



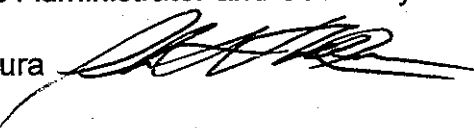
UNIVERSITY
of HAWAII
SYSTEM

Glenn K. Nakamura
Interim Budget Director

January 8, 2008

MEMORANDUM

TO: Presley Pang
Interim Executive Administrator and Secretary of the Board of Regents

FROM: Glenn K. Nakamura 
Interim Director

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION FOR THE HAWAII
COMMUNITY COLLEGE

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on July 18, 2007 for the Hawaii Community College. The purpose of this reorganization is explained in the accompanying executive summary and proposal narrative.

If there are any questions regarding this matter, please contact Director Sandra Uyeno at 956-8788.

Attachment

c: Director Sandra Uyeno (w/o attachment)



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
UNIV OF HAWAII Administrative Affairs
UH BUDGET OFFICE

07 NOV 30 P1:49

September 28, 2007

Mr. Russell Okata, Executive Director
Hawai'i Government Employees Association
888 Mililani Street
Honolulu, HI 96813

Dear Mr. Okata:

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAII - HAWAII COMMUNITY COLLEGE

Attached for your files is a copy of the reorganization which was approved on July 18, 2007 for the University of Hawai'i, Hawai'i Community College, Planning, Operations and Maintenance Unit, upon completion of the consultation process with HGEA.

Should you have any questions, please contact Director Sandra Uyeno at 956-8788.

A handwritten signature in black ink, appearing to read "M. T. Unebasami".

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c Vice President for Community Colleges John Morton
- University Budget Office
- University Office of Human Resources
- UHCC Chancellor Rockne Fritas
- UHCC Budget Office
- ✓UHCC Human Resources

2327 Dole Street
Honolulu, Hawai'i 96822
Telephone: (808) 956-6023
Fax: (808) 956-3763

An Equal Opportunity/Affirmative Action Institution



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

September 28, 2007

TO: The Honorable James Duke Aiona, Jr.
Lieutenant Governor, State of Hawai'i

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAII - HAWAII COMMUNITY COLLEGE

Attached for your files is a copy of the reorganization of the University of Hawai'i, Hawai'i Community College, Planning, Operations and Maintenance Unit which was approved on July 18, 2007. The purpose of the reorganization is explained in the attached documents.

Should you have any questions, please contact Director Sandra Uyeno at 956-8788.

A handwritten signature in black ink, appearing to read 'M. Unebasami'.

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c The Honorable Georgina Kawamura
Director, Department of Budget and Finance
- The Honorable Marie Laderta
Director, Department of Human Resources Development
- Vice President for Community Colleges John Morton
- University Budget Office
- University Office of Human Resources
- UHCC Chancellor Rockne Freitas
- UHCC Budget Office
- ✓UHCC Human Resources

2327 Dole Street
Honolulu, Hawai'i 96822
Telephone: (808) 956-6023
Fax: (808) 956-3763

An Equal Opportunity/Affirmative Action Institution



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

September 28, 2007

Mr. Dayton M. Nakanelua, State Director
United Public Workers
1426 N. School Street
Honolulu, HI 96817

Dear Mr. Nakanelua:

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAII - HAWAII COMMUNITY COLLEGE

Attached for your files is a copy of the reorganization which was approved on July 18, 2007 for the University of Hawai'i, Hawai'i Community College, Planning, Operations and Maintenance Unit, upon completion of the consultation process with UPW.

Should you have any questions, please contact Director Sandra Uyeno at 956-8788.

A handwritten signature in black ink, appearing to read 'M. T. Unebasami'.

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c Vice President for Community Colleges John Morton
- University Budget Office
- University Office of Human Resources
- UHCC Chancellor Rockne Freitas
- UHCC Budget Office
- ✓UHCC Human Resources

2327 Dole Street
Honolulu, Hawai'i 96822
Telephone: (808) 956-6023
Fax: (808) 956-3763

An Equal Opportunity/Affirmative Action Institution

**EXECUTIVE SUMMARY
REORGANIZATION PROPOSAL REQUEST
UNIVERSITY OF HAWAII – HAWAII COMMUNITY COLLEGE**

The Hawaii Community College's origin dates back to 1941 when the Territorial Legislature established Hawaii Vocational School. A name change occurred in 1956 to Hawaii Technical School and again in May 1970 to Hawaii Community College (HawCC) at which time school governance transferred from the Department of Education to the University of Hawaii (UH System). From 1970 through 1991, HawCC was a unit of the University of Hawaii at Hilo (UHH). As a department under the operational control of UHH, the state legislature provided funds for HawCC through UHH.

It was not until 1991 when the University of Hawai'i Board of Regents voted to separate HawCC from UHH. Since 1991, HawCC and UHH continue to disentangle themselves from each other. HawCC became an independent educational organization responsible for its own governance and budget with the exception of auxiliary and facilities services. Auxiliary and facilities services remained under the operational and budgetary control of UHH. In 1997, HawCC's administrative responsibilities expanded further when governance of the UH Center at West Hawai'i transferred from UHH.

Effective July 1, 2006, the State Legislature approved funding to further support this separation. One of the items approved was the addition of 19.00 FTE operations and maintenance support positions to HawCC. In response to the addition of a new function, a new unit will be established as the Planning, Operations and Maintenance Office.

The proposed addition of a Planning, Operations and Maintenance Office will enable HawCC to more effectively and efficiently provide operations and maintenance services to the students, faculty, staff and visitors of the campus. Once the HawCC Planning, Operations and Maintenance Office is fully operational, UHH will no longer be responsible for providing auxiliary and facilities services support to HawCC. The establishment of this new office will result in a better health and safety environment which will, in turn, affect morale in a positive manner. HawCC may be able to reduce some of the overall cost of repairs by responding to problems in a more timely, effective and efficient manner. This improved response will ensure that minor repairs are corrected before they become major repairs.

The Planning, Operations and Maintenance unit will be created and consist of a 1.00 FTE Auxiliary and Facilities Services Officer, a 1.00 FTE Clerk Typist, 11.00 FTE Janitors, 4.00 FTE Groundskeepers and 2.00 FTE Building Maintenance Workers.

- This unit is responsible for creating and maintaining an attractive, clean and safe learning environment through the effective and efficient use of janitorial services, groundskeepers and building maintenance workers. The development and implementation of a functional preventative maintenance program will greatly

assist the section in its goals of an attractive, clean and safe learning environment. The section will also be responsible for campus safety, security, hazardous waste management, OSHA compliance and Emergency planning; and for the development and implementation of energy management programs, and parking and transportation services. Planning for construction and renovation of campus facilities will also fall under the purview of the Planning, Operations and Maintenance Office. Planning and construction related responsibilities will be executed with the assistance of the Office of the Vice President for Community Colleges, Physical Facilities, Planning and Construction Office.

- Transfers the 1.00 FTE general fund Auxiliary and Facilities Services Officer (Pos. No. 78107), reflected under the Business Office in the present organization, to the newly created Planning, Operations and Maintenance Office.
- Transfers the 1.00 FTE temporary Auxiliary and Facilities Services Officer (Pos. No. 81502T), which was temporarily reflected in the Business Office, to the Vice Chancellor of Administrative Affairs. This temporary position will be utilized to support the performance of essential budget related functions which are currently lacking under the current structure.

The proposed reorganization deletes the Computer Center unit under the Vice Chancellor of Administrative Affairs and transfers the 1.00 FTE general fund IT Specialist (Pos. No. 80621) to the 2.00 FTE Institutional Research section under the Vice Chancellor of Academic Affairs. This transfer will ensure the best utilization of a special IT skill set.

The major funding requirements for this reorganization and establishment of an independent Planning, Operations and Maintenance Office for HawCC has been funded by the Legislature in the FY 2007 Supplemental Budget (19.00 FTE and \$2,073,974 in general funds for salaries, supplies, utilities, services, etc.). Additional costs (\$3,500 estimate) to elevate some of the staff to include supervisory duties will be covered through internal reallocations within the financial resources of the college.

The addition of a Planning, Operations and Maintenance unit and the transfer of the Computer Center to Institutional Research will enable the organization to more effectively serve the interests and needs of the students, faculty, staff and administrators of HawCC. The proposed reorganization will allow Haw CC to improve operational effectiveness and efficiency and appropriately address the developing needs of the campus.

**REORGANIZATION PROPOSAL REQUEST
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE**

PRESENT ORGANIZATION

Office of the Chancellor

The Chancellor (#89092) is the general fund Chief Executive Officer of the campus directly supported by a 1.00 FTE Civil Service general fund position and 5.00 FTE Executive general fund positions. Reporting to the Chancellor is the Vice Chancellor of Academic Affairs, the Vice Chancellor of Administrative Affairs, the Dean of Student Services, the Director of Continuing Education & Training, and the Director of the University of Hawaii Center, West Hawaii.

Hawaii Community College provides a comprehensive post-secondary instructional program including outreach education, career education, and general education courses. Career education programs lead to Certificates and Associate of Science degrees, and are designed to prepare the graduate for entry level employment. General education courses may lead to the Associate of Arts degree and may also transfer to Baccalaureate degree programs offered on the four year campus.

Through its University of Hawai'i Center, West Hawaii, the College provides West Hawaii communities with outreach services and access to programs offered elsewhere in the University of Hawaii (UH) System. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.

Administrative Services

Administrative Services is managed by the Vice Chancellor of Administrative Affairs (#89324), directly supported by a 1.00 FTE Civil Service general fund position. Reporting to the Vice Chancellor of Administrative Affairs are the Business Office, Human Resources Office and a Computer Center unit.

This office provides for the various administrative support services and activities of the College which generally include personnel, administrative management, budget and fiscal services, and planning, operations and maintenance.

- The Business Office is managed by a 1.00 APT general fund position Administrative Officer (#80162), and staffed with a 1.00 FTE APT Administrative and Fiscal Support Specialist and 4.00 FTE Civil Service general fund positions. The auxiliary function (2.00 FTE Auxiliary and Facilities Services Officers, 1.00 permanent and 1.00 temporary general fund positions) have been temporarily reflected in the Business Office until the reorganization is approved. The

Business Office is responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

- Human Resources is managed by a 1.00 FTE APT general fund position Personnel Officer (#80253) and staffed with a 1.00 FTE Civil Service general fund position. The Human Resources office is responsible for the College's human resources operations including classification and pay administration, recruitment and employment, contract interpretations, EEO/AA, training and staff development, workers compensation, etc.
- The Computer Center is staffed by a 1.00 FTE APT Information Technology Specialist, general fund position (#80621). The Computer Center is responsible for all aspects of administrative and non-instructional computing requirements of the College and is responsible for providing technical support in managing, maintaining and modifying commercially obtained software, and the maintenance of computer hardware and peripherals.
- The Reorganization Footnote on the organizational chart includes 18.00 of the 19.00 new FTE general fund positions provided by the Supplemental 2006 State Legislature. Positions include eleven (11.00) Janitor II's, four (4.00) Groundskeeper I's, two (2.00) Maintenance Worker I's and one (1.00) Clerk Typist II. These positions were provided to establish a planning, operations and maintenance unit for the College and is the primary reason for this reorganization proposal.

Institutional Research

- The Institutional Research unit is managed by the Vice Chancellor of Academic Affairs General fund position (#89108) and is staffed with 1.00 FTE APT general fund position Educational Specialist, PBA (#81066) and a 1.00 FTE APT general fund position Institutional Researcher (#97926F). The Institutional Research Unit directs the organization and implementation of the college wide program review process and helps the campus comply with the assessment and accreditation requirements for data input and extraction, and data analysis that support the mission, college goals, and student learning outcomes. This unit administers and implements the program review process throughout all units of the college, produces internal and external documents to communicate the college's progress towards achieving its strategic goals, developing, administering and compiling survey instruments, as well as responding to individual unit requests for research data.

**PROPOSED ORGANIZATION
BACKGROUND/NATURE OF THE PROPOSED REORGANIZATION
REASONS FOR PROPOSING THE REORGANIZATION**

The Hawaii Community College's origin dates back to 1941 when the Territorial Legislature established Hawaii Vocational School. A name change occurred in 1956 to Hawaii Technical School and again in May 1970 to Hawaii Community College (HawCC) at which time school governance transferred from the Department of Education to the University of Hawaii (UH System). From 1970 through 1991, HawCC was a unit of the University of Hawaii at Hilo (UHH). As a department under the operational control of UHH, the state legislature provided funds for HawCC through UHH.

It was not until 1991 when the University of Hawai'i Board of Regents voted to separate HawCC from UHH. Since 1991, HawCC and UHH continue to disentangle themselves from each other. HawCC became an independent educational organization responsible for its own governance and budget with the exception of auxiliary and facilities services. Auxiliary and facilities services remained under the operational and budgetary control of UHH. In 1997, HawCC's administrative responsibilities expanded further when governance of the UH Center at West Hawai'i transferred from UHH.

Both the UHH and the HawCC campuses have undergone significant growth over the years both in facilities and acreage. The costs, in staff and funds, to support this growth have also increased considerably with no appreciable resource increases from the State Legislature or the University of Hawai'i System.

The present organization has endured several problems over the years. First, there has been poor planning, operations and maintenance support for HawCC for many years due to the lack of controls, the lack of support with resources and the lack of priorities. This has had a detrimental effect on the maintenance of facilities, some of which involve health and safety concerns. Some necessary repairs were put off for extended periods. These delays, due to lack of controls, staffing and/or funds resulted in more extensive and expensive repairs. Second, the lack of independent fiscal responsibility for HawCC, with regards to auxiliary and facilities services, has created an extreme hardship for both the UHH and HawCC.

Effective July 1, 2006, the State Legislature approved funding to further support this separation. One of the items approved was the addition of 19.00 FTE operations and maintenance support positions to HawCC. In response to the addition of a new function, a new unit will be established as the Planning, Operations and Maintenance Office.

The proposed addition of a Planning, Operations and Maintenance Office will enable HawCC to more effectively and efficiently provide operations and maintenance services to the students, faculty, staff and visitors of the campus. Once the HawCC Planning, Operations and Maintenance Office is fully operational, UHH will no longer be

responsible for providing auxiliary and facilities services support to HawCC. The establishment of this new office will result in a better health and safety environment which will, in turn, affect morale in a positive manner. HawCC may be able to reduce some of the overall cost of repairs by responding to problems in a more timely, effective and efficient manner. This improved response will ensure that minor repairs are corrected before they become major repairs.

1. Planning, Operations and Maintenance

This reorganization is in response to the separation of organizational responsibilities for HawCC and UHH and the subsequent approval by the State Legislature and the University of Hawaii System for HawCC to have its own planning, operations and maintenance unit. It is necessary to reflect this major addition to the Organizational structure of HawCC.

After much negotiating and justification, both the State Legislature and the University of Hawaii System authorized the funding for an auxiliary and facilities services unit with 19.00 FTE new personnel. With the establishment of this unit, HawCC will have complete control of its own planning, operations and maintenance services. Once established, with the proper equipment, tools and personnel, this section will be able to control, schedule and prioritize repairs and preventative maintenance in a more timely, effective and efficient manner. HawCC will not have to compete for resources to have routine repairs and maintenance performed. The Planning, Operations and Maintenance Office will be located in building 389 on the Manono Campus. Building 389 was previously under the operational control of UHH. As part of the reorganization and transition of responsibilities, UHH will cede 40% of the space in the building to HawCC.

The Planning, Operations and Maintenance unit will be created and consist of a 1.00 FTE Auxiliary and Facilities Services Officer, a 1.00 FTE Clerk Typist, 11.00 FTE Janitors, 4.00 FTE Groundskeepers and 2.00 FTE Building Maintenance Workers.

- Auxiliary and Facilities Services Officer, 1.00 FTE general fund (Pos. No. 78107), will be directly responsible for the Planning, Operations and Maintenance Office. This unit is responsible for creating and maintaining an attractive, clean and safe learning environment through the effective and efficient use of janitorial services, groundskeepers and building maintenance workers. The development and implementation of a functional preventative maintenance program will greatly assist the section in its goals of an attractive, clean and safe learning environment. The section will also be responsible for campus safety, security, hazardous waste management, OSHA compliance and Emergency planning; and for the development and implementation of energy management programs, and parking and transportation services. Planning for construction and renovation of campus facilities will also fall under the purview of the Planning, Operations and Maintenance Office. Planning and construction related responsibilities will be executed with the assistance of the Office of the Vice

President for Community Colleges, Physical Facilities, Planning and Construction Office.

- Clerical Support

The 1.00 FTE general fund Clerk Typist II (Pos. No. 900338) will provide support in the areas of equipment and supply ordering, inventory control, mail service, prioritizing and tracking work orders, and maintaining section policies and procedures.

- Janitorial Services

The 11.00 FTE general fund Janitor II's (Pos. Nos. 97227F, 97228F, 97229F, 97230F, 97231F, 97232F, 97233F, 97234F, 97235F, 97236F, 97237F) will ensure that all facilities are maintained to expected health and sanitation standards. Position numbers 97227F and 97228F will be established as Janitor working supervisors. It is estimated that this will result in an additional annual cost to the College of \$3,500 which will be covered through internal reallocations.

- Groundskeeping Services

The 4.00 FTE general fund Groundskeeper I's (Pos. Nos. 97238F, 97239F, 97240F, 97241F) will ensure that campus grounds, landscaped areas, roadways and parking areas are maintained in an attractive, clean and safe manner.

- Building Maintenance Services

The 2.00 FTE general fund Building Maintenance Worker I's (Pos. Nos. 97242F, 97243F) will ensure that all physical facilities are properly maintained to preserve and protect existing structures.

2. Transfers

- Transfers the 1.00 FTE general fund Auxiliary and Facilities Services Officer (Pos. No. 78107), reflected under the Business Office in the present organization, to the newly created Planning, Operations and Maintenance Office.
- Transfers the 1.00 FTE temporary Auxiliary and Facilities Services Officer (Pos. No. 81502T), which was temporarily reflected in the Business Office, to the Vice Chancellor of Administrative Affairs. This temporary position will be utilized to support the performance of essential budget related functions which are currently lacking under the current structure.

3. Computer Center

The Computer Center reporting to the Vice Chancellor of Administrative Services is a one person unit. It was initially established as the Information Technology (IT) support function for the entire HawCC campus over 13 years ago. The IT needs and data compilation requirements of HawCC have increased considerably over recent years. During this technology growth, a unit for Institutional Research was established under the Vice Chancellor of Academic Affairs. This unit with 2.00 FTE supports the bulk of HawCC's Institutional Research requirements.

The proposed reorganization deletes the Computer Center unit under the Vice Chancellor of Administrative Affairs and transfers the 1.00 FTE general fund IT Specialist (Pos. No. 80621) to the 2.00 FTE Institutional Research section under the Vice Chancellor of Academic Affairs. This transfer will ensure the best utilization of a special IT skill set.

4. Name Change

The unit name Administrative Services will be changed to Administrative Affairs.

The major funding requirements for this reorganization and establishment of an independent Planning, Operations and Maintenance Office for HawCC has been funded by the Legislature in the FY 2007 Supplemental Budget (19.00 FTE and \$2,073,974 in general funds for salaries, supplies, utilities, services, etc.). Additional costs (\$3,500 estimate) to elevate some of the staff to include supervisory duties will be covered through internal reallocations within the financial resources of the college.

OTHER ALTERNATIVES CONSIDERED

Other alternatives would not be consistent with what was legislatively approved.

The addition of a Planning, Operations and Maintenance unit and the transfer of the Computer Center to Institutional Research will enable the organization to more effectively serve the interests and needs of the students, faculty, staff and administrators of HawCC. The proposed reorganization will allow HawCC to improve operational effectiveness and efficiency and appropriately address the developing needs of the campus.

PREVIOUS

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE

Organization Chart

Chart I

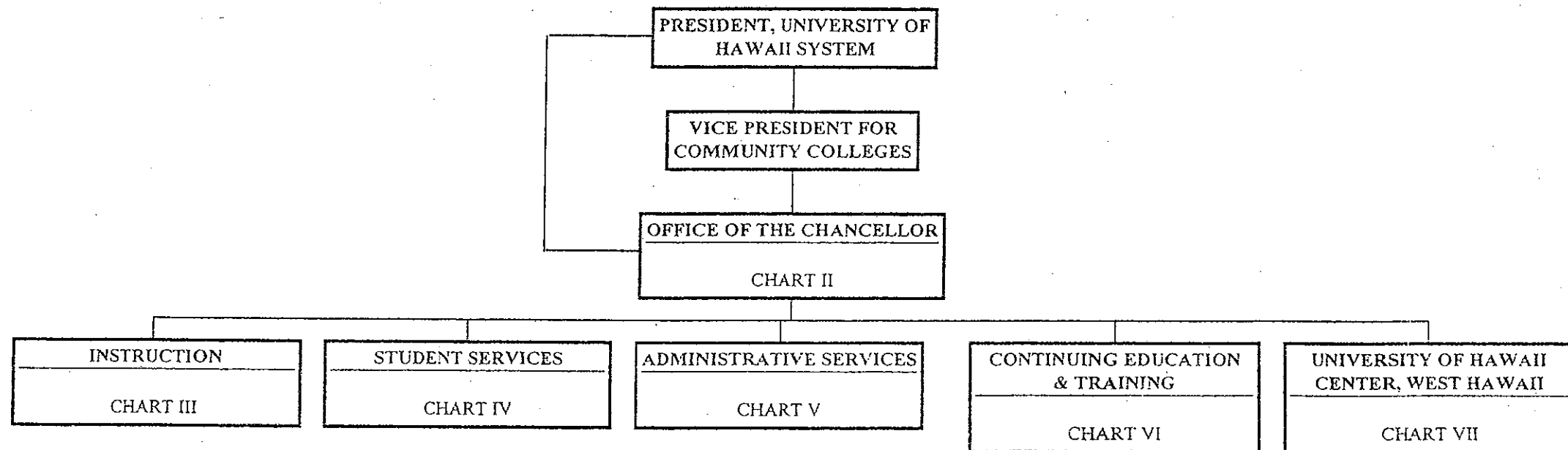


CHART UPDATED

DATE JUL - 1 2006

| | <u>Perm</u> | <u>Temp</u> |
|-------------------|-------------|-------------|
| General Fund | 199.00 | 5.00 |
| (B) Special Funds | 1.00 | |

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC SUPPORT

Position Organization Chart

Chart III-B

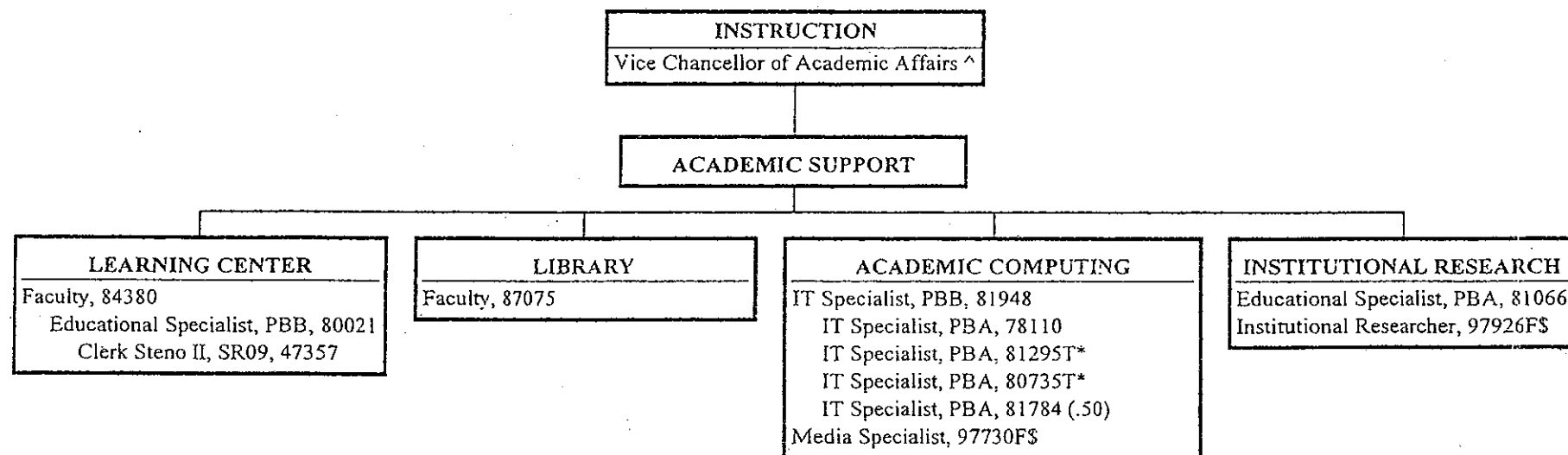


CHART UPDATED

DATE JUL - 1 2006

^ Excluded from position count this chart

* Temporary Position

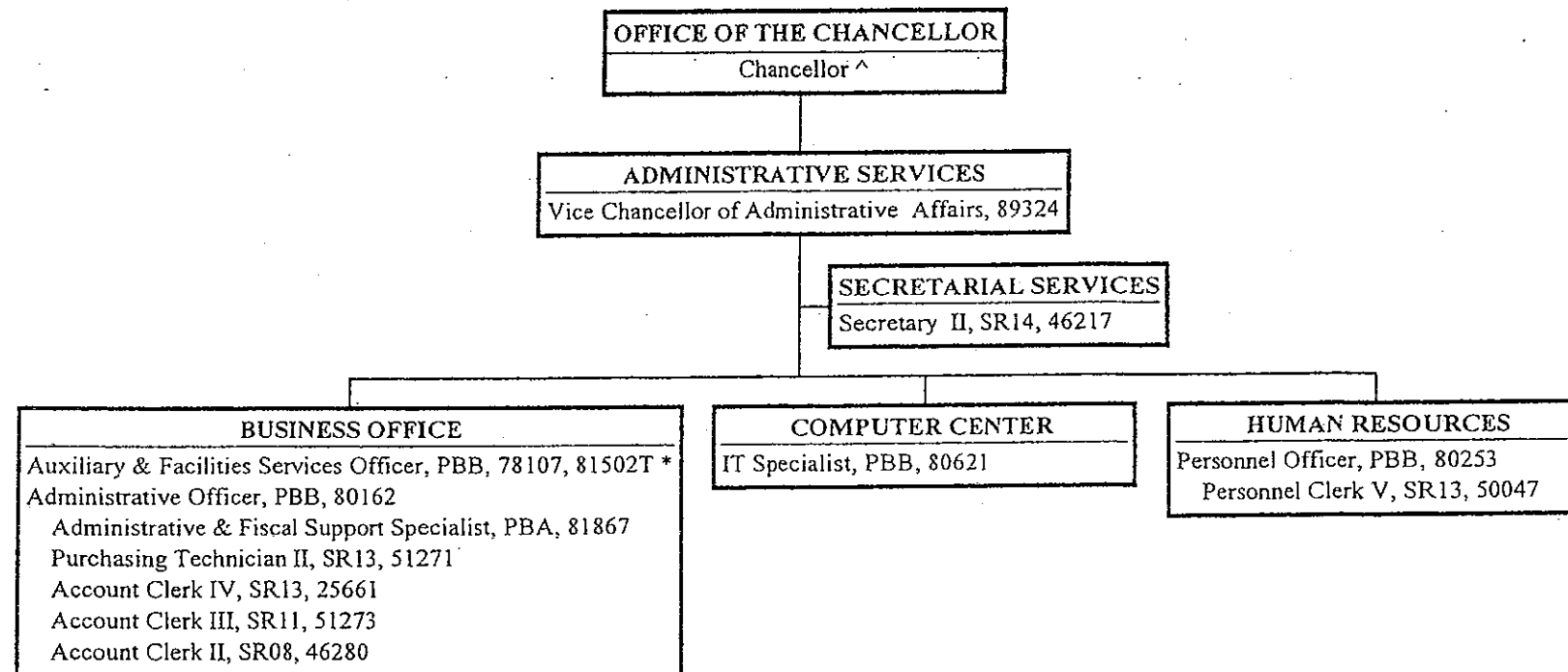
\$ To be established

| | | |
|--------------|-------------|-------------|
| | <u>Perm</u> | <u>Temp</u> |
| General Fund | 9.50 | 2.00 |

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ADMINISTRATIVE AFFAIRS

Position Organization Chart

Chart V



^ Excluded from position count this chart

* Temporary Position

+Reorganization required to include eighteen (18) new position counts provided by the supplemental 200State Legislature;

positions include eleven (11) Janitor II (97227F, 97228F, 97229F, 97230F, 97231F, 97232F, 97233F, 97234F, 97235F, 97236F, 97237F, four (4) Groundskeeper I (97238F, 97239F, 97240F, 97241F), two (2) Building Maint Worker I (97242F, 97243F), and one (1) Clerk Typist (97244F), reorganization to follow.

Perm Temp

General Fund 30.00 1.00

CHART UPDATED

11/11 - 1 2006

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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

Accounting, Administration of Justice, Agriculture, Auto Body Repair and Painting, Automotive Mechanics Technology, Carpentry, Diesel Mechanics, Drafting and Engineering Aide, Early Childhood Education, Electrical Installation and Maintenance Technology, Electronics Technology, Food Service, Hotel Operations, Human Services, Information Technology, Liberal Arts, Nursing, Office Administration and Technology, Marketing, Welding and Sheet Metal

The College provides a wide range of student support services to meet the needs of a diverse student body.

The College also provides a summer session and an extensive array of non-traditional and non-credit programs.

Through its University of Hawaii'i, West Hawaii'i Center, the College provides West Hawaii'i communities with outreach services and access to programs offered elsewhere in the University of Hawaii'i (UH) system. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the orderly and proper functioning of Hawai'i Community College, and 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 Chancellor:

- * Issues rules and regulations governing the activities of the College
- * Develops long-range plans for the growth and improvement of the College.
- * Approves appointments, tenure, leaves, terminations and promotions for all College personnel according to delegated authority.
- * Maintains accreditation standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and other governing bodies.
- * Approves and submits a College budget to the University System.
- * Serves as the College's liaison and representative to the general community including the Hawai'i County Government, State Legislators, and other appropriate State and community agencies, and organizations.
- * 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 establishment of other committees as needed.

OFFICE OF THE VICE CHANCELLOR OF ACADEMIC AFFAIRS

The Office of the Vice Chancellor of Academic Affairs is responsible for directing all instructional and academic programs. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit instruction, the office:

- * Supervises and participates in delivering programs and curriculum development, off campus credit programs; reviews instructional programs; and coordinates programs and course revisions as needed.
- * Supervises and coordinates the activities of unit/division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; and coordinating facility usage for instruction.
- * Assesses resource and staffing needs and prepares biennium and supplemental budgets for the instructional and academic support programs.
- * Recommends to the Chancellor personnel transactions which relate to hiring, tenure; leaves, promotions, and terminations.
- * Plans, budgets, organizes, implements, and evaluates a staff in-service training program.
- * Prepares grant applications; operationalizes plans to carry out various federally-funded programs.
- * Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.
- * Coordinates the development of the College's vocational education state plan, and all accreditation reports.
- * Coordinates externally-funded instructional programs.

INSTRUCTION

The purpose of Instruction is to offer courses to meet the specific degree major requirements of academic programs in each unit/division and the needs of general education and lower division students. The academic divisions are:

- Liberal Arts (transfer) programs in Social Sciences, Math & Natural Sciences, English, and Humanities.
- Hospitality includes Food Service and the Hotel Operation programs
- Applied Technical Education consists of Construction Technology and Transportation & Applied Technology
- Nursing & Allied Health
- Business Education & Technology

Under the general supervision of the Vice Chancellor, the five divisions develop coherent programs among the disciplines within their respective divisions. The divisions:

- Oversee the recruitment, improvement, and evaluation of faculty;
- Schedule classes, assigns faculty, assigns classroom space
- Develop 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.
- Coordinate curricular offerings among the disciplines.
- Offer courses to meet the specific degree requirements of major programs and the needs of general education and lower division students.
- Consult and cooperate with other divisions on curriculum matters.
- Recommend personnel transactions and administer annual operating and equipment budgets necessary to deliver the instructional programs.

Cooperative Vocational Education

The cooperative vocational education program enriches the quality and scope of post-secondary education through educationally-related work experiences which afford students an opportunity to earn funds needed for their education while enabling them to become better prepared to achieve their educational or career objectives. Instructors collaborate with local training station sponsors to assure that the educational objectives of the work laboratory are attained.

West Hawai'i Center

The purpose of the University of Hawai'i Center, West Hawai'i is to coordinate curricular offerings among disciplines; offer courses to meet the specific degree requirements of major academic programs and the needs of general education and lower division students; and consult with other divisions on curricular matters.

ACADEMIC SUPPORT

Academic support services provide assistance to students outside the formal classroom environment. These services complement instruction, assist students who need additional help, and educate students on resources available to them to support their classroom learning.

The Learning Center

The Learning Center coordinates four primary services:

- (1) Academic tutoring in basic skills and content area subjects.
- (2) Computer-assisted instructional programs.
- (3) Instruction utilizing self-paced audio visual kits and print media.
- (4) Non-credit basic skills and literacy training.

Library

The Library coordinates library services for community college students with the University of Hawai'i at Hilo's Library. In conjunction with academic units, the library conducts instruction for students and faculty in the use of the libraries within the University System and the State of Hawai'i System and assists community college faculty with library needs.

Academic Computing

The Academic Computing Unit is responsible for the technical support of all computers used by students, instructional staff, and academic support activities and services. This responsibility includes the maintenance and repair of computers and their system on the upper Main campus, the lower Manono campus, and the University of Hawai'i Center, West Hawai'i.

STUDENT SERVICES

The Office of Student Services provides 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.

Counseling and Student Life

- * Provides qualified, professional counseling services including assistance with career/life planning, establishing educational goals, adjusting to college life, developing job search skills, and job placement.
- * Disseminates information about services available on campus, college transfer information, occupational exploration, and labor market trends, and provides referral services to community resources for specific services and information not available on campus.
- * Coordinates assistance for students with disabilities and other groups in need of special assistance.
- * Conducts orientation and provides workshops and classes for student development and college success topics such as, career/life planning, decision making, goal setting, time management, self-knowledge, and study skills.
- * Implements student center programs and other co-curricular activities and advises student government and other major student organizations.

Enrollment Services

- * Provides information about the college to the general public and selected special target populations, and implements recruitment strategies for the college.
- * Provides pre-admissions counseling services including clarification of career/educational goals and workshops on preparing for college, and assistance in applying for financial aid.
- * Delivers timely financial aid services to meet the needs of entering and enrolled students, including coordination of all Federal and State student financial aid programs.
- * Delivers an efficient and flexible registration and assures that student academic records are properly maintained and made available to students.
- * Provides enrollment certification for students receiving veterans' benefits, financial aid, and other such benefits.

Joint Services

In cooperation with the University of Hawai'i at Hilo, coordinates student housing for Hawai'i Community College students in residence halls; coordinates health services; coordinates sharing of campus center facilities.

ADMINISTRATIVE SERVICES

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

- * Insures the College operates within Federal and State statutes, established policies and procedures of the University of Hawai'i, and educates the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks.
- * 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, Personnel Office and the Operations and Maintenance Programs, in coordination with the University of Hawai'i at Hilo.
- * Performs and/or participates in special studies of interest or concern; making recommendations, offering alternatives, correcting problems, discussing 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 with available resources and time frame, monitoring progress, and following-up on reporting requirements.
- * Responds to requests for information, especially from UH 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), and the Special Repairs and Maintenance Programs in coordination with the University of Hawai'i at Hilo.
- * Works with University of Hawai'i at Hilo to see that proper maintenance and care of all physical facilities and properties of the College are performed, 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.

Business Office

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

Computer Center

Responsible for all aspects of administrative and non-instructional computing requirements of the College. Responsible for providing technical support in managing, maintaining and modifying commercially obtained software, and the maintenance of computer hardware and peripherals.

Human Resources

Responsible for the College's human resources operations including classification and pay administration; recruitment and employment; contract interpretation; EEO/AA; training and staff development; workers' compensation; etc.

CONTINUING EDUCATION AND TRAINING

Under the Director of Continuing Education and Training (CET), the function of this organizational unit is to administer all non-traditional programs, including apprenticeship programs and non-credit instructional programs and activities. The latter includes: seminars, lectures, and workshops for the general public and special interest groups of the community; cultural programs; international programs; Intensive English Program; and the regular credit summer session.

Apprenticeship Program

The Apprenticeship Program provides evening and weekend courses for apprenticeship training in such fields as carpentry, electricity, heavy equipment mechanics, masonry, painting, plumbing and sheet metal. Training may be offered in other fields if there is a demand. The program meets the requirements of the State of Hawai'i Apprenticeship Law and enables an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.

Non-Credit Programs

The Non-Credit Program offers to the community programs related to on-campus curricular programs, employment preparation programs, basic skills programs, the Intensive English Program, and workforce development programs. Partnerships with businesses and secondary education institutions will enhance outreach to all population groups and geographic areas of the Island.

UNIVERSITY OF HAWAII CENTER, WEST HAWAII

The University of Hawai'i Center, West Hawai'i establishes a permanent University of Hawai'i (UH) presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to a specific UH campus can 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 Hawai'i Center, West Hawai'i is instructional, it may also provide for various research and/or public service programs. The Center:

- * Ascertains community needs in West Hawai'i; identifies the UH campus that is responsible for and capable of responding to those needs; and facilitates the delivery of all levels of outreach credit and non-credit instruction to meet those needs. The methods of delivering instruction include the use of the Hawai'i 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 Hawai'i Center, West Hawai'i; 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 of Hawai'i and Western Association of Schools and Colleges (WASC) requirements as needed.

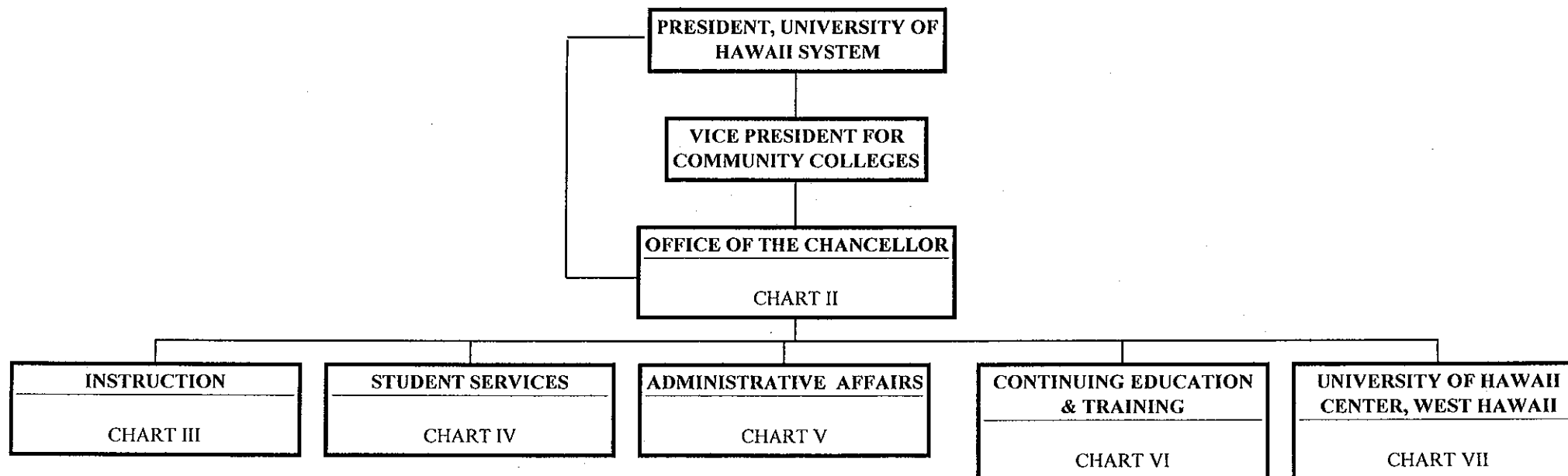
APPROVED

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE

Organization Chart

Chart I



APPROVED:

[Signature]
Vice President for Community Colleges

07/18/2007

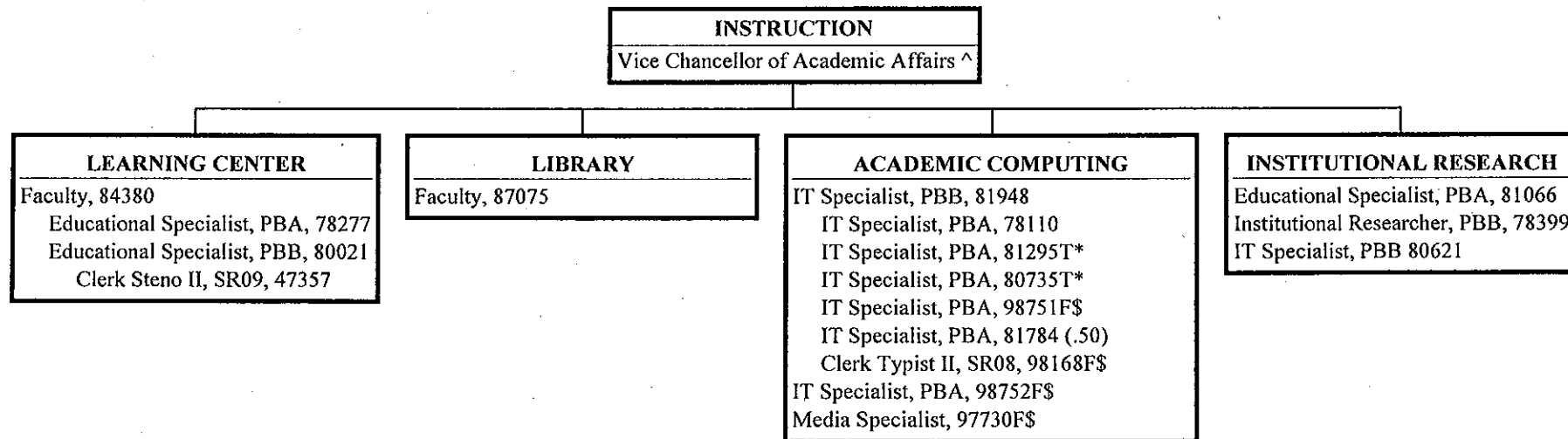
Date

| | <u>Perm</u> | <u>Temp</u> |
|-------------------|-------------|-------------|
| General Fund | 211.00 | 5.00 |
| (B) Special Funds | 1.00 | |

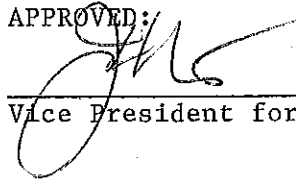
STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC SUPPORT

Position Organization Chart

Chart III-B



APPROVED:


Vice President for Community Colleges

07/18/2007

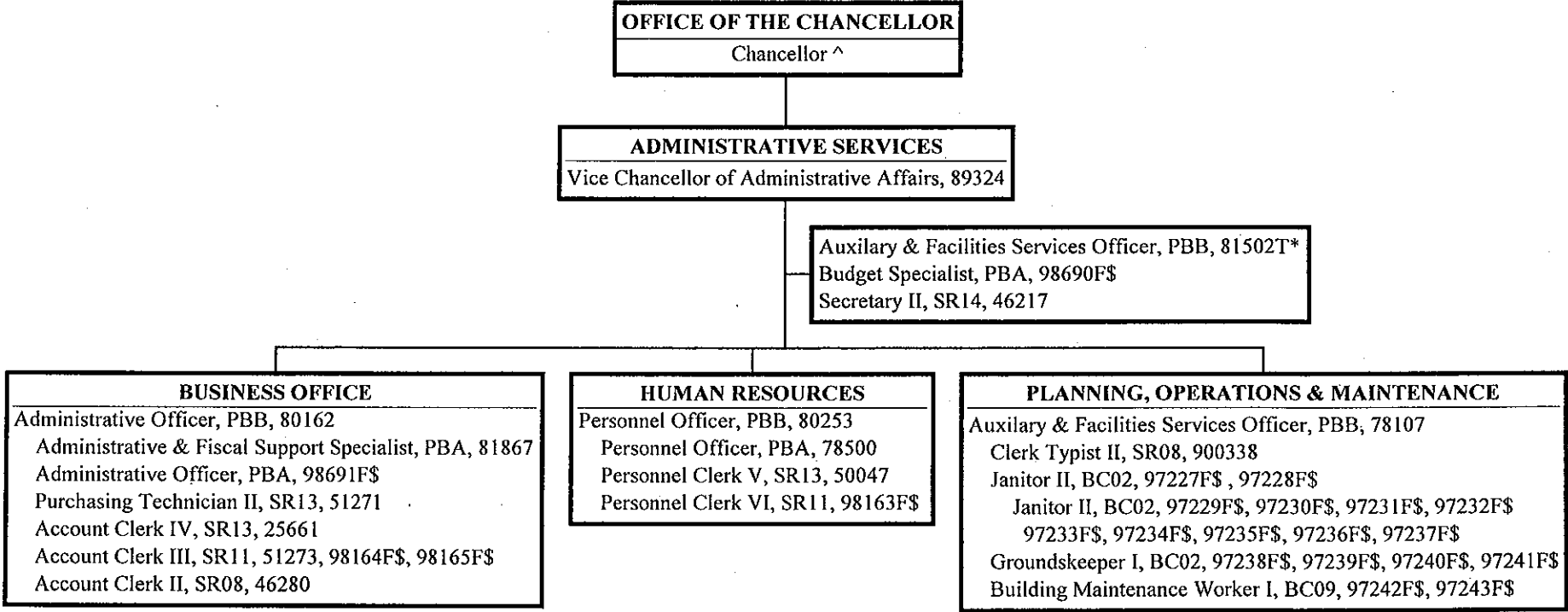
Date

^ Excluded from position count this chart
* Temporary Position
\$ To be established

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ADMINISTRATIVE AFFAIRS

Position Organization Chart

Chart V



APPROVED:

07/18/2007
Vice President for Community Colleges Date

^ Excluded from position count this chart
* Temporary Position
\$ To be established

| | Perm | Temp |
|--------------|-------|------|
| General Fund | 35.00 | 1.00 |

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
HAWAI'I COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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

Accounting, Administration of Justice, Agriculture, Auto Body Repair and Painting, Automotive Mechanics Technology, Carpentry, Diesel Mechanics, Drafting and Engineering Aide, Early Childhood Education, Electrical Installation and Maintenance Technology, Electronics Technology, Food Service, Hotel Operations, Human Services, Information Technology, Liberal Arts, Nursing, Office Administration and Technology, Marketing, Welding and Sheet Metal

The College provides a wide range of student support services to meet the needs of a diverse student body.

The College also provides a summer session and an extensive array of non-traditional and non-credit programs.

Through its University of Hawai'i, West Hawai'i Center, the College provides West Hawai'i communities with outreach services and access to programs offered elsewhere in the University of Hawai'i (UH) system. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the orderly and proper functioning of Hawai'i Community College, and 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 Chancellor:

- * Issues rules and regulations governing the activities of the College
- * Develops long-range plans for the growth and improvement of the College.
- * Approves appointments, tenure, leaves, terminations and promotions for all College personnel according to delegated authority.
- * Maintains accreditation standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and other governing bodies.
- * Approves and submits a College budget to the University System.
- * Serves as the College's liaison and representative to the general community including the Hawai'i County Government, State Legislators, and other appropriate State and community agencies, and organizations.
- * 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 establishment of other committees as needed.

OFFICE OF THE VICE CHANCELLOR OF ACADEMIC AFFAIRS

The Office of the Vice Chancellor of Academic Affairs is responsible for directing all instructional and academic programs. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit instruction, the office:

- * Supervises and participates in delivering programs and curriculum development, off campus credit programs; reviews instructional programs; and coordinates programs and course revisions as needed.
- * Supervises and coordinates the activities of unit/division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; and coordinating facility usage for instruction.
- * Assesses resource and staffing needs and prepares biennium and supplemental budgets for the instructional and academic support programs.
- * Recommends to the Chancellor personnel transactions which relate to hiring, tenure, leaves, promotions, and terminations.
- * Plans, budgets, organizes, implements, and evaluates a staff in-service training program.
- * Prepares grant applications; operationalizes plans to carry out various federally-funded programs.
- * Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.
- * Coordinates the development of the College's vocational education state plan, and all accreditation reports.
- * Coordinates externally-funded instructional programs.

INSTRUCTION

The purpose of Instruction is to offer courses to meet the specific degree major requirements of academic programs in each unit/division and the needs of general education and lower division students. The instructional divisions are:

- Liberal Arts (transfer) programs in Social Sciences, Math & Natural Sciences, English, and Humanities.
- Hospitality includes Food Service and the Hotel Operation programs
- Applied Technical Education consists of Construction Technology and Transportation & Applied Technology
- Nursing & Allied Health
- Business Education & Technology

Under the general supervision of the Vice Chancellor, the five divisions develop coherent programs among the disciplines within their respective divisions. The divisions:

- Oversee the recruitment, improvement, and evaluation of faculty;
- Schedule classes, assigns faculty, assigns classroom space
- Develop 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.
- Coordinate curricular offerings among the disciplines.
- Offer courses to meet the specific degree requirements of major programs and the needs of general education and lower division students.
- Consult and cooperate with other divisions on curriculum matters.
- Recommend personnel transactions and administer annual operating and equipment budgets necessary to deliver the instructional programs.

Cooperative Vocational Education

The cooperative vocational education program enriches the quality and scope of post-secondary education through educationally-related work experiences which afford students an opportunity to earn funds needed for their education while enabling them to become better prepared to achieve their educational or career objectives. Instructors collaborate with local training station sponsors to assure that the educational objectives of the work laboratory are attained.

West Hawai'i Center

The purpose of the University of Hawai'i Center, West Hawai'i is to coordinate curricular offerings among disciplines; offer courses to meet the specific degree requirements of major academic programs and the needs of general education and lower division students; and consult with other divisions on curricular matters.

ACADEMIC SUPPORT

Academic support services provide assistance to students outside the formal classroom environment. These services complement instruction, assist students who need additional help, and educate students on resources available to them to support their classroom learning.

The Learning Center

The Learning Center coordinates four primary services:

- (1) Academic tutoring in basic skills and content area subjects.
- (2) Computer-assisted instructional programs.
- (3) Instruction utilizing self-paced audio visual kits and print media.
- (4) Non-credit basic skills and literacy training.

Library

The Library coordinates library services for community college students with the University of Hawai'i at Hilo's Library. In conjunction with academic units, the library conducts instruction for students and faculty in the use of the libraries within the University System and the State of Hawai'i System and assists community college faculty with library needs.

Academic Computing

The Academic Computing Unit is responsible for the technical support of all computers used by students, instructional staff, and academic support activities and services. This responsibility includes the maintenance and repair of computers and their systems on the upper Main campus, the lower Manono campus, and the University of Hawai'i Center, West Hawai'i.

STUDENT SERVICES

The Office of Student Services provides 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.

Counseling and Student Life

- * Provides qualified, professional counseling services including assistance with career/life planning, establishing educational goals, adjusting to college life, developing job search skills, and job placement.
- * Disseminates information about services available on campus, college transfer information, occupational exploration, and labor market trends, and provides referral services to community resources for specific services and information not available on campus.
- * Coordinates assistance for students with disabilities and other groups in need of special assistance.
- * Conducts orientation and provides workshops and classes for student development and college success topics such as, career/life planning, decision making, goal setting, time management, self-knowledge, and study skills.
- * Implements student center programs and other co-curricular activities and advises student government and other major student organizations.

Enrollment Services

- * Provides information about the college to the general public and selected special target populations, and implements recruitment strategies for the college.
- * Provides pre-admissions counseling services including clarification of career/educational goals and workshops on preparing for college, and assistance in applying for financial aid.
- * Delivers timely financial aid services to meet the needs of entering and enrolled students, including coordination of all Federal and State student financial aid programs.
- * Delivers an efficient and flexible registration and assures that student academic records are properly maintained and made available to students.
- * Provides enrollment certification for students receiving veterans' benefits, financial aid, and other such benefits.

Joint Services

In cooperation with the University of Hawai'i at Hilo, coordinates student housing for Hawai'i Community College students in residence halls; coordinates health services; coordinates sharing of campus center facilities.

ADMINISTRATIVE AFFAIRS

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

- * Insures the College operates within Federal and State statutes, established policies and procedures of the University of Hawai'i, and educates the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks.
- * 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, Human Resources, and the Planning, Operations and Maintenance units.
- * Performs and/or participates in special studies of interest or concern; making recommendations, offering alternatives, correcting problems, discussing 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 with available resources and time frame, monitoring progress, and following-up on reporting requirements.
- * Responds to requests for information, especially from UH 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), and the Special Repairs and Maintenance Programs.
- * Ensures that proper maintenance and care of all physical facilities and properties of the College are performed, 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.

Business Office

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

Human Resources

Responsible for the College's human resources operations including classification and pay administration; recruitment and employment; contract interpretation; EEO/AA; training and staff development; and workers' compensation.

Planning, Operations & Maintenance

Responsible for maintenance of all facilities and grounds, safety, security, hazardous waste management, OSHA compliance, emergency planning, energy management programs, parking, and transportation services. Also responsible for plans for construction and renovations of campus facilities in coordination with the Office of Physical Facilities, Planning and Construction.

CONTINUING EDUCATION AND TRAINING

Under the Director of Continuing Education and Training (CET), the function of this organizational unit is to administer all non-traditional programs, including apprenticeship programs and non-credit instructional programs and activities. The latter includes: seminars, lectures, and workshops for the general public and special interest groups of the community; cultural programs; international programs; Intensive English Program; and the regular credit summer session.

Apprenticeship Program

The Apprenticeship Program provides evening and weekend courses for apprenticeship training in such fields as carpentry, electricity, heavy equipment mechanics, masonry, painting, plumbing and sheet metal. Training may be offered in other fields if there is a demand. The program meets the requirements of the State of Hawai'i Apprenticeship Law and enables an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.

Non-Credit Programs

The Non-Credit Program offers to the community programs related to on-campus curricular programs, employment preparation programs, basic skills programs, the Intensive English Program, and workforce development programs. Partnerships with businesses and secondary education institutions will enhance outreach to all population groups and geographic areas of the Island.

UNIVERSITY OF HAWAI'I CENTER, WEST HAWAI'I

The University of Hawai'i Center, West Hawai'i establishes a permanent University of Hawai'i (UH) presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to a specific UH campus can 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 Hawai'i Center, West Hawai'i is instructional, it may also provide for various research and/or public service programs. The Center:

- * Ascertains community needs in West Hawai'i; identifies the UH campus that is responsible for and capable of responding to those needs; and facilitates the delivery of all levels of outreach credit and non-credit instruction to meet those needs. The methods of delivering instruction include the use of the Hawai'i 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 Hawai'i Center, West Hawai'i; 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 of Hawai'i and Western Association of Schools and Colleges (WASC) requirements as needed.



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

UNIV. OF HAWAII
UH BUDGET OFFICE

'08 JUN -2 P2:05

May 28, 2008

TO: The Honorable James Duke Aiona, Jr.
Lieutenant Governor, State of Hawai'i

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAII, HAWAII COMMUNITY COLLEGE

Attached for your files is a copy of the reorganization of the University of Hawai'i, Hawai'i Community College, which was approved on May 15, 2008. The purpose of the reorganization is explained in the attached documents.

Should you have any further questions, please contact Director Sandra Uyeno at 956-3874.

A handwritten signature in black ink, appearing to read 'M. T. Unebasami'.

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c Vice President for Community Colleges John Morton
- ✓ University Budget Office
- University Human Resources Office
- UHCC Chancellor Rockne Freitas
- UHCC Budget Office
- UHCC Human Resources Office

2327 Dole Street
Honolulu, Hawai'i 96822
Telephone: (808) 956-6023
Fax: (808) 956-3763

An Equal Opportunity/Affirmative Action Institution



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

May 28, 2008

Dr. J.N. Musto, Executive Director
University of Hawai'i Professional Assembly
1017 Palm Drive
Honolulu, HI 96814

Dear Dr. Musto: *JN*

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAII, HAWAII COMMUNITY COLLEGE

Upon completion of the consultation process with UHPA, attached for your files is a copy of the reorganization of the University of Hawai'i, Hawai'i Community College, which was approved on May 15, 2008.

Should you have any further questions, please contact Director Sandra Uyeno at 956-3874.

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c ✓ Vice President for Community Colleges John Morton
- ✓ University Budget Office
- University Human Resources Office
- UHCC Chancellor Rockne Freitas
- UHCC Budget Office
- UHCC Human Resources Office

2327 Dole Street
Honolulu, Hawai'i 96822
Telephone: (808) 956-6023
Fax: (808) 956-3763

An Equal Opportunity/Affirmative Action Institution



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

May 28, 2008

Mr. Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Mililani Street
Honolulu, HI 96813

Dear Mr. Perreira: *Randy*

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAII, HAWAII COMMUNITY COLLEGE

Upon completion of the consultation process with HGEA, attached for your files is a copy of the reorganization of the University of Hawai'i, Hawai'i Community College, which was approved on May 15, 2008.

Should you have any further questions, please contact Director Sandra Uyeno at 956-3874.

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c ✓ Vice President for Community Colleges John Morton
- University Budget Office
- University Human Resources Office
- UHCC Chancellor Rockne Freitas
- UHCC Budget Office
- UHCC Human Resources Office

2327 Dole Street
Honolulu, Hawai'i 96822
Telephone: (808) 956-6023
Fax: (808) 956-3763

An Equal Opportunity/Affirmative Action Institution

**EXECUTIVE SUMMARY
REORGANIZATION PROPOSAL REQUEST
UNIVERSITY OF HAWAII – HAWAII COMMUNITY COLLEGE**

The Hawai'i Community College's origin dates back to 1941 when the Territorial Legislature established Hawai'i Vocational School. A name change occurred in 1956 to Hawai'i Technical School and again in May 1970 to Hawai'i Community College (Haw CC) at which time school governance transferred from the Department of Education to the University of Hawai'i (UH System). From 1970 through 1992, Haw CC was a unit of the University of Hawai'i at Hilo (UHH). As a department under the operational control of UHH, the state legislature provided funds for Haw CC through UHH. In 1992, Haw CC was transferred to the University of Hawai'i Community College System where it has remained.

This reorganization places Hawai'i Community College in a position to more effectively promote student learning and services. It seeks to provide a more responsive, accessible, and efficient college academic and administrative structure to meet the demands of the changing and challenging educational environment.

The major areas that this reorganization covers are continuous institutional improvement, increased administrative capability and minor administrative changes of titles for functional units and positions.

Continuous Institutional Improvement

With the shift from the process of teaching to both an emphasis on learning outcomes and financial stability, comes the need to wisely utilize limited resources in the most efficient and effective manner. Continuous institutional improvement must be the basis for implementing, developing, and sustaining student learning needs and goals and the College's financial goals and objectives.

- Formally establish the Recruitment functional unit under the Office of the Chancellor. This unit will be supported by a 1.00 FTE general fund faculty position and a 1.00 FTE Civil Service general fund position. Funding has been approved by the 2007 Legislature for FY 2008 in response to the Second Decade Project of the University of Hawai'i System. It is necessary to reflect this major addition to the organizational structure of Haw CC.

Having a Recruitment, Retention and Marketing Office to develop and implement a recruitment, retention and marketing strategy and a corresponding support plan is vital to portraying what services and educational benefits, traditional, non-traditional and technical, Haw CC has to offer the public and in the recruitment of students, faculty and

staff. The increase in the population of Hawai'i Island and in particular, East Hawai'i, coupled with the business and industrial growth, provides a fertile basis from which to draw students, faculty and staff. East Hawai'i is well above the state average in the population of 18-24 year olds with less than a high school education. This section of the state is noted for its very low per capita income and this economy is noted for its very high need for skilled workers. Attracting needy students, excellent faculty and outstanding staff are vital to the economic and financial support of both the college and the economy. Another possible benefit of the recruitment, retention and marketing efforts would be the possible income from areas of development and fund raising.

Increased Academic and Administrative Capability

The proposed reorganization provides a basis through which the critical academic and administrative functions and needs of the College can be recognized and provided. These changes reduce the executive span of control, better define lines of authority and redefines the workload of administrators. The changes will further promote greater representation, better responsiveness to identified problems and advocacy for the unique needs of their respective areas of responsibility.

- Instructional programs are the essence of any educational institution. The establishment of the offices of the Dean of Liberal Arts & Public Services and the Dean of Career & Technical Education, provide vital line management to 50 and 64 personnel respectively. The addition of the respective Deans will improve coordination efforts between the Deans and their divisions and enhance the supervisory interactions with the faculty and staff. This change will also provide some consistency amongst their respective divisions.
- Formally establish the Construction Academy with a Faculty Coordinator. This will provide a more focused and specific direction and provide a better span of control for ongoing and future Construction Academy operations.

The proposed reorganization includes the following detailed changes:

- Establishes the Recruitment unit (2.00 FTE general fund positions), reporting to the Chancellor.

Changes the descriptive office title of Vice Chancellor of Academic Affairs Unit from Instruction to Academic Affairs. Re-titles the Vice Chancellor of Academic Affairs to Vice Chancellor for Academic Affairs.

Hawai'i Community College
Reorganization Proposal Executive Summary

- Establishes the Career and Technical Education unit (2.00 FTE general fund positions). This unit will report to the Vice Chancellor for Academic Affairs and includes a Dean and a Secretary. This unit will administer four (4) divisions: Nursing and Allied Health, Business Education and Technology, Hospitality and Applied Technical Education.
- Establishes the Liberal Arts and Public Services unit (2.00 FTE general fund positions). This unit will report to the Vice Chancellor for Academic Affairs and includes a Dean and a Secretary. This unit will administer four (4) academic divisions: Social Science, English, Math and Natural Sciences, and Humanities.

Under Humanities, delete position 86695 and add position 83809. Position 83809 was transferred by Kapi'olani Community College. This is an administrative change only.

- Establishes a 1.00 FTE general fund Faculty Coordinator to oversee Construction Academy operations and transfer a 1.00 FTE Civil Service general fund support position to provide dedicated support to the unit. The 9.00 FTE general fund faculty assigned to the unit will report to the new coordinator position.

In the Learning Center, under Academic Support, change the reporting official of the 1.00 FTE Civil Service general fund position (#47357) from the Educational Specialist (#80021) to the Faculty position (#84380). This is an administrative change only. Position (47357) has always reported to Faculty position (84380).

When fully implemented, the establishment of these new functions, the organizational changes, re-descriptions, and the transfer of positions will enable Haw CC and the Academic Affairs Department to more effectively and efficiently represent the interests and needs of Haw CC. The proposed reorganization will realize efficiency savings and improve operational effectiveness, efficiencies, and appropriately address the developing needs of Hawai'i Community College.

The major reorganization funding requirements for the establishment of new units have been recently funded by the Legislature:

Dean and Secretary positions for Liberal Arts and Public Services, and Career and Technical Education units (FY 2006 – 4.00 FTE and \$156,7 24 in general funds).

Hawai'i Community College
Reorganization Proposal Executive Summary

Construction Academy positions and funding (FY 2007 – 11.0 0 FTE and \$985,407 in general funds).

Recruitment Office positions and funding (FY2008 – 2. 00 FTE and \$56,250/\$75,000 in general funds.

Additional costs estimated at \$36,109 to elevate some of the staff, will be covered through internal reallocations within the financial resources of the College.

**REORGANIZATION PROPOSAL REQUEST
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE**

PRESENT ORGANIZATION

Office of the Chancellor

The Chancellor (#89092) is the general fund Chief Executive Officer of the campus directly supported by 2.00 FTE Civil Service general fund positions, a 1.00 FTE Administrative, Professional and Technical general fund position and 5.00 FTE Executive general fund positions. Reporting to the Chancellor is the Vice Chancellor of Academic Affairs, the Vice Chancellor for Administrative Affairs, the Dean of Student Services, the Director of Continuing Education & Training, and the Director, University of Hawaii Center, West Hawaii.

Hawaii Community College provides a comprehensive post-secondary instructional program including outreach education, career education, and general education courses. Career education programs lead to Certificates and Associate of Science degrees, and are designed to prepare the graduate for entry level employment. General education courses may lead to the Associate of Arts degree and may also transfer to Baccalaureate degree programs offered on the four year campus.

Through its University of Hawaii, West Hawaii Center, the College provides West Hawaii communities with outreach services and access to programs offered elsewhere in the University of Hawaii (UH) System. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.

Instruction

Instruction is managed by the Vice Chancellor of Academic Affairs (#89108), directly supported by 2.00 FTE Civil Service general fund positions. Reporting to the Vice Chancellor of Academic Affairs are the unit heads of the Liberal Arts, Nursing & Allied Health, Business Education & Technology, Hospitality, Applied Technical Education, and Cooperative Vocational Education Divisions.

Academic Support

Academic support is also managed by the Vice Chancellor of Academic Affairs.

- Reporting to the Vice Chancellor of Academic Affairs are the unit heads of the Learning Center and Library divisions, and individual APT personnel from the Academic Computing and Institutional Research Divisions.

PROPOSED ORGANIZATION

BACKGROUND/NATURE OF THE PROPOSED REORGANIZATION

The Hawaii Community College's origin dates back to 1941 when the Territorial Legislature established Hawaii Vocational School. A name change occurred in 1956 to Hawaii Technical School and again in May 1970 to Hawaii Community College (Haw CC) at which time school governance transferred from the Department of Education to the University of Hawaii (UH System). From 1970 through 1992, Haw CC was a unit of the University of Hawaii at Hilo (UHH). As a department under the operational control of UHH, the state legislature provided funds for Haw CC through UHH. In 1992, Haw CC was transferred to the University of Hawaii Community College System where it has remained.

This reorganization places Hawaii Community College in a position to more effectively promote student learning and services. It seeks to provide a more responsive, accessible, and efficient college academic and administrative structure to meet the demands of the changing and challenging educational environment.

The major areas that this reorganization covers are continuous institutional improvement, increased administrative capability and minor administrative changes of titles for functional units and positions.

Continuous Institutional Improvement

With the shift from the process of teaching to both an emphasis on learning outcomes and financial stability, comes the need to wisely utilize limited resources in the most efficient and effective manner. Continuous institutional improvement must be the basis for implementing, developing, and sustaining student learning needs and goals and the College's financial goals and objectives.

- Formally establish the Recruitment functional unit under the Office of the Chancellor. This unit will be supported by a 1.00 FTE general fund faculty position and a 1.00 FTE Civil Service general fund position. Funding has been approved by the 2007 Legislature for FY 2008 in response to the Second Decade Project of the University of Hawaii System. It is necessary to reflect this major addition to the organizational structure of Haw CC.

Increased Academic and Administrative Capability

The proposed reorganization provides a basis through which the critical academic and administrative functions and needs of the College can be recognized and provided. These changes reduce the executive span of control, better define lines of authority and redefines the workload of administrators. The changes will further promote greater

Hawai'i Community College
Reorganization Proposal

representation, better responsiveness to identified problems and advocacy for the unique needs of their respective areas of responsibility.

- Instructional programs are the essence of any educational institution. The establishment of the offices of the Dean of Liberal Arts & Public Services and the Dean of Career & Technical Education, provide vital line management to 50 and 64 personnel respectively. The addition of the respective Deans will improve coordination efforts between the Deans and their divisions and enhance the supervisory interactions with the faculty and staff. This change will also provide some consistency amongst their respective divisions.
- Formally establish the Construction Academy with a Faculty Coordinator. This will provide a more focused and specific direction and provide a better span of control for ongoing and future Construction Academy operations.

Office of the Chancellor

The Office of the Chancellor function remains the same. This office was previously restructured with the UH System reorganization changing the Chief Executive Officer title from Provost to Chancellor (#89092) with expanded duties and responsibilities.

Specific action requested in this reorganization is:

- Formally establish the Recruitment functional unit under the Office of the Chancellor. This unit will be supported by a 1.00 FTE general fund faculty position and a 1.00 FTE Civil Service general fund position. Funding has been approved by the 2007 Legislature for FY 2008 in response to the Second Decade Project of the University of Hawaii System. It is necessary to reflect this major addition to the organizational structure of Haw CC.

Having a recruitment, retention and marketing strategy and a corresponding supporting plan is vital to portraying what Haw CC has to offer to the public and in the proactive recruitment of students, faculty and staff. The increase in the population of Hawaii Island and in particular, East Hawaii, coupled with the business and industrial growth, provides a fertile basis from which to draw students, faculty and staff. East Hawaii is well above the state average in the population of 18-24 year olds with less than a high school education. This section of the state is noted for its very low per capita income and this economy is noted for its very high need for skilled workers. Attracting needy students, excellent faculty and outstanding staff are vital to the economic and financial support of both the college and the economy. Another possible benefit of the recruitment, retention and marketing efforts would be the possible income from areas of development and fund raising.

Hawai'i Community College
Reorganization Proposal

- Transfer a 1.00 FTE general fund faculty (#98753F\$) from the Office of the Chancellor support unit to the new Recruitment unit.
- Transfer a 1.00 FTE Civil Service general fund position (#98169F\$) from the Office of the Chancellor support unit to the new Recruitment unit.

Instruction

The Office of the Vice Chancellor of Academic Affairs function remains the same. Specific actions requested in this reorganization are:

- Change the descriptive office title of the Vice Chancellor of Academic Affairs unit from Instruction to Academic Affairs. This change is more reflective of the broad area of responsibility than just Instruction.
- Change the title of the Vice Chancellor of Academic Affairs to Vice Chancellor for Academic Affairs. This change makes this title consistent within the Hawaii Community College System.
- Establish the Career & Technical Education Office. This office will be supported by the FY 2006 appropriated 1.00 FTE Executive general fund Assistant Dean (#96727F) and a 1.00 FTE Civil Service general fund position (#96226F).

Re-describe and re-title the Assistant Dean to Dean of Career & Technical Education.

The Dean will report to the Vice Chancellor of Academic Affairs.

The Dean of Career & Technical Education is a line position with oversight over the Director of Nursing, the Chair of Business Education & Technology, the Hospitality Coordinator, the two (2) Chairs and the interim Construction Academy Coordinator in Applied Technical Education. The Division Chairs are recommended from the faculty and appointed by the Chancellor in accordance with the UHPA/UH Contract. The interim Construction Academy Coordinator is appointed by the Vice Chancellor of Academic Affairs and approved by the Chancellor. The change addresses issues of workload and management ambiguity by dividing the responsibilities for instructional divisions between two deans (see Dean of Liberal Arts & Public Services) and establishing clear lines of reporting. In addition, the title change reflects increased responsibilities and authority in personnel management, organizational planning and organizational budgeting. This also follows the logical title progression when the Dean of Academic Services was changed to Vice Chancellor of Academic Affairs.

- Formally establish the Construction Academy unit within the Applied Technical Education Division. The Construction Academy will be supported by 10.00 FTE general fund Faculty positions and a 1.00 FTE Civil Service general fund support position (#900375).

Designate a 1.00 FTE Faculty position (#83774) to serve as the Construction Academy Coordinator from within the existing Faculty positions assigned to the Construction Academy. Having a coordinator for the Construction Academy will provide a more focused and specific direction and provide a better span of control for ongoing and future Construction Academy operations.

- Establish the office of Liberal Arts & Public Services. This office will be supported by the FY 2006 appropriated 1.00 FTE Executive general fund Assistant Dean (#96728F) and a 1.00 FTE Civil Service general fund position (#96225F).

Re-describe and re-title the Assistant Dean to Dean of Liberal Arts & Public Services.

The Dean will report to the Vice Chancellor of Academic Affairs.

The Dean of Liberal Arts & Public Services is a line position. The Dean administers through Division Chairs the four Liberal Arts divisions: Social Sciences, Math & Natural Sciences, English, and Humanities. The Division Chairs are recommended from the faculty and appointed by the Chancellor in accordance with the UHPA/UH Contract. The change addresses issues of workload and management ambiguity by dividing the responsibilities for instructional divisions between two deans (see Dean of Career & Technical Education) and establishing clear lines of reporting. In addition, the title change reflects increased responsibilities and authority in personnel management, organizational planning and organizational budgeting. This also follows the logical title progression when the Dean of Academic Services was changed to Vice Chancellor of Academic Affairs.

Academic Support

In the Learning Center, under Academic Support, change the reporting official of the 1.00 FTE Civil Service general fund position (#47357) from the Educational Specialist (#80021) to the Faculty position (#84380). This is an administrative change only. Position (47357) has always reported to Faculty position (84380).

Reorganization Cost

The major reorganization funding requirements for the establishment of new units have been recently funded by the Legislature:

Dean and Secretary positions for Liberal Arts and Public Services, and Career and Technical Education units (FY 2006 – 4.0 0 FTE and \$156,724 in general funds).

Construction Academy positions and funding (FY 2007 – 11.0 0 FTE and \$985,407 in general funds).

Recruitment Office positions and funding (FY 2008 – 2.0 0 FTE and \$56,250/\$75,000 in general funds).

Additional costs estimated at \$36,109 to elevate some of the staff, will be covered through internal reallocations within the financial resources of the College.

OTHER ALTERNATIVES CONSIDERED

Other alternatives would not be consistent with what was Legislatively approved.

The addition of the two (2) Decanal offices, the Recruitment office, and the formalization of the Construction Academy will enable the College to more effectively and efficiently serve the interests and needs of the students, faculty, staff and administrators of Haw CC. The proposed reorganization will allow Haw CC to improve operational effectiveness and efficiency and appropriately address the developing needs of the campus, the community and Hawaii Island.

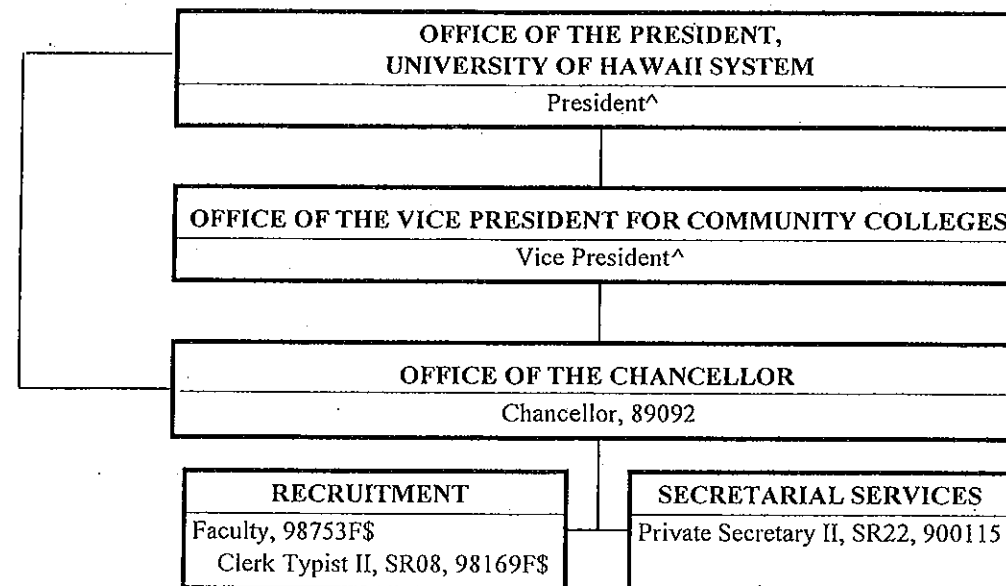
APPROVED

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
OFFICE OF THE CHANCELLOR

Position Organization Chart

Chart II



APPROVED:

[Signature]

5/15/08

Vice President for Community Colleges

Date

Perm

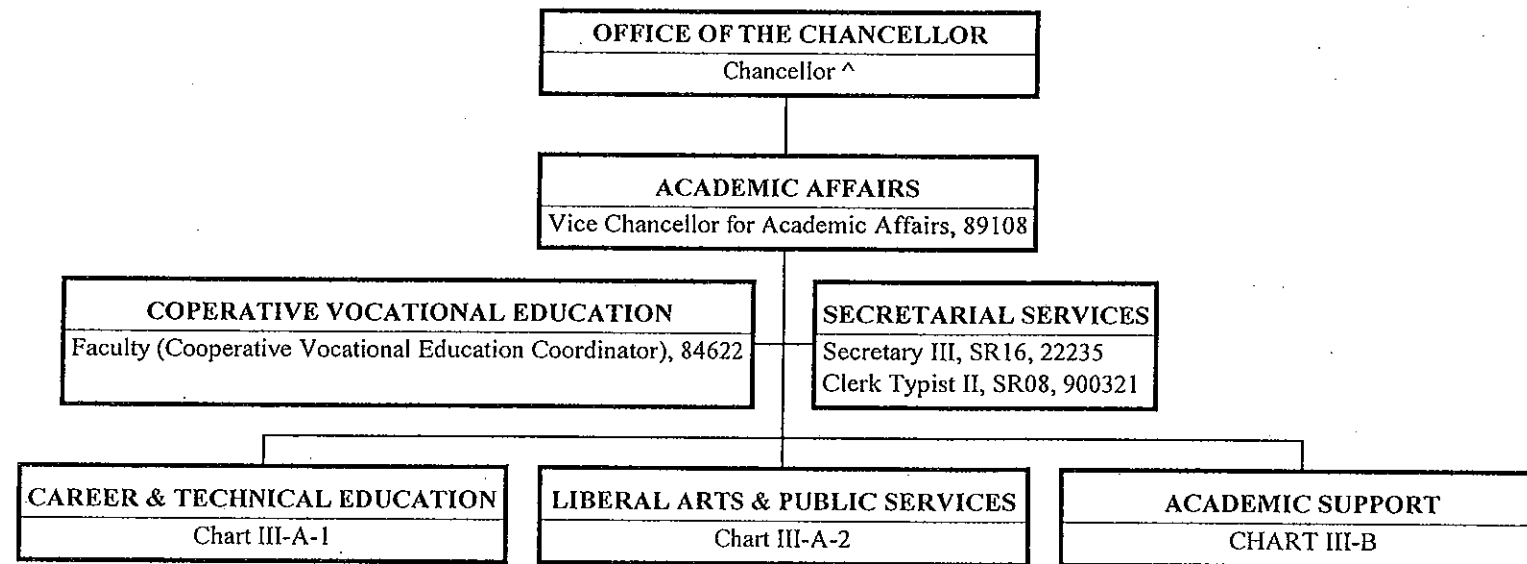
General Fund 4.00

^ Excluded from position count this chart
\$ To be established

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC AFFAIRS

Position Organization Chart

Chart III



APPROVED:

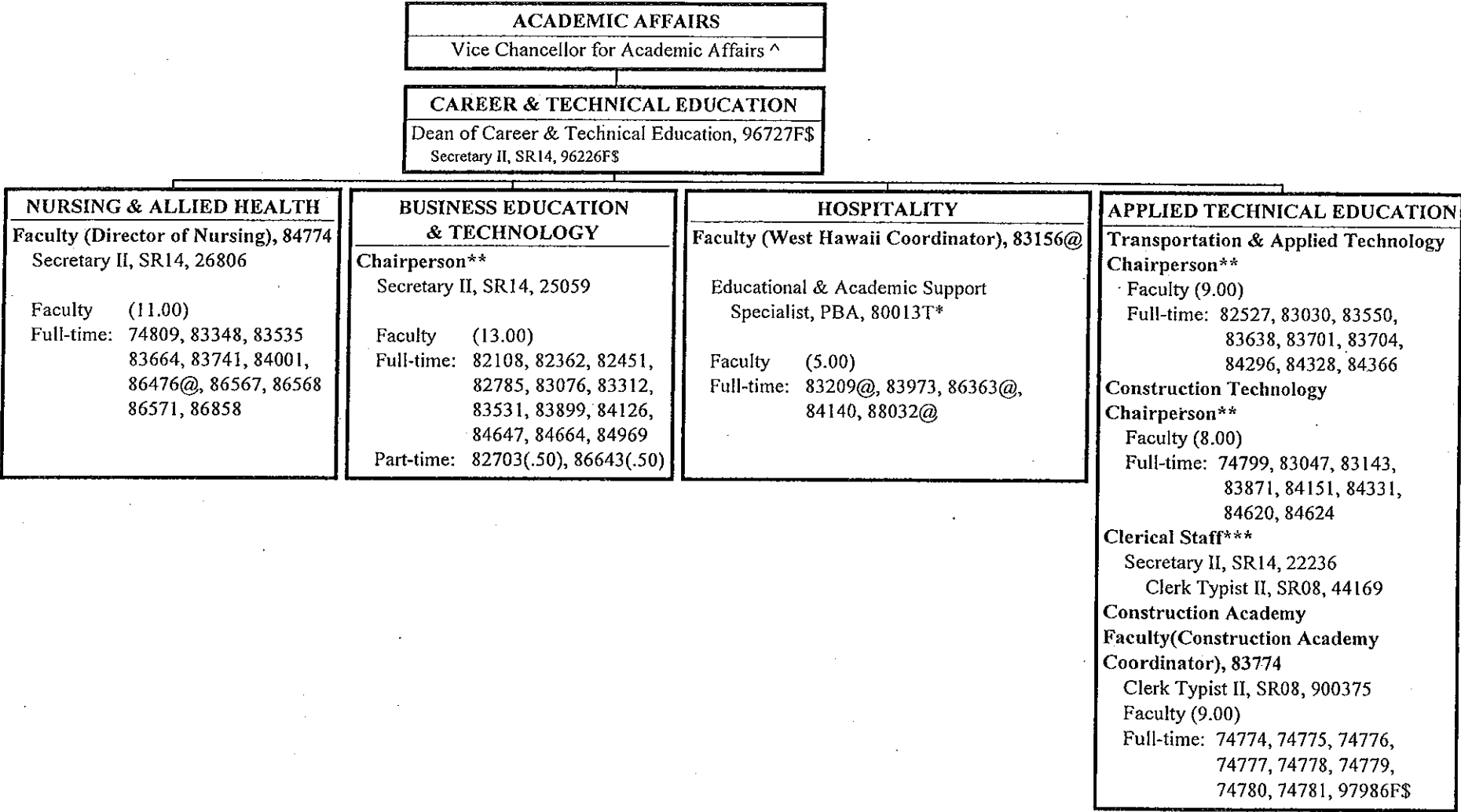
5/14/08
Vice President for Community Colleges Date

^ Excluded from position count this chart

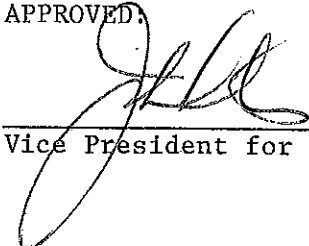
STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC AFFAIRS

Position Organization Chart

Chart III-A-1



APPROVED:



5/14/08

Vice President for Community Colleges Date

^ Excluded from position count this chart

* Temporary Position

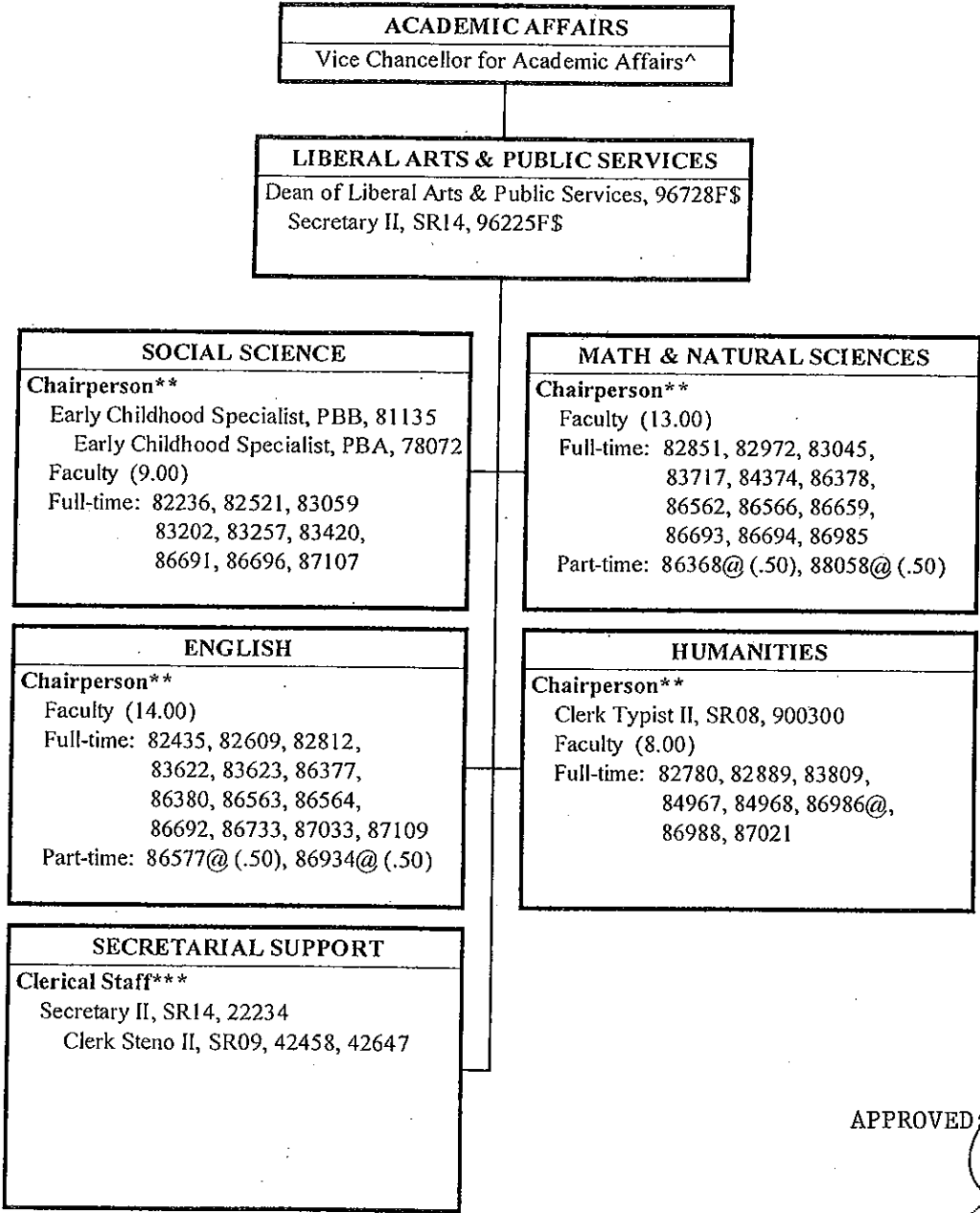
** Chairperson is appointed from among faculty positions within the department.

*** Clerical staff serve all units in Transportation & Applied Technology & Construction Technology but Secretary will report to one chairperson.

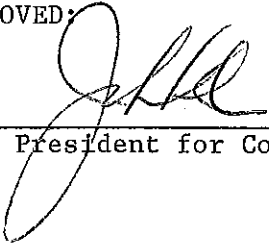
@Position located at University of Hawaii Center, West Hawaii

\$ To be established

| | | |
|--------------|-------------|-------------|
| | <u>Perm</u> | <u>Temp</u> |
| General Fund | 65.00 | 1.00 |



APPROVED:



Vice President for Community Colleges 5/14/08
Date

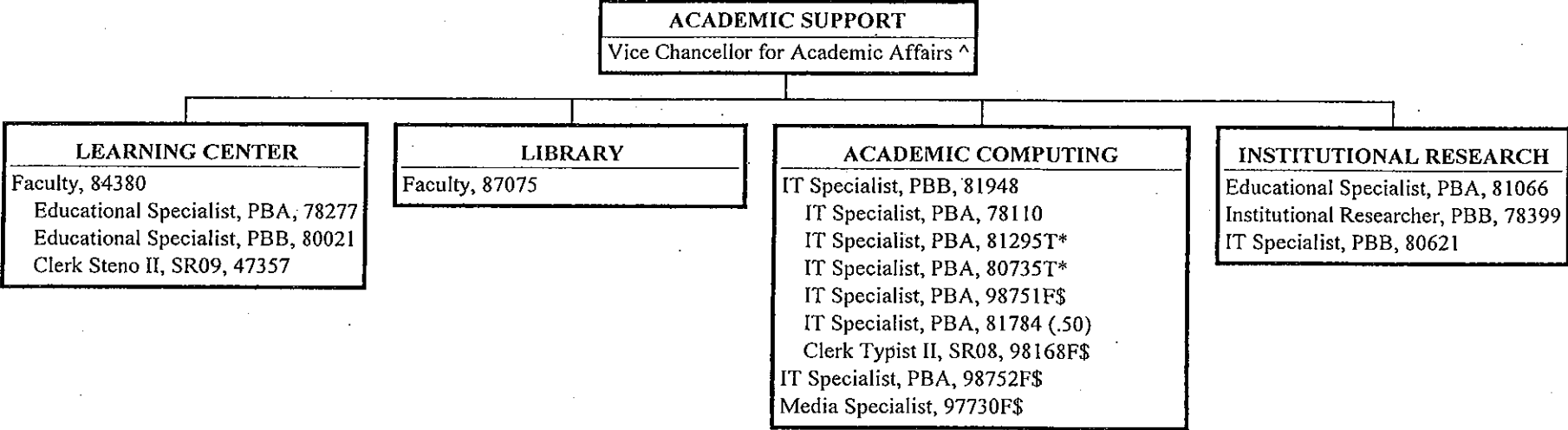
General Fund Perm
52.00

^Excluded from position count this chart
*Temporary Position
**Chairperson is appointed from among faculty positions within the department
***Clerical staff serve all units in the division but Secretary will report to one chairperson
@Position located at University of Hawaii Center, West Hawaii

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC SUPPORT

Position Organization Chart

Chart III-B



APPROVED:

Vice President for Community Colleges

5/14/08

Date

^ Excluded from position count this chart
* Temporary Position
\$ To be established

| | Perm | Temp |
|--------------|-------|------|
| General Fund | 14.50 | 2.00 |

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
HAWAI'I COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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

Accounting, Administration of Justice, Agriculture, Auto Body Repair and Painting, Automotive Mechanics Technology, Carpentry, Diesel Mechanics, Drafting and Engineering Aide, Early Childhood Education, Electrical Installation and Maintenance Technology, Electronics Technology, Food Service, Hotel Operations, Human Services, Information Technology, Liberal Arts, Nursing, Office Administration and Technology, Marketing, Welding and Sheet Metal

The College provides a wide range of student support services to meet the needs of a diverse student body.

The College also provides a summer session and an extensive array of non-traditional and non-credit programs.

Through its University of Hawai'i, West Hawai'i Center, the College provides West Hawai'i communities with outreach services and access to programs offered elsewhere in the University of Hawai'i (UH) system. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the orderly and proper functioning of Hawai'i Community College, and 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 Chancellor:

- Issues rules and regulations governing the activities of the College
- Develops long-range plans for the growth and improvement of the College.
- Approves appointments, tenure, leaves, terminations and promotions for all College personnel according to delegated authority.
- Maintains accreditation standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and other governing bodies.
- Approves and submits a College budget to the University System.
- Serves as the College's liaison and representative to the general community including the Hawai'i County Government, State Legislators, and other appropriate State and community agencies, and organizations.
- 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 establishment of other committees as needed.

Recruitment

Responsible for marketing Hawai'i CC to the public and private sectors of Hawaii Island, the State of Hawaii, the United States and its territories and Internationally. Responsible for developing, implementing, and maintaining a Recruitment and Development Plan for the College. This office will also act as the Media representative/interface for Hawai'i CC.

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

The Office of the Vice Chancellor for Academic Affairs is responsible for directing all instructional and academic programs. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit instruction, the office:

- Supervises and participates in delivering programs and curriculum development, off campus credit programs; reviews instructional programs; and coordinates programs and course revisions as needed.
- Supervises and coordinates the activities of unit/division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; and coordinating facility usage for instruction.
- Assesses resource and staffing needs and prepares biennium and supplemental budgets for the instructional and academic support programs.
- Recommends to the Chancellor personnel transactions which relate to hiring, tenure, leaves, promotions, and terminations.
- Plans, budgets, organizes, implements, and evaluates a staff in-service training program.
- Prepares grant applications; operationalizes plans to carry out various federally-funded programs.
- Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.
- Coordinates the development of the College's vocational education state plan, and all accreditation reports.
- Coordinates externally-funded instructional programs.
- Coordinates the regular credit summer session.

INSTRUCTION

The purpose of Instruction is to offer courses to meet the specific degree major requirements of academic programs in each unit/division and the needs of general education and lower division students. The instructional units, Career & Technical Education and Liberal Arts & Public Services are under the direct supervision of a Dean. The Deans develop coherent and coordinated programs across the divisions. The Deans, in conjunction with the division chairs;

- Oversee the recruitment, improvement, and evaluation of faculty;
- Schedule classes, assigns faculty, assigns classroom space
- Develop 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.
- Coordinate curricular offerings among the disciplines.
- Offer courses to meet the specific degree requirements of major programs and the needs of general education and lower division students.
- Consult and cooperate with other divisions on curriculum matters.
- Recommend personnel transactions and administer annual operating and equipment budgets necessary to deliver the instructional programs.

Career & Technical Education

The Career and & Technical Education unit consists of the following divisions:

- Nursing & Allied Health
- Business Education & Technology
- Hospitality consists of the Food Service and Hotel Operation programs
- Applied Technical Education consists of Construction Technology, Construction Academy, and the Transportation & Applied Technology programs.

Liberal Arts & Public Services

The Liberal Arts & Public Services function consists of the following divisions:

- Social Science
- Math & Natural Sciences
- English
- Humanities

Cooperative Vocational Education

The Cooperative Vocational Education program enriches the quality and scope of post-secondary education through educationally-related work experiences which afford students an opportunity to earn funds needed for their education while enabling them to become better prepared to achieve their educational or career objectives. Instructors collaborate with local training station sponsors to assure that the educational objectives of the work laboratory are attained.

West Hawai'i Center

The purpose of the University of Hawai'i Center, West Hawai'i is to coordinate curricular offerings among disciplines; offer courses to meet the specific degree requirements of major academic programs and the needs of general education and lower division students; and consult with other divisions on curricular matters.

ACADEMIC SUPPORT

Academic support services provide assistance to students outside the formal classroom environment. These services complement instruction, assist students who need additional help, and educate students on resources available to them to support their classroom learning.

The Learning Center

The Learning Center coordinates four primary services:

- Academic tutoring in basic skills and content area subjects.
- Computer-assisted instructional programs.
- Instruction utilizing self-paced audio visual kits and print media.
- Non-credit basic skills and literacy training.

Library

The Library coordinates library services for community college students with the University of Hawai'i at Hilo's Library. In conjunction with academic units, the library conducts instruction for students and faculty in the use of the libraries within the University System and the State of Hawai'i System and assists community college faculty with library needs.

Academic Computing

The Academic Computing Unit is responsible for all aspects of administrative, instructional, and non-instructional computer requirements of the College. These services include, but are not limited to; providing technical support in managing, maintaining and modifying commercially obtained software, and the maintenance of computer hardware and peripherals. This responsibility includes the maintenance and repair of computers and their systems on the upper campus, the lower Manono campus, and the University of Hawai'i Center, West Hawai'i.

Institutional Research

The Institutional Research unit directs and coordinates activities concerned with research and evaluation of operations and programs of the college: Identifies problem areas, such as admission patterns, fiscal and management analysis, and sources of financial support in order to develop research procedures. Coordinates research efforts and assists in evaluating research findings. Coordinates the activities of the research staff.

STUDENT SERVICES

The Office of Student Services provides 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.

Counseling and Student Life

- Provides qualified, professional counseling services including assistance with career/life planning, establishing educational goals, adjusting to college life, developing job search skills, and job placement.
- Disseminates information about services available on campus, college transfer information, occupational exploration, and labor market trends, and provides referral services to community resources for specific services and information not available on campus.
- Coordinates assistance for students with disabilities and other groups in need of special assistance.
- Conducts orientation and provides workshops and classes for student development and college success topics such as, career/life planning, decision making, goal setting, time management, self-knowledge, and study skills.
- Implements student center programs and other co-curricular activities and advises student government and other major student organizations.

Enrollment Services

- Provides information about the college to the general public and selected special target populations, and implements recruitment strategies for the college.
- Provides pre-admissions counseling services including clarification of career/educational goals and workshops on preparing for college, and assistance in applying for financial aid.
- Delivers timely financial aid services to meet the needs of entering and enrolled students, including coordination of all Federal and State student financial aid programs.
- Delivers an efficient and flexible registration and assures that student academic records are properly maintained and made available to students.
- Provides enrollment certification for students receiving veterans' benefits, financial aid, and other such benefits.

Joint Services

In cooperation with the University of Hawai'i at Hilo, coordinates student housing for Hawai'i Community College students in residence halls; coordinates health services; coordinates sharing of campus center facilities.

ADMINISTRATIVE AFFAIRS

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

- Insures the College operates within Federal and State statutes, established policies and procedures of the University of Hawai'i System, and educates the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks.
- 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, Human Resources, and the Planning, Operations and Maintenance units.
- Performs and/or participates in special studies of interest or concern; making recommendations, offering alternatives, correcting problems, discussing 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 with available resources and time frame, monitoring progress, and following-up on reporting requirements.
- Responds to requests for information, especially from UH 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), and the Special Repairs and Maintenance Programs.
- Ensures that proper maintenance and care of all physical facilities and properties of the College are performed, 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.

Business Office

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

Human Resources

Responsible for the College's human resources operations including classification and pay administration; recruitment and employment; contract interpretation; EEO/AA; training and staff development; and workers' compensation.

Planning, Operations & Maintenance

Responsible for the maintenance of all facilities and grounds, safety, security, hazardous waste management, OSHA compliance, emergency planning, energy management programs, parking, and transportation services. Also responsible for the plans for construction and renovation of campus facilities in coordination with the Office of Physical Facilities, Planning and Construction.

CONTINUING EDUCATION AND TRAINING

Under the Director of Continuing Education and Training (CET), the function of this organizational unit is to administer all non-traditional programs, including apprenticeship programs and non-credit instructional programs and activities. The latter includes: seminars, lectures, and workshops for the general public and special interest groups of the community; cultural programs; international programs; and the Intensive English Program.

Apprenticeship Program

The Apprenticeship Program provides evening and weekend courses for apprenticeship training in such fields as carpentry, electricity, heavy equipment mechanics, masonry, painting, plumbing and sheet metal. Training may be offered in other fields if there is a demand. The program meets the requirements of the State of Hawai'i Apprenticeship Law and enables an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.

Non-Credit Programs

The Non-Credit Program offers to the community programs related to on-campus curricular programs, employment preparation programs, basic skills programs, the Intensive English Program, and workforce development programs. Partnerships with businesses and secondary education institutions will enhance outreach to all population groups and geographic areas of the Island.

UNIVERSITY OF HAWAI'I CENTER, WEST HAWAI'I

The University of Hawai'i Center, West Hawai'i establishes a permanent University of Hawai'i (UH) presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to a specific UH campus can 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 Hawai'i Center, West Hawai'i is instructional, it may also provide for various research and/or public service programs. The Center:

- Ascertains community needs in West Hawai'i; identifies the UH campus that is responsible for and capable of responding to those needs; and facilitates the delivery of all levels of outreach credit and non-credit instruction to meet those needs. The methods of delivering instruction include the use of the Hawai'i 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 Hawai'i Center, West Hawai'i; 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 of Hawai'i and Western Association of Schools and Colleges (WASC) requirements as needed.

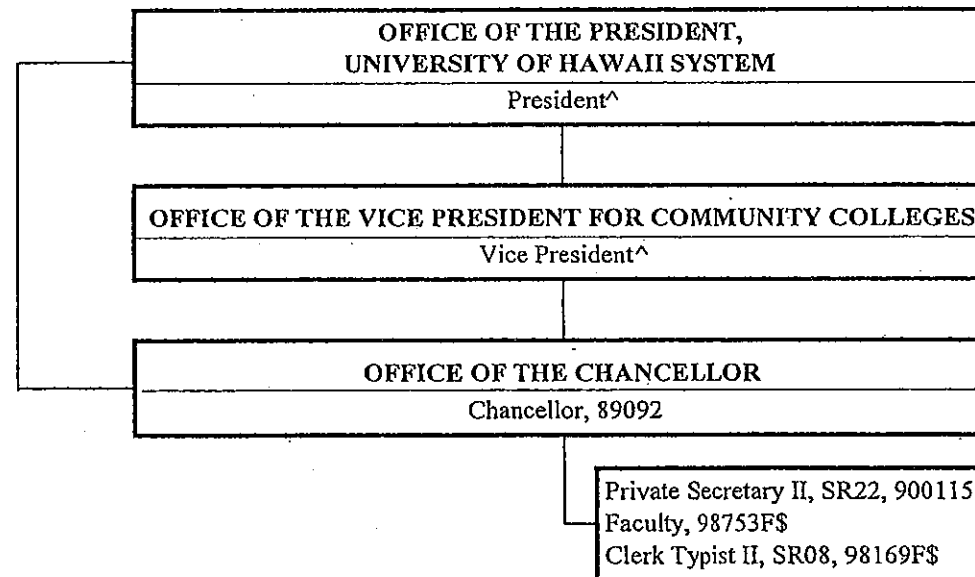
PREVIOUS

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
OFFICE OF THE CHANCELLOR

Position Organization Chart

Chart II



^ Excluded from position count this chart
\$ To be established

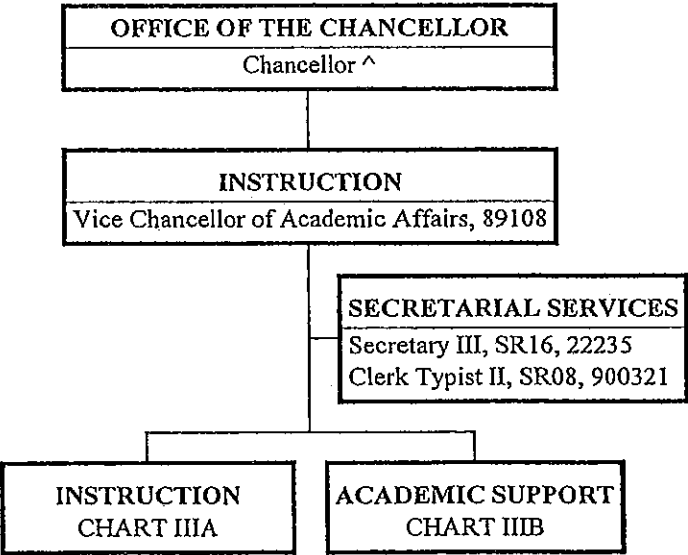
CHART UPDATED
DATE JUL - 1 2007

General Fund Perm
4.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC AFFAIRS

Position Organization Chart

Chart III



^ Excluded from position count this chart

CHART UPDATED
DATE JUL - 1 2007

General Fund Perm
3.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC AFFAIRS

Position Organization Chart

Chart III-A-1

| INSTRUCTION | | | | |
|---|--|--|---|---|
| Vice Chancellor of Academic Affairs ^ | | | | |
| COOPERATIVE VOCATIONAL EDUCATION | | | | |
| Faculty (Cooperative Vocational Education Coordinator), 84622 | | | | |
| LIBERAL ARTS | NURSING & ALLIED HEALTH | BUSINESS EDUCATION & TECHNOLOGY | HOSPITALITY | APPLIED TECHNICAL EDUCATION |
| Chart III-A-2 | Faculty (Director of Nursing), 84774 Secretary II, SR14, 26806 Faculty (11.00) Full-time: 74809, 83348, 83535 83664, 83741, 84001, 86476@, 86567, 86568 86571, 86858 | Chairperson** Secretary II, SR14, 25059 Faculty (13.00) Full-time: 82108, 82362, 82451, 82785, 83076, 83312, 83531, 83899, 84126, 84647, 84664, 84969 Part-time: 82703(.50), 86643(.50) | Faculty (West Hawaii Coordinator), 83156@ Educational & Academic Support Specialist, PPA, 80013T* Faculty (5.00) Full-time: 83209@, 83973, 86363@, 84140, 88032@ | Transportation & Applied Techology Chairperson** Faculty (9.00) Full-time: 82527, 83030, 83550, 83638, 83701, 83704, 84296, 84328, 84366 Construction Technology Chairperson** Faculty (8.00) Full-time: 74799, 83047, 83143, 83871, 84151, 84331, 84620, 84624 Construction Academy Faculty (10.00) Full-time: 74774, 74775, 74776, 74777, 74778, 74779, 74780, 74781, 83774 97986F\$ Clerical Staff*** Secretary II, SR14, 22236 Clerk Typist II, SR08, 44169, 900375 |

Excluded from position count this chart

Temporary Position

Chairperson is appointed from among faculty positions within the department.

Clerical staff serve all units in the division but each position has only one immediate supervisor.

Position located at University of Hawaii Center, West Hawaii

Reorganization required to include four (4) new position counts provided by the 2005 State Legislature;

Positions include two (2) Assistant Deans (96727F, 96728F) and two (2) Secretary I, SR12,

96225F, 96226F), reorganization to follow.

To be established

CHART UPDATED

DATE: JUL - 1 2007

| | | |
|--------------|-------|------|
| | Perm | Temp |
| General Fund | 68.00 | 1.00 |

STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC AFFAIRS

Position Organization Chart

Chart III-A-2

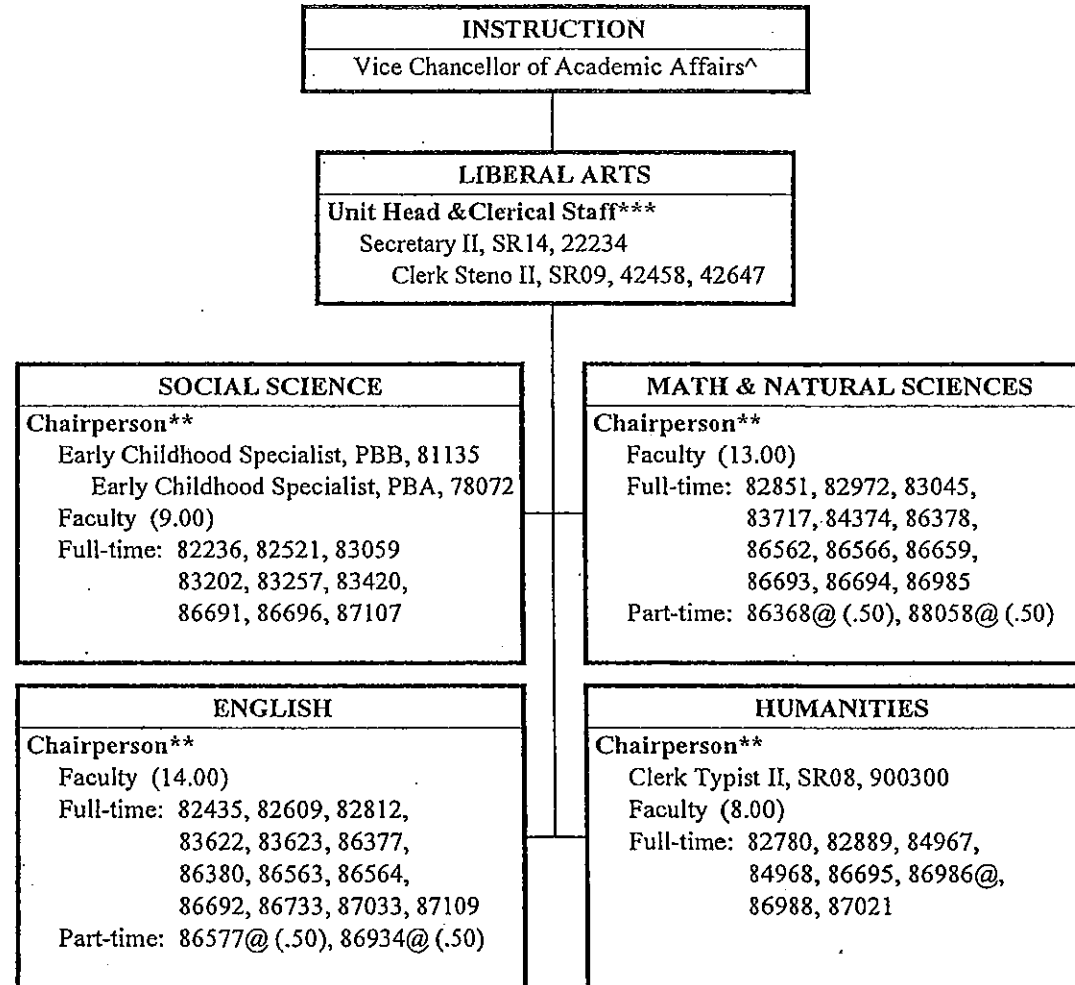


CHART UPDATED

DATE JUL - 1 2007

General Fund Perm
50.00

cluded from position count this chart

emporary Position

Chairperson is appointed from among faculty positions within the department

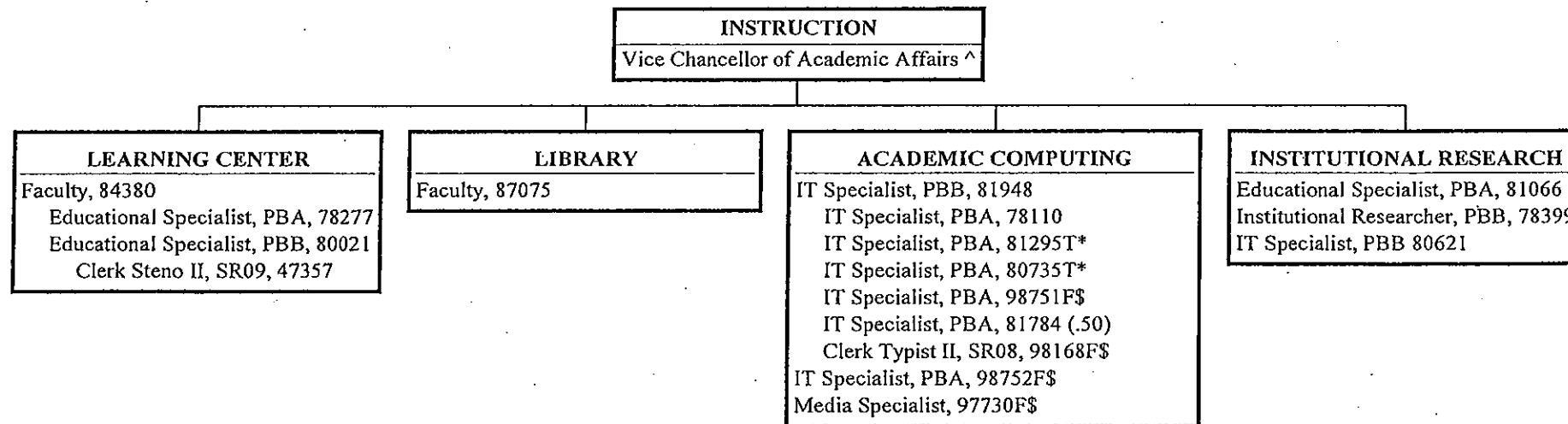
Clerical staff serve all units in the division but each position has only one immediate supervisor

osition located at University of Hawaii Center, West Hawaii

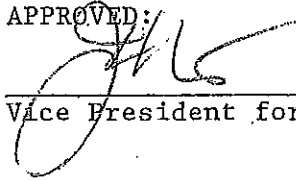
STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC SUPPORT

Position Organization Chart

Chart III-B



APPROVED:


Vice President for Community Colleges

07/18/2007

Date

^ Excluded from position count this chart
* Temporary Position
\$ To be established

| | | |
|--------------|-------------|-------------|
| | <u>Perm</u> | <u>Temp</u> |
| General Fund | 14.50 | 2.00 |

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
HAWAI'I COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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

Accounting, Administration of Justice, Agriculture, Auto Body Repair and Painting, Automotive Mechanics Technology, Carpentry, Diesel Mechanics, Drafting and Engineering Aide, Early Childhood Education, Electrical Installation and Maintenance Technology, Electronics Technology, Food Service, Hotel Operations, Human Services, Information Technology, Liberal Arts, Nursing, Office Administration and Technology, Marketing, Welding and Sheet Metal

The College provides a wide range of student support services to meet the needs of a diverse student body.

The College also provides a summer session and an extensive array of non-traditional and non-credit programs.

Through its University of Hawai'i, West Hawai'i Center, the College provides West Hawai'i communities with outreach services and access to programs offered elsewhere in the University of Hawai'i (UH) system. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the orderly and proper functioning of Hawai'i Community College, and 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 Chancellor:

- * Issues rules and regulations governing the activities of the College
- * Develops long-range plans for the growth and improvement of the College.
- * Approves appointments, tenure, leaves, terminations and promotions for all College personnel according to delegated authority.
- * Maintains accreditation standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and other governing bodies.
- * Approves and submits a College budget to the University System.
- * Serves as the College's liaison and representative to the general community including the Hawai'i County Government, State Legislators, and other appropriate State and community agencies, and organizations.
- * 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 establishment of other committees as needed.

OFFICE OF THE VICE CHANCELLOR OF ACADEMIC AFFAIRS

The Office of the Vice Chancellor of Academic Affairs is responsible for directing all instructional and academic programs. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit instruction, the office:

- * Supervises and participates in delivering programs and curriculum development, off campus credit programs; reviews instructional programs; and coordinates programs and course revisions as needed.
- * Supervises and coordinates the activities of unit/division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; and coordinating facility usage for instruction.
- * Assesses resource and staffing needs and prepares biennium and supplemental budgets for the instructional and academic support programs.
- * Recommends to the Chancellor personnel transactions which relate to hiring, tenure, leaves, promotions, and terminations.
- * Plans, budgets, organizes, implements, and evaluates a staff in-service training program.
- * Prepares grant applications; operationalizes plans to carry out various federally-funded programs.
- * Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.
- * Coordinates the development of the College's vocational education state plan, and all accreditation reports.
- * Coordinates externally-funded instructional programs.

INSTRUCTION

The purpose of instruction is to offer courses to meet the specific degree major requirements of academic programs in each unit/division and the needs of general education and lower division students. The academic divisions are:

- Liberal Arts (transfer) programs in Social Sciences, Math & Natural Sciences, English, and Humanities.
- Hospitality includes Food Service and the Hotel Operation programs
- Applied Technical Education consists of Construction Technology, Construction Academy, and Transportation & Applied Technology
- Nursing & Allied Health
- Business Education & Technology

Under the general supervision of the Vice Chancellor, the five divisions develop coherent programs among the disciplines within their respective divisions. The divisions:

- Oversee the recruitment, improvement, and evaluation of faculty;
- Schedule classes, assigns faculty, assigns classroom space
- Develop 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.
- Coordinate curricular offerings among the disciplines.
- Offer courses to meet the specific degree requirements of major programs and the needs of general education and lower division students.
- Consult and cooperate with other divisions on curriculum matters.
- Recommend personnel transactions and administer annual operating and equipment budgets necessary to deliver the instructional programs.

Cooperative Vocational Education

The cooperative vocational education program enriches the quality and scope of post-secondary education through educationally-related work experiences which afford students an opportunity to earn funds needed for their education while enabling them to become better prepared to achieve their educational or career objectives. Instructors collaborate with local training station sponsors to assure that the educational objectives of the work laboratory are attained.

West Hawai'i Center

The purpose of the University of Hawai'i Center, West Hawai'i is to coordinate curricular offerings among disciplines; offer courses to meet the specific degree requirements of major academic programs and the needs of general education and lower division students; and consult with other divisions on curricular matters.

ACADEMIC SUPPORT

Academic support services provide assistance to students outside the formal classroom environment. These services complement instruction, assist students who need additional help, and educate students on resources available to them to support their classroom learning.

The Learning Center

The Learning Center coordinates four primary services:

- (1) Academic tutoring in basic skills and content area subjects.
- (2) Computer-assisted instructional programs.
- (3) Instruction utilizing self-paced audio visual kits and print media.
- (4) Non-credit basic skills and literacy training.

Library

The Library coordinates library services for community college students with the University of Hawai'i at Hilo's Library. In conjunction with academic units, the library conducts instruction for students and faculty in the use of the libraries within the University System and the State of Hawai'i System and assists community college faculty with library needs.

Academic Computing

The Academic Computing Unit is responsible for the technical support of all computers used by students, instructional staff, and academic support activities and services. This responsibility includes the maintenance and repair of computers and their system on the upper Main campus, the lower Manono campus, and the University of Hawai'i Center, West Hawai'i.

STUDENT SERVICES

The Office of Student Services provides 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.

Counseling and Student Life

- * Provides qualified, professional counseling services including assistance with career/life planning, establishing educational goals, adjusting to college life, developing job search skills, and job placement.
- * Disseminates information about services available on campus, college transfer information, occupational exploration, and labor market trends, and provides referral services to community resources for specific services and information not available on campus.
- * Coordinates assistance for students with disabilities and other groups in need of special assistance.
- * Conducts orientation and provides workshops and classes for student development and college success topics such as, career/life planning, decision making, goal setting, time management, self-knowledge, and study skills.
- * Implements student center programs and other co-curricular activities and advises student government and other major student organizations.

Enrollment Services

- * Provides information about the college to the general public and selected special target populations, and implements recruitment strategies for the college.
- * Provides pre-admissions counseling services including clarification of career/educational goals and workshops on preparing for college, and assistance in applying for financial aid.
- * Delivers timely financial aid services to meet the needs of entering and enrolled students, including coordination of all Federal and State student financial aid programs.
- * Delivers an efficient and flexible registration and assures that student academic records are properly maintained and made available to students.
- * Provides enrollment certification for students receiving veterans' benefits, financial aid, and other such benefits.

Joint Services

In cooperation with the University of Hawai'i at Hilo, coordinates student housing for Hawai'i Community College students in residence halls; coordinates health services; coordinates sharing of campus center facilities.

ADMINISTRATIVE SERVICES

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

- * Insures the College operates within Federal and State statutes, established policies and procedures of the University of Hawai'i, and educates the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks.
- * 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, Personnel Office and the Operations and Maintenance Programs, in coordination with the University of Hawai'i at Hilo.
- * Performs and/or participates in special studies of interest or concern; making recommendations, offering alternatives, correcting problems, discussing 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 with available resources and time frame, monitoring progress, and following-up on reporting requirements.
- * Responds to requests for information, especially from UH 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), and the Special Repairs and Maintenance Programs in coordination with the University of Hawai'i at Hilo.
- * Works with University of Hawai'i at Hilo to see that proper maintenance and care of all physical facilities and properties of the College are performed, 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.

Business Office

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

Computer Center

Responsible for all aspects of administrative and non-instructional computing requirements of the College. Responsible for providing technical support in managing, maintaining and modifying commercially obtained software, and the maintenance of computer hardware and peripherals.

Human Resources

Responsible for the College's human resources operations including classification and pay administration; recruitment and employment; contract interpretation; EEO/AA; training and staff development; etc.

CONTINUING EDUCATION AND TRAINING

Under the Director of Continuing Education and Training (CET), the function of this organizational unit is to administer all non-traditional programs, including apprenticeship programs and non-credit instructional programs and activities. The latter includes: seminars, lectures, and workshops for the general public and special interest groups of the community; cultural programs; international programs; Intensive English Program; and the regular credit summer session.

Apprenticeship Program

The Apprenticeship Program provides evening and weekend courses for apprenticeship training in such fields as carpentry, electricity, heavy equipment mechanics, masonry, painting, plumbing and sheet metal. Training may be offered in other fields if there is a demand. The program meets the requirements of the State of Hawai'i Apprenticeship Law and enables an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.

Non-Credit Programs

The Non-Credit Program offers to the community programs related to on-campus curricular programs, employment preparation programs, basic skills programs, the Intensive English Program, and workforce development programs. Partnerships with businesses and secondary education institutions will enhance outreach to all population groups and geographic areas of the Island.

UNIVERSITY OF HAWAI'I CENTER, WEST HAWAI'I

The University of Hawai'i Center, West Hawai'i establishes a permanent University of Hawai'i (UH) presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to a specific UH campus can 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 Hawai'i Center, West Hawai'i is instructional, it may also provide for various research and/or public service programs. The Center:

- * Ascertains community needs in West Hawai'i; identifies the UH campus that is responsible for and capable of responding to those needs; and facilitates the delivery of all levels of outreach credit and non-credit instruction to meet those needs. The methods of delivering instruction include the use of the Hawai'i 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 Hawai'i Center, West Hawai'i; 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 of Hawai'i and Western Association of Schools and Colleges (WASC) requirements as needed.