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University of Hawai'i Community Colleges  
Administrative Affairs

UNIV. OF HAWAII  
UH BUDGET OFFICE

09 OCT 22 P3:24

October 22, 2009

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

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

Attached for your files is a copy of the reorganization of the University of Hawai'i, Maui Community College, which was approved on October 6, 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.

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 Clyde Sakamoto
- UHCC Budget Office
- UHCC Human Resources Office

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

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University of Hawai'i Community Colleges  
Administrative Affairs

October 22, 2009

TO: Randy Perreira, Executive Director  
Hawai'i Government Employees Association

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,  
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University of Hawai'i Community Colleges  
Administrative Affairs

October 22, 2009

TO: Dayton Nakanelua, State Director  
United Public Workers

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

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University of Hawai'i Community Colleges  
Administrative Affairs

October 22, 2009

TO: Dr. J.N. Musto, Executive Director  
University of Hawai'i Professional Assembly

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

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**EXECUTIVE SUMMARY**  
**Reorganization Proposal Request**  
**Maui Community College**

Maui Community College is proposing a major reorganization that is designed to meet the growing learning needs of students on Maui, Molokai, and Lanai and to complement the future growth and development that is projected for Maui County and for our students' relationships to other communities around the country and the world.

**Office of the Chancellor**

Under the proposed reorganization, four major organizational units of the college would report to the Chancellor position: Academic Affairs, Student Affairs, Administrative Affairs, and Information Technology.

**Academic Affairs**

Within Academic Affairs, the Office of Continuing Education and Training and the University of Hawai'i Center, Maui, would report directly to the Vice Chancellor of Academic Affairs position instead of to the Chancellor position. This change would consolidate all instructional activities under Academic Affairs and create additional possibilities for interactions between credit, non-credit, academic support, outreach, and four-year instructional areas of the campus.

The present six divisions would be replaced by seven departments composed of more closely connected programs and disciplines that would better meet program review and assessment goals as well as the changing needs of the students and community. Each would continue to be led by a Department Chair who would be appointed from among the faculty positions by the Vice Chancellor of Academic Affairs.

The major academic support units would consist of the Library, The Learning Center, the Ka Lama Computer Lab, and outreach education centers in Hana and Lahaina and on Lanai and would report directly to the Assistant Dean of Instruction position instead of to the Vice Chancellor of Academic Affairs position. This would allow the Vice Chancellor position to focus on the growing responsibilities in Academic Affairs, the Molokai Education Center, the University of Hawai'i Center, Maui, and the Office of Continuing Education and Training. The Molokai Education Center is to be considered separate from the outreach education centers because of the breadth of its services and the number of students that it serves.

The Head Librarian position will be appointed from among the library faculty positions by the Vice Chancellor of Academic Affairs in consultation with the library personnel.

A designated faculty coordinator will maintain an advisory as well as a policy and procedure implementation relationship to the Vice Chancellor of Academic Affairs. The coordinator will be appointed from among faculty positions by the Vice Chancellor of Academic Affairs in consultation with the leadership of the Academic Senate.

### **Student Affairs**

Within Student Affairs, a Student Specialist Band B will be assigned as the lead supervisor in the Financial Aid office. The need for this position reflects the growing complexity of specialized student aid services the department provides. In Counseling and Guidance, a chairperson will be appointed by the Vice Chancellor of Student Affairs from among instructional positions within the department. This is consistent with the designation of leadership in other departments made up of faculty positions. This leadership role responds to the expectations of excellence in the services provided by this department.

### **Administrative Affairs**

Within Administrative Affairs, a newly appropriated Security Officer II position will be established as an Auxiliary and Safety Officer position and will report directly to the Vice Chancellor of Administrative Affairs position. The proposed Auxiliary and Safety Officer position will oversee all security functions and activities, including the colleges' 24x7 contract security service, emergency response and procedures, and federal security reports. This change will not only address the safety concerns across the UH System, but it will also allow the facilities supervisor position to focus on plant and landscape maintenance, both of which have grown exponentially over the past 15 years.

### **Information Technology**

The newly established, Information Technology, would be created by consolidating the Media Center, Computing Services, and campus-wide telecommunication functions that now exist separately and under the direction of different administrators. An existing Administrative Assistant position would be re-described to a proposed Vice Chancellor of Information Technology. These changes reflect the present and future importance of advanced Information Technology services to students on Maui, Molokai, and Lanai.

A designated faculty member will serve as Academic IT advisor and will seek to communicate instructionally related needs and opportunities to the Vice Chancellor of Information Technology. The Academic IT Advisor will be appointed from among faculty positions by the Vice Chancellor of Academic Affairs in consultation with the leadership of the Academic Senate.

### **Reasons for reorganization proposal**

The proposed organizational structure, reporting line changes, and new division/department nomenclature in Academic Affairs, Academic Support, and Student Affairs are aligned with the learning-centered approach of the Maui CC Mission Statement and Strategic Plan as well as with the Career Pathways being implemented by the State Board for Career and Technical Education and the Department of Education.

- Reporting line changes will allow for more efficient and effective management of units and departments, college-wide.
- Raising the consolidated Information Technology unit within the college organizational structure will better position the college to adapt to a rapidly advancing technical environment and to continue to be on the cutting edge of technology. Placing technicians and specialists in the same unit encourages the sharing of ideas, solutions, and personnel,

resulting in more timely repairs and in reduced times for work request completions. It also enables cross-training among technical staff, thus minimizing disruption of services.

- The re-structuring of six divisions into seven departments made up of more closely connected programs and disciplines will allow faculty with like goals and interests, including curriculum, budget, program review, student learning outcomes, assessment, course design and redesign, accreditation requirements, and the pursuit of external funding and grant proposals, more opportunities to interact productively on these common issues. For example, the Language Arts Division is composed of English, speech, communications, and foreign languages. In the reorganization, that division will become English department with only the English discipline faculty. The speech, communications, and foreign languages would be placed into the Humanities department. In college-wide discussions, it was felt that the word "department" better described the common purposes of the new groupings than did the previously used "division."

The proposed reorganization will not only provide significant improvements over the current organization, but it will also accommodate future baccalaureate degree programs at Maui Community College. The total projected cost of the reorganization is \$18,000. These changes will require no additional resources; an internal reallocation of funds will cover any costs resulting from position conversions or classification reviews.

**REORGANIZATION PROPOSAL REQUEST**  
**University of Hawai'i System**  
**Maui Community College**

**I. PRESENT ORGANIZATION**

In the present organizational structure of Maui Community College (Maui CC), the **Chancellor** position (#89063), supported by 1.00 FTE general fund Private Secretary II position (#900111) and 1.00 FTE budgeted temporary general fund Administrative Assistant position (#89329T), provides overall management for the five major organizational units of the college:

- Instruction
- Student Services
- Administrative Services
- Continuing Education and Training
- University of Hawai'i Center, Maui

**Instruction**

The **Vice Chancellor of Academic Affairs** position (#89093) manages **Instruction**, which consists of 2.00 FTE Civil Service general fund positions, one Secretary II (#17844) and an Office Assistant IV (#34832). Reporting to the Vice Chancellor of Academic Affairs is a Faculty Institutional Research position (#82778) and an Assistant Dean of Instruction position (#89192), supported by an Office Assistant IV position (#40565).

The **Instruction** organizational unit is composed of two major instructional units and two major academic support units:

- General Education (59.75 permanent and 2.00 temporary FTE general fund positions)
- Vocational Education (60.50 permanent FTE general fund positions)
- Library (7.00 FTE general fund positions)
- Media (8.00 FTE general fund positions)

**General Education** is composed of four divisions: Math/Science; Language Arts; Social Science/Humanities; and Outreach. Each of the Math/Science, Language Arts, and Social Science/Humanities divisions is led by a chairperson who is appointed from the instructional positions within the division. There are a total of 49.50 FTE faculty positions, 9.25 FTE APT positions and 3.00 FTE civil service positions.

**Vocational Education** is composed of four divisions, Business, Nursing, Vocational/Technical, and Cooperative Education. Each of the Business, Nursing, and Vocational/Technical divisions is led by a chairperson who is appointed from the instructional positions within the division. There are a total of 55.00 FTE faculty positions, 1.00 FTE APT positions and 4.50 FTE civil service positions.



**Library** is composed of 7.00 FTE general fund positions of which 4.00 FTE are faculty positions. One of the faculty positions was recruited as the head position and supervises the Library. The Library is also made up of a 1.00 FTE Educational and Academic Support Specialist, PBA, and 2.00 FTE civil service positions.

**Media** is composed of 8.00 FTE general fund positions. The Faculty position (#84671) oversees the Media department and is supported by 1.00 FTE Clerk Steno III position (#21205). An additional 4.00 FTE Media Specialist positions and 2.00 FTE Electronics Technician positions make up the Media department.

### **Student Services**

The **Vice Chancellor of Student Affairs** position (#89081) manages **Student Services**, and is directly supported by 1.00 FTE Secretary II general fund position (#16938).

The Student Services organizational unit provides student support services to all academic programs. It is comprised of five units:

- Student Life (1.00 FTE general fund position)
- Counseling and Guidance (11.00 FTE general fund positions)
- Admissions and Records (4.00 FTE general fund positions)
- Student Housing (4.50 FTE special fund (B) positions)
- Financial Aid (4.00 FTE general fund positions)

### **Administrative Services**

The **Vice Chancellor of Administrative Affairs** position (#89014) manages **Administrative Services**, and is directly supported by 1.00 FTE Secretary II general fund position (#17845).

The Administrative Services organizational unit provides overall administrative support for all programs. It is comprised of five units:

- Business Office (10.00 FTE general fund positions)
- Operations and Maintenance (24.00 FTE general fund positions)
- Cafeteria (1.00 FTE special fund position)
- Computing Services (5.00 FTE general fund positions)
- Human Resources (3.00 FTE general fund positions)

### **Continuing Education and Training**

The **Director of Continuing Education and Training** position (#89179) manages **Continuing Education and Training**, directly supported by 2.00 FTE Civil Service positions, 1.00 FTE Secretary II general fund position (#22517), and 1.00 FTE Office Assistant III special fund position (#42457).

The Continuing Education and Training organizational unit provides non-credit instruction and training. It is comprised of two units:

- Non-Credit Programs (2.50 FTE general fund positions; 5.50 FTE special fund positions, and 1.00 FTE temporary general fund position)
- Apprenticeship (1.00 FTE general fund position)

### **University of Hawai'i Center, Maui**

The **University of Hawai'i Center, Maui** organizational unit delivers baccalaureate and graduate degree programs and professional certificates to students in Maui County from University of Hawai'i System campuses at Manoa, West Oahu, and Hilo.

The **Director of University of Hawai'i Center, Maui** position (#89385) manages the University of Hawai'i Center, Maui, and is directly supported by 2.00 FTE general fund positions, 1.00 FTE Secretary II position (#51282), and two .50 FTE Educational & Academic Support Specialist positions (#78339, #78340).

## **II. PROPOSED REORGANIZATION AND BACKGROUND**

In the proposed organizational structure of Maui Community College, the Chancellor position (#89063), will continue to be supported by the 1.00 FTE general fund Private Secretary II position (#900111), but will no longer be supported by a 1.00 FTE budgeted temporary general fund Administrative Assistant (#89329T). The Administrative Assistant position (#89329T) will be redescribed to a Vice Chancellor of Information Technology and will oversee a new major administrative unit, Information Technology.

The Office of Continuing Education and Training and the University of Hawai'i Center, Maui, which currently report directly to the Chancellor position (#89063), will instead report directly to the Vice Chancellor of Academic Affairs position (#89093). Therefore, the Chancellor will provide direct overall management for four major organizational units of the College:

- Academic Affairs
- Student Affairs
- Administrative Affairs
- Information Technology

### **Academic Affairs (Charts III to IID)**

Within Academic Affairs the college is also requesting changes in reporting lines, in the makeup of instructional departments, in the designation of academic support units, and in the recognition of the Molokai Education Center as a separate unit from the other outreach educational centers. An advisory faculty position is also being added.

### **Student Affairs (Chart IV)**

Within Student Affairs, a lead supervisor will be created in the Financial Aid Office, position (#80975). That position will continue to report to the Vice Chancellor of Student Affairs (#89081).

### **Administrative Affairs (Chart V)**

Within Administrative Affairs, Security will be raised in the organizational hierarchy and will report directly to the Vice Chancellor of Administrative Affairs (#89014). A lead supervisor position (#99178F) will be created for Campus Security. That position will report to the Vice Chancellor of Administrative Affairs.

### **Information Technology (Chart VI)**

The major administrative unit that the college is proposing, Information Technology, will consolidate the Media Center and its production and distance education technology functions, Computing Services and its system support and networking functions, and campus-wide telecommunication functions that are currently organizationally separated and under the direction of different administrators. The Information Technology unit will report directly to the Chancellor position (#89063).

### **Reporting line changes**

#### **Academic Affairs**

The college proposes that the **Director of Continuing Education and Training** position (#89179) and the **Director of University of Hawai'i Center, Maui** position (#89385) report directly to the **Vice Chancellor of Academic Affairs** position (#89093) instead of to the **Chancellor** position (#89063).

Since the Office of Continuing Education and Training and the University of Hawai'i Center, Maui are composed of diverse instructional programs that deal directly with student learning, it is appropriate that they report directly to the Vice Chancellor of Academic Affairs position instead of to the Chancellor position. This change will not only clarify the reporting lines, but it will also create additional possibilities for interactions between the credit, non-credit, academic support, outreach, and four-year instructional areas of the campus. Close

relationships, coordination, and integration in these areas benefit students and community members alike.

The shifting of reporting responsibilities to the Vice Chancellor of Academic Affairs position (#89329T) will allow the Chancellor position (#89063) to spend additional time on community and business partnerships and fund-raising activities.

In the Office of Continuing Education and Training, Non Credit Programs, the Office Assistant III positions (#50018 and #42457) will report to the Educational Specialist position (#81884) instead of to the Director of Continuing Education and Training position (#89179). This is consistent with the duties and responsibilities of the Office Assistant III positions, as they assist the Educational Specialist position (#81884) with the daily operation, production, and implementation of community and business non-credit classes.

The Molokai Education Center, including the Molokai Farm (proposed Chart IIIC), will be designated as a separate unit from the Hana, Lanai, and Lahaina outreach centers and will report directly to the Vice Chancellor of Academic Affairs. This change will recognize the permanent campus location and facility that was dedicated in 1999, as well as the growth and development of the Molokai outreach program over the past thirty years. Educational and Academic Support Specialist positions (#81730) and (#81731) .50 FTE were moved from Chart IIIA (Math/Science); Institutional Analyst position (#78128) was moved from Chart IIIA (Outreach); Account Clerk III position (#35751) was moved from Chart IIIA (Math/Science); General Laborer II .50 position (#900307) and Janitor II .50 position (#900306) were moved from Chart V (O&M), and will report to the Molokai Education Center Faculty Coordinator position (#86630). Faculty Coordinator (#86630) moved from Chart IIIA (Outreach) and faculty position (#83833) moved from Chart IIIA (Math/Science) will continue to report to the **Vice Chancellor of Academic Affairs**.

In the Career and Technical Education Unit (Proposed Chart IIIB), the **Cooperative Education faculty position** (#86623) is being converted to a supervisory position to reflect current operating procedures. Additionally, an Office Assistant IV, (#34832) is being transferred from Chart III (Instruction) to Chart IIIB (Career and Technical Education/Vocational Technical Department). This transfer formally recognizes the existing supervisory relationship that has been ongoing.

A **faculty coordinator position** (proposed Chart III) will be appointed to assist the Vice Chancellor of Academic Affairs by facilitating on-going communication between faculty and Vice Chancellor and by maintaining an advisory as well as a policy and procedure implementation relationship to the Vice Chancellor. The Vice Chancellor of Academic Affairs will appoint the position in consultation with the leadership of the Academic Senate.

#### **Academic Support (proposed Chart IIID)**

The college also proposes the Head Librarian and positions in the Library be moved from Chart III to Chart IIID; The Learning Center (#81214) moved from Chart IIIA to Chart IIID; Ka Lama Computer Lab (#77892) moved from Chart IIIB to Chart IIID; and outreach

educational centers on Lana'i (#86816) and in Hana (#78130) were both moved from Chart IIIA to Chart IIID and Lahaina (#87572T) moved from Chart VI to Chart IIID. All positions will report directly to the **Assistant Dean of Instruction position** (#89192) instead of to the **Vice Chancellor of Academic Affairs position** (#89093). The Kihei outreach center, primarily a receive site for distance classes from UH Manoa, West Oahu, and Hilo, will remain under the supervision of the Director of the University of Hawai'i Center, Maui position (#89385). The Head Librarian position will be appointed from among the library faculty positions by the Vice Chancellor of Academic Affairs in consultation with the library personnel.

The shifting of academic support reporting responsibilities from the **Vice Chancellor of Academic Affairs position** to the **Assistant Dean of Instruction position** will allow the Vice Chancellor position to focus on the growing responsibilities in Academic Affairs, the University of Hawai'i Center, Maui, the Office of Continuing Education and Training, and the Molokai Education Center. Community surveys indicate a strong interest in and need for additional baccalaureate and graduate degree programs and non-credit training programs.

This reporting change will also allow the **Assistant Dean of Instruction** position to oversee, along with the **Vice Chancellor of Academic Affairs** position, the implementation of the Strategic Plan, program reviews, and student learning outcomes, assessment, and accreditation in these areas. Under the current Accrediting Commission for Junior and Community Colleges (ACCJC) standards and policies, all of these have taken on an ever-increasing importance for the college and for the UH System.

**The Learning Center (TLC)** will be designated as a major academic support unit. Reallocated from the former Language Arts department Chart IIIA, the lead Educational Specialist position (#81214) will supervise the other Educational Specialist position (#77938) in The Learning Center. The duties and responsibilities of the Educational Specialist position (#81214) will be updated and submitted for review.

The Learning Center has grown into a major academic support unit over the years, expanding its mission beyond serving primarily Maui CC Language Arts students. TLC now offers comprehensive academic support services, including tutoring, testing, and computer services of all types for community college and baccalaureate students system-wide. It also provides training services and academic support for an ever-increasing number of international students. The Educational Specialist position (#81214), moved from Chart IIIA, will report directly to the **Assistant Dean of Instruction** position (#89192) instead of to the chairperson for the Language Arts Division.

**The Ka Lama Computer Lab** will also be designated as a separate academic support unit. The center provides computers and software for student access to the Internet and academic programs and websites for courses in all departments. It also provides technology tutoring and registration services; wireless computer access for students, faculty, and staff; and access to business machines. The Learning Center and Ka Lama Computer Lab coordinate services and hours of operation. The Ka Lama Computer Lab Coordinator position (#77892), moved

from Chart IIIB, will report directly to the Assistant Dean of Instruction position (#89192) instead of to the chairperson for the Business Division.

**The outreach education centers** on Lana'i and in Hana and Lahaina will be designated as a major academic support unit that reports to the Assistant Dean of Instruction position (#89192). These centers are meeting the needs of students throughout Maui County, making associate, baccalaureate and master's degree level courses and programs available in areas where students would not otherwise have access to education. At the Lana'i Education Center, the Educational & Academic Support Specialist position (#78124) and the Institutional Analyst position (#78123), moved from Chart IIIA, will no longer report to Vice Chancellor of Academic Affairs position (#89093). They will instead report to the Lana'i Education Center Coordinator position (#86816) moved from Chart IIIA, which will therefore become supervisory.

The Lana'i Education Center Coordinator position (#86816) will report directly to the Assistant Dean of Instruction position (#89192) instead of to the Vice Chancellor of Academic Affairs position (#89093). At the Hana Education Center, the lead Educational & Academic Support Specialist position (#78130) will supervise the second Educational & Academic Support Specialist position (#78132) and were both moved from Chart IIIA. The lead Educational & Academic Support Specialist position (#78130) will report directly to the Assistant Dean of Instruction position (#89192) instead of to the Vice Chancellor of Academic Affairs position (#89093).

At the Lahaina Education Center, the faculty position (#87572T) will supervise the Educational & Academic Support Specialist (#78131). These positions were moved from Charts VI and IIIA, respectively. The Faculty position (#87572T) will report directly to the Assistant Dean of Instruction position (#89192) instead of to the Vice Chancellor of Academic Affairs position (#89093).

#### **Student Affairs (Proposed Chart IV)**

In **Financial Aid**, the Student Services Specialist position (#80975) will be designated as the lead Financial Aid supervisor for all other student services specialist positions within the Financial Aid office: (#80921), (#77794), and (#77971). The duties and responsibilities of the student services specialist position (#80975) will be re-described and submitted for review.

The need for a lead supervisor for Financial Aid reflects the growing complexity of specialized student aid services that this department provides. For instance, Student Services Specialist position (#80975) is responsible for all aspects of the UH System-wide Student Information System (Banner) and for the use of this system by the three APT positions in the Financial Aid office.

In **Counseling and Guidance**, a chairperson will be appointed by the Vice Chancellor of Student Affairs from among instructional positions within the department. This is consistent with the designation of leadership in other departments made up of faculty positions. This

leadership role responds to the expectations of excellence in the services provided by this department.

#### **Administrative Affairs (Proposed Chart V)**

Currently, **campus security** is part of the Operations and Maintenance Department; the responsibility for oversight rests with the Auxiliary & Facilities Services Officer position (#80356). In FY 2009, the Hawai'i State Legislature appropriated 2.00 new general funded Security Officer positions, (#99177F, #99178F). A lead Security Officer II position (#99178F) will be re-described to a proposed **Auxiliary and Safety Officer**. This position will supervise the Security Officer I position (#99177F) and report directly to the Vice-Chancellor of Administrative Affairs position (#89014). The proposed Auxiliary and Safety Officer position (#99178F) will oversee all of the college's campus security functions and activities.

These will include managing the college's 24x7 contract security service, emergency response, emergency procedures, and information for federal security reports. Campus security will no longer be the responsibility of the Auxiliary & Facilities Services Officer position (#80356), allowing the Facilities supervisor position to focus on physical plant and landscape maintenance, both of which have grown exponentially over the past 15 years.

The Cafeteria Helper I position (#09262) special funded will be moved from Chart V to Chart IIIB and report to the chair of the Business and Hospitality Department, which is under the jurisdiction of the Vice Chancellor of Academic Affairs position instead of reporting to the Vice Chancellor of Administrative Affairs position. The transfer of this Cafeteria Helper position (#09262) from Administrative Affairs to the Business and Hospitality Department will make it consistent with other Culinary Arts positions. The Cafeteria Helper position (#09262) provides cleaning, dishwashing, and other cafeteria assistance exclusive to the Maui CC Culinary facility (Pa'ina Bldg 2252) under the oversight of the instructional Culinary Arts program.

#### **Information Technology**

The college proposes the creation of a major unit, **Information Technology**, which will consolidate technical staff and resources into a single unit and improve both vertical reporting lines and horizontal communication between IT and Media Specialists and technicians. Although media and computing staff and technicians are located together in the same technology facility (Ka'a'ike Bldg 2252), Computing Services is currently a department in Administrative Affairs, while the Media Center is a department in Academic Affairs.

The college proposes that these two technology departments, along with campus telecommunication functions (currently managed within Administrative Affairs) be combined into a single unit under the direction of an Executive Managerial position. The Administrative Assistant position (#89329T) will be re-described to a **Vice Chancellor of Information Technology**, who will report directly to the Chancellor position (#89063).

The college proposes that the **Media Coordinator** position (#84671) that oversees the Media Center will report directly to the proposed **Vice Chancellor of Information Technology** position (#89329T), instead of to the Vice Chancellor of Academic Affairs position (#89093). All of the subordinates reporting to the Media Coordinator position (#84671) will continue to do so. The Media Specialist position (#80436) that supervises positions #81026 and #810007 will continue to report directly to the Media Coordinator position (#84671). The Electronics Technician position (#80982) that supervises position #81759 will also continue to report directly to the Media Coordinator position (#84671), as will the Media Specialist position (#81204) and Clerk Steno III position (#21205).

The **senior IT Specialist** position (#81381) that supervises 3.00 FTE IT Specialists, (.50 FTE #80154; .50 FTE #81212; #80539; and #78115) will also report directly to the proposed **Vice Chancellor of Information Technology** position (#89329T) instead of to the Vice Chancellor of Administrative Affairs position (#89014). The Clerk Steno II position (#41198) will report directly to the Vice Chancellor of Information Technology position (#89329T) rather than to the IT Specialist position (#81381). The Clerk Steno II position (#41198) will be re-described into a Secretary II position.

An **Academic IT Advisor** will be appointed from among faculty positions to facilitate ongoing communication between faculty and the Vice Chancellor of Information Technology position (#89329T) regarding educational technology for instructional purposes, including distance education, and instructionally-related needs and opportunities. The Vice Chancellor of Academic Affairs will appoint the position in consultation with the leadership of the Academic Senate. The advisor maintains an advisory relationship to the Vice Chancellor of Information Technology.

### **Changes in makeup and names of divisions**

For the past several years, Maui Community College faculty, staff, and administrators have been discussing ways to reorganize the campus so that it will best meet the learning needs of students on Maui, Molokai, and Lanai and at the same time accommodate the expansion of the college and its programs, including the possibility of offering additional baccalaureate degrees.

Another important consideration is the need to provide a framework that would more closely align college programs with the Career Pathways initiative being implemented by the State Board for Career and Technical Education and the Department of Education. These Pathways provide vital educational linkages for students from kindergarten through college.

Campus-wide program reviews, assessments, and individual and group discussions have led the college to propose replacing the current six divisions with seven departments composed of even more closely connected programs and disciplines that better meet the program review and assessment goals as well as the changing needs of the students and community:



## **Renaming of Departments**

### **Present**

Vocational Education

### **Proposed**

Career and Technical Education

The current Instructional major sub-unit Vocational Education will be changed to Career and Technical Education to better represent the other departments within this major sub-unit, such as the Business Hospitality department, Allied Health department and Cooperative Education. The Vocational Technical Department will remain as a department within Career and Technical Education.

Math/Science Division

Science, Technology, Engineering, and  
Mathematics (STEM) Department

Informational technology and engineering programs are being transferred from the vocational technical division and combined with the math and science disciplines to form a closely aligned science, technology, engineering, and math (STEM) related department.

Language Arts Division

English Department

Foreign languages, speech, and communication disciplines are being transferred from the Language Arts Division and added to the Humanities department. The closely related English and Journalism disciplines will form the English Department. This will allow those with like interests, including curriculum, program review, and assessment, more opportunities to interact on issues, both formally and informally.

Social Science/Humanities Division

Social Science Department  
Humanities Department

The Social Science and Humanities Division is being separated into two departments, allowing those with like interests, including curriculum, program review, and assessment, more opportunities to interact on issues, both formally and informally.

Business Division

Business and Hospitality Department

The name of this division is being changed to more closely reflect the makeup and functions of the department. In addition to business-related disciplines, Culinary Arts and Hospitality programs are included in this closely aligned department.

Nursing Division

Allied Health Department

The name of this division is being changed to more closely reflect the additional dental and health-related programs, in addition to nursing, that are now being offered by the department. In the near future, Maui CC will need to expand its training even further in order to meet the growing need for health professionals in the county, state, and nation.

Vocational/Technical Division

Career and Technical Education/Vocational  
Technical Department

The name of this division is being changed to reflect the official state and federal government name change for the types of programs formerly referred to as "Voc Tech."

The present six divisions are headed by division chairs that receive six credits of reassigned time for division duties per academic year. Under the proposed reorganization, seven department chairs will receive three or more credits of reassigned time per semester, depending upon their individual department chair responsibilities. These responsibilities will be reduced, since the added faculty coordinator position will be handling many of the administrative duties that were previously the responsibility of department chairs. Department chairs will continue to be appointed from among the faculty positions by the Vice Chancellor of Academic Affairs.

The college is also proposing to change the name of "Student Activities" to "Student Life." This name change is in keeping with the holistic student development mission and spirit of the co-curricular programming at the college.

In addition, the college is proposing to **change the name of major college units:**

**Present**

Instruction

**Proposed**

Academic Affairs

Student Services

Student Affairs

Administrative Services

Administrative Affairs

This will be in keeping with the new Vice Chancellor of Academic Affairs, Vice Chancellor of Student Affairs, and Vice Chancellor of Administrative Affairs titles approved by the Board of Regents in November 2004.

**Financial Impact of Reorganization**

Three vacant positions will be converted to a different class or type as a result of the proposed reorganization:

1. **Administrative Assistant position (#89329T) to Vice Chancellor of Information Technology.**
2. **Clerk Steno II position (#41198) to Secretary II position.**
3. **Security Officer II position (#99178F) to Auxiliary & Safety Officer, PBB.**

Three other positions will be updated to reflect new supervisory relationships. These include a **Student Services Specialist, PBB, (#80975), Educational Specialist, PBB (#81214) and Educational and Academic Support Specialist, PBB (#78130).**

All compensation adjustments will be subject to final classification reviews and may be subject to reallocations or in-grade adjustments as appropriate.

The total projected cost of the reorganization is \$18,000. These changes will require no additional resources as they will be funded through an internal reallocation of existing resources.

#### **Availability of Office Space or Other Requirements**

No additional office space will be required.

### **III. REASONS FOR PROPOSING THE REORGANIZATION**

This reorganization is designed to meet the learning needs of Maui CC students, improve the response time in serving students and faculty, and at the same time meet the requirements of the Accrediting Commission for Community and Junior Colleges as the college moves into a climate of increasingly rigorous, regularly scheduled program review and assessment of campus-wide programs and services. The proposal reflects the values expressed by Maui CC faculty and staff as they met for over a year to discuss the reorganization.

#### **Academic Affairs, Academic Support, and Student Affairs**

The proposed organizational structure, reporting line changes, and new division/department nomenclature in Academic Affairs, Academic Support, and Student Affairs are aligned with the learning-centered approach of the Maui CC Mission Statement and Strategic Plan as well as with the Career Pathways being implemented by the State Board for Career and Technical Education and the Department of Education. These proposed changes are designed to accomplish the following:

- Complement the future growth and development that is predicted for Maui County.
- Focus the college on the learning needs and goals of students and facilitate program review and assessment, curriculum design, and restructuring.
- Encourage discussions about competencies needed for new courses or revisions to existing courses.
- Allow budgeting and planning to be addressed by those who share interests, needs, and knowledge about necessary expenses in a discipline.
- Facilitate the implementation of cross-discipline classes and activities while encouraging discipline-coordinated scheduling activities.
- Promote accountability and self-sufficiency within individual departments.
- Promote efficiency and economy in times of resource shortages and high electricity costs.

- Make research and pursuit of external funding and grant proposals more likely to be successful with like-minded faculty working together in the same group.
- Allow the scheduling of classes to be more efficient and successful with full time faculty and lecturers in a discipline having easy access to one another in group meetings.
- Allow for more focused management of departments with changes in reporting lines.

### **Administrative Affairs**

The proposed organizational structure for Administrative Affairs, specifically within its Operations and Maintenance Department, will benefit staff, faculty, students, and all college constituents. The proposed changes are designed to accomplish the following:

- Raise campus security within the college's organizational hierarchy.
- Establish a position whose primary function and responsibility will be to oversee, manage, and improve campus security.
- Allow for proper oversight, training, and day-to-day instruction for the 24-hour, 7-days-a-week contract security service at the college.
- Ensure the college's emergency procedures and response protocol are reviewed and updated on a periodic and timely basis.
- Improve the college's physical plant maintenance, since the current Auxiliary and Facilities Services Officer position (#80356), relieved of security responsibilities, will have more time to focus on the maintenance of the college's expanded campus infrastructure.

### **Information Technology**

Consolidating technical functions of the college under a proposed Vice Chancellor of Information Technology position (#89329T) will improve the overall cohesion and coordination of the college's strategic planning implementation in the areas of information, technical, telecommunication, computing, and media services.

- Reporting line changes will allow for more efficient and effective management of departments.
- Placing technicians and specialists in the same unit encourages the sharing of ideas, solutions, and personnel, resulting in more timely repairs and in reduced times for work request completions.
- Combining computing and media specialists/technicians in the same unit facilitates the timely completion of special projects.
- Placing technicians and specialists in the same unit enables cross-training among the technical staff; this in turn helps to minimize disruption of services when there are unexpected staffing shortages.
- Having like-minded faculty and/or technical personnel working together in the same group makes research and pursuit of external funding and grant proposals more likely to be successful.
- Digital technology has unified computing, media production, instructional development and delivery, and voice, video, and data communication and networking, blurring the distinction between these traditional areas of college service

and support. Therefore, all such functions become economically more efficient by sharing (rather than duplicating) expertise in electronics, software and programming, graphic design, troubleshooting, and networking.

- This organizational structure will increase the college's ability to stay on the "cutting edge" of technology and to meet the educational needs of Maui County as it moves into the future of rapid technological changes.
- This structure will make it possible to better serve the growing needs of students at the Hana, Lahaina, Molokai, and Lanai education centers, as well as those at the main Kahului campus.

#### **IV. OTHER ALTERNATIVES CONSIDERED**

During the past several years, the college has researched and held college-wide discussions on organizational alternatives for information technology and instructional grouping. The new Information Technology unit, Campus Security unit, and the proposed configuration of instructional departments appear to serve the best interests of the students, the faculty, the college, and the community. The proposed instructional structure also aligns with the Career Pathways being implemented by the State Board for Career and Technical Education and the State Department of Education. The Pathways are designed to provide linkages that extend from kindergarten through college and carry on to lifelong learning.

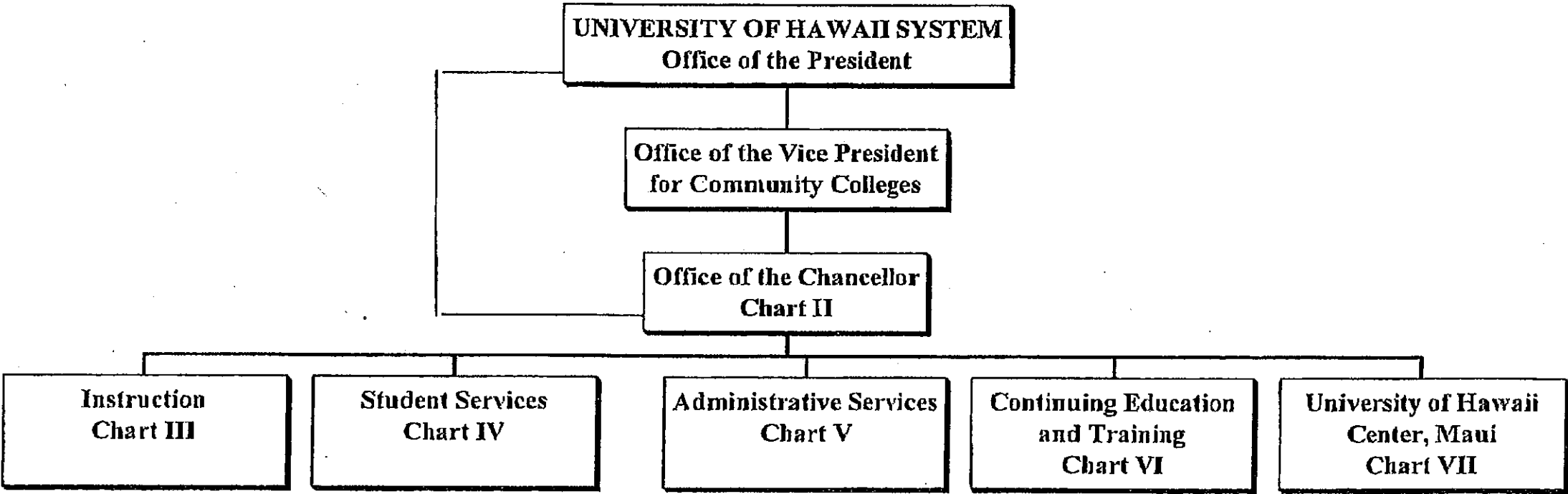
**PREVIOUS**

**ORGANIZATIONAL CHARTS**  
**AND**  
**FUNCTIONAL STATEMENTS**

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

Offical Organization Chart

Chart I



*W. H. [Signature]*

Approved

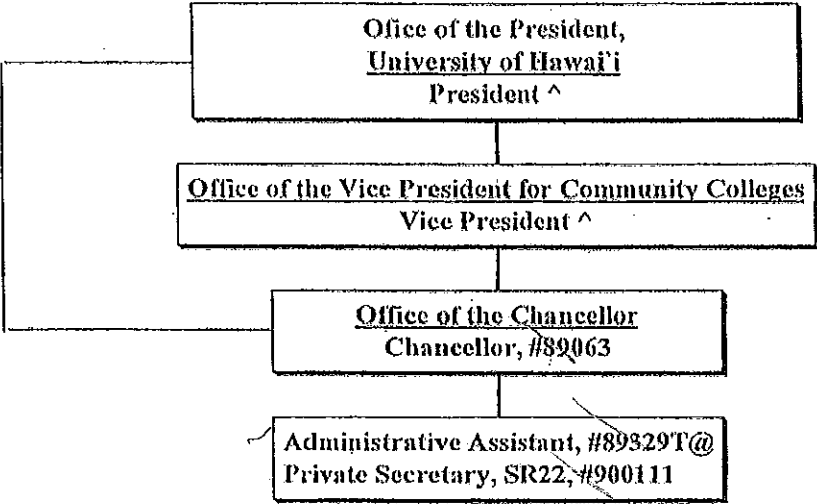
W. H. [Signature]

|                   | <u>Perm</u> | <u>Temp</u> |
|-------------------|-------------|-------------|
| General Funds     | 220.25      | 4.00        |
| (B) Special Funds | 12.00       |             |

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

Position Organization Chart

Chart II



^ Excluded from position count this chart  
@ To be reorganized/redescribed

|              | <u>Perm</u> | <u>Temp</u> |
|--------------|-------------|-------------|
| General Fund | 2.00        | 1.00        |

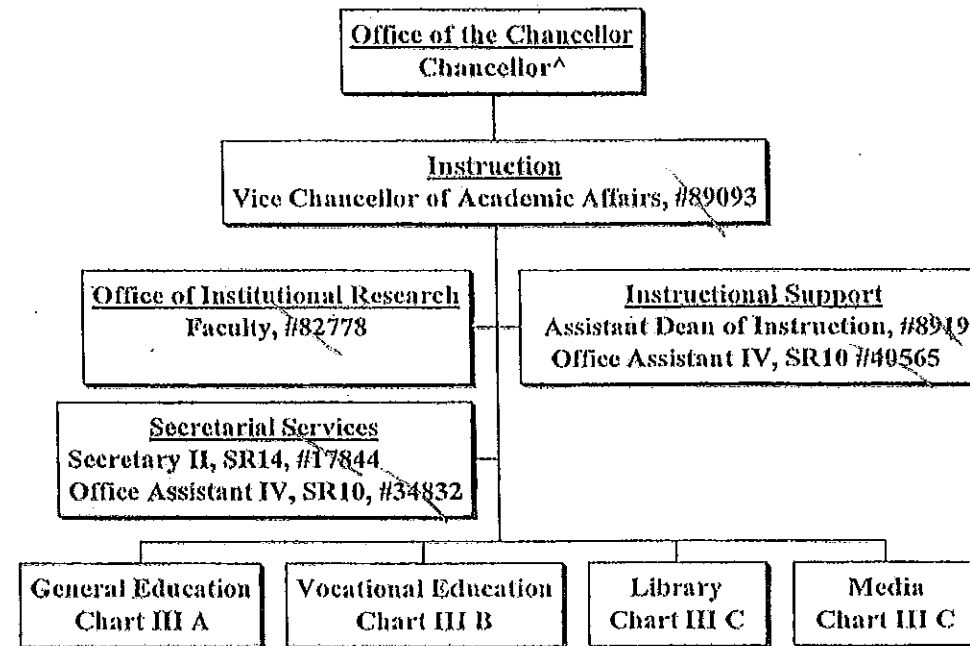
CHART UPDATED  
JUL 01 2008  
DATE \_\_\_\_\_



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE  
INSTRUCTION

Position Organization Chart

Chart III



^ Excluded from position count this chart

CHART UPDATED  
JUL 01 2008  
DATE \_\_\_\_\_

General Fund      Perm  
6.00

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE  
INSTRUCTION

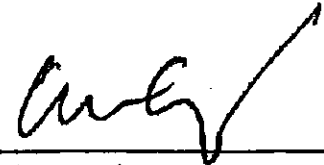
Position Organization Chart

Chart III A

Instruction  
Vice Chancellor of Academic Affairs^

|   |
|---|
| General Education   |
| <u>Math/Science Division</u>  |
| Chairperson**   |
| Faculty (15.00), #74850, #82356, #82660, #82754, #83018, #83290, #83632, #83833, #83866, #74762, #84011, #84570, #86073, #86725, #86932   |
| Educational Specialist, PBA, #81658   |
| Educational & Academic Support Specialist, PBA, #81730, #81731(.50)   |
| Account Clerk III, SR11, #35751   |
| <u>Language Arts Division</u>   |
| Chairperson**   |
| Faculty (12.00), #82199, #82408, #82636, #82958, #83093, #83898, #84148, #84367, #84482, #84998, #85074, #86974T  |
| Educational Specialist, PBB, #81214+  |
| Educational Specialist, PBA, #77938   |
| Clerk Steno II, SR09, #47721  |
| <u>Social Science/Humanities Division</u>   |
| Chairperson**   |
| Faculty (20.00), #74849, #82410, #82665, #82666, #82798, #83206, #83377, #83546, #83613, #83628, #84214, #84312, #84997, #84999, #87088, #74753, #74772, #74773, #74789, #86857T* (.50), #86888T* (.50) |
| Office Assistant IV, SR10, #33898   |
| <u>Outreach</u>   |
| Faculty (3.00), #86630, #86816, #87572T   |
| Educational & Academic Support Specialist, PBA, #78124 (.50), #78132, #78131 (.75)  |
| Educational & Academic Support Specialist, PBB, #78130  |
| Institutional Analyst, PBA, #78128, #78123 (.50)  |

^ Excluded from position count this chart  
\* Temporary Position  
\*\* Chairperson is appointed from among instructional positions within the division  
+ Supervised by one of the faculty positions.

  
Approved 6/18/08

|              | Perm  | Temp |
|--------------|-------|------|
| General Fund | 59.25 | 3.00 |

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE  
INSTRUCTION


Position Organization Chart

Chart III B

| Instruction   |  |
|---|--|
| Vice Chancellor of Academic Affairs ^   |  |
| Vocational Education  |  |
| <u>Business Division</u>  |  |
| Chairperson**   |  |
| Faculty (16.00), #74848, #82391, #82493, #82559, #82608, #83211, #83274, #83325, #83465, #83739, #84084, #84996, #86851, #86899, #88001, #84137   |  |
| Educational Specialist, PBA, #77892   |  |
| Clerk Steno II, SR09, #47720  |  |
| <u>Nursing Division</u>   |  |
| Chairperson**   |  |
| Faculty (20.50), #74851, #82297, #83108, #84174, #84412, #84465, #86681, #74764, #74763, #74824, #74825, #74826, #74827, #86682, #86683, #86727, #86729, #86730, #86731, #86732, #86734 (.50) |  |
| Office Assistant IV, SR10, #28848   |  |
| Office Assistant III, SR08, #41707 (.50)  |  |
| <u>Vocational/Technical Division</u>  |  |
| Chairperson**   |  |
| Office Assistant IV, SR10, #900384  |  |
| Faculty (17.00), #82020, #83530, #83822, #84025, #84124, #84339, #84345, #86723, #74754, #74755, #74756, #74757, #74761, #74852, #74853, #74854, #74855                                       |  |
| <u>Cooperative Education</u>  |  |
| Faculty (2.50), #86623, #87085, #84083 (.50)  |  |
| Office Assistant III, SR08, #46225  |  |

^ Excluded from position count this chart

\*\* Chairperson is appointed from among instructional positions within the division

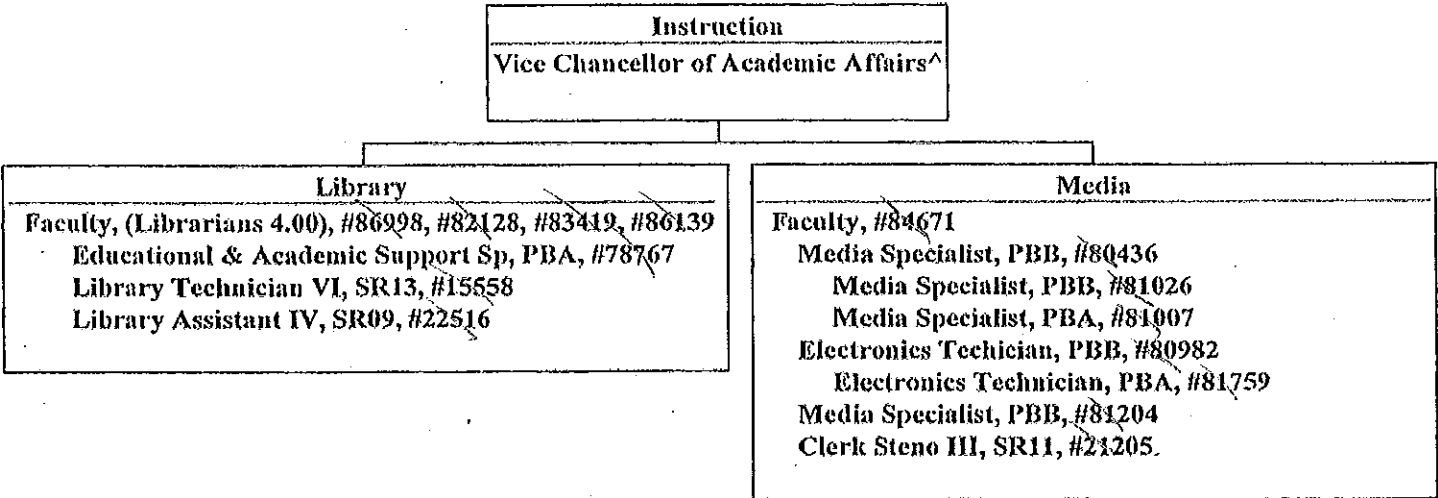
  
 Approved 11/18/08

|              |             |
|--------------|-------------|
|              | <u>Perm</u> |
| General Fund | 61.50       |

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE  
INSTRUCTION

Position Organization Chart

Chart III C



^ Excluded from position count this chart

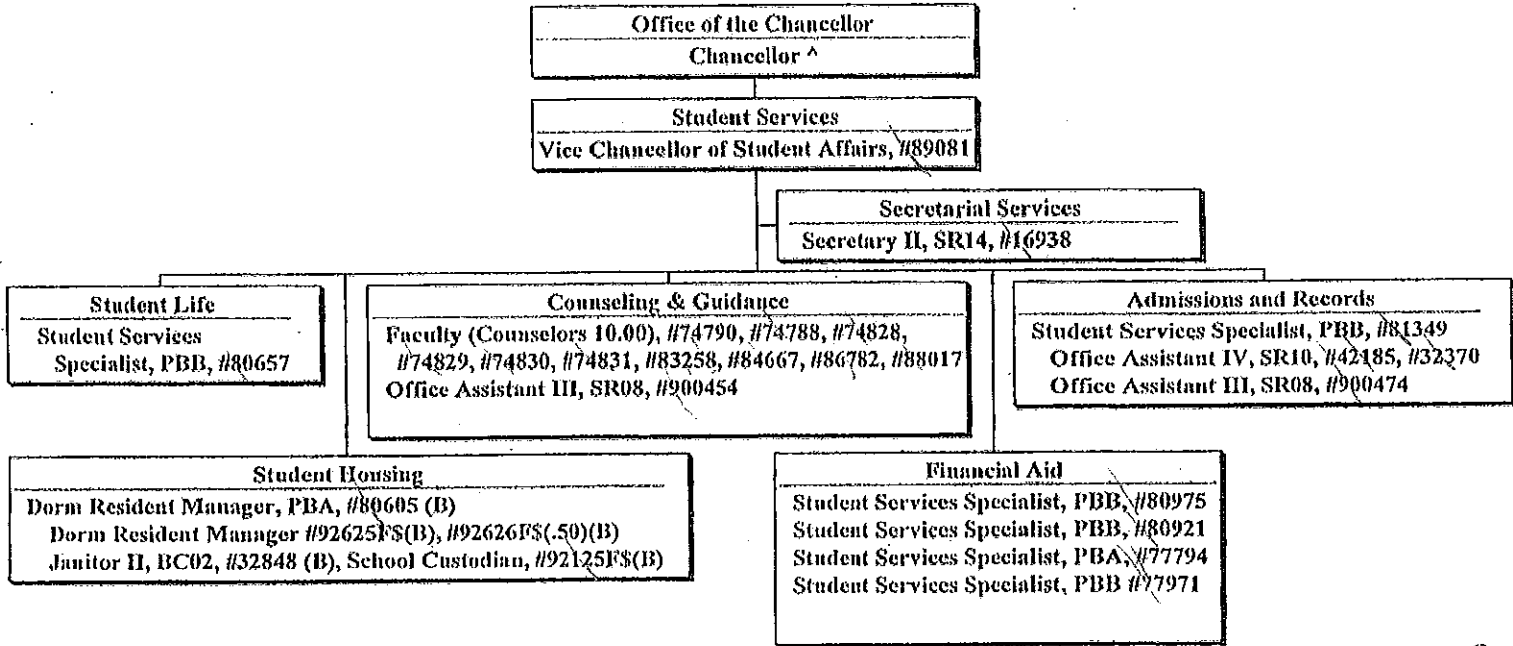
CHART UPDATED  
JUL 01 2008  
DATE \_\_\_\_\_

General Fund      Perm  
15.00

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE  
STUDENT SERVICES

Position Organization Chart

Chart IV



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

Perm

General Fund 22.00  
(B) Special Fund 4.50

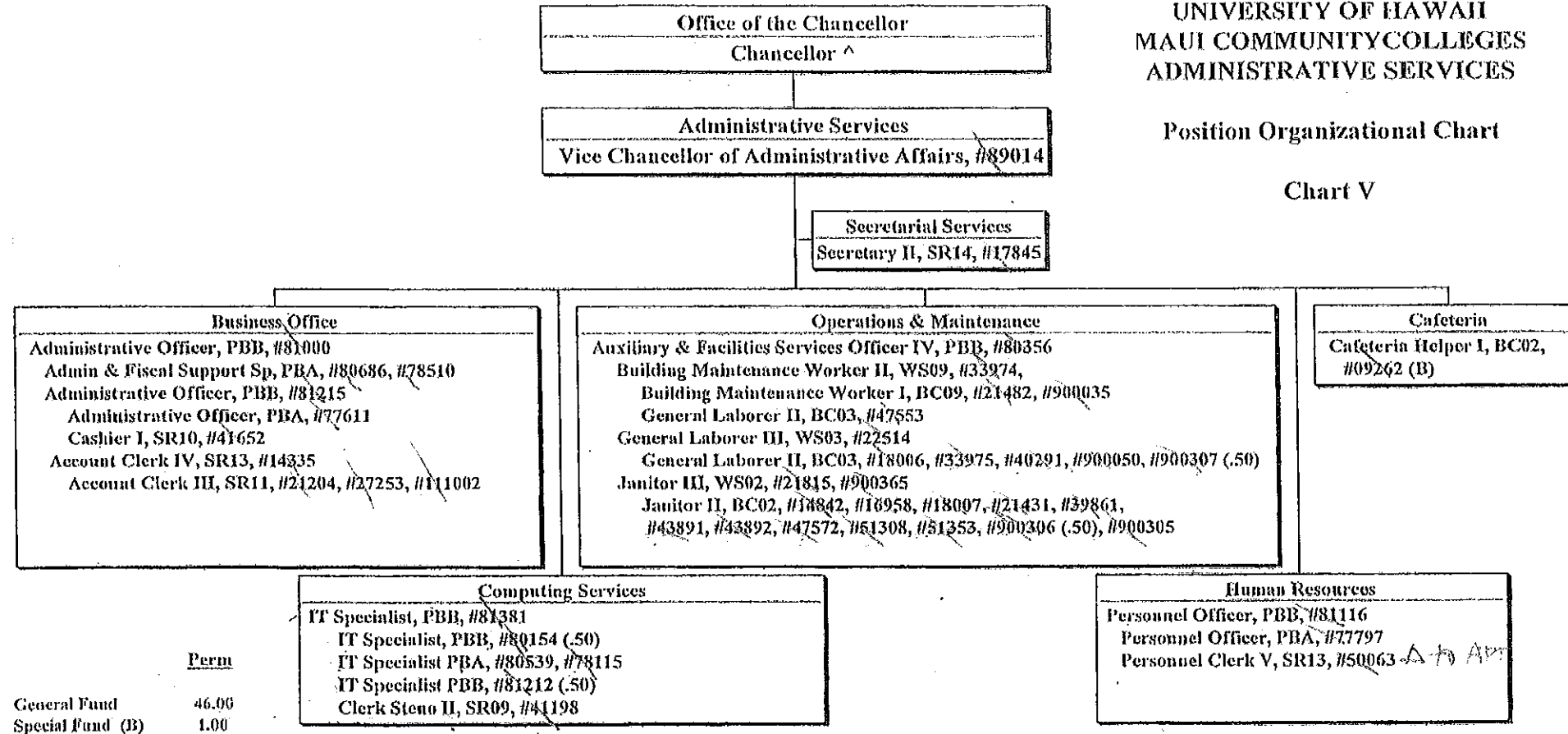
CHART UPDATED

DATE JUL 01 2008

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGES  
ADMINISTRATIVE SERVICES

Position Organizational Chart

Chart V



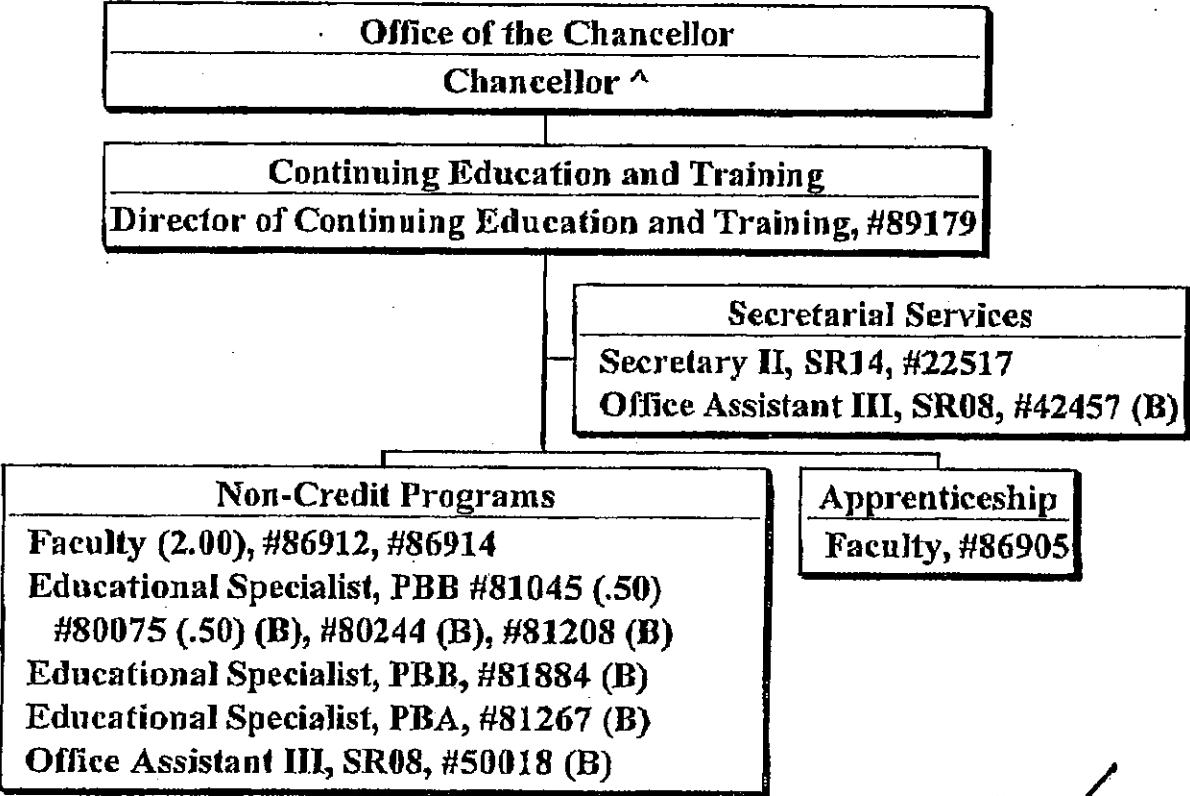
^ Excluded from position count this chart  
\$ Pending establishment  
@ #99177 and #99178 new positions to be established pending reorganization

CHART UPDATED  
JUL 01 2008  
DATE \_\_\_\_\_

**STATE OF HAWAII**  
**UNIVERSITY OF HAWAII**  
**MAUI COMMUNITY COLLEGE**  
**CONTINUING EDUCATION AND TRAINING**

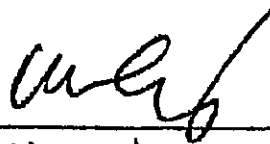
**Position Organization Chart**

**Chart VI**



|                   |             |
|-------------------|-------------|
|                   | <u>Perm</u> |
| General Funds     | 5.50        |
| (B) Special Funds | 6.50        |

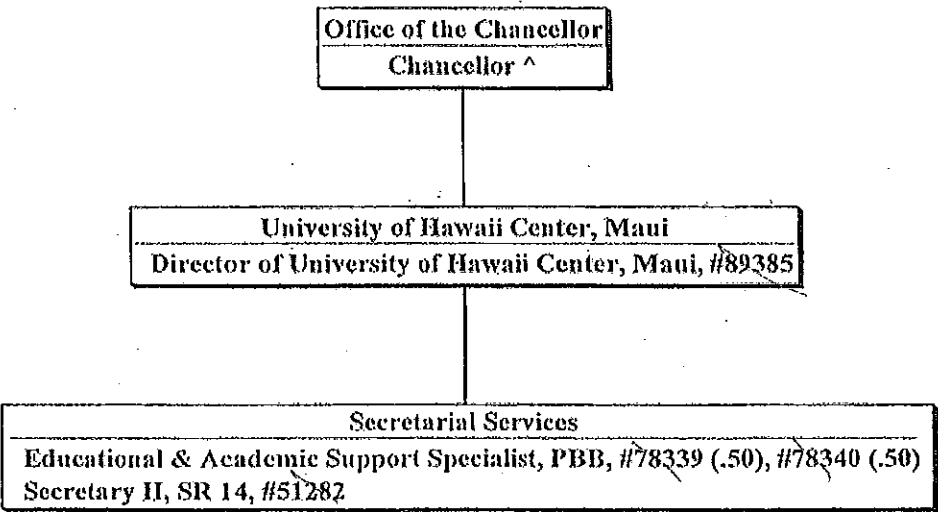
\* Temporary Position  
 ^ Excluded from position count this chart

  
 Approved 11/18/08

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE  
UNIVERSITY OF HAWAII CENTER, MAUI

Position Organization Chart

Chart VII



^ Excluded from position count this chart

General Fund Perm  
3.00

CHART UPDATED  
JUL 01 2008  
CASE \_\_\_\_\_



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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

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

OFFICE OF THE CHANCELLOR

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

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

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

### INSTRUCTION

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

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

### General Education

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

### Vocational Education

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

### Library

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

### Media

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

### STUDENT SERVICES

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

### Student Activities

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

- Supports other co-curricular activities.

#### Student Housing

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

#### Counseling and Guidance

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

#### Financial Aid

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

#### Admissions and Records

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

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

#### ADMINISTRATIVE SERVICES

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

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

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

#### CONTINUING EDUCATION AND TRAINING

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

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

#### UNIVERSITY OF HAWAII CENTER, MAUI

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

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

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

**APPROVED**

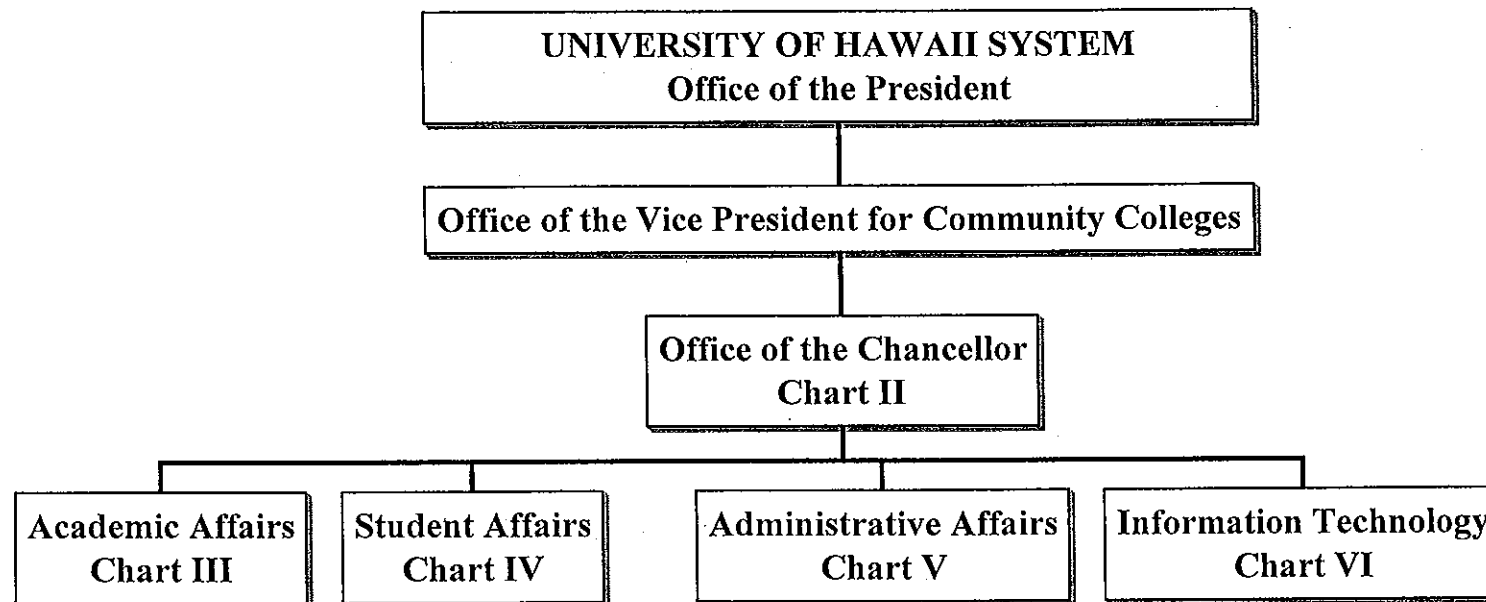
**ORGANIZATIONAL CHARTS  
AND  
FUNCTIONAL STATEMENTS**



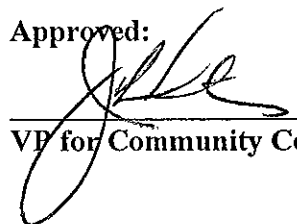
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

Organization Chart

Chart I



Approved:

  
VP for Community Colleges

OCT - 6 2009

Date

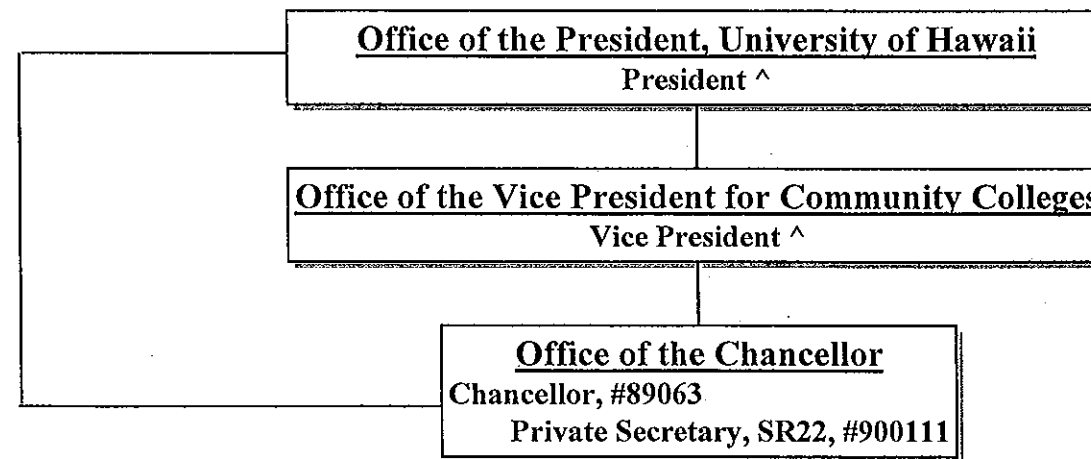
|                   | <u>Perm</u> | <u>Temp</u> |
|-------------------|-------------|-------------|
| General Funds     | 220.25      | 4.00        |
| (B) Special Funds | 12.00       |             |

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

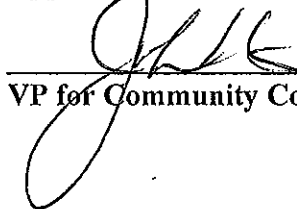
OFFICE OF THE CHANCELLOR

Position Organization Chart

Chart II



Approved:

  
VP for Community Colleges

OCT - 6 2009

Date

Perm

General Fund 2.00

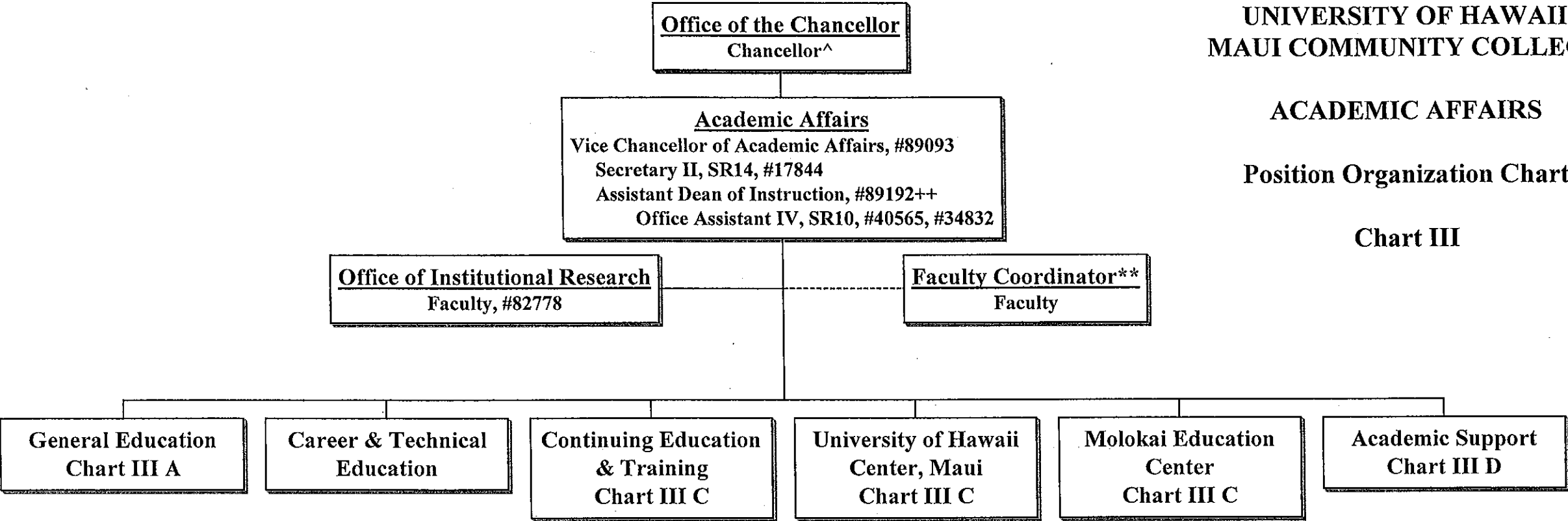
^ Excluded from position count this chart

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

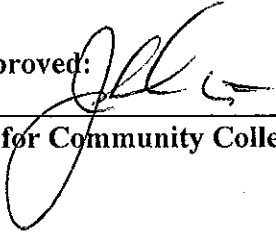
ACADEMIC AFFAIRS

Position Organization Chart

Chart III



^ Excluded from position count this chart.  
+ To be redescribed  
\*\* Faculty Coordinator is appointed from among faculty positions

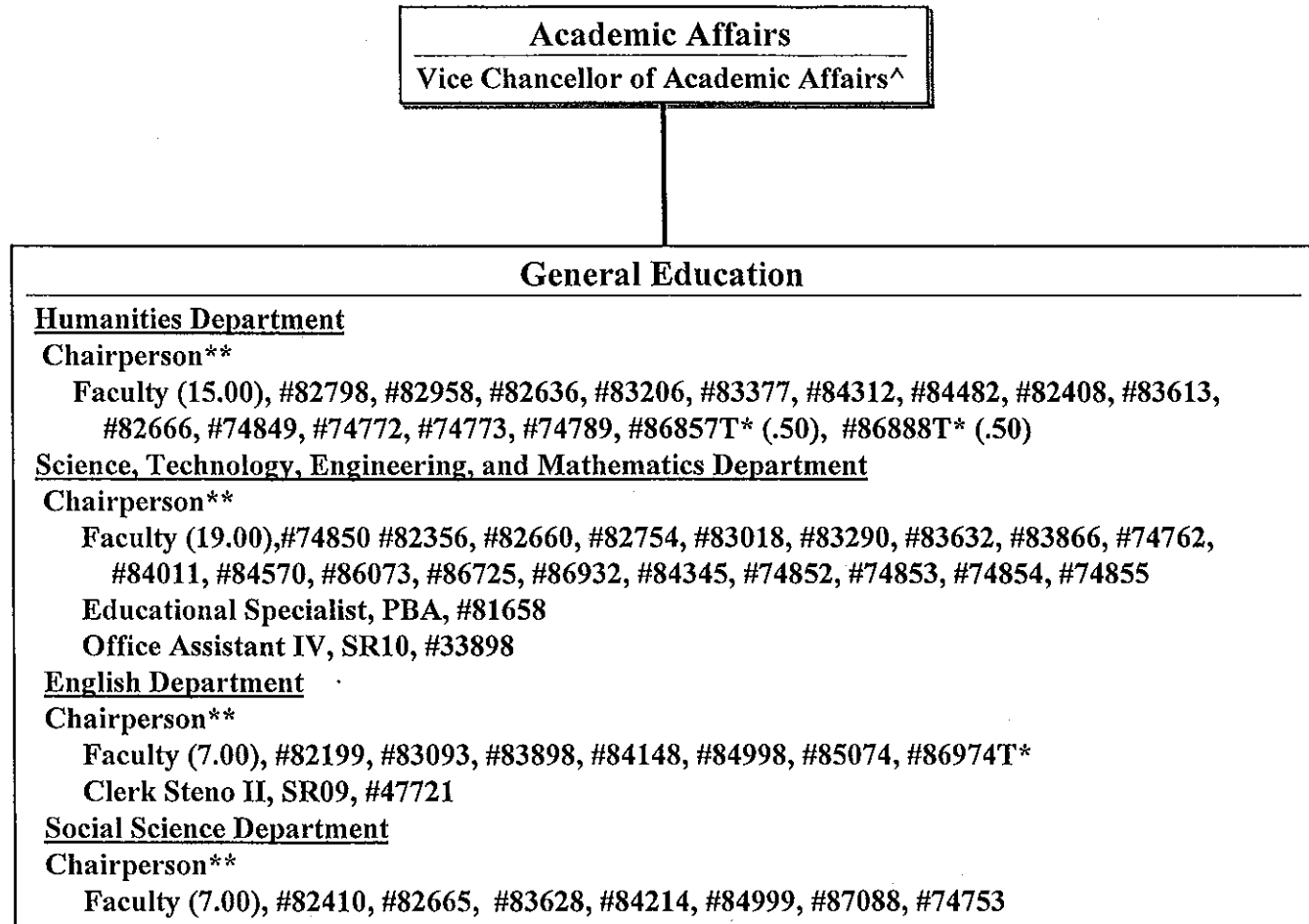
Approved:  OCT - 6 2009  
VP for Community Colleges Date  
Perm  
General Fund 6.00

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Position Organization Chart

Chart III A



Approved:

VP for Community Colleges

OCT - 6 2009

Date

^ Excluded from position count this chart

\* Temporary position

\*\* Chairperson is appointed from among instructional positions

|              | <u>Perm</u> | <u>Temp</u> |
|--------------|-------------|-------------|
| General Fund | 49.00       | 2.00        |

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Position Organization Chart

Chart III B

Academic Affairs

Vice Chancellor of Academic Affairs ^

Career and Technical Education

Business and Hospitality Department

Chairperson\*\*

Faculty (21.00), #74848, #82391, #82493, #82559, #82608, #83211, #83274, #83325, #83465,  
#83739, #84084, #84137, #84996, #86851, #86899, #88001, #83546, #86723, #84997, #87085,

#84367

Clerk Steno II, SR09, #47720

Cafeteria Helper I, BC02, #09262 (B)

Allied Health Department

Chairperson\*\*

Faculty (20.50), #74851, #82297, #83108, #84174, #84412, #84465, #86681, #74764, #74763, #74824,  
#74825, #74826, #74827, #86682, #86683, #86727, #86729, #86730, #86731, #86732, #86734 (.50)

Office Assistant IV, SR10, #28848

Office Assistant III, SR08, #41707 (.50)

Career and Technical Education/Vocational Technical Department

Chairperson\*\*

Faculty (11.00), #82020, #83530, #83822, #84025, #84124, #84339, #74754, #74755, #74756,  
#74757, #74761

Office Assistant IV, SR10, #900384

Cooperative Education

Faculty (1.00), #86623

Office Assistant III, SR08, #46225

Faculty #84083 (.50)

Approved:

VP for Community Colleges

Date

OCT - 6 2009

Perm

^ Excluded from position count this chart

\*\* Chairperson is appointed from among instructional positions

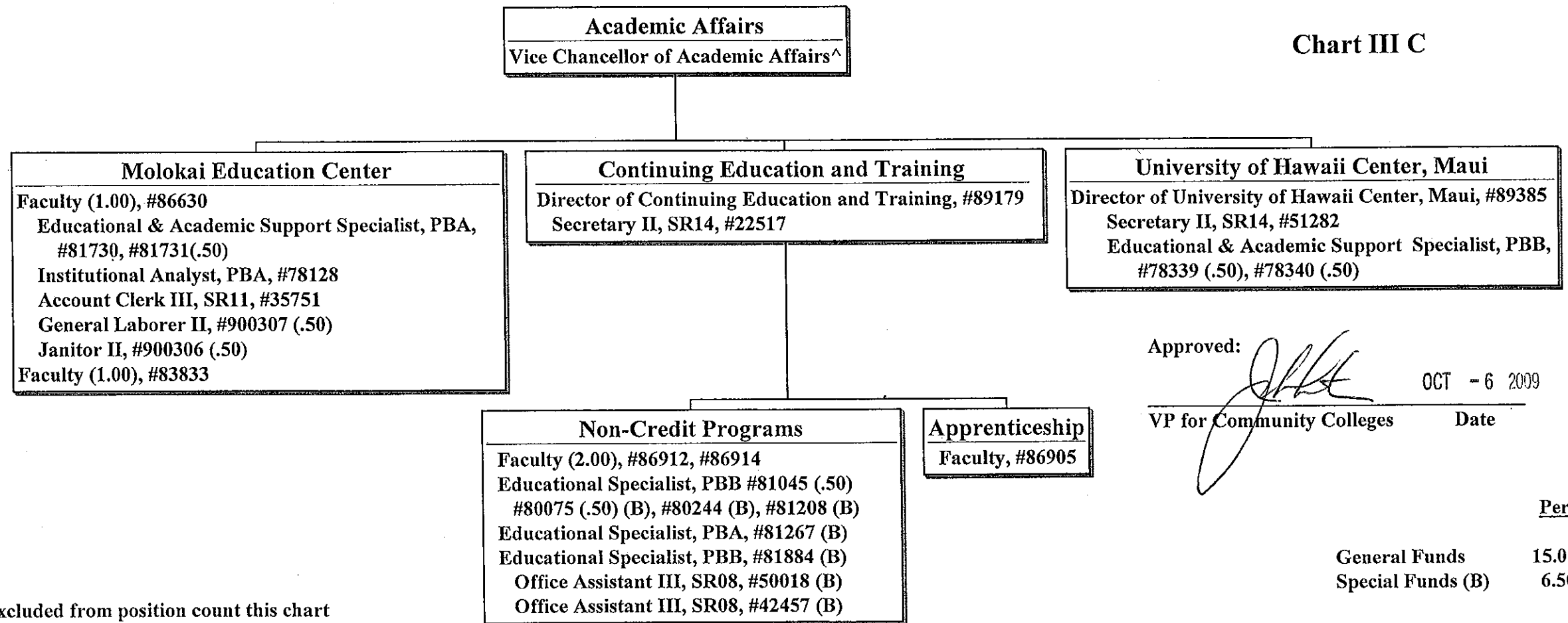
General Fund 58.50  
Special Fund (B) 1.00

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

**ACADEMIC AFFAIRS**

**Position Organization Chart**

**Chart III C**



Approved:

VP for Community Colleges

OCT - 6 2009

Date

Perm

|                   |       |
|-------------------|-------|
| General Funds     | 15.00 |
| Special Funds (B) | 6.50  |

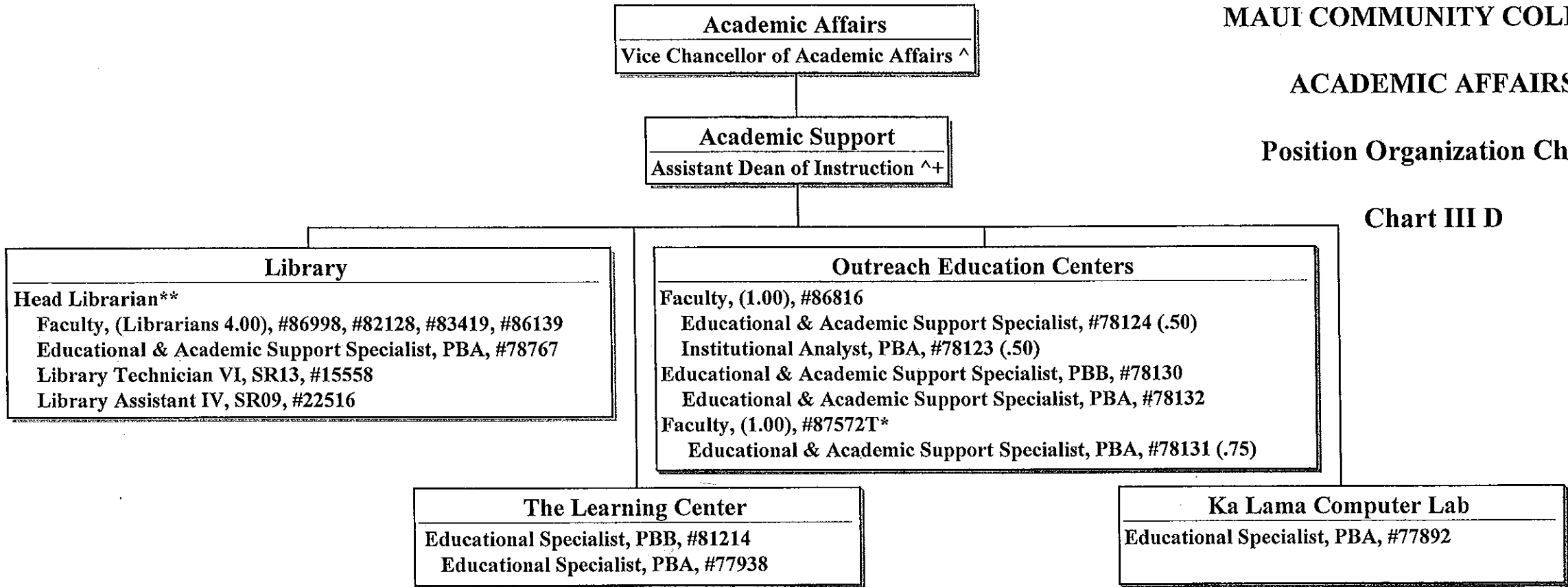
^ Excluded from position count this chart

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

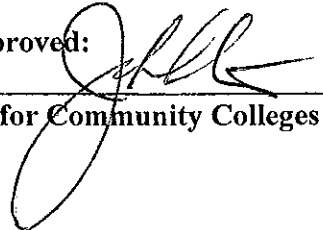
ACADEMIC AFFAIRS

Position Organization Chart

Chart III D



- ^ Excluded from position count this chart  
\* Temporary position  
+ To be redescribed  
\*\* Head Librarian will be appointed from among the Library faculty positions

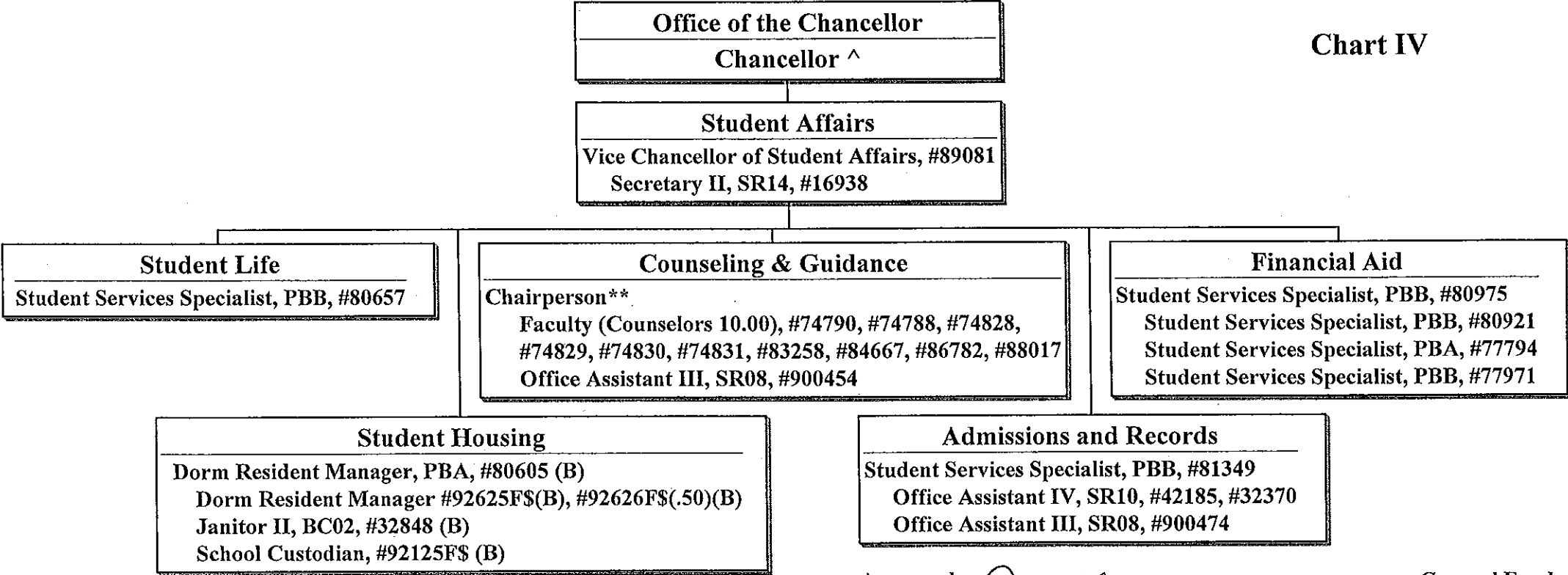
Approved:  OCT - 6 2009  
VP for Community Colleges Date Perm Temp  
General Fund 14.75 1.00

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

STUDENT AFFAIRS

Position Organization Chart

Chart IV



Approved:

VP for Community Colleges

OCT - 6 2009

Date

Perm

General Fund 22.00  
(B) Special Fund 4.50

^ Excluded from position count this chart

\*\* Chairperson is appointed from among counselor positions

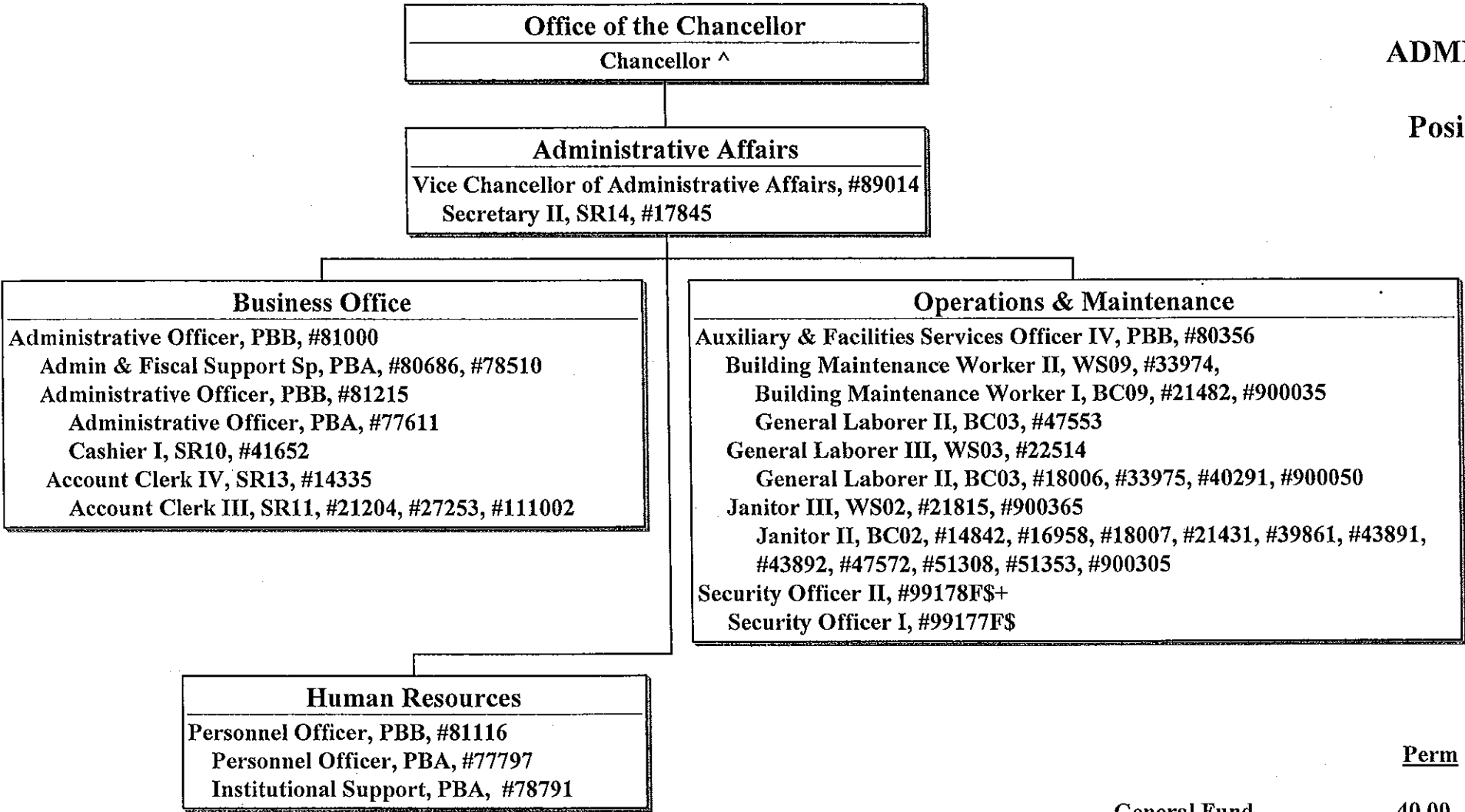


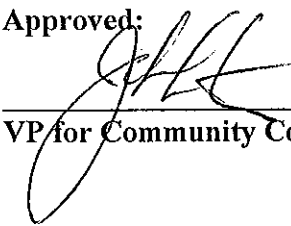
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE

ADMINISTRATIVE AFFAIRS

Position Organization Chart

Chart V



Approved:  OCT - 6 2009  
VP for Community College Date

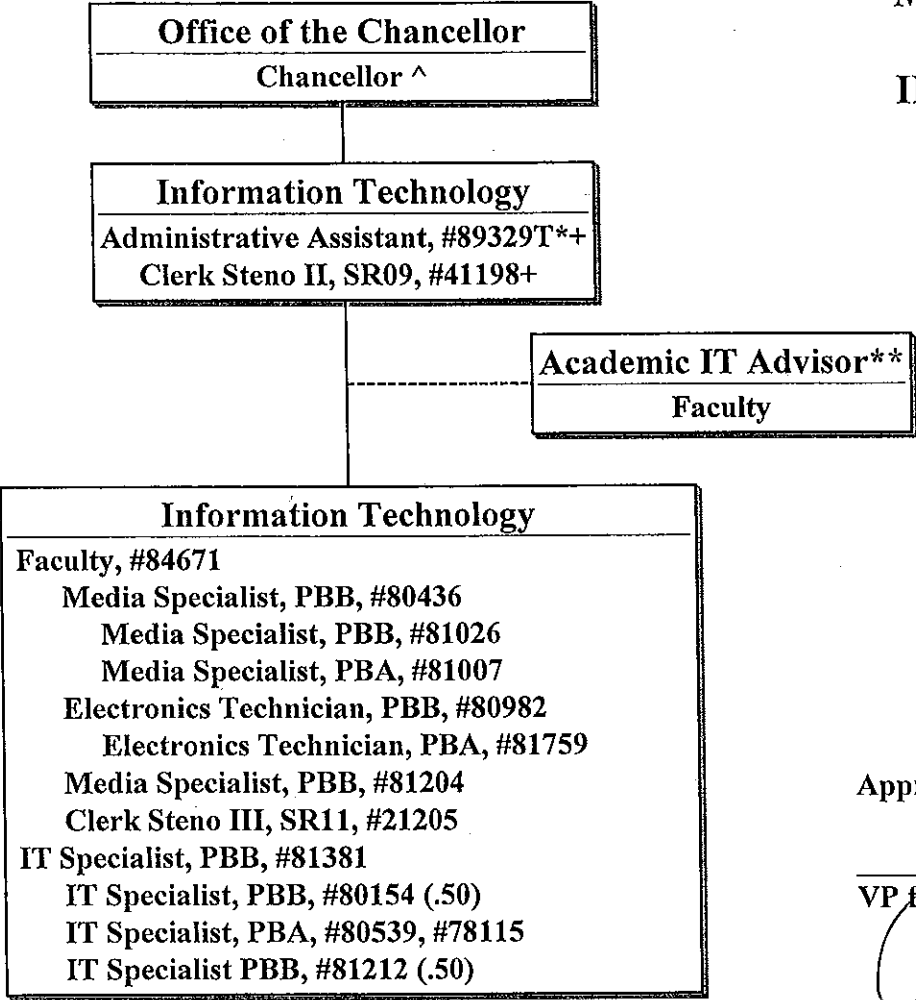
General Fund Perm 40.00

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

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
MAUI COMMUNITY COLLEGE  
  
INFORMATION TECHNOLOGY

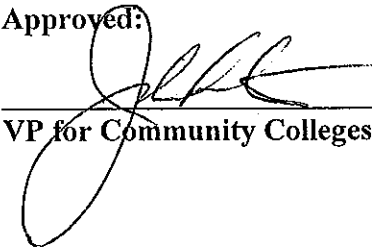
Position Organization Chart

Chart VI



- ^ Excluded from position count this chart  
\* Temporary position  
+ To be redescribed  
\*\* Academic IT Advisor is appointed from among faculty positions

Approved:



OCT - 6 2009

VP for Community Colleges

Date

|              | Perm | Temp |
|--------------|------|------|
| General Fund | 13.0 | 1.00 |

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

**FUNCTIONAL STATEMENTS**

Maui Community College provides a comprehensive post-secondary instructional program in the liberal arts and a broad spectrum of offerings in general education, career and technical education, and continuing education. Maui CC also offers a bachelor's program in Applied Business and Information Technology.

General education courses lead to the Associate in Arts degree and lower division preparation for baccalaureate degrees. Career and technical education programs lead to Associate in Science and Associate in Applied Science degrees, certificates, and entry-level employment opportunities.

Maui Community College serves the islands of Maui, Molokai, and Lanai. The Molokai program includes a permanent campus in Kaunakakai and the Molokai Farm. Outreach education centers are located on Lanai and in Hana, Kihei, and Lahaina.

The Office of Continuing Education and Training provides training to Maui County in the primary areas of business and workforce development; computer technologies; English as a second language; apprenticeship; and community service and interest-related programs.

The University of Hawai'i Center, Maui delivers baccalaureate and graduate degree programs and professional certificates to students in Maui County from University of Hawai'i System campuses at Manoa, West Oahu, and Hilo.

**OFFICE OF THE CHANCELLOR**

The office of the Chancellor is responsible for the overall management of the college, overseeing activities in Academic Affairs, Student Affairs, Administrative Affairs, and Information Technology. The office represents the University of Hawai'i and acts on behalf of Maui Community College, serving as the college's liaison to the President of the University of Hawai'i, the Vice President for Community Colleges, the Board of Regents, the State Legislature, and the general community.

The office is responsible for adherence to governmental regulations and for maintaining the accreditation standards of the Accrediting Commission for Community and Junior Colleges (ACCJC).

- Establishes planning parameters for the development of program plans, budget and expenditure plans, maintenance and facility plans, and capital and improvement plans; approves these plans and incorporates them into institutional plans.
- Ensures the financial soundness of the college.
- Oversees the development and implementation of the Strategic Plan, long-range development plan, and accreditation process.
- Provides leadership through internal and external communication with the campus and community.
- Resolves grievances and disputes involving college faculty, academic staff, and students within established guidelines.

- Assures community involvement and program quality through the establishment of lay advisory bodies.
- Responsible for the assessment of and reporting on the overall health and quality of the institution.
- Responsible for fundraising, marketing, and public relations of the college; directs extramural fund solicitation.

## **OFFICE OF THE VICE CHANCELLOR OF ACADEMIC AFFAIRS**

The office of the Vice Chancellor of Academic Affairs is responsible for the overall planning, management, and budgeting of all academic programs, both credit and non-credit, offered by Maui Community College. The main functions of the office are to plan, organize, conduct, and assess formal post-secondary education curricular offerings in both general education and career and technical education; maintain and improve ongoing certificate and degree programs; develop new programs; oversee and report on the operations of academic departments, academic support programs, the Office for Institutional Research, The Office of Continuing Education and Training, the University of Hawai'i Center, Maui, and the Molokai Education Center.

### **Instructional Programs**

- Supervises and participates in programs and curriculum development; oversees off-campus credit and non-credit programs; reviews instructional programs; oversees the revision of programs and curriculum as needed; annually reports on progress.
- Supervises and coordinates the activities of department chairpersons, including faculty recruitment, selection, training and evaluation, and academic advising; planning, budgeting, and procurement; scheduling of classes; and coordinating facility usage for instruction.
- Assesses and reports on resource and staffing needs and progress; prepares biennium budget for instructional and academic support areas.
- Plans, budgets, organizes, implements, and evaluates in-service training programs.
- Implements plans to carry out federally-funded programs in the instructional area.
- Oversees the development of grant applications for public and private funding sources.
- Oversees the development and implementation of course and program student learning outcomes and assessment practices that meet accreditation requirements.
- Oversees and reports on the accreditation process, including program reviews, for all areas of instruction and academic support programs.
- Reviews and assists in the preparation of the college's long and short term educational plans, accreditation self-studies, program reviews, and special studies.
- Supervises the Office of Institutional Research.
- Supervises the Office of the Assistant Dean of Instruction.
- Supervises the Office of Continuing Education and Training in providing non-credit instruction based on community needs and interests.

- Supervises the University of Hawai'i Center, Maui in providing access to baccalaureate and graduate degrees to the citizens of Maui County through a variety of delivery strategies, including distance education technology and on-site instruction.
- Supervises the Molokai Education Center in providing Molokai island residents with access to associate, baccalaureate, and graduate programs through distance education technology and on-site classes.

#### **Office of Institutional Research**

- Gathers and facilitates the analysis, interpretation, and implications of academic and institutional data and evidence to support appropriate planning, decision-making, and resource allocation across the institution.
- Organizes the completion and submittal of on-going data projects, including Program Health Indices, CCSSE, Small Class Report, Campus Climate Survey, and measurements for assessment and program review.
- Oversees the Banner student registration system instructional component, including trouble-shooting, extracting data, updating new and revised programs, and training other personnel.
- Collaborates with faculty, staff, and administrators on development, implementation, and interpretation of surveys, tests, measurements, and research analysis to evaluate and improve performance.
- Collaborates with the UHCC System IR Office and other UHCC campuses on system approaches to institutional research.

#### **Office of Continuing Education and Training**

The Office of Continuing Education and Training is responsible for overseeing, budgeting, and reporting on training for Maui County in the primary areas of business and workforce development; non-credit to credit coordination; computer technologies; art, culture, and health; English as a second language; and apprenticeship. The following are the functions of the Office of Continuing Education and Training:

- Develops and delivers public and contract classes; grant-funded projects; and coaching, consulting, and assessment services.
- Schedules, monitors, evaluates, and hires continuing education trainers.
- Conducts on-going community needs assessments.
- Applies for grants and contracts to address community needs and opportunities.
- Coordinates the use of the campus facilities by state and county agencies and community organizations.
- Provides assistance for economic and workforce development to support new and existing businesses.
- Submits annual and comprehensive program reviews.

#### **University of Hawai'i Center, Maui**

The University of Hawai'i Center, Maui is responsible for publicizing and delivering baccalaureate and graduate degree programs and professional certificates to students in Maui County from the University of Hawai'i System campuses at Manoa, West Oahu, and Hilo. Classes are taught on-site at the Maui Community College campus and at the outreach centers and through distance learning technologies, including Hawai'i

Interactive Television System, cable TV, and the Internet. The following are the functions of the University of Hawai'i Center, Maui:

- Identifies and recommends Maui County priority needs for University Center delivery of baccalaureate and graduate programs; facilitates the delivery of distance education credit instruction to meet those needs.
- Develops a schedule of future offerings; determines specific facilities and academic support required for each program to be offered.
- Provides suitable instructional and administrative facilities, including classrooms, office space, and other work areas.
- Ensures student access to library, computing, and telecommunication resources.
- Collaborates with partner campuses to provide resources, general academic information, financial aid information, and counseling and guidance services to students and prospective students.
- Provides suitable instructional and administrative facilities, including classrooms, office space, and other work areas.
- Collects student, class, and enrollment data; reports annually on the University Center's activities.
- Prepares reports to meet University and Western Association of Schools and Colleges (WASC) requirements as needed.
- Coordinates with the Maui CC Vice Chancellor of Academic Affairs to streamline pre-major course paths and to preclude any duplication of programs or courses offered by Maui CC.
- Oversees the Kihei Education Center, primarily a receive site for distance classes.
- Submits annual and comprehensive program reviews.

#### **Molokai Education Center**

The Molokai Education Center is responsible for providing Molokai island residents with upper and lower division and graduate level educational programs and with academic and student support services. Courses are taught on-site and by distance education. The following are the functions of the Molokai Education Center:

- Assesses and determines Molokai community need for certificates and associate degree programs; coordinates with the University of Hawai'i Center, Maui and other UH System institutions for delivery of baccalaureate and graduate programs.
- Develops a schedule of courses for each semester; publicizes offerings; works in unison with Kahului campus for delivery of distance courses.
- Schedules on-site courses efficiently to deliver comprehensive offerings in identified majors.
- Recruits, registers, advises, and tests students in concert with the Kahului campus.
- Provides academic and student support services, including library, media, computing, learning resources, academic advising, counseling, admissions, registration, and financial aid.
- Recruits, orients, hires, and evaluates all lecturers in conjunction with the Vice Chancellor of Academic Affairs.

- Plans and conducts college support functions, including graduations and exhibitions.
- Supervises clerical, maintenance, and academic support personnel as well as student assistants; conducts hiring process for new Molokai employees, both general and federally funded.
- Manages the Molokai program facility and staff; oversees the purchasing and repair of equipment and supplies.
- Organizes and maintains active Molokai Education Center Advisory Committee; maintains linkages to community agencies and groups; develops foundation support; and coordinates college representation at community functions.
- Collects, maintains, and annually reports on Molokai student enrollment and learning outcome data.
- Develops and manages externally funded grants as needed; assists with a variety of externally funded programs affiliated with the college on Molokai.
- Contributes Molokai perspectives to campus committees on accreditation, assessment, academic senate, long range planning, budget, self-study, curriculum, and others as needed.
- Submits annual and comprehensive program reviews.

### **Academic Support**

The Office of the Assistant Dean of Instruction is responsible for the overall management of the Maui CC academic support services, including the Library, The Learning Center, the Ka Lama Computer Lab, and the outreach education centers in Hana and Lahaina and on Lanai. The Office of the Assistant Dean of Instruction will also support the Vice Chancellor of Academic Affairs in other areas of instruction.

### **Library**

- Provides a diverse collection of materials and resources in support of the college curriculum, including print and audiovisual materials as well as online research databases.
- Develops grants and other resources to continue to improve library and information retrieval resources and services.
- Provides a library integrated automation, circulation, and public access online catalog, allowing users to access collections in all UH System libraries.
- Provides UH System users with access to the library's research databases from their offices, homes, and Maui CC Education Centers via internet-accessible computers.
- Provides on-campus internet-accessible computer stations for catalog access and database and internet research.
- Provides reference services, including library instruction, research assistance, and inter-library loans.
- Provides instructional support services to faculty and students for traditional and alternative delivery methods of instruction.
- Provides Maui CC students, faculty, and staff with borrowing privileges at all UH System libraries.

- Provides pay-for-print stations for students who need hard copies of computer-generated assignments and research.
- Provides support services for community users.
- Assesses and reports annually on impact of services on student learning outcomes.
- Provides library resource data and statistics to local, state, and national agencies, associations, and consortiums as requested.
- Submits annual and comprehensive program reviews.

### **The Learning Center (TLC)**

- Provides academic support services to students and faculty.
- Provides training for tutors and tutorial services for students in reading, writing, study skills, math, Hawaiian, foreign languages, and content area courses.
- Provides writing and proofreading assistance in TLC, using a variety of tutorial resources.
- Consults with faculty in identifying students who require individualized and group tutoring. Provides individualized study programs for development of specific skills.
- Presents study skills workshops and TLC orientations to classes and programs.
- Provides computer labs with access to word processing, email, internet, CAI programs, course software, and testing.
- Coordinates placement, distance learning, and make-up testing services as well as community proctoring services.
- Provides students with special needs services.
- Provides study areas and print materials.
- Provides pay-for-print stations for students who need hard copies of computer-generated assignments and research.
- Provides students with campus information and resources.
- Assesses and reports annually on impact of services on student learning outcomes.
- Submits annual and comprehensive program reviews.

### **Outreach Education Centers**

- Provide educational opportunities for those who may not otherwise have access to educational programs on Lanai and in Hana, Kihei, and Lahaina.
- Serve as receive sites for distance education courses from Maui CC and other UH System institutions.
- Provide computer labs and access to library services for Maui CC students and community members.
- Offer on-site courses as needed by members of the surrounding communities.



- Plan and conduct the intake of students, including recruitment, advising, testing, and registration in concert with the main campus.
- Coordinate essential academic and student support services.
- Oversee the purchasing and repair of equipment and supplies.
- Work in unison with the main campus for delivery of courses.
- Recruit, hire, and evaluate lecturers in conjunction with the Vice Chancellor of Academic Affairs.
- Organize and maintain active advisory committees; maintain linkages to community agencies and groups; represent the college at community functions.
- Assess and report annually on impact of services on student learning outcomes.
- Submit annual and comprehensive program reviews

#### **Ka Lama Computer Lab**

- Provides computers and software for student access to the Internet, academic programs, and websites for courses in all departments.
- Provides training for tutors and tutorial services for students seeking help in accessing and using the technology to complete assignments.
- Provides pay-for-print stations for students who need hard copies of computer-generated assignments and research.
- Provides various technologies for use by students, including digital scanners, electronic calculators, and voice-activated word processing and CD burners.
- Provides equipment and assistance to students who register for classes online.
- Provides wireless computer access for students, faculty, and staff.
- Assesses and reports annually on impact of services on student learning outcomes.
- Submits annual and comprehensive program reviews.

### **OFFICE OF THE VICE CHANCELLOR OF STUDENT AFFAIRS**

The Office of the Vice Chancellor of Student Affairs is responsible for directing the planning, coordinating, and evaluating of student support services that complement the primary academic programs. The goals of Student Affairs are to identify, plan, develop, evaluate, and modify comprehensive and systematic strategies and services that will enable students to access Maui CC, to successfully complete their educational goals and make the transition to further education or employment, and to develop life-long learning and decision-making capabilities.

The office supervises the operations of enrollment management and student achievement through Admissions and Records, Financial Aid, Counseling and Guidance, Student Life, and Student Housing; assesses and reports annually on impact of its services on all areas, including student learning outcomes.

#### **Student Life**

- Coordinates new student orientation, commencement, and co-curricular life development.

- Develops and advises student government and Board of Student Publications; provides assistance to student clubs and organizations.
- Develops and maintains a recreational activities program, including student lounge and wellness center.
- Prepares and oversees fiscal budgets of all Student Life and vending accounts.
- Facilitates student identification card services.
- Participates in campus meetings and committees to foster institutional communication and collaboration in servicing students.
- Submits annual and comprehensive program reviews.

### **Student Housing**

- Provides reasonably priced living accommodations that are clean, comfortable, safe, and well maintained.
- Provides a living-learning environment that promotes academic success by providing co-curricular programming.
- Provides front-desk services for room keys, recreational equipment, and mail service.
- Provides 24-hour on-call service for emergencies and student housing operational services.
- Provides regularly scheduled grounds and facilities maintenance and upkeep.
- Participates in campus meetings and committees to foster institutional communication and collaboration in servicing students.
- Submits annual and comprehensive program reviews.

### **Counseling and Guidance**

- Provides recruitment, pre-college information, and orientation programs.
- Provides comprehensive academic, career, and personal counseling services.
- Oversees and maintains the on-line student degree audit program.
- Provides support services to academically/economically disadvantaged, veteran, international, ESL, early admits, re-entering adults, and special needs students.
- Provides individualized and group counseling services, including crisis intervention and community referral services.
- Organizes and oversees college transfer services.
- Provides general financial aid counseling services.
- Provides peer advising services.
- Provides high schools with outreach services, including serving as high school liaisons, participating in Maui CC/DOE initiatives, participating in college fairs, and organizing high school counseling workshops.
- Oversees counseling services for all outreach sites.

- Utilizes current and emerging technology in providing enhanced services.
- Provides community outreach and liaison services with public and private social service agencies and educational institutions.
- Evaluates student transcripts.
- Determines student certificate and degree eligibility.
- Serves as liaison to campus academic departments.
- Serves as faculty/staff resource.
- Teaches self-development and career development courses.
- Participates in campus meetings and committees to foster institutional communication and collaboration in servicing students.
- Submits annual and comprehensive program reviews.

### **Admissions & Records**

- Provides accurate and timely admissions services to new, returning, and transfer students.
- Plans and executes an efficient and coordinated system of student registration.
- Maintains accurate records with special emphasis on records security and integrity.
- Assesses and implements programmatic improvements, including new and emerging technology for web-based student registration and support systems.
- Provides efficient and timely assistance to students receiving veteran's assistance and other special needs students.
- Provides support to faculty and faculty units in the areas of admissions, registration, and records.
- Participates with and supports high school personnel with admissions, recruitment, and tracking services.
- Provides all credit and non-credit international students with admissions assistance, including meeting visa and U.S. Citizenship and Immigration Services regulations.
- Plans, supervises, and coordinates daily operational activities, ensuring optimum and efficient workflow, processing, and filing of documents.
- Complies with all federal and state regulations, including, but not limited to, student visa requirements, veterans regulations, and Family Educational Rights and Privacy Act (FERPA) requirements.
- Participates in campus meetings and committees to foster institutional communication and collaboration in servicing students.
- Submits annual and comprehensive program reviews.

### **Financial Aid**

- Provides high quality services, including financial aid counseling and awarding, to all financial aid student recipients.

- Distributes financial aid resources in an equitable manner that complements institutional priorities.
- Provides stewardship over federal, state, institutional, and external funds in compliance with relevant regulations.
- Maintains accurate records necessary to meet federal, state, and institutional reporting requirements.
- Develops and distributes policies and procedures to streamline the financial aid process for students and parents while meeting federal requirements.
- Oversees the student employment process, including maintaining accurate records for the Federal Workstudy program.
- Promotes financial literacy.
- Assists students in the transition from secondary to post-secondary education, as well as between institutions of post-secondary education. Assists re-entry students in the transition between periods of non-enrollment to re-enrollment.
- Pursues continued professional development opportunities to ensure staff knowledge of current regulatory policies.
- Utilizes emerging technological initiatives to simplify and streamline the delivery of financial aid services.
- Participates in campus meetings and committees to foster institutional communication and collaboration in servicing our students.
- Provides financial aid outreach services to the Maui County community at large.
- Manages Financial Aid records on Banner, the UH Student Information System.
- Submits annual and comprehensive program reviews.

## **OFFICE OF THE VICE CHANCELLOR OF ADMINISTRATIVE AFFAIRS**

The office of Vice Chancellor of Administrative Affairs is responsible for providing administrative support services and activities for all organizational units, departments, students, staff, and faculty college-wide in order to enhance the institution's student learning outcomes.

The office develops and executes planning policies; coordinates the development of the long-term, biennium, and annual operating budget; coordinates the development of the capital improvement and repairs and maintenance requests; projects tuition and fee revenues; executes budget plans; assists programs with budget management; prepares budget reports; ensures compliance with equal employment opportunity and affirmative action principles and guidelines; assesses and reports annually on impact of services on student learning outcomes; and serves as legislative liaison.

The office supervises the operations of the Business Office, Operations and Maintenance, Human Resources, and Campus Security.

### **Business Office**

- Administers procurement activities and ensures compliance with applicable rules, regulations and procedures.
- Oversees the financial account code structure.

- Administers payroll.
- Provides cashiering services.
- Monitors the finances for extramural programs and ensures compliance with applicable rules, regulations, and procedures.
- Administers disbursement of funds for payment of goods and services, student refunds, and student financial aid.
- Conducts periodic audits.
- Manages equipment inventory accounting.
- Prepares financial reports.
- Assists programs with financial management.
- Provides training for the college in business office matters.
- Submits annual and comprehensive program reviews.

#### **Human Resources**

- Provides personnel administration and ensures compliance with applicable rules, regulations, and procedures, including equal employment opportunity guidelines and affirmative action principles.
- Oversees and facilitates the employee recruitment process.
- Oversees and advises the college on position classifications.
- Maintains the personnel record-keeping and database information.
- Assists with union contract interpretation.
- Reviews and processes workers' compensation claims.
- Assists with processing health fund and retirement applications.
- Assists with employee grievances and investigations on behalf of the employer.
- Oversees the employee appraisal process.
- Manages the vacation and sick leave accounting system.
- Provides training for the college in all aspects of personnel administration.
- Submits annual and comprehensive program reviews.

#### **Operations and Maintenance**

- Coordinates the development and implementation of the Physical Plant Long Range Plan.
- Provides and improves physical plant maintenance.
- Provides custodial services.
- Provides and improves landscape maintenance.

- Provides campus security, emergency response and emergency preparedness.
- Maintains campus cars, trucks, vans, and carts.
- Encourages and oversees energy conservation.
- Submits annual and comprehensive program reviews.

## **OFFICE OF THE VICE CHANCELLOR OF INFORMATION TECHNOLOGY**

The Office of the Vice Chancellor of Information Technology provides for the various computing, media, and telecommunication services and activities of the college, including network system management, large-scale database management, telecommunication management, and computing and media services.

The office oversees the operations of Computing Services, the Media Center, and the Telecommunications Network.

### **Computing Services**

- Refines, implements, and reports on the college's computing plan.
- Provides hardware installation and support.
- Provides software support and training.
- Develops and implements new computer programs.
- Oversees and manages the network communication system.
- Oversees and maintains the central file server system.
- Provides IT help desk support.
- Provides training in computer-related issues.
- Manages and updates the college website.
- Provides purchasing advice for computers, accessories, and software.
- Repairs computers and provides campus-wide virus protection.
- Works with the UH System to implement Banner, the system-wide Student Information System.
- Submits annual and comprehensive program reviews.

### **Media Center**

- Provides technical and logistical support for distance education; video conferencing services; and college-related programming and television services, including Maui CC TV, HITS II, and the Internet.
- Provides graphics and copy layouts for college publications.
- Provides, installs, and services audio/visual equipment.
- Provides technical and production services for TV projects.

- Coordinates faculty orientations and training for distance learning.
- Coordinates facility and multi-media support services for faculty and staff; campus organizations; and state, county, and community agencies.
- Provides campus instructional resources and services, including photocopying, velo-binding, and PDF documentation support.
- Assists in the development and production of college marketing materials, including CD-ROM's, DVD's, web-site materials, and materials for various publications.
- Assesses and reports annually on impact of services on student learning outcomes.
- Submits annual and comprehensive program reviews.

#### **Telecommunications Network**

- Provides technical support and manages the college's telecommunications network.
- Manages and maintains the college's telephone PBX system, telephone service, and other related telephone services.
- Manages and maintains the college's telephone directories.
- Manages the college's voice-over IP system.