

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
OFFICE OF THE VICE PRESIDENT FOR COMMUNITY COLLEGES

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of the Vice President for Community Colleges provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the community college system and assures support for the effective operation of the community colleges with staff support by the Office of the Associate Vice President for Academic Affairs and the Office of the Associate Vice President for Administrative Affairs.

MAJOR FUNCTIONS

- Effectively represents the interests and needs of the community college system within the University system and with the external community and agencies, e.g., Accrediting Commission for Community and Junior Colleges.
- Acts as liaison between the community colleges and the Board of Regents.
- Ensures that the community college system provides effective services that support the community colleges in their missions and functions.
- Establishes a clear delineation between the operational responsibilities and functions of the community college system office and those of the community colleges and consistently adheres to this delineation in practice.
- Provides a fair distribution of resources that are adequate to support the effective operations of the community colleges.
- Ensures that the community college system effectively controls its expenditures.
- Ensures that the community college chancellors have full responsibility and authority to implement and administer delegated system policies without interference and holds the chancellors accountable for the operation of the colleges.
- Establishes effective means of communication between the Board of Regents, the University system administration, and the community colleges and assures that information is exchanged in a timely manner.
- Evaluates community college Chancellors.
- Oversees administrative affairs planning, organization, direction, evaluation and coordination for the community colleges.
- Oversees academic affairs planning, policies, procedures and coordination that impact the development and implementation of academic objectives and goals for the community colleges.

ACADEMIC AFFAIRS

This office is responsible for providing leadership in internal operational policy-making that has impact on the development and implementation of community college systemwide academic plans, goals, objectives and assessments.

- Develops a strong planning base derived from the University Strategic Plan and Master Plan, and an understanding of campus missions as articulated in the Campus Academic Development Plans.
- Provides community college systemwide coordination and leadership in academic affairs in the areas of educational programs, intercampus and interagency relations, and special needs programs.
- Provides assistance to colleges in their pursuit of their educational goals including: academic planning, program development, and institutional assessment.
- Develops curriculum and programs to fulfill community education and vocational education needs.
- Negotiates or participates in negotiating training contracts with public and private agencies.
- Works with senior systemwide and campus administrators, Board of Regents and its committees, Legislative committees and their staffs, and with City, State and Federal agencies and community groups.
- Assists campuses in program, curriculum, and course development in fulfilling agencies' training needs.
- Provides leadership and coordination for student services and continuing education planning and programming.
- Provides leadership in developing programs interlinked with private sector businesses and the national and international community.
- Creates and maintains linkages with community and governmental agencies to assess and to fulfill community education and training needs.

Academic Support Services

- Coordinates curriculum and program development through drafting academic policies and reviewing program proposals.
- Coordinates and facilitates inter-campus and intra-campus program articulation.
- Provides support for academic program management by reviewing program and degree proposals, assessing budget requests, and advising on academic personnel requests.
- Undertakes research on selected academic program development issues.
- Coordinates with the campuses, educational curriculum and academic programs by responding to community needs.

Academic Planning, Assessment and Policy Analysis

- Coordinates the development of the academic program planning process.
- Facilitates the completion of selected planning and evaluation activities including: the University Strategic Plan, community college strategic development plans, campus academic development plans, accreditation self-studies, and program reviews.

- Prepares selected reports to facilitate the management of academic programs.
- Supports program planning and evaluation by developing and maintaining an academic program database.
- Conducts selected policy analysis studies.

Career and Technical Education

- Coordinates the development of the community college federal career and technical education plan.
- Coordinates the development of federally funded career and technical educational activities and programs, and monitors their implementation.
- Facilitates the completion of the community college federal career and technical education evaluation activities.
- Prepares selected reports to facilitate the management of career and technical education programs.
- Coordinates with the campuses, the State Department of Education, and the Office of the State Director for Career and Technical Education in the development of articulated curricula.
- Conducts selected career and technical education policy analysis studies.

Student Affairs

- Develops and prepares community college systemwide policies regarding student services.
- Conducts analyses of student affairs policies and procedures to ensure programmatic consistency among campuses. Recommends resolution to identified problematic areas.
- Serves as community college resource in interpreting and applying policies and procedures in exceptional or unique student affair cases.

Workforce Development

- Identifies and develops community college linkages with private sector businesses and industries to address their workforce development and training needs.
- Develops and prepares community college systemwide policy regarding workforce development and training.
- Conducts analysis of community college policies and procedures to ensure programmatic consistency among campuses. Recommends resolutions to identified problematic areas.
- Represents the University and the community colleges on selected state and county workforce boards and councils.

ADMINISTRATIVE AFFAIRS

This office is responsible for facilitation and coordination in all aspects of administrative affairs for community colleges including budget, human resources, facilities planning and management, and equal opportunity employment/affirmative action.

- Coordinates planning and management systems to promote policy coordination among the community colleges.
- Provides centralized support services in budgeting and planning, financial management, human resources, facilities planning and management and equal opportunity employment/affirmative action.
- Participates at the policy level on collective bargaining contract negotiations and contract interpretation including the handling of grievances.
- Coordinates activities involving relationships with senior system-wide and campus administrators, BOR and its committees, legislative committees and their staffs and with City, State and Federal agencies and community groups.
- Reviews, approves, and processes delegated administrative matters; conducts management and other studies; and issues required reports. Resolves problems and issues that have systemwide or inter-campus impact.
- Coordinates all activities relating to the Capital Improvements Program (CIP), and repairs and maintenance projects of the community colleges.
- Coordinates research and training delegated functions and auxiliary enterprises operations for the Community Colleges.
- Develops and coordinates systemwide marketing and communications programs for the community colleges.
- Provides messenger and mail services to the various campuses.

Physical Facilities, Planning and Construction

- Coordinates long- and short-range physical facilities plans between community college chancellors and the Director of Capital Improvements.
- Coordinates activities with private contractors, Director of Capital Improvements, and governmental inspectors, and acts as liaison between chancellors and the Director of Capital Improvements in the preparation of plans for new construction projects and building alterations.
- Coordinates preparation of capital improvements budget for community colleges in consultation with the chancellors and Director of Capital Improvements.
- Provides occupational and environmental health and safety support for the community colleges in coordination with the University of Hawai'i Environmental Health and Safety Office (EHSO) and the Director of Capital Improvements. The EHSO maintains systemwide responsibility for most of these health and safety functions.

Budget, Planning and Finance

- Coordinates, reviews, and prepares operating and CIP budgets and expenditure plans and reports required by the University, State and Federal governments.
- Develops community college systemwide program budget and allocation plans.

- Develops budgetary and control systems and procedures.
- Provides staff support in the review and analysis of organizational charts and functional statements. Coordinates the flow and approval of reorganization requests for the community colleges.
- Conducts special studies and analysis affecting the budget.
- Coordinates the integration of budget executive activities with fiscal affairs activities for the community colleges.
- Coordinates compliance with University and governmental policies and regulations on fiscal matters with systemwide implications.
- Coordinates the operating and CIP fiscal operations of the Community Colleges Systemwide Support program.
- Provides messenger and mail services to the various campuses.

Human Resources

- Develops and directs the personnel system for the community colleges, which include reviewing proposed personnel actions, advising the campus chancellors and program directors on the course of action.
- Provides overall community college systemwide leadership in the direction and goals for the personnel program, including development of personnel rules, policies and procedures and ensures appropriate implementation.
- Serves as the Community College Chancellors' principal advisor in interpreting and administering provisions of the various collective bargaining contracts. Serves as grievance hearings officer.
- Serves as principal liaison with the University System Office of Human Resources.
- Develops, plans, and coordinates staff development activities for the community colleges with Community College Chancellors. This includes providing training to upgrade skills and developing workshops to enrich and enhance professional knowledge and abilities. Identifies community college faculty and staff goals, objectives, and directions to respond to these needs.

Equal Employment Opportunities/Affirmative Action

- Develops, coordinates and implements the equal employment opportunity and affirmative action program for the Community College System.
- Ensures compliance with Federal, State and University policies and procedures.
- Investigates grievances and complaints.
- Develops proactive programs and activities to address underutilization and to ensure the rights of protected individuals.

Research, Training and Auxiliary Enterprises

- Coordinates research and training delegated functions, including those directly delegated to the community colleges chancellors.
- Coordinates reports and post-audits on research and training activities.

- Coordinates auxiliary enterprise activities for the community colleges, including commercial enterprise programs.

Marketing and Communications

- Coordinates systemwide marketing activities for the community colleges.
- Coordinates systemwide communications activities for the community colleges.

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- Participates at the policy level on collective bargaining contract negotiations and contract interpretation including the handling of grievances.
- Coordinates activities involving relationships with senior system-wide and campus administrators, BOR and its committees, legislative committees and their staffs and with City, State and Federal agencies and community groups.
- Reviews, approves, if delegated, and processes administrative matters; conducts management and other studies; and issues required reports. Resolves problems and issues that have systemwide or inter-campus impact.
- Coordinates all activities relating to the Capital Improvements Program (CIP), and repairs and maintenance projects of the community colleges.
- Develops and coordinates public information programs for the community colleges.
- Provides messenger and mail services to the various campuses.

Physical Facilities, Planning and Construction

- Coordinates long- and short-range physical facilities plans between community college chancellors and the Director of Capital Improvements.
- Coordinates activities with private contractors, Director of Capital Improvements, and governmental inspectors, and acts as liaison between chancellors and the Director of Capital Improvements in the preparation of plans for new construction projects and building alterations.
- Coordinates preparation of capital improvements budget for community colleges in consultation with the chancellors and Director of Capital Improvements.
- Provides occupational and environmental health and safety support for the community colleges in coordination with the University of Hawai'i Environmental Health and Safety Office (EHSO) and the Director of Capital Improvements. The EHSO maintains systemwide responsibility for most of these health and safety functions.

Budget and Planning

- Coordinates, reviews, and prepares operating and CIP budgets and expenditure plans and reports required by the University, State and Federal governments.
- Develops community college systemwide program budget and allocation plans
- Develops budgetary and control systems and procedures.
- Provides staff support in the review and analysis of organizational charts and functional statements. Coordinates the flow and approval of reorganization requests for the community colleges.

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- Conducts special studies and analysis affecting the budget.

Finance and Operations

- Develops, reviews, and revises policies and operational fiscal affairs procedures in coordination with chancellors from community colleges.
- Supervises the compliance of existing University and governmental policies and regulations on fiscal matters.
- Coordinates, reviews, and administers extramural contracts and grants.
- Provides messenger and mail services to the various campuses.

Human Resources

- Develops and directs the personnel system for the community colleges, which include reviewing proposed personnel actions, advising the campus chancellors and program directors on the course of action.
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