.
- Provides assistance for economic development to support new and existing businesses, and assist in providing continuing education courses through satellite instruction and teleconference programs.

#### UNIVERSITY OF HAWAII CENTER, MAUI

The University of Hawaii Center, Maui establishes a permanent University of Hawaii (UH) presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The University Center is a site at which qualified students who are unable to travel to a specific UH campus enroll in courses or credential programs that are offered by one or more of the University's accredited programs.

While the primary purpose of the University of Hawaii Center, Maui is instructional, it may also provide for various research and/or public service programs. The University Center:

- Determines community needs in Maui County; identifies the appropriate UH campus that is responsible for and capable of responding to those needs; facilitates the delivery of all levels of distance education credit and non-credit instruction to meet those needs. Courses and programs of study will use a variety of delivery strategies, including faculty who travel to the Center from their campus; faculty from the community serviced by the Center; and distance education technology. Distance Education Technology would take advantage of the Hawaii Interactive Television System (HITS), compressed video, satellite TV, and the World Wide Web.
- Reviews and analyzes community needs and coordinates the creation and updating of a multi-year plan to reflect community needs and available resources.
- Determines the appropriate courses and programs to be offered at the University of Hawaii Center at Maui Community College; with the various UH campuses and other UH education centers, develops a schedule of future offerings; and determines the specific facilities and academic support requirements for each program to be offered.
- Provides access to a library with a basic collection suitable for the programs being offered; operates and maintains computing resources consistent with program requirements; establishes and maintains suitable telecommunications resources that include the use of the telephone, FAX, connectivity to HITS, compressed video, satellite TV, electronic mail, and the World Wide WEB.
- Distributes and collects student applications for program admission and financial aid; develops and operates an on-site registration process for all admitted students; and provides general academic information, financial aid information, counseling and guidance services to students and prospective students.
- Provides for the collection, accounting, and appropriate disbursement of tuition and fees, state general funds, and other monies according to established University policies; secures and maintains suitable instructional and administrative facilities that include office space, classrooms, and other work areas; and provides for appropriate security of the Center's facilities.
- Collects student, class, and enrollment data; prepares and publishes a summary report of the Center's activities; and prepares assessment reports to meet University and Western Association of Schools and Colleges (WASC) requirements as needed.
- Coordinates with the Dean of Instruction (MCC) to preclude a duplication of programs or courses which are offered by the College.