



UNIVERSITY
of HAWAII®
SYSTEM

UNIV OF HAWAII
UH BUDGET OFFICE

University of Hawai'i Community Colleges
Administrative Affairs

08 AUG 14 P2:40

August 12, 2008

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

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

Attached for your files is a copy of the reorganization of the University of Hawai'i, Windward Community College, which was approved on June 30, 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.

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 Angela Meixell
- 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

UNIV. OF HAWAII
UH BUDGET OFFICE

University of Hawai'i Community Colleges
Administrative Affairs

'08 AUG 14 P2:40

August 12, 2008

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

Dear Mr. Perreira:

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAII, WINDWARD 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, Windward Community College, which was approved on June 30, 2008.

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 Angela Meixell
- 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 HAWAI'I
SYSTEM

UNIV. OF HAWAII
UH BUDGET OFFICE

University of Hawai'i Community Colleges
Administrative Affairs

'08 AUG 14 P2:40

August 12, 2008

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

Dear Dr. Musto:

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAI'I, WINDWARD 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, Windward Community College, which was approved on June 30, 2008.

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 Angela Meixell
- 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
WINDWARD COMMUNITY COLLEGE
INSTRUCTION AND VOCATIONAL AND COMMUNITY EDUCATION UNITS**

Windward Community College is proposing a reorganization which affects two units of the College, the Instruction office (Chart III), and Vocational and Community Education (VCE) (Chart VI). One executive position is to be moved from VCE to Instruction and will be redescribed as an assistant dean.

Many years ago, due to financial exigency, the Instruction office gave up an assistant dean position. The duties previously performed by the assistant dean were added to the duties of the dean. The workload has increased over time, and it is no longer reasonable to expect one person to perform both jobs. The reorganization will relieve the dean of direct supervision of an instructional unit (Division I), the Library and the Media Production Center, and allow the dean to concentrate on College programs, reporting, assessment, development, articulation, and most importantly, long-range planning.

The current structure of the Vocational and Community Education division of WCC has the Employment Training Center (ETC) divided into Instructional Services and Student Services. A third unit, Continuing and Community Education (CCE), contains all other non-credit units such as continuing education, the theater, and the Imaginarium. The proposed reorganization will combine Instructional Services and Student Services into a single unit to reflect the way services are actually performed. As two of the functions of student services, student registration and job placement, have been reassigned outside of the unit, a reorganization to combine the units allows ETC to remain flexible in initiating or scaling back programs in response to the needs of the community for entry-level career and technical educational programs.

The following changes are being proposed to Chart III, Instruction:

- Transfer vacant Position Number (PN) 89207, Director of Continuing Education and Training (1.00 FTE general fund) from Chart VI, Vocational and Community Education, to Division I.
- Remove Library and Media Production Center from under the direct supervision of the Dean of Instruction and combine the two units along with Academic Computing and the Learning Center to create Academic Support Unit, to be included with Division I.
- Delete separate listing of Vocational Education positions in Division II, and incorporate those positions under General Education. There will be no change to the reporting structure for Division II.
- Redescribe PN 14064, Clerk Typist II, to Secretary I, SR-12, reporting to PN 89207. This will remove a layer of supervision from PN 23570, Secretary II.

Windward Community College
Reorganization Proposal Executive Summary

Proposal for changes to Chart VI, Vocational and Community Education, are:

- Combine ETC Instructional Services and Student Services into a single unit, Employment Training Center.
- Redescribe PN 80460, Student Services Specialist. This will remove a layer of supervision to PN 44423, Clerk Typist. PN 80460 will be redescribed from a Student Services Specialist, Pay Band B, to an IT Specialist, Pay Band B.

An additional cost of \$12,412 to fill PN 89207 as Assistant Dean of Instruction and redescribe PN 14064, will be covered through an internal reallocation of general funds. No additional cost is anticipated to reclassify PN 80460 as the position's pay band designation will remain the same.

**REORGANIZATION PROPOSAL REQUEST
UNIVERSITY OF HAWAII
WINDWARD COMMUNITY COLLEGE
INSTRUCTION AND VOCATIONAL AND COMMUNITY EDUCATION UNITS**

Present Organization

I. Instruction

The Office of the Dean of Instruction is responsible for all functions concerned with credit instruction, academic support services, and extramural grants. This includes evaluating instructional programs consistent with the Educational Development Plan of the College, developing and coordinating all new instructional program proposals and reviewing on-going instructional programs. Instruction is comprised of two instructional divisions (Division I and II), the Library, and the Media Production Center.

Instructional Divisions (I and II)

Each instructional division is responsible for the development, supervision, and improvement of instruction and curricula of selected disciplines, which comprise that division. Each division is responsible for supervising the division curriculum and instruction, coordinating the preliminary scheduling, classroom assignments, and development of the catalog descriptions for courses and programs; and preparing reports and conducting program evaluations and reviews. In addition, Division I (Humanities and Language Arts) also coordinates all learning assistance center activities and administers academic computing. Currently Division I consists of 24.50 FTE general funded positions: 3.00 FTE Administrative, Professional, & Technical (APT) staff, and 21.50 FTE Faculty. Division II consists of 25.00 FTE general funded positions: 1.00 FTE Assistant Dean, 1.00 FTE Secretary, 2.00 FTE APT staff, and 21.00 FTE Faculty.

Library

The Library is responsible for the organization, development, and control of all aspects of the Library, which includes staffing, materials, maintenance of recognized library standards, and presenting its budget requirements. This includes acquiring an adequate collection of books, periodicals, audio tapes, video materials, etc.; planning and developing long- and short-range library services goals, and planning a budget and reviewing expenditures of library funds. Currently this unit consists of 6.00 FTE general funded positions: 3.00 FTE Faculty, 2.00 FTE Library Technicians, and 1.00 FTE Library Assistant.

Windward Community College
Reorganization Proposal

Media Production Center

The Media Production Center plans, organizes, and administers the educational media services for the College. This includes advising and assisting faculty on various instructional methodologies utilizing multi-media for effective learning; maintaining equipment, materials, and facilities for circulation, previewing, listening, and production services for classroom teaching and general support activities. Currently this unit consists of 3.00 FTE general funded positions: 1.00 FTE Faculty, 1.00 FTE APT staff, and 1.00 FTE Clerk Typist.

The Dean of Instruction, Position Number (PN) 89079, oversees activities of the instructional divisions, and the library, media center, learning center, and academic computing; supervising and coordinating new program proposals; evaluating on-going instructional programs; overseeing departmental reviews; requesting, preparing, and interpreting data, and producing the Associate of Arts annual report and program review; creating and producing the instructional schedule of classes and catalog; providing leadership and support for curriculum development and innovations in learning; contributing to strategic planning; and preparing and executing the instructional and academic support budgets.

Since Division I currently does not have an Assistant Dean of Instruction, the Dean is also directly responsible for the daily management of all departments within Division I (Humanities and Language Arts). This position is responsible for the development, supervision, and improvement of instruction and curricula of the disciplines in Division I. Duties involve planning and coordinating the instructional activities of the Division, supervising and providing for instructional support services for the faculty and programs of the Division, assuring data and direction for annual/program reviews, providing information related to instruction for students and public, and coordinating preparation and execution of the instructional budget for the Division.

The Assistant Dean of Instruction, PN 89136, is responsible for the management of all departments within Division II (Math/Business, Social Sciences, and Natural Sciences). This position is responsible for the development, supervision, and improvement of instruction and curricula of the disciplines in Division II.

The Assistant Dean of Instruction's duties involve planning and coordinating the instructional activities of the Division, supervising and providing for instructional support services for the faculty and programs of the Division, assuring data and direction for annual/program reviews, providing information related to instruction for students and public, and coordinating preparation and execution of instructional budgets for the Division.

II. Vocational and Community Education

The Office of the Director of Vocational and Community Education develops, promotes, and implements all non-credit and special credit instructional programs and college community activities. The Office is responsible for the Employment Training Center (ETC) component which provides basic skills and vocational instruction to Hawaii's "at-risk" populations (disabled persons, limited English speakers, economically disadvantaged groups, etc.).

The current structure of the Vocational and Community Education division of WCC has the ETC divided into an Instructional unit and a Student Services (SS) unit. A third unit, Continuing and Community Education (CCE) contains all other non-credit units such as continuing education, the theater, and the Imaginarium.

Employment Training Center

The ETC directs, manages, plans, and evaluates instructional programs, student support services, and academic support programs in accordance with established policies. The ETC assures instructional vitality and provides an environment that leads to quality teaching and effective student learning; assures delivery of quality training and instructional programs which respond to the workforce and educational needs of the community.

Instructional Services

The ETC Instructional Services component provides for the planning, organizing, developing, delivering and evaluating of instructional programs, services and activities. It conducts individualized learning activities utilizing state-of-the-art techniques and technology; counsels and guides trainees in attaining their educational goals; and maintains a teaching – learning environment that promotes a desirable trainee – instructor relationship and ensures maximum learning. Currently this unit consists of 18.00 FTE general funded positions and 6.00 FTE special funded positions. The general funded positions include: 1.00 FTE Clerk Stenographer, 1.00 FTE Educational Assistant, and 16.00 FTE Faculty. The special funded positions include: 1.00 FTE Clerk Typist, and 5.00 FTE Faculty. Program coordinators are appointed from faculty positions within the unit.

Student Services

The ETC Student Services component provides for the planning, developing, conducting and evaluating of support activities concerning students. It provides program and course information to cooperating agencies and prospective students; provides orientation to incoming students; conducts admission and registration procedures; and provides

Windward Community College
Reorganization Proposal

academic, occupational, and personal assessment activities. Currently this unit consists of 7.00 FTE general funded positions and a 1.00 FTE special funded position. The general funded positions include: 5.00 FTE Faculty, 1.00 FTE Student Services Specialist, and 1.00 FTE Clerk Typist. The special funded position is a 1.00 FTE Clerk Typist. The program coordinator is appointed from faculty positions within the unit.

Continuing and Community Education

The Continuing and Community Education unit delivers non-credit programs and services designed to serve identified community needs. It plans, develops, and administers the delivery of continuing education programs which includes non-credit courses, special credit programs, workshops for professional competencies improvement, and cultural exhibits and performances which are designed to enrich the lives of Windward residents; and schedules community use of campus facilities in accordance with University policy. The WCC theater and planetarium are administered from this unit. Currently this unit consists of 2.50 FTE general funded APT staff positions: two .50 FTE Electronic Technicians, a 1.00 FTE Theater Manager, and a .50 FTE Imaginarium Manager.

Proposed Organization

The following changes are being proposed to Chart III, Instruction:

- Transfer vacant PN 89207, Director of Continuing Education and Training, from Chart VI, Vocational and Community Education, to Division I.
- Remove Library and Media Production Center from under the direct supervision of the Dean of Instruction and combine the two units along with Academic Computing and the Learning Center to create Academic Support Services, to be included with Division I.
- Delete separate listing of Vocational Education positions in Division II, and incorporate those positions under General Education. There will be no change to the reporting structure for Division II.
- Redefine PN 14064, Clerk Typist II, to Secretary I, SR-12, reporting to PN 89207. This will remove a layer of supervision from PN 23570, Secretary II.

Proposal for changes to Chart VI, Vocational and Community Education, are:

- Combine ETC Instructional Services and Student Services into one unit.
- Redefine PN 80460, Registrar. This will remove a layer of supervision to PN 44423, Clerk Typist. PN 80460 will be redefined from a Student Service Specialist, Pay Band B, to an IT Specialist, Pay Band B.

Windward Community College
Reorganization Proposal

I. Instruction

Vacant PN 89207, Director of Continuing Education and Training, will be transferred to Division I from Vocational and Community Education, and be redescribed to Assistant Dean. This will allow the Dean of Instruction will return to the duties required before the additional assumption of the supervision of Division I. The Dean will oversee activities of both instructional divisions, including the library, media center, learning center, and academic computing; supervising and coordinating new program proposals; evaluating

on-going instructional programs; overseeing departmental reviews; requesting, preparing, and interpreting data, and producing the Associate of Arts annual report and program review; creating and producing the instructional schedule of classes and catalog; providing leadership and support for curriculum development and innovations in learning; contributing to strategic planning; new functions under the Dean's office; and preparing and executing the instructional and academic support budgets. The Dean of Instruction will continue working professionally with other members of the administrative staff and faculty.

Positions supervised by the Dean of Instruction, PN 89079:

- Assistant Dean of Instruction, PN 89207
- Assistant Dean of Instruction, PN 89136
- Secretary II, PN 23570

PN 89207 will be responsible for the management of all instructional departments within Division I (Humanities and Language Arts), and for Academic Support Unit comprised of the library, media center, learning center, and academic computing. This position will be responsible for the development, supervision, and improvement of instruction and curricula of the disciplines in Division I, and for the academic and technological support services for the college. The duties involve planning and coordinating the instructional activities of the Division, supervising and providing for instructional support services for the faculty and programs of the instructional Division, assuring data and direction for annual/program reviews, and providing for the wherewithal to provide those

services, providing information related to instruction for students and public, and coordinating preparation and execution of the instructional budget for the Division and the budget for Academic Support.

Positions supervised by the Assistant Dean of Instruction, PN 89207:

Clerk Typist II, PN 14064

Division I:

#82022,	#82433,	#82863,
#83063,	#83237,	#83263,
#83440,	#83659,	#83794,
#84251,	#84395,	#86125,
#86612,	#86813,	#87036,
#87037,	#87040,	#87042,

Windward Community College
Reorganization Proposal

#87048, #87112 (.50), #87116

Academic Support:

#81744, #83873, #84553,
#86614, #87035, #87039

II. Vocational and Community Education

By combining the instructional and counseling faculty and all clerical positions within ETC into one unit, PNs 35418, 44423, 83817, 87011, 87396, 96930F, and 86895T will be moved from Student Services to Employment Training Center. With the exception of PN 44423, there will be no change to the reporting relationships for these positions.

PN 80460, Student Services Specialist, Pay Band B, has served as Registrar for ETC and is currently vacant. This position is to be redescribed as an IT Specialist, Pay Band B.

Background/Reasons for Proposal

I. Instruction

Prior to 1996, the Instructional administration functioned adequately with a Dean of Instruction and two Assistant Deans of Instruction. The Dean was responsible for System and College needs, Academic Support, and the oversight of the Assistant Deans who were in turn responsible for Division I and Division II. System fiscal cut-backs reduced personnel to the Dean (PN 89079) and one Assistant Dean (PN 89136.) This forced the Dean to also function as an Assistant Dean of Instruction in charge of Division I.

College, System, and ACCJC demands, however, have outstripped the ability of the Dean of Instruction to also function as the Assistant Dean of Instruction of Division I. Programmatic and reporting needs have left little time for quality interaction between the Dean and Division I, including Academic Support Services. This has lead to faculty dissatisfaction, personnel over-extension, and concerns related to appropriate reporting lines.

Reorganization allows for a Dean of Instruction (PN 89079) to oversee an existing Assistant Dean of Instruction (PN 89136) and the reinstitution of a second Assistant Dean of Instruction (PN 89207). The second Assistant Dean of Instruction (PN 89207) will be redescribed upon transfer from Vocational and Community Education.

The proposed reorganization reestablishes proper administrative workloads within Instruction. Relieved of directly supervising Division I, the Library and Media Production Center, the Dean can concentrate on College programs, reporting, assessment, development, articulation, and most importantly, long-range planning.

Windward Community College Reorganization Proposal

The Clerk Typist (PN 14064) will be redescribed to a Secretary I, SR-12, and provide secretarial support to the Assistant Dean of Instruction (PN 89207). Responsibilities of the position will be to function as the "trusted personal assistant" as well as to perform a variety of general staff functions for the office.

The creation of Academic Support Unit (ASU) will be comprised of the Library, Media Production Center, The Learning Center, and Academic Computing. These four areas have been integrated into one support unit to be housed together in a new facility. The increase in student enrollment and the acquisition of technical equipment requires dedicated management over these functional areas. The faculty member assigned to Academic Computing (PN 87039) will be transferred from Division I, to Academic Computing, and be responsible for the supervision of two IT Specialists, PN 79990 and PN 78345.

Division I, with Humanities and Language Arts, and Academic Support Services, is comparable in workload for an Assistant Dean of Instruction to that of an Assistant Dean of Instruction for Division II with Math/Business, Social Sciences, and Natural Sciences. This arrangement moves Academic Support from under the direct supervision of the Dean to that of the Assistant Dean. This arrangement weighs the responsibilities of the two Assistant Deans equally.

Previously, Vocational Education faculty positions were listed separately under Division II. Those faculty, PNs 83198, 84535, 84975, and 87161, will be incorporated into the General Education faculty grouping for Division II. In 1997, the Board of Regents terminated the associate in applied science and certificate programs in office administration and technology, finance and accounting. In its place a new certificate of completion in business technology was approved. However, in 2002, the certificate of completion in business technology was also terminated. The only remaining vocational education program, Agriculture, is still viable. The faculty member connected to that program (PN 87161), however, also teaches classes within Natural Sciences.

II. Vocational and Community Education

Consolidation of ETC's non-credit instructional and student services units is the result of student services functions being reduced. One reason for the reduction is the implementation of a new student information system, Classware, which replaces the system that ETC had used for 12 years. The improvements in technology make it possible for ETC to have the admissions duties handled by the counselors and the records handled by the current records clerk. The ETC registrar, PN 80460, is currently vacant and is to be redescribed as an IT Specialist. The ETC registrar supervised a clerk typist, PN 44423, which will now report to a program coordinator (faculty position). The position description for the clerk typist will be updated for review with no anticipated change to the position classification.

Windward Community College Reorganization Proposal

Another function of ETC's student services was to provide support activities for student occupational or educational placement, conduct follow up studies and prepare reports. The Job Placement office that was located in student services was recently expanded to include career courses and an internship component. It is now called Career and Workforce Development and is currently one of ETC's instructional units.

A lesser consideration for the change was the concern on the part of the accreditation team that WCC had two student services divisions. ETC's unit serves the unique needs and mission of ETC. It was the consensus of the faculty and of administration that ETC's counselors should remain within ETC and not report to WCC's Dean of Students.

With admissions and records now able to be addressed without the full-time registrar position, and with job placement shifting to the instructional unit, the scope of student services is now primarily advising and counseling which includes determination of eligibility. The Director for Vocational and Community Education, PN 89177, will maintain overall responsibility for admissions and records. (Two other functions common to a college student services division: financial aid and student activities have never been a part of the student services division within ETC.) The counselor positions, PNs 83817, 87011, 87396, 96930F, and 86895T, will continue to be assigned to an instructional program (Health, Business Technology, Culinary Arts, etc.), and still have a coordinator who serves as liaison to the Director. The two clerk typists, PN 35418 and PN 44423, will each still report to a designated ETC program coordinator.

Combining Instructional Services and Student Services into one unit and re-titled to "Employment Training Center", does not result in a change in the assignments, responsibilities, or functions of any of the positions, except for the Coordinator for Student Services. The shifting of job placement to instruction and registrar duties to the "credit" side of WCC campus has relieved the coordinator of overseeing those personnel. Of the 5 clerical positions, only one (PN 35418) is currently vacant. The incumbents in the clerical positions are assigned work in accordance with their position descriptions.

Although combining instructional and student services into one unit will not significantly change the functions and operations of ETC, the reorganization will help to address the concerns from the accreditation team of having two student services divisions within WCC. Eliminating instructional and student services titles specifically, allow ETC to remain flexible. Programs can be initiated or scaled back in response to the needs of the community for entry-level career and technical education which is the mission of ETC.

The second proposed change is the redescription of the ETC Student Services Specialist, Pay Band B, PN 80460, to become an IT Specialist, Pay Band B. PN 80460 will be a direct report to PN 89177, Director of Vocational and Community Education. In redescrining the position a layer of supervision is being removed for the clerk typist, PN 44423. PN 44423 will be redescrined to provide support to a coordinator. As there will be no duplication of services, redescription of the registrar position is a cost savings measure and a direct example of the College's efforts to integrate the credit and non-credit units of the College.

Windward Community College
Reorganization Proposal

The primary purpose of this reorganization is to transfer an executive position, Director of Continuing Education and Training, PN 89207, from Vocational and Community Education to Division I under the Dean of Instruction, and consolidate the Library and the Media Production Center into Academic Support Services within Division I. Although lines of reporting are impacted, the basic functions of these units are not affected. The Director of Continuing Education and Training will be redescribed to an Assistant Dean and will be housed within the existing Office of the Dean of Instruction. In addition, the Clerk Typist for the Dean of Instruction will be redescribed as a Secretary I, SR-12, to provide support for the new Assistant Dean. Adequate office space is available and office furniture can be relocated from storage. An additional cost of \$12,412 to redescribe the positions will be covered through an internal reallocation of general funds. Aside from the redescrptions, no other additional costs are anticipated with the reorganization.

E. Other Alternatives Considered

An alternative to the proposed reorganization for Chart III, establishes a new Department consisting of a Director, a Secretary, and the areas within Academic Support, namely, the Library, Media Center, The Learning Center, and Academic Computing. Under this structure, this unit would require space and furniture, and it would report directly to the Chancellor. This proposal would increase the direct supervisory responsibilities of the Chancellor. It would also eliminate Instruction's oversight of areas deemed supportive in nature, and consequently it would leave faculty vulnerable to the conflicting priorities of different administrative units. For these reasons, and so as not to jeopardize securing PN 89207 by failing to transfer and fill it in a timely manner, this alternative was deemed undesirable.

PREVIOUS

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE SYSTEM
WINDWARD COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Provides a post-secondary education program in liberal arts, vocational/technical, and occupational education.

- ◊ Offers liberal arts course work which leads to the Associate in Arts degree and lower division preparation for baccalaureate degrees.
- ◊ Offers vocational/technical course work which leads to certificates.
- ◊ Offers continuing education and community service programs of both the non-credit and credit variety.
- ◊ Provides basic skills and vocational instruction to "at risk" populations via the Employment Training Center.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the orderly and proper functioning of Windward Community College. The Office is responsible for directing all aspects of the administration and development of the College in order that the College fulfills its mission.

Within the established policies and procedural guidelines of the University of Hawaii and applicable Federal and State statutes, the Office of the Chancellor oversees the management and operations of the College in the following functional areas:

- ◊ Curriculum and Instruction
- ◊ Library and Media services
- ◊ Student services including admissions and records, academic and career counseling, student activities, financial aid, and job placement
- ◊ Finance, accounting, budgeting, word processing, and copying services
- ◊ Personnel transactions and records
- ◊ Physical plant and grounds, including parking and security
- ◊ Employment Training Center
- ◊ Continuing Education and Training
- ◊ Community services

Additionally, the Office of the Chancellor is responsible for the following functions:

- ◊ Issues campus policies and guidelines governing the activities of the College.
- ◊ Approves the hiring, tenuring, promotion, leave-taking, and termination of personnel.
- ◊ Submits the recommended biennial and supplemental budgets.
- ◊ Maintains liaison with other campuses of the University, post-secondary education institutions within the service area of the College, agencies such as secondary and trade schools, community groups, and State and County officials or representatives.
- ◊ Advises the President on matters of campus and system-wide concern.
- ◊ Facilitates the staff development program of the College.
- ◊ Develops and coordinates effective marketing plan for the College.
- ◊ Coordinates the campus marketing plan with the UH Systemwide marketing plan.

INSTRUCTION

The Office of the Dean of Instruction is directly responsible for all of the functions concerned with credit instruction, academic support services, and extramural grants. This includes the following:

- ◊ Evaluates instructional programs consistent with the Educational Development Plan of the College.
- ◊ Develops and coordinates all new instructional program proposals and reviews on-going instructional programs.
- ◊ Evaluates outcome of instructional programs.
- ◊ Coordinates personnel action which relate to hiring, tenure, leaves, promotion, and termination of faculty and staff within above program areas.
- ◊ Prepares the instructional and academic support budget and allocations, and controls expenditures.
- ◊ Coordinates the development and periodic review of the Educational Development Plan, Vocational Education State Plan, and all accreditation reports.
- ◊ Coordinates with other University units on faculty personnel matters that may have system-wide implications.
- ◊ Develops curriculum and innovations in learning and teaching.

- ◊ Publishes the College catalog, class schedules, and the regulating of course offerings.
- ◊ Coordinates extramural grant proposal development.
- ◊ Coordinates all learning assistance center activities.
- ◊ Administers academic computing.
- ◊ Administers regular credit summer session.

Instructional Divisions (I and II)

Each instructional division is responsible for the development, supervision, and improvement of instruction and curricula of selected disciplines, which comprise that division. This includes the following:

- ◊ Supervises the division curriculum and instruction.
- ◊ Coordinates the preliminary scheduling, classroom assignments, and development of the catalog descriptions for courses and programs.
- ◊ Provides clerical assistance as may be required by faculty for support of instruction.
- ◊ Prepares reports and conducts program evaluations and reviews.
- ◊ Updates educational plans.
- ◊ Assists, supervises and develops special projects related to expertise within the disciplines.
- ◊ Plans budget and reviews expenditure of disciplines within the Division.

Library

The Library is responsible for the organization, development, and control of all aspects of the Library, which includes staffing, materials, maintenance of recognized library standards, and presenting its budget requirements. This includes the following:

- ◊ Acquires an adequate collection of library materials including books, periodicals, audio tapes, video materials, films, slides, and related materials.
- ◊ Plans and develops long- and short-range goals of library services.
- ◊ Keeps apprised of new developments in library technology and equipment, and evaluates their applicability to instructional needs.

- ◊ Plans budget and reviews expenditure of library funds.
- ◊ Operates the Automated Library System at Windward Community College.

Media Production Center

The Media Production Center plans, organizes, and administers the educational media services for the College. This includes the following:

- ◊ Provides information, advises, and assists faculty on various instructional methodologies utilizing multi-media for more effective learning.
- ◊ Maintains a basic resource of equipment, materials, and facilities for circulation, previewing, listening, and production services for classroom teaching and general support activities.
- ◊ Conducts demonstrations to familiarize faculty and students with available equipment to enable them to operate the equipment.
- ◊ Serves as liaison to faculty, staff, and educational agencies for interchange of ideas and resources involving audiovisual media including workshops, institutes, projects, or research.
- ◊ Assists program heads in formulation of budget requirements and matters related to instructional media.
- ◊ Supervises and operates the central duplicating services.

STUDENT SERVICES

The Office of the Dean of Student Services is responsible for planning, implementing, and evaluating those supportive student services which are designed to complement the instructional programs of the College(excluding the Employment Training Center, which is staffed with specialized program counselors and support positions), thus enabling students to benefit more fully from their college experiences. This includes the following:

- ◊ Implements University and campus policies affecting the general welfare of students.
- ◊ Plans and supervises admissions, registration and student record services; financial aid counseling; academic advising services; co-curricular activities; job placement services; and the alumni affairs programs.
- ◊ Creates and maintains all official student records.

- ◊ Assists students in their adjustment to college by understanding their needs, interest, and their pursuit of personal self-development programs.
- ◊ Assists students in meeting the costs associated with enrolling at the College.
- ◊ Assists students in determining their academic and career goals and advises them regarding educational requirements.
- ◊ Advises student organizations in the conduct of activities and supervises the expenditure of mandatory student activity and publication fees in accordance with approved budgets and University policies, through the co-curricular program.
- ◊ Assists students who have special needs, such as the academically disadvantaged, handicapped, veterans and non-native speakers, to receive the necessary services.
- ◊ Assists students seeking to transfer to other colleges upon termination of enrollment.

Admissions and Records

This office is directly responsible for the student admission, registration, and academic record functions of the College. This includes the following:

- ◊ Coordinates all activities associated with receiving applications, admitting, and registering students for college.
- ◊ Manages the student information systems data.
- ◊ Disseminates consumer information regarding academic programs and admission requirements to prospective students.
- ◊ Assures all grades issued by instructors are properly recorded and students properly notified.
- ◊ Maintains accurate records of all students and certifies course completion/evaluation.

Guidance and Counseling

This office is directly responsible for the guidance and counseling functions of the College. This includes the following:

- ◊ Provides pre-college information, testing, and orientation of new students.
- ◊ Provides outreach services to educationally and culturally "disadvantaged".
- ◊ Provides career guidance services.

- ◊ Provides academic advisement and transfer evaluation services.
- ◊ Provides special services to students who are handicapped or are veterans.

Financial Aid

This office is directly responsible for the student financial aid functions of the College. This includes the following:

- ◊ Supervises and manages the delivery of financial aid services to students seeking such assistance.
- ◊ Maintains accurate records of financial aid transactions.
- ◊ Reviews and disseminates information to prospective students, while complying with Federal and State statutes affecting same.

Special Student Services

This office is directly responsible for providing support services to the Special Services Project and students of the College and is funded through external means. This includes the following:

- ◊ Administers the peer tutorial program, including the selection, training, and supervision of tutors.
- ◊ Extends special assistance to the handicapped, including those who are learning disabled, for whom testing services are coordinated with cooperating agencies.
- ◊ Provides assistance to the Learning Assistance Center (LAC) by providing for and conducting study skills and personal development workshops for the LAC participants.
- ◊ Administers the Return-to-Academics program (RAP) for students on academic probation by providing assistance in designing an individual educational and support program with the intention of returning to good academic standing.
- ◊ Recruits economically and culturally disadvantaged students and provides information on the College and its resources, including financial aid, career counseling, and special programs.

ADMINISTRATIVE SERVICES

The Office of the Director for Administrative Services administers, coordinates, and supervises various administrative

support services and activities of the College. This includes the following:

- ◊ Coordinates CIP planning and maintains liaison between the College, contractors, State Department of Accounting and General Services, and the University of Hawaii Facilities Planning Office.
- ◊ Develops the biennial and annual budget.
- ◊ Develops the expenditure plan and maintains fund control.
- ◊ Provides for cashiering and disbursement of funds, certifies availability of resources and propriety of expenditures.
- ◊ Administers human resource management.
- ◊ Administers administrative computing.
- ◊ Maintains facilities and grounds for preservation, safety, and health.
- ◊ Provides other auxiliary services such as the Bookstore\1, vending machines, mail, and telephone services.

\1 NOTE: The Bookstore is a branch of and under the operational control of the UH Manoa Bookstore.

Business Office

This office is directly responsible for cashiering, purchasing, disbursing, and mail for the College. This includes the following:

- ◊ Collects and records payment for tuition, fees and fines; issues receipts; and credits proper account.
- ◊ Procures goods and services.
- ◊ Prepares contract specifications for acquisition of goods and services that require formal bidding.
- ◊ Prepares reimbursements in accordance with University policy for the payment of goods and services.
- ◊ Coordinates U.S. and campus mailing services.

Human Resources

This section is responsible for the human resource management, record-keeping and personnel transactions for the College. This includes the following:

- ◊ Monitors the recruitment process to ensure compliance with established procedures and the Equal

Employment Opportunity/Affirmative Action (EEO/AA) policy.

- ◊ Assists with position classification, pay administration, and contract interpretations.
- ◊ Administers workers' compensation, temporary disability insurance, and other employee benefit programs.
- ◊ Updates organizational charts.
- ◊ Provides on-campus student employment services.

Computing and Data Processing

This section is responsible for the management and maintenance of the central computing and data processing equipment and software for the College's administrative programs. This includes the following:

- ◊ Develops and maintains the information system which includes systems analysis, systems design, application programming, systems testing, and systems installation.
- ◊ Oversees scheduling and control, equipment operation, production support, and data entry.
- ◊ Develops standards and provides technical support for data processing, technical assistance, and training.

Operations and Maintenance

This section is responsible for the maintenance of all facilities and grounds on campus. This includes the following:

- ◊ Performs custodial and groundskeeping services.
- ◊ Performs minor repairs and upkeep of physical plant facilities.
- ◊ Maintains inventory control and record keeping.
- ◊ Provides transportation services.
- ◊ Provides campus security.
- ◊ Performs preventative maintenance program for college facilities and equipment.
- ◊ Conducts programs to maintain health, safety, and sanitation standards.

VOCATIONAL AND COMMUNITY EDUCATION

Office of the Director of Vocational and Community Education

The Office of the Director of Vocational and Community Education, develops, promotes, and implements all non-credit and special credit instructional programs and college community activities.

The Office is responsible for the Employment Training Center (ETC) component which provides basic skills and vocational instruction to Hawai'i's "at-risk" populations (i.e., disabled persons, limited English speakers, academically and/or economically disadvantaged groups, etc.). Serving as a "transition center," ETC's non-credit programs help completers to advance to further education, or to find employment.

Employment Training Center

Directs, manages, plans, and evaluates instructional programs, student support services, and academic support programs in accordance with established policies.

- ◊ Develops short and long term goals and objectives for the improvement and growth of the program.
- ◊ Develops institutional and program budgets to implement the planned services and activities.
- ◊ Maintains linkages with the University administration, government agencies, participating agencies, and community organizations.
- ◊ Develops policies governing the activities of the organization.
- ◊ Coordinates organizational, community college, and university system policies and regulations.
- ◊ Directs, manages, plans, and evaluates all instructional and student services programs.
- ◊ Assures instructional vitality and provides an environment that leads to quality teaching and effective student learning.
- ◊ Assures delivery of quality training and instructional programs which respond to the workforce and educational needs of the community.
- ◊ Coordinates the development of project proposals for extramural funding to maintain ongoing job training programs, develops new proposals to respond to community needs, and acts as principal investigator on college grants.

Instructional Services

- ◊ Provides for the planning, organizing, developing, delivering and evaluating of instructional programs, services and activities.
- ◊ Conducts individualized learning activities utilizing state-of-the-art techniques and technology.

- ◊ Counsels and guides trainees in attaining their educational goals
- ◊ Evaluates student progress and maintains records.
- ◊ Requests, installs, uses, and maintains instructional materials, supplies and equipment for enhancement of trainee learning.
- ◊ Participates in professional development activities.
- ◊ Maintains a teaching - learning environment that promotes a desirable trainee - instructor relationship and ensures maximum learning.

Student Services

- ◊ Provides for the planning, developing, conducting and evaluating of support activities concerning students.
- ◊ Provides program and course information to cooperating agencies and prospective students.
- ◊ Provides orientation to incoming students.
- ◊ Conducts admission and registration procedures.
- ◊ Provides academic, occupational, and personal assessment activities.
- ◊ Plans and provides student advocacy activities.
- ◊ Maintains student records and reports.
- ◊ Provides support activities for student occupational or educational placement, conducts follow up studies, and prepares reports.
- ◊ Establishes and maintains effective relationships with participating and cooperating schools and agencies.

Continuing and Community Education

- ◊ Delivers non-credit programs and services designed to serve identified community needs.
- ◊ Plans, develops, and administers the delivery of continuing education programs which includes non-credit courses, special credit programs, workshops for professional competencies improvement, and cultural exhibits and performances which are designed to enrich the lives of Windward residents.
- ◊ Works directly with community organizations, groups, and individuals in Windward, Oahu; various community advisory boards and planning committees; and representatives of business, industry, labor, and governmental agencies to assess the needs and interests in the College's

instructional capabilities in order to establish appropriate educational programs.

- ◊ Provides technical support to faculty, students, and staff in executing community services or outreach activities, which includes the development of understanding community needs and the application of appropriate resources to meet those needs.
- ◊ Prepares and executes the program's budget in accordance with University and State policies.
- ◊ Maintains data and files required for reporting and evaluating effectiveness of program.
- ◊ Plans, develops and coordinates the public relations activities within the prescribed University guidelines.
- ◊ Schedules community use of campus facilities in accordance with University policy.
- ◊ Operates the Fujio Matsuda Technology Training and Education Center at Windward Community College.
- ◊ Recruits temporary faculty for non-credit courses.

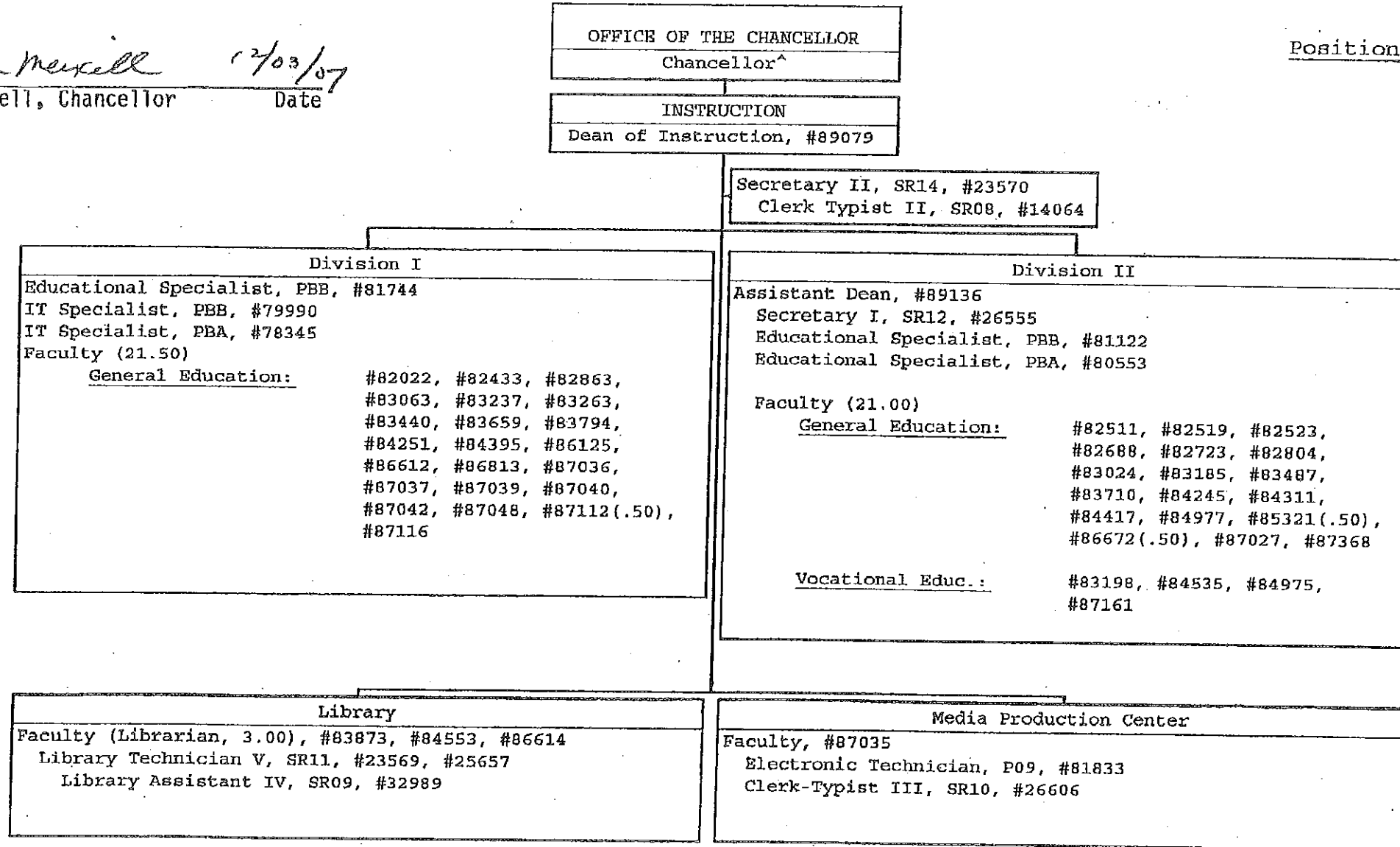
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
INSTRUCTION

Position Organization Chart

Chart III

APPROVED/DISAPPROVED:

Angela Meixell 12/03/07
Angela Meixell, Chancellor Date



^ Excluded from position count this chart
\$Positions pending establishment

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE

POSITION ORGANIZATION CHART

CHART VI

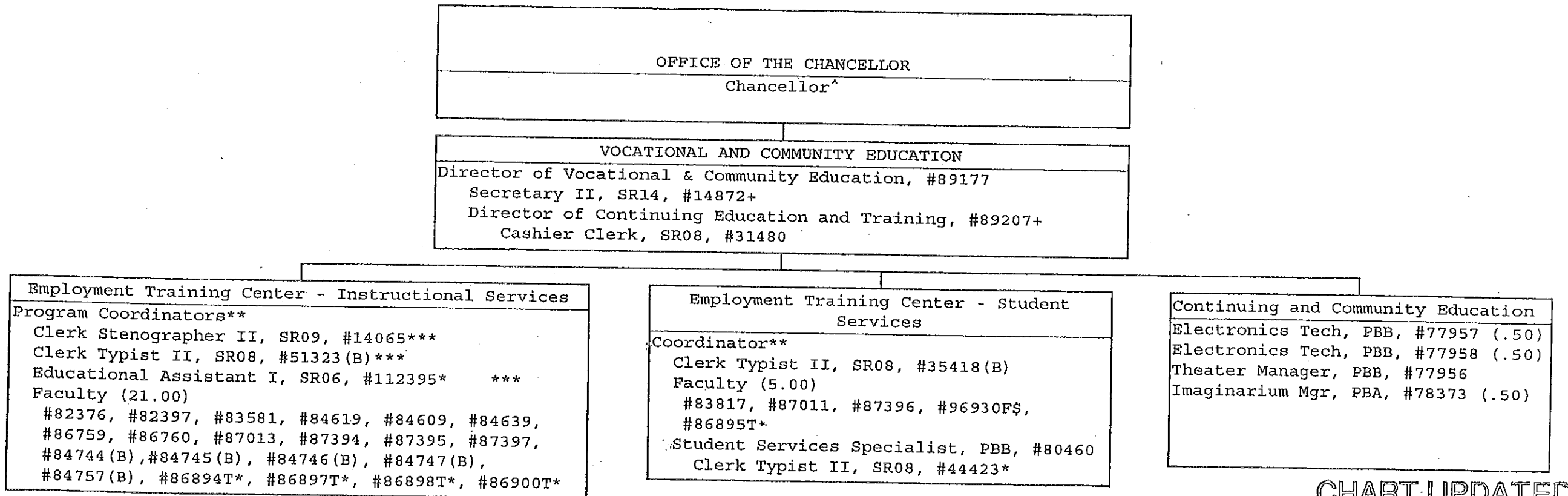


CHART UPDATED

DATE JUL - 1 2007

	Perm	Temp
General Fund	24.50	7.00
(B) Special Funds	7.00	

Temporary
Coordinators appointed from faculty positions within the unit.
Clerical staff report to specific Pgm Coords as reflected in position descriptions.
Positions to be redescribed
Positions pending establishment

APPROVED

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE SYSTEM
WINDWARD COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Provides a post-secondary education program in liberal arts, vocational/technical, and occupational education.

- ◊ Offers liberal arts course work which leads to the Associate in Arts degree and lower division preparation for baccalaureate degrees.
- ◊ Offers vocational/technical course work which leads to certificates.
- ◊ Offers continuing education and community service programs of both the non-credit and credit variety.
- ◊ Provides basic skills and vocational instruction to "at risk" populations via the Employment Training Center.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the orderly and proper functioning of Windward Community College. The Office is responsible for directing all aspects of the administration and development of the College in order that the College fulfills its mission.

Within the established policies and procedural guidelines of the University of Hawaii and applicable Federal and State statutes, the Office of the Chancellor oversees the management and operations of the College in the following functional areas:

- ◊ Curriculum and Instruction
- ◊ Library and Media services
- ◊ Student services including admissions and records, academic and career counseling, student activities, financial aid, and job placement
- ◊ Finance, accounting, budgeting, word processing, and copying services
- ◊ Personnel transactions and records
- ◊ Physical plant and grounds, including parking and security
- ◊ Employment Training Center
- ◊ Continuing Education and Training
- ◊ Community services

Additionally, the Office of the Chancellor is responsible for the following functions:

- ◊ Issues campus policies and guidelines governing the activities of the College.

- ◊ Approves the hiring, tenuring, promotion, leave-taking, and termination of personnel.
- ◊ Submits the recommended biennial and supplemental budgets.
- ◊ Maintains liaison with other campuses of the University, post-secondary education institutions within the service area of the College, agencies such as secondary and trade schools, community groups, and State and County officials or representatives.
- ◊ Advises the President on matters of campus and system-wide concern.
- ◊ Facilitates the staff development program of the College.
- ◊ Develops and coordinates effective marketing plan for the College.
- ◊ Coordinates the campus marketing plan with the UH Systemwide marketing plan.

INSTRUCTION

The Office of the Dean of Instruction is directly responsible for all of the functions concerned with credit instruction, academic support services, and extramural grants. This includes the following:

- ◊ Evaluates instructional programs consistent with the Educational Development Plan of the College.
- ◊ Develops and coordinates all new instructional program proposals and reviews on-going instructional programs.
- ◊ Evaluates outcome of instructional programs.
- ◊ Coordinates personnel action which relate to hiring, tenure, leaves, promotion, and termination of faculty and staff within above program areas.
- ◊ Prepares the instructional and academic support budget and allocations, and controls expenditures.
- ◊ Coordinates the development and periodic review of the Educational Development Plan, Vocational Education State Plan, and all accreditation reports.
- ◊ Coordinates with other University units on faculty personnel matters that may have system-wide implications.
- ◊ Develops curriculum and innovations in learning and teaching.
- ◊ Publishes the College catalog, class schedules, and the regulating of course offerings.
- ◊ Coordinates extramural grant proposal development.
- ◊ Coordinates all learning assistance center activities.

- ◊ Administers academic computing.
- ◊ Administers regular credit summer session.

Instructional Divisions (I and II)

Each instructional division is responsible for the development, supervision, and improvement of instruction and curricula of selected disciplines, which comprise that division. This includes the following:

- ◊ Supervises the division curriculum and instruction.
- ◊ Coordinates the preliminary scheduling, classroom assignments, and development of the catalog descriptions for courses and programs.
- ◊ Provides clerical assistance as may be required by faculty for support of instruction.
- ◊ Prepares reports and conducts program evaluations and reviews.
- ◊ Updates educational plans.
- ◊ Assists, supervises and develops special projects related to expertise within the disciplines.
- ◊ Plans budget and reviews expenditure of disciplines within the Division.

Academic Support Unit

Academic Support Unit is comprised of The Learning Center, Academic Computing, Library, and Media Production Center, in providing academic and technological support services for the College.

The Learning Center

The Learning Center provides students with a learning environment conducive to their growth by providing access to study tools, testing services, learning materials, and activities to enhance learning. Available services and materials include:

- ◊ Computers, printers, and other computer hardware.
- ◊ Test proctoring.
- ◊ Services for distance education courses (materials, equipment, test processing, and proctoring).
- ◊ Study-skill building materials and workshops.
- ◊ Placement testing for incoming students.
- ◊ Resource instructors who provide assistance with writing and math study skills.

- ◊ Support for the Banner student management system.
- ◊ Computer loan program and trouble-shooting.

Academic Computing

Academic Computing is responsible for planning, implementing, managing, and supporting the College's information technology infrastructure. This includes the following:

- ◊ Implements and maintains Windows and Macintosh computers, printers, and related peripherals in classrooms, labs, and faculty and staff offices.
- ◊ Provides wired and wireless network connectivity throughout the campus.
- ◊ Develops and manages network services such as data storage, file sharing, print accounting, software metering, online backup, and Web hosting.
- ◊ Provides help desk services, usage guides, technology training, and faculty and staff mentoring.
- ◊ Contributes information technology perspectives and expertise to cross-functional planning efforts and projects.

Library

The Library is responsible for the organization, development, and control of all aspects of the Library, which includes staffing, materials, maintenance of recognized library standards, and presenting its budget requirements. This includes the following:

- ◊ Acquires an adequate collection of library materials including books, periodicals, audio tapes, video materials, films, slides, and related materials.
- ◊ Plans and develops long- and short-range goals of library services.
- ◊ Keeps apprised of new developments in library technology and equipment, and evaluates their applicability to instructional needs.
- ◊ Plans budget and reviews expenditure of library funds.
- ◊ Operates the Automated Library System at Windward Community College.

Media Production Center

The Media Production Center plans, organizes, and administers the educational media services for the College. This includes the following:

- ◊ Provides information, advises, and assists faculty on various instructional methodologies utilizing multi-media for more effective learning.
- ◊ Maintains a basic resource of equipment, materials, and facilities for circulation, previewing, listening, and production services for classroom teaching and general support activities.
- ◊ Conducts demonstrations to familiarize faculty and students with available equipment to enable them to operate the equipment.
- ◊ Serves as liaison to faculty, staff, and educational agencies for interchange of ideas and resources involving audiovisual media including workshops, institutes, projects, or research.
- ◊ Assists program heads in formulation of budget requirements and matters related to instructional media.
- ◊ Supervises and operates the central duplicating services.

STUDENT SERVICES

The Office of the Dean of Student Services is responsible for planning, implementing, and evaluating those supportive student services which are designed to complement the instructional programs of the College(excluding the Employment Training Center, which is staffed with specialized program counselors and support positions), thus enabling students to benefit more fully from their college experiences. This includes the following:

- ◊ Implements University and campus policies affecting the general welfare of students.
- ◊ Plans and supervises admissions, registration and student record services; financial aid counseling; academic advising services; co-curricular activities; job placement services; and the alumni affairs programs.
- ◊ Creates and maintains all official student records.
- ◊ Assists students in their adjustment to college by understanding their needs, interest, and their pursuit of personal self-development programs.
- ◊ Assists students in meeting the costs associated with enrolling at the College.
- ◊ Assists students in determining their academic and career goals and advises them regarding educational requirements.

- ◊ Advises student organizations in the conduct of activities and supervises the expenditure of mandatory student activity and publication fees in accordance with approved budgets and University policies, through the co-curricular program.
- ◊ Assists students who have special needs, such as the academically disadvantaged, handicapped, veterans and non-native speakers, to receive the necessary services.
- ◊ Assists students seeking to transfer to other colleges upon termination of enrollment.

Admissions and Records

This office is directly responsible for the student admission, registration, and academic record functions of the College. This includes the following:

- ◊ Coordinates all activities associated with receiving applications, admitting, and registering students for college.
- ◊ Manages the student information systems data.
- ◊ Disseminates consumer information regarding academic programs and admission requirements to prospective students.
- ◊ Assures all grades issued by instructors are properly recorded and students properly notified.
- ◊ Maintains accurate records of all students and certifies course completion/evaluation.

Guidance and Counseling

This office is directly responsible for the guidance and counseling functions of the College. This includes the following:

- ◊ Provides pre-college information, testing, and orientation of new students.
- ◊ Provides outreach services to educationally and culturally "disadvantaged".
- ◊ Provides career guidance services.
- ◊ Provides academic advisement and transfer evaluation services.
- ◊ Provides special services to students who are handicapped or are veterans.

Financial Aid

This office is directly responsible for the student financial aid functions of the College. This includes the following:

- ◊ Supervises and manages the delivery of financial aid services to students seeking such assistance.
- ◊ Maintains accurate records of financial aid transactions.
- ◊ Reviews and disseminates information to prospective students, while complying with Federal and State statutes affecting same.

Special Student Services

This office is directly responsible for providing support services to the Special Services Project and students of the College and is funded through external means. This includes the following:

- ◊ Administers the peer tutorial program, including the selection, training, and supervision of tutors.
- ◊ Extends special assistance to the handicapped, including those who are learning disabled, for whom testing services are coordinated with cooperating agencies.
- ◊ Provides assistance to the Learning Assistance Center (LAC) by providing for and conducting study skills and personal development workshops for the LAC participants.
- ◊ Administers the Return-to-Academics program (RAP) for students on academic probation by providing assistance in designing an individual educational and support program with the intention of returning to good academic standing.
- ◊ Recruits economically and culturally disadvantaged students and provides information on the College and its resources, including financial aid, career counseling, and special programs.

ADMINISTRATIVE SERVICES

The Office of the Director for Administrative Services administers, coordinates, and supervises various administrative support services and activities of the College. This includes the following:

- ◊ Coordinates CIP planning and maintains liaison between the College, contractors, State Department of Accounting and General Services, and the University of Hawaii Facilities Planning Office.
- ◊ Develops the biennial and annual budget.
- ◊ Develops the expenditure plan and maintains fund control.
- ◊ Provides for cashiering and disbursement of funds, certifies availability of resources and propriety of expenditures.
- ◊ Administers human resource management.

- ◊ Administers administrative computing.
- ◊ Maintains facilities and grounds for preservation, safety, and health.
- ◊ Provides other auxiliary services such as the Bookstore\1, vending machines, mail, and telephone services.

\1 NOTE: The Bookstore is a branch of and under the operational control of the UH Manoa Bookstore.

Business Office

This office is directly responsible for cashiering, purchasing, disbursing, and mail for the College. This includes the following:

- ◊ Collects and records payment for tuition, fees and fines; issues receipts; and credits proper account.
- ◊ Procures goods and services.
- ◊ Prepares contract specifications for acquisition of goods and services that require formal bidding.
- ◊ Prepares reimbursements in accordance with University policy for the payment of goods and services.
- ◊ Coordinates U.S. and campus mailing services.

Human Resources

This section is responsible for the human resource management, record-keeping and personnel transactions for the College. This includes the following:

- ◊ Monitors the recruitment process to ensure compliance with established procedures and the Equal Employment Opportunity/Affirmative Action (EEO/AA) policy.
- ◊ Assists with position classification, pay administration, and contract interpretations.
- ◊ Administers workers' compensation, temporary disability insurance, and other employee benefit programs.
- ◊ Updates organizational charts.
- ◊ Provides on-campus student employment services.

Computing and Data Processing

This section is responsible for the management and maintenance of the central computing and data processing equipment and software for the College's administrative programs. This includes the following:

- ◊ Develops and maintains the information system which includes systems analysis, systems design, application programming, systems testing, and systems installation.
- ◊ Oversees scheduling and control, equipment operation, production support, and data entry.
- ◊ Develops standards and provides technical support for data processing, technical assistance, and training.

Operations and Maintenance

This section is responsible for the maintenance of all facilities and grounds on campus. This includes the following:

- ◊ Performs custodial and groundskeeping services.
- ◊ Performs minor repairs and upkeep of physical plant facilities.
- ◊ Maintains inventory control and record keeping.
- ◊ Provides transportation services.
- ◊ Provides campus security.
- ◊ Performs preventative maintenance program for college facilities and equipment.
- ◊ Conducts programs to maintain health, safety, and sanitation standards.

VOCATIONAL AND COMMUNITY EDUCATION

Office of the Director of Vocational and Community Education

The Office of the Director of Vocational and Community Education, develops, promotes, and implements all non-credit and special credit instructional programs and college community activities.

The Office is responsible for the Employment Training Center (ETC) unit which provides basic skills and vocational instruction to Hawai'i's "at-risk" populations (i.e., disabled persons, limited English speakers, academically and/or economically disadvantaged groups, etc.). Serving as a "transition center," ETC's non-credit programs help completers to advance to further education, or to find employment. The Continuing and Community Education unit provides customized contract training in response to community needs. The WCC theater and planetarium are administered from this unit.

Employment Training Center

Directs, manages, plans, and evaluates instructional programs, student support services, and academic support programs in accordance with established policies.

- ◊ Develops short and long term goals and objectives for the improvement and growth of the program.
- ◊ Develops institutional and program budgets to implement the planned services and activities.
- ◊ Maintains linkages with the University administration, government agencies, participating agencies, and community organizations.
- ◊ Develops policies governing the activities of the organization.
- ◊ Coordinates organizational, community college, and university system policies and regulations.
- ◊ Directs, manages, plans, and evaluates all programs.
- ◊ Assures instructional vitality and provides an environment that leads to quality teaching and effective student learning.
- ◊ Assures delivery of quality training and instructional programs which respond to the workforce and educational needs of the community.
- ◊ Coordinates the development of project proposals for extramural funding to maintain ongoing job training programs, develops new proposals to respond to community needs, and acts as principal investigator on college grants.
- ◊ Conducts individualized learning activities utilizing state-of-the-art techniques and technology.
- ◊ Counsels and guides trainees in attaining their educational goals.
- ◊ Evaluates student progress and maintains records.
- ◊ Requests, installs, uses, and maintains instructional materials, supplies and equipment for enhancement of trainee learning.
- ◊ Participates in professional development activities.
- ◊ Maintains a teaching - learning environment that promotes a desirable trainee - instructor relationship and ensures maximum learning.
- ◊ Provides for the planning, developing, conducting and evaluating of support activities concerning students.
- ◊ Provides program and course information to cooperating agencies and prospective students.
- ◊ Provides orientation to incoming students.
- ◊ Provides academic, occupational, and personal assessment activities.

- ◊ Provides support activities for student occupational or educational placement, conducts follow up studies, and prepares reports.
- ◊ Establishes and maintains effective relationships with participating and cooperating schools and agencies.

Continuing and Community Education

- ◊ Delivers non-credit programs and services designed to serve identified community needs.
- ◊ Plans, develops, and administers the delivery of continuing education programs which includes non-credit courses, special credit programs, workshops for professional competencies improvement, and cultural exhibits and performances which are designed to enrich the lives of Windward residents.
- ◊ Works directly with community organizations, groups, and individuals in Windward, Oahu; various community advisory boards and planning committees; and representatives of business, industry, labor, and governmental agencies to assess the needs and interests in the College's instructional capabilities in order to establish appropriate educational programs.
- ◊ Provides technical support to faculty, students, and staff in executing community services or outreach activities, which includes the development of understanding community needs and the application of appropriate resources to meet those needs.
- ◊ Prepares and executes the program's budget in accordance with University and State policies.
- ◊ Maintains data and files required for reporting and evaluating effectiveness of program.
- ◊ Plans, develops and coordinates the public relations activities within the prescribed University guidelines.
- ◊ Schedules community use of campus facilities in accordance with University policy.
- ◊ Operates the Fujio Matsuda Technology Training and Education Center at Windward Community College.
- ◊ Recruits temporary faculty for non-credit courses.

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
INSTRUCTION

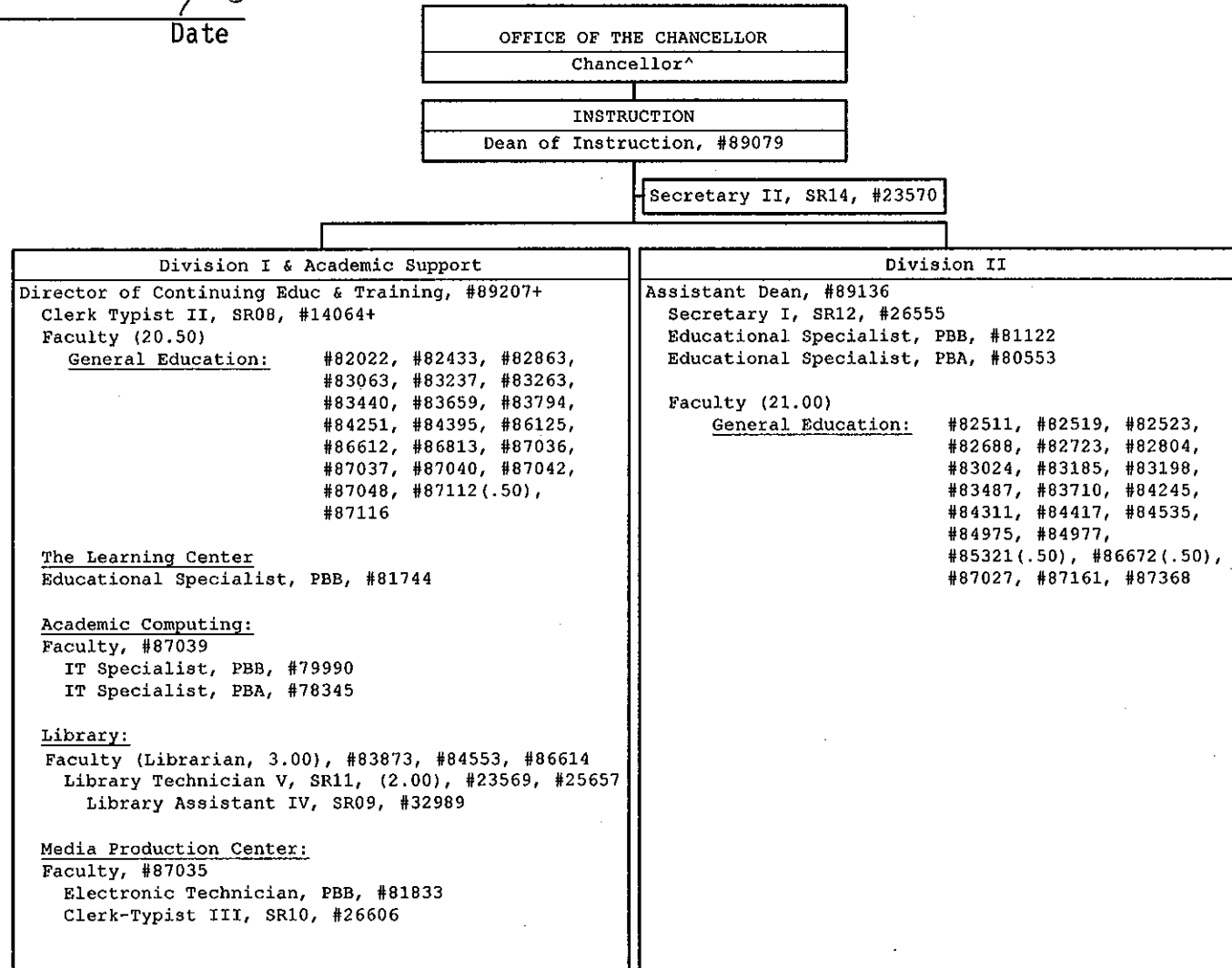
APPROVED/DISAPPROVED:

Angela Meixell
Angela Meixell, Chancellor

6/30/08
Date

Position Organization Chart

Chart III



^ Excluded from position count this chart
+ Positions to be redescribed

General Fund Perm
 62.50

APPROVED/DISAPPROVED:

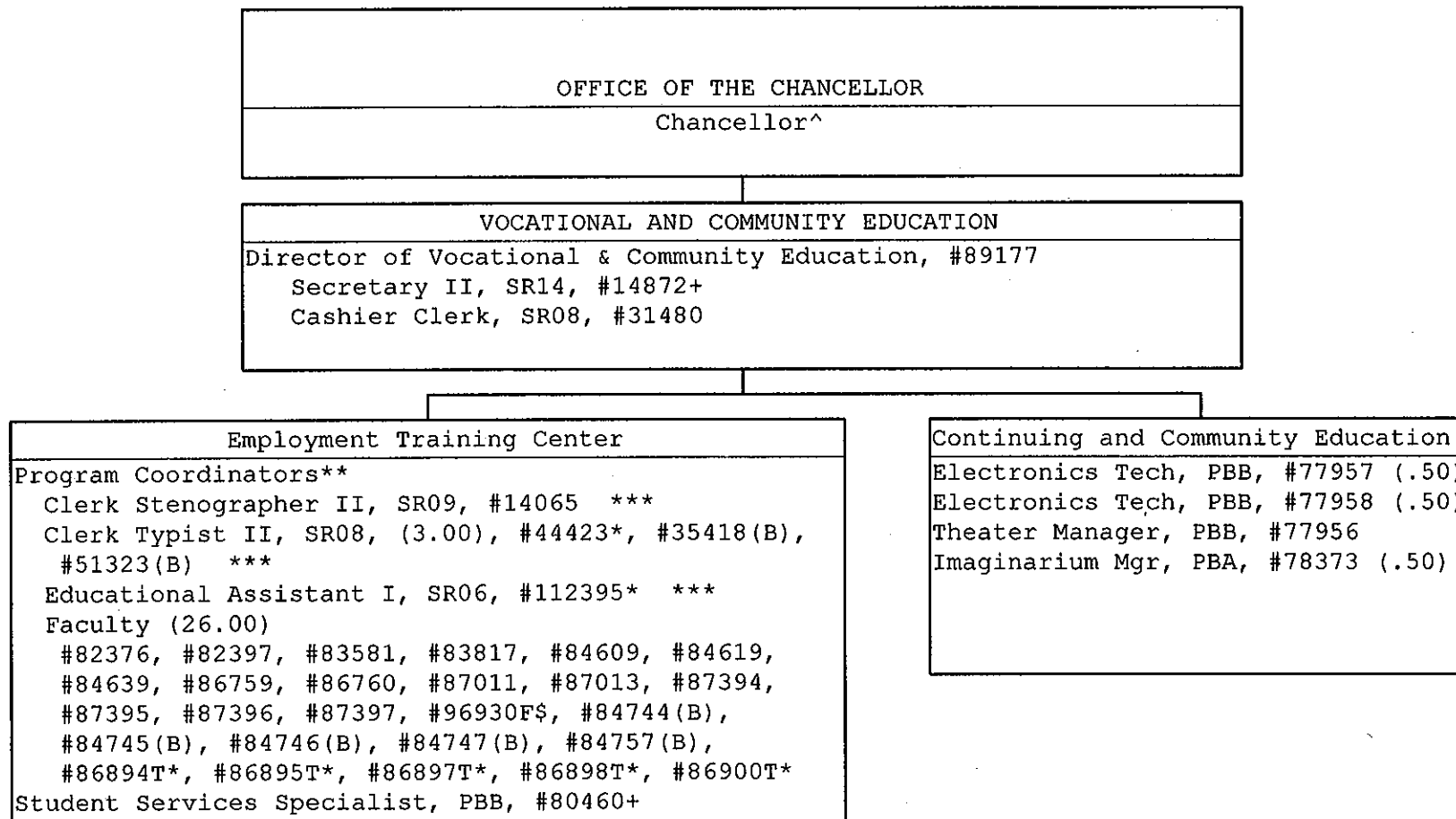
Angela Meixell
Angela Meixell, Chancellor

6/30/08
Date

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE

POSITION ORGANIZATION CHART

CHART VI



	Perm	Temp
General Fund	23.50	7.00
(B) Special Funds	7.00	

* Temporary
** Coordinators appointed from faculty positions within the unit.
*** Clerical staff report to specific Pgm Coords as reflected in position descriptions.
† Positions to be redescribed
‡ Positions pending establishment