



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

UNIV. OF HAWAII
UH BUDGET OFFICE

'09 FEB 23 P3:43

February 19, 2009

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

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

Attached for your files is a copy of the reorganization of the University of Hawai'i, Kauai Community College, which was approved on February 13, 2009. 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 Helen Cox
- UHCC Budget Office
- UHCC Human Resources Office

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An Equal Opportunity/Affirmative Action Institution

**EXECUTIVE SUMMARY
UNIVERSITY OF HAWAI'I
KAUA'I COMMUNITY COLLEGE
WINDWARD COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES UNITS**

The health and safety of the faculty, staff, students, community and other visitors to the campuses is of the highest level of concern for the Community Colleges given the incidents of natural disasters and violence occurring throughout the country. Environmental health and safety is the other area of concern due to the critical nature and dire consequences of inappropriate attention and management.

The 2008 Legislature appropriated positions to the Community Colleges to address the health and safety issues for the various campuses. This proposal addresses the needs of Kaua'i Community College and Windward Community College.

Under the present organizational structure the health and safety issues of the Community Colleges are not adequately being addressed. The Community Colleges currently depends on the University of Hawai'i Environmental Health and Safety Office for support and guidance to properly address all occupational and environmental health and safety concerns. Inadequate staffing levels present a problem in addressing all areas of environmental health and safety including occupational safety and health, fire safety, hazardous material management, biological safety, and radiation safety, etc. Additionally, currently there are no security positions available at each of these sites so each campus must rely solely on contract services to provide campus security.

Under the proposed organizational Kaua'i Community College, through the addition of two new positions, plans to develop and implement a safety and security unit. Augmented by contract security, the proposed unit will provide security services, emergency response planning and training, and assistance in the disposal of HAZMAT and bio-safety material for the college. With the two (2) new positions allocated to their college, Windward Community College plans to establish a security unit which will be responsible for providing security services and developing emergency response planning.

The reorganization proposal is not anticipated to require additional costs at this time. Any additional costs will be funded through an internal reallocation of funds.

**REORGANIZATION PROPOSAL REQUEST
UNIVERSITY OF HAWAI'I
KAUA'I COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES**

1) Rationale for proposed reorganization:

a) Description of conditions or factors prompting reorganization.

During the 2008 Legislative Session 2.0 FTE security related positions were appropriated to Kaua'i Community College (KCC) to provide added safety and security to the campus. This reorganization proposal is necessary to establish a new Environmental Health, Security and Emergency Response Unit within the Administrative Services section at Kaua'i Community College.

b) Explanation of how the reorganization will address conditions or factors.

The establishment of a new Environmental Health, Security and Emergency Response Unit will create a positive and healthful environment that will enhance the safety and well-being of students, staff, community and visitors to the college. In addition the providing greater campus security the new unit will enable the college to address other critical areas such as environmental health and emergency response.

c) Description of how organization's operational, organizational, functional and programmatic relationships will be affected, including impact on services to students, other target groups and relationships with other segments of the university.

At present KCC does not have its own security positions and relies on contract security officers to provide limited security coverage. The creation of this new unit will address concerns expressed by students, faculty and staff about the lack of security and emergency communication systems and will enable the college to increase its security presence on campus.

Currently the security function falls under the Building and Maintenance Unit which has 2.0 FTE Building maintenance workers and is supervised by Position No. 81065, Facilities/Auxiliary Services Officer, PBB.

With the two additional positions provided by the 2008 Legislature, a new Environmental Health, Security and Emergency Response Unit will be created within the Administrative Services section. This new unit will be headed by a 1.0 FTE, Environmental Health, Security and Emergency Response Officer, PBB, Pseudo No. 99180F (to be established) who will report directly to the Director of Administrative Services, Position No. 89032. Reporting to the Environmental

Health, Security and Emergency Response Officer will be the 1.0 University Security Officer I, SR 14, Pseudo No. 99179F (to be established).

d) Discussion of the efficiencies, service improvements or other benefits that will be achieved as a result of the reorganization.

The reorganization will establish an organizational structure that will provide a campus environment that is safe, secure and conducive to learning. The proposed unit will enable the college to address areas such as environmental health, biological, fire, occupational and radiation safety, hazardous waste and emergency preparedness in the event of natural disasters. Combined with the contract security and, with the added security being more visible, the college will be in a better position to respond to campus emergencies and provide a greater sense of security.

2) Description of the resource requirements or savings associated with the reorganization, including funding, positions, space, equipment and other resources.

Permanent position counts and funding for salaries and other related expenses have been appropriated by the Legislature. Any additional requirements beyond that which have been appropriated will be handled through an internal reallocation of funds.

3) Explanation of the source of the resources needed to implement the reorganization, e.g., reallocation from within the program or major unit, or new revenue.

None at this time.

4) Discussion of the programmatic impacts of the proposed reorganization on the University.

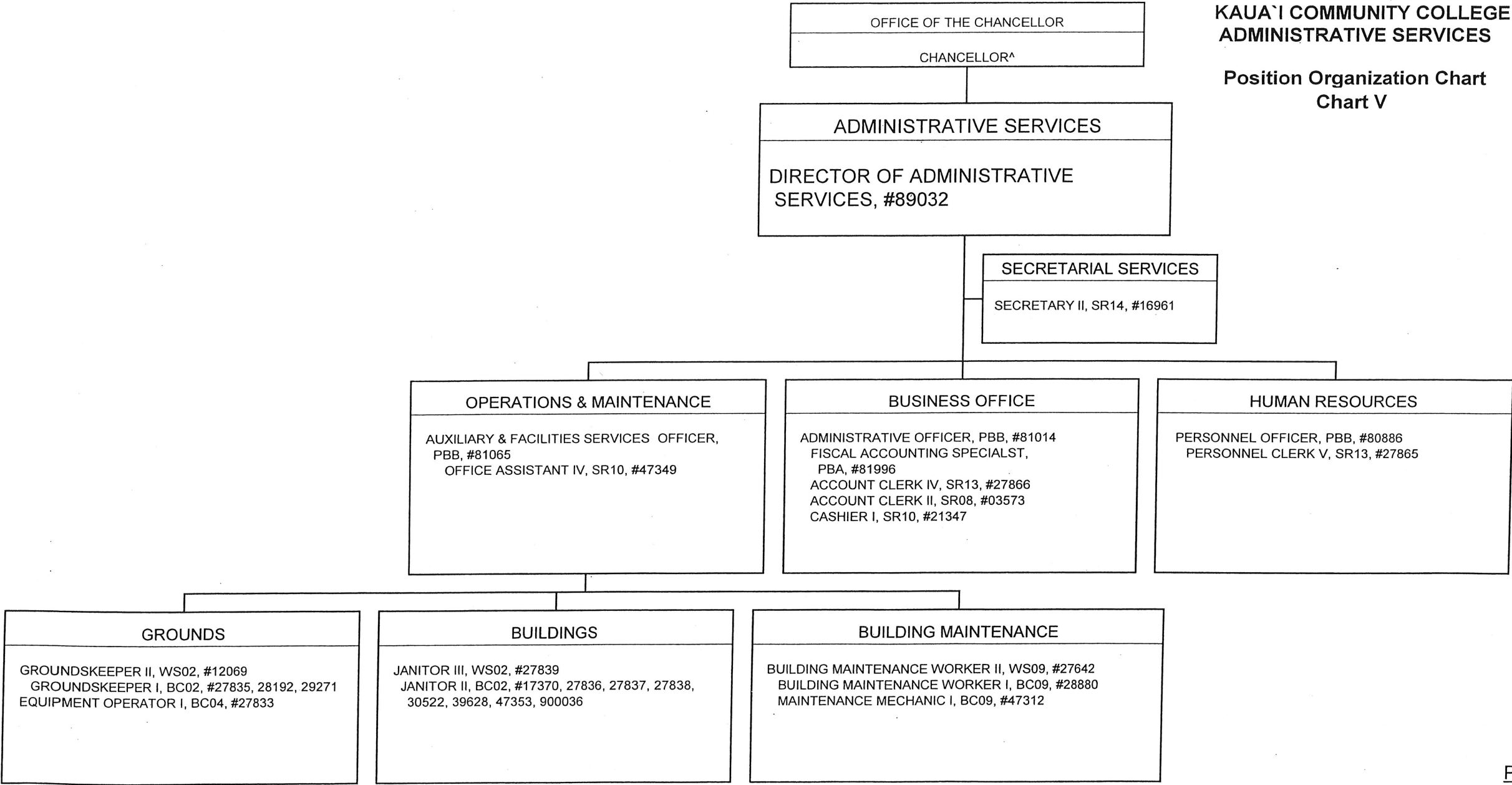
This new unit will work collaboratively with the Community College Systems Office to provide a more comprehensive program consisting of environmental health, security and emergency response.

PREVIOUS

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
KAUA'I COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES

Position Organization Chart
Chart V



^ Excluded from position count this chart
@ #99179F and 99180F new positions to be established via reorganization

STATE OF HAWAII
UNIVERSITY OF HAWAII
KAUA'I COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Provides two-year college transfer and general education programs, semi-professional, technical, vocational, and continuing education programs, and such other educational programs and services as are appropriate for residents of Kaua'i.

- Offers vocational/technical programs which lead to certificates and Associate in Science degrees.
- Offers a college transfer and general education program which lead to the Associate in Art degree.
- Offers training in the related areas for the apprenticeship program in the building and construction trades and other apprenticeable trades.
- Offers continuing education and training programs.
- Supports the offering of baccalaureate and graduate degrees from other UH System campuses through the University Center.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the overall administration and management of the instructional, academic support, student services, institutional support, continuing education and training programs and the University Center of the college.

- Develops short- and long-range educational plans for the improvement and growth of the college.
- Prepares biennial budget request for operating funds and the capital improvements program.
- Develops and issues policies governing the activities of the college.
- Organizes the college's activities to define scope, relationships, responsibilities, and authority.
- Selects, promotes, trains, and develops the college personnel who staff the various units.
- Directs the college's operations by delegating, motivating, and coordinating the college's activities to bring about purposeful action toward desired objectives.
- Directs the campus-wide management computing system.
- Controls the college's activities by establishing a communication system, evaluating programs, measuring results, and taking corrective action.
- Serves as the primary liaison between and among higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups and community groups.

INSTRUCTIONAL SERVICES

The Office of the Dean of Instruction is responsible for the overall management of instructional and support areas of the college.

ACADEMIC MANAGEMENT

- Develops and evaluates educational services, including the preparation and development of the Academic Development Plan and the Vocational Education Plan.
- Develops policies relating to educational services and directs and coordinates the execution of such policies.
- Coordinates class schedules and reviews class enrollments.
- Participates in division meetings as well as meetings of advisory committees.
- Assists in the development of curriculum and course materials.
- Supervises, coordinates, and integrates the activities of Computer Services, Media Services, Library Services, the Learning Center, and the Cooperative Education program.

PERSONNEL MANAGEMENT

- Recommends staffing plans for all academic programs and support areas.
- Recruits and recommends selection of faculty members, APT, and clerical employees.
- Directs, coordinates, and supervises orientation for new faculty and lecturers.
- Organizes and administers in-service education and other professional development programs for all staff.
- Conducts evaluation of the performance of personnel in the instructional and academic support areas and makes recommendations for continued employment, re-appointment, or separation.
- Provides information to faculty and staff about professional development opportunities.
- Administers a staff development budget.
- Develops and oversees campus offerings which furthers professional and human resource development.
- Develops and implements fall and spring orientation sessions for all faculty and staff.

FINANCIAL MANAGEMENT

- Assists in the development and implementation of the instructional and academic support budget requests for both operating and capital construction requirements.

PLANNING

This function of the Dean of Instruction's Office provides strategic planning so that resources are allocated to effectively meet the needs of students, faculty, and community.

- Assists the Chancellor in developing short- and long-range plans for the improvement and growth of the college.
- Provides a link to the Accrediting Commission for Community and Junior Colleges through the service of the Accreditation Liaison Officer.

- Coordinates and supervises the Accreditation Self-Study.
- Supervises development of the campus Academic Development Plan and program and budget reviews.

COORDINATION

- Establishes and maintains liaison with higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups, and community groups.

INSTRUCTION (Divisions)

Language, Arts and Humanities;
Mathematics/Science/Social Science; Trade
and Technology; Health Education; and
Business Education

The purpose of the instructional divisions is to group disciplines to facilitate coordination and supervision of instructors and activities. The divisions function to maintain administrative practices that meet the objectives of the college. Each division is served by a division chairperson who assists the Office of the Dean of Instruction in the following functions:

- Participates in personnel matters relating to teaching assignments, recruiting, continued employment, re-appointment, or separation.
- Prepares educational plans, including program reviews.
- Assists in the development of courses, schedules, and catalog materials.
- Assists faculty members to better serve students.
- Assists in the development of the biennial budget for both operating and capital improvements requirements.

ACADEMIC SUPPORT

The Office of Academic Support provides non-instructional assistance to faculty and students. These services include: computer support; media, library, and learning assistance services; and cooperative education. In addition, this office manages and staffs the University of Hawai'i Center, Kaua'i which provides access to programs offered elsewhere in the University system.

COMPUTER SERVICES

- Coordinates computer services for the college, including hardware and software data base management and campus-wide networking, as well as management and maintenance of the network system and the microcomputers serving faculty, staff, and instructional labs.
- Develops and maintains major systems, including systems analysis, systems design, application programming, systems testing, and systems installation.
- Operates and supervises scheduling and control, equipment operation, production support, and data entry.
- Provides technical support for data processing standards and training on software applications and basic hardware functions.

MEDIA SERVICES

- Plans, coordinates, and administers the college's media program, assisting in the selection of materials and equipment, acquisition of media resources, and scheduling and maintaining media resources.
- Provides support to college faculty and staff, as well as faculty providing instructional

services to Kaua'i residents through HITS and through other institutions.

LIBRARY SERVICES

- Provides all library services which include books, magazines, pamphlets, tapes, compact discs, video materials, films, slides, and other related materials.
- Administers the total operations of the library by establishing library policies, preparing the operating and capital improvements budget, maintaining an internal organizational structure, evaluating and selecting library materials, and assisting faculty and students in the use of the library.
- Provides services to support on-campus, off-campus, and cable TV offerings provided by the college as well as those HITS courses received by the college and those programs provided by other institutions and negotiated by the college.
- Provides user services to the community.

LEARNING CENTER

- Provides a variety of learning assistance services including assessment of learning strengths, styles, and problems; individualized text and computer-assisted instruction; tutorial assistance and collaborative learning activities; learning skills instruction; and individualized and small-group instruction on word processing software.
- Offers workshops for students in various success-building skills.

COOPERATIVE EDUCATION

- Offers students opportunities to explore or test out various off-campus work experience in industry and business so that individual potential and career grounding can be developed.
- Supervises and evaluates student performance and progress on the job in cooperation with each student's employer.
- Locates jobs, places students, evaluates students, and approves the experience as acceptable for college credit.

STAFF DEVELOPMENT

- Develops, plans and coordinates staff development activities for Kaua'i CC. This includes providing training to upgrade skills and developing workshops to enrich and enhance professional knowledge and abilities.
- Identifies College faculty and staff goals, objectives, and directions to respond to these needs.
- Develops and plans general criteria and guidelines for individual and class career pathing.

UNIVERSITY OF HAWAII CENTER, KAUA'I

- Directs and coordinates instructional, research and/or public service activities to enable students living on the island of Kaua'i to enroll in courses and credential programs offered by one or more of the University of Hawai'i's accredited programs.
- Determines community educational needs, develops course schedules, and coordinates registration, counseling, financial aid, library, computer and support services.

STUDENT SERVICES

The function of the Office of the Dean of Student Services is to provide the necessary services related to the needs of students which are not directly instructional. The office plans, coordinates, and supervises student recruitment, testing, guidance, and placement. The office is also responsible for student governance, graduation, and student activities.

- Provides all services related to student records.
- Assists students at the college to adjust and solve problems.
- Coordinates all financial assistance to students.
- Maintains a program of counseling and guidance so that students will receive the maximum benefit from their college experience.
- Provides services to special groups of students such as the disadvantaged, handicapped, veterans, immigrants, and others in need of special help.

ADMISSIONS OFFICE

The function of this office is to keep all records on every student who applies to the college, enrolls, and leaves the college.

- Supervises all activities relating to the admission of all students to the college.
- Coordinates all student information within the University Student Information System.
- Registers all students who have been accepted for admission to the college.
- Prepares and disseminates information to all prospective students.
- Assures all grades which have been issued by instructors are properly recorded and that all students are so notified of their grades.

COUNSELING AND TESTING

The function of this office is to assist students in their educational experiences at the college using individual and group counseling, advising, directing and disseminating information.

- Assists students in adjusting to college requirements.
- Provides counseling and testing services to assist students in their career goals.
- Coordinates services of other agencies to assist students in attaining their goals.

STUDENT ACTIVITIES

- Coordinates club and athletic activities.
- Assists in the development of activities for student participation.
- Assists the Associated Students of Kaua'i Community College in the conduct of their activities.
- Disseminates information to the college community regarding guest speakers, and other student activities such as the May Day program, picnics and special entertainment.

FINANCIAL AID

This office is directly responsible for the student financial aid function of the college ensuring compliance with federal regulations.

- 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.
- Provides on-campus student employment services.

ADMINISTRATIVE SERVICES

The Office of the Director of Administrative Services is responsible for supervision of budget preparation and control, financial management, administration of non-academic personnel, planning and management of facilities, and auxiliary services.

- Prepares the college's operating and capital improvements budget and administers the approved budget, including the maintenance of position control.
- Supervises the Business Office on the purchasing of necessary supplies, equipment, and services.
- Coordinates all personnel matters with the University's Office of Human Resources for the faculty and staff of the college.
- Supervises the repair, maintenance, and the cleaning of the college's facilities and grounds.
- Provides administrative support for the food service, parking, mail, telephone, and transportation activities.

OPERATIONS AND MAINTENANCE

This office is responsible for the cleaning, repair and maintenance of all grounds and facilities on campus.

Grounds

- Cleans and maintains all grounds on the college campus.

Buildings

- Cleans all building facilities.

Building Maintenance

- Oversees the college parking program.
- Oversees the college security program.
- Maintains the electrical, plumbing, and air-conditioning systems of the college.

BUSINESS OFFICE

This office is responsible for the acquisition of services needed by the college in fulfilling its educational mission.

- Assists all program units in purchasing supplies, equipment and services.
- Maintains and accounts for equipment.
- Controls all expenditures of college funds.
- Receives and deposits all cash collected by the college.
- Maintains accounting records and financial reports of the college.
- Coordinates with RCUH and Office of Research Services on external grants and contracts.

HUMAN RESOURCES

This office is responsible for the human resources administration of the college.

- Provides for training and staff development.
- Oversees files for the personnel recordkeeping and transactions.
- Maintains information on working conditions, salaries and fringe benefits, and employee benefits.
- Coordinates the Recruitment and Equal Employment Opportunity/Affirmative Action Program.
- Provides for classification, pay administration and contract interpretations.
- Prepares and processes workers' compensation claims.

CONTINUING EDUCATION AND TRAINING

The Office of the Director of Continuing Education and Training administers all non-traditional programs, including non-credit instructional programs and activities, cultural programs, a 550 seat campus theater, the apprenticeship program, and the regular credit summer session.

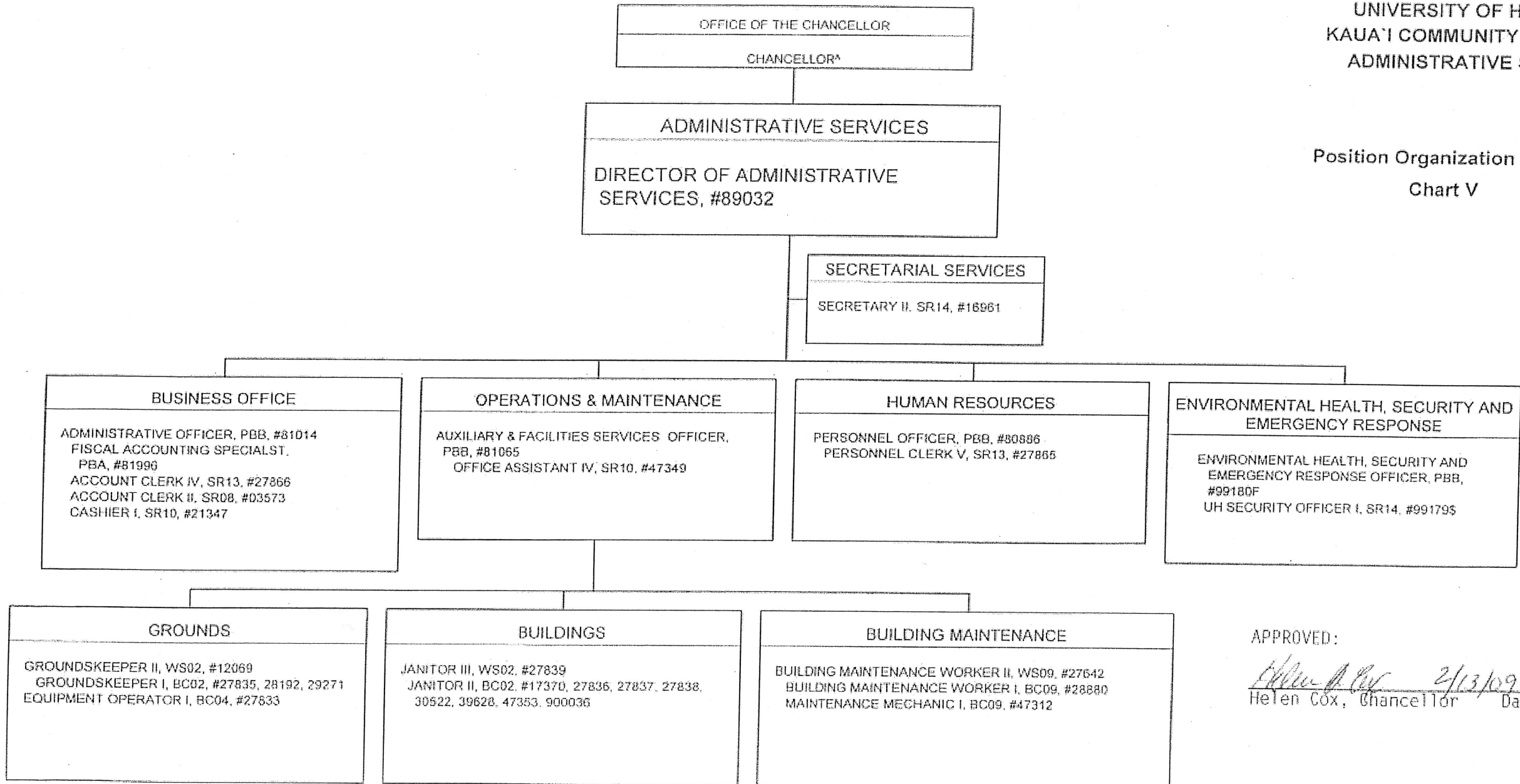
- Provides programs and services which serve identified community needs; periodically assesses community needs to develop new courses and curriculum; recruits faculty, and implements courses in accordance with policies and procedures of the University and the State of Hawai'i.
- Plans, develops and administers the delivery of continuing education and training programs which include non-credit courses, seminars, workshops, special credit program and workshops for professional competency.
- Provides customized training to small businesses, governmental organizations and the visitor industry.
- Works directly with community organizations, groups and individuals on various community advisory and planning committees/boards, and representatives of business, industry, labor, and governmental agencies to assess needs and interests in the college's instructional capabilities in order to establish appropriate educational programs related to, but exclusive of, the regular instructional program.
- Provides technical support to faculty, students and staff in implementing continuing education and training or outreach activities, including the development of an understanding of community needs and the application of appropriate resources to meet those needs.
- Prepares and executes the continuing education and training budget in accordance with State and University policies.
- Maintains data and files required for reporting and evaluating program effectiveness.
- Administers the Summer Session program, including the preparation of the schedule, advertising and coordination of day-to-day matters associated with the functioning of this program.
- Plans, develops and coordinates public relations activities of the college within the prescribed University guidelines, as well as assist in the actual writing of media materials to promote a positive image of the college.
- Schedules use of campus facilities for the evening program by the community in accordance with University policies and procedures.
- Administers the apprenticeship and journeyworker upgrading programs by working with the appropriate trade unions and professional organizations.
- Works with faculty members and community representatives to establish policies and procedures to make the theater operational. Conducts all administrative functions such as budgeting, hiring theater staff, purchasing and other related activities.
- Provides cultural exhibits and performances, which enrich the lives of Kaua'i residents.

APPROVED

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
KAUA'I COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES

Position Organization Chart
Chart V



APPROVED:

Helen Cox 2/13/09
Helen Cox, Chancellor Date

* Excluded from position count this chart
\$ Position to be established

STATE OF HAWAII
UNIVERSITY OF HAWAII
KAUA'I COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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- Offers a college transfer and general education program which lead to the Associate in Art degree.
- Offers training in the related areas for the apprenticeship program in the building and construction trades and other apprenticeable trades.
- Offers continuing education and training programs.
- Supports the offering of baccalaureate and graduate degrees from other UH System campuses through the University Center.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the overall administration and management of the instructional, academic support, student services, institutional support, continuing education and training programs and the University Center of the college.

- Develops short- and long-range educational plans for the improvement and growth of the college.
- Prepares biennial budget request for operating funds and the capital improvements program.
- Develops and issues policies governing the activities of the college.
- Organizes the college's activities to define scope, relationships, responsibilities, and authority.
- Selects, promotes, trains, and develops the college personnel who staff the various units.
- Directs the college's operations by delegating, motivating, and coordinating the college's activities to bring about purposeful action toward desired objectives.
- Directs the campus-wide management computing system.
- Controls the college's activities by establishing a communication system, evaluating programs, measuring results, and taking corrective action.
- Serves as the primary liaison between and among higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups and community groups.

INSTRUCTIONAL SERVICES

The Office of the Dean of Instruction is responsible for the overall management of instructional and support areas of the college.

ACADEMIC MANAGEMENT

- Develops and evaluates educational services, including the preparation and development of the Academic Development Plan and the Vocational Education Plan.
- Develops policies relating to educational services and directs and coordinates the execution of such policies.
- Coordinates class schedules and reviews class enrollments.
- Participates in division meetings as well as meetings of advisory committees.
- Assists in the development of curriculum and course materials.
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PERSONNEL MANAGEMENT

- Recommends staffing plans for all academic programs and support areas.
- Recruits and recommends selection of faculty members, APT, and clerical employees.
- Directs, coordinates, and supervises orientation for new faculty and lecturers.
- Organizes and administers in-service education and other professional development programs for all staff.
- Conducts evaluation of the performance of personnel in the instructional and academic support areas and makes recommendations for continued employment, re-appointment, or separation.
- Provides information to faculty and staff about professional development opportunities.
- Administers a staff development budget.
- Develops and oversees campus offerings which furthers professional and human resource development.
- Develops and implements fall and spring orientation sessions for all faculty and staff.

FINANCIAL MANAGEMENT

- Assists in the development and implementation of the instructional and academic support budget requests for both operating and capital construction requirements.

PLANNING

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- Assists the Chancellor in developing short- and long-range plans for the improvement and growth of the college.
- Provides a link to the Accrediting Commission for Community and Junior Colleges through the service of the Accreditation Liaison Officer.

- Coordinates and supervises the Accreditation Self-Study.
- Supervises development of the campus Academic Development Plan and program and budget reviews.

COORDINATION

- Establishes and maintains liaison with higher administration officials, secondary schools, County and State agencies, and community agencies, including trade unions, advisory groups, and community groups.

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Mathematics/Science/Social Science; Trade
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- Develops and maintains major systems, including systems analysis, systems design, application programming, systems testing, and systems installation.
- Operates and supervises scheduling and control, equipment operation, production support, and data entry.
- Provides technical support for data processing standards and training on software applications and basic hardware functions.

MEDIA SERVICES

- Plans, coordinates, and administers the college's media program, assisting in the selection of materials and equipment, acquisition of media resources, and scheduling and maintaining media resources.
- Provides support to college faculty and staff, as well as faculty providing instructional

services to Kaua'i residents through HITS and through other institutions.

LIBRARY SERVICES

- Provides all library services which include books, magazines, pamphlets, tapes, compact discs, video materials, films, slides, and other related materials.
- Administers the total operations of the library by establishing library policies, preparing the operating and capital improvements budget, maintaining an internal organizational structure, evaluating and selecting library materials, and assisting faculty and students in the use of the library.
- Provides services to support on-campus, off-campus, and cable TV offerings provided by the college as well as those HITS courses received by the college and those programs provided by other institutions and negotiated by the college.
- Provides user services to the community.

LEARNING CENTER

- Provides a variety of learning assistance services including assessment of learning strengths, styles, and problems; individualized text and computer-assisted instruction; tutorial assistance and collaborative learning activities; learning skills instruction; and individualized and small-group instruction on word processing software.
- Offers workshops for students in various success-building skills.

COOPERATIVE EDUCATION

- Offers students opportunities to explore or test out various off-campus work experience in industry and business so that individual potential and career grounding can be developed.
- Supervises and evaluates student performance and progress on the job in cooperation with each student's employer.
- Locates jobs, places students, evaluates students, and approves the experience as acceptable for college credit.

STAFF DEVELOPMENT

- Develops, plans and coordinates staff development activities for Kaua'i CC. This includes providing training to upgrade skills and developing workshops to enrich and enhance professional knowledge and abilities.
- Identifies College faculty and staff goals, objectives, and directions to respond to these needs.
- Develops and plans general criteria and guidelines for individual and class career pathing.

UNIVERSITY OF HAWAII CENTER, KAUA'I

- Directs and coordinates instructional, research and/or public service activities to enable students living on the island of Kaua'i to enroll in courses and credential programs offered by one or more of the University of Hawaii's accredited programs.
- Determines community educational needs, develops course schedules, and coordinates registration, counseling, financial aid, library, computer and support services.

STUDENT SERVICES

The function of the Office of the Dean of Student Services is to provide the necessary services related to the needs of students which are not directly instructional. The office plans, coordinates, and supervises student recruitment, testing, guidance, and placement. The office is also responsible for student governance, graduation, and student activities.

- Provides all services related to student records.
- Assists students at the college to adjust and solve problems.
- Coordinates all financial assistance to students.
- Maintains a program of counseling and guidance so that students will receive the maximum benefit from their college experience.
- Provides services to special groups of students such as the disadvantaged, handicapped, veterans, immigrants, and others in need of special help.

ADMISSIONS OFFICE

The function of this office is to keep all records on every student who applies to the college, enrolls, and leaves the college.

- Supervises all activities relating to the admission of all students to the college.
- Coordinates all student information within the University Student Information System.
- Registers all students who have been accepted for admission to the college.
- Prepares and disseminates information to all prospective students.
- Assures all grades which have been issued by instructors are properly recorded and that all students are so notified of their grades.

COUNSELING AND TESTING

The function of this office is to assist students in their educational experiences at the college using individual and group counseling, advising, directing and disseminating information.

- Assists students in adjusting to college requirements.
- Provides counseling and testing services to assist students in their career goals.
- Coordinates services of other agencies to assist students in attaining their goals.

STUDENT ACTIVITIES

- Coordinates club and athletic activities.
- Assists in the development of activities for student participation.
- Assists the Associated Students of Kaua'i Community College in the conduct of their activities.
- Disseminates information to the college community regarding guest speakers, and other student activities such as the May Day program, picnics and special entertainment.

FINANCIAL AID

This office is directly responsible for the student financial aid function of the college ensuring compliance with federal regulations.

- 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.
- Provides on-campus student employment services.

ADMINISTRATIVE SERVICES

The Office of the Director of Administrative Services is responsible for supervision of budget preparation and control, financial management, administration of non-academic personnel, planning and management of facilities, and auxiliary services.

- Prepares the college's operating and capital improvements budget and administers the approved budget, including the maintenance of position control.
- Supervises the Business Office on the purchasing of necessary supplies, equipment, and services.
- Coordinates all personnel matters with the University's Office of Human Resources for the faculty and staff of the college.
- Supervises the repair, maintenance, and the cleaning of the college's facilities and grounds.
- Provides administrative support for the food service, parking, mail, telephone, and transportation activities.

OPERATIONS AND MAINTENANCE

This office is responsible for the cleaning, repair and maintenance of all grounds and facilities on campus.

Grounds

- Cleans and maintains all grounds on the college campus.

Buildings

- Cleans all building facilities.

Building Maintenance

- Oversees the college parking program.
- Maintains the electrical, plumbing, and air-conditioning systems of the college.

ENVIRONMENTAL HEALTH, SECURITY AND EMERGENCY RESPONSE

This office is responsible for providing overall campus security and for managing issues related to environmental health and safety and emergency response.

- Oversees the college security program.
- Oversees environmental health and safety program.
- Oversees emergency response operations.

BUSINESS OFFICE

This office is responsible for the acquisition of services needed by the college in fulfilling its educational mission.

- Assists all program units in purchasing supplies, equipment and services.
- Maintains and accounts for equipment.
- Controls all expenditures of college funds.
- Receives and deposits all cash collected by the college.

- Maintains accounting records and financial reports of the college.
- Coordinates with RCUH and Office of Research Services on external grants and contracts.

HUMAN RESOURCES

This office is responsible for the human resources administration of the college.

- Provides for training and staff development.
- Oversees files for the personnel recordkeeping and transactions.
- Maintains information on working conditions, salaries and fringe benefits, and employee benefits.
- Coordinates the Recruitment and Equal Employment Opportunity/Affirmative Action Program.
- Provides for classification, pay administration and contract interpretations.
- Prepares and processes workers' compensation claims.

CONTINUING EDUCATION AND TRAINING

The Office of the Director of Continuing Education and Training administers all non-traditional programs, including non-credit instructional programs and activities, cultural programs, a 550 seat campus theater, the apprenticeship program, and the regular credit summer session.

- Provides programs and services which serve identified community needs; periodically assesses community needs to develop new courses and curriculum; recruits faculty, and implements courses in accordance with policies and procedures of the University and the State of Hawai'i.
- Plans, develops and administers the delivery of continuing education and training programs which include non-credit courses, seminars, workshops, special credit program and workshops for professional competency.
- Provides customized training to small businesses, governmental organizations and the visitor industry.
- Works directly with community organizations, groups and individuals on various community advisory and planning committees/boards, and representatives of business, industry, labor, and governmental agencies to assess needs and interests in the college's instructional capabilities in order to establish appropriate educational programs related to, but exclusive of, the regular instructional program.
- Provides technical support to faculty, students and staff in implementing continuing education and training or outreach activities, including the development of an understanding of community needs and the application of appropriate resources to meet those needs.
- Prepares and executes the continuing education and training budget in accordance with State and University policies.
- Maintains data and files required for reporting and evaluating program effectiveness.
- Administers the Summer Session program, including the preparation of the schedule, advertising and coordination of day-to-day matters associated with the functioning of this program.
- Plans, develops and coordinates public relations activities of the college within the prescribed University guidelines, as well as assist in the actual writing of media materials to promote a positive image of the college.
- Schedules use of campus facilities for the evening program by the community in accordance with University policies and procedures.
- Administers the apprenticeship and journeyworker upgrading programs by working with the appropriate trade unions and professional organizations.
- Works with faculty members and community representatives to establish policies and procedures to make the theater operational. Conducts all administrative functions such as budgeting, hiring theater staff, purchasing and other related activities.
- Provides cultural exhibits and performances, which enrich the lives of Kaua'i residents.