



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

January 31, 2011

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

Dear Dr. Musto:

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

Upon completion of the consultation process with UHPA, attached for your files is a copy of the reorganization for the University of Hawai'i, Leeward Community College, which was approved on January 26, 2011.

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

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c Vice President John Morton
- ✓ University Budget Office
- UH System Office of Human Resources
- Chancellor Manuel Cabral
- UHCC Budget Office
- UHCC Human Resources

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

An Equal Opportunity/Affirmative Action Institution



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

January 31, 2011

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

Dear Mr. Perreira:

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

Upon completion of the consultation process with HGEA, attached for your files is a copy of the reorganization for the University of Hawai'i, Leeward Community College, which was approved on January 26, 2011.

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

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

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c Vice President John Morton
- ✓ University Budget Office
- UH System Office of Human Resources
- Chancellor Manuel Cabral
- UHCC Budget Office
- UHCC Human Resources

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Telephone: (808) 956-6023
Fax: (808) 956-3763

An Equal Opportunity/Affirmative Action Institution



UNIVERSITY
of HAWAII*
SYSTEM

January 31, 2011

TO: The Honorable Brian Schatz
Lieutenant Governor, State of Hawai'i

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

Attached for your files is a copy of the reorganization of the University of Hawai'i, Leeward Community College, which was approved on January 26, 2011. The purpose of the reorganization is explained in the attached documents.

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

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

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c ✓ Vice President John Morton
- University Budget Office
- UH System Office of Human Resources
- Chancellor Manuel Cabral
- UHCC Budget Office
- UHCC Human Resources Office



UNIVERSITY
of HAWAII®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

January 31, 2011

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

Dear Mr. Nakanelua:

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

Upon completion of the consultation process with UPW, attached for your files is a copy of the reorganization for the University of Hawai'i, Leeward Community College, which was approved on January 26, 2011.

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

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

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

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

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LEEWARD COMMUNITY COLLEGE

Reorganization Proposal

Executive Summary

The proposed reorganization updates the organizational charts of Leeward Community College to promote operational effectiveness and efficiency, to accurately reflect operational and supervisory relationships, and to gain consistency in organizational chart terminology and representation among University of Hawaii community colleges. While largely housekeeping in nature, the proposed changes constitute reorganizations as defined by Administrative Procedure A3.101, University of Hawaii Organizational and Functional Changes, March 2008.

- The changing of titles of organizational segments. The following changes are proposed to more accurately reflect the evolving function of the organizational segment. In some instances, the changes were made to affect a standardized terminology of similar organizational segments among community colleges.
 - "Food Service" was retitled "Culinary Arts."
 - "Office Administration and Technology" was retitled "Business Technology."
 - "Waianae-Nanakuli Education Center" was retitled "Leeward Community College- Waianae (LCC-W)."
 - "Curriculum Resource Center" was retitled "Innovation Center for Teaching and Learning."
 - "Student Life Development" was retitled "Student Life."
- The establishment of an organizational segment. In this proposal the following organizational segments are established:
 - "Marketing and Public Relations" is a function that has existed operationally in the College for many years with the establishment of a Marketing Officer and a Media Specialist.
 - "Native Hawaiian Programs" were mandated by the State Legislature in terms of resources (funding and staffing) and a top priority of the University of Hawaii.
 - The establishment of "Program Coordinators" organizational segment in the Office of Continuing Education and Workforce Development (OCEWD) that contains permanent, G-funded (as opposed to Special-funded) faculty positions that serve to coordinate groups of OCEWD programs, services, and initiatives.

LEEWARD COMMUNITY COLLEGE

Reorganization Proposal

Purpose

The proposed reorganization updates the organizational charts of Leeward Community College to promote operational effectiveness and efficiency, to accurately reflect operational and supervisory relationships, and to gain consistency in organizational chart terminology and representation among University of Hawaii community colleges.

Scope and Nature

While largely housekeeping in nature, the following proposed changes constitute reorganizations as defined by Administrative Procedure A3.101, University of Hawaii Organizational and Functional Changes, March 2008.

- The changing of titles of organizational segments. The following changes are proposed to more accurately reflect the evolving function of the organizational segment. In some instances, the changes were made to affect a standardized terminology of similar organizational segments among community colleges.
 - "Food Service" was retitled "Culinary Arts."
 - "Office Administration and Technology" was retitled "Business Technology."
 - "Waianae-Nanakuli Education Center" was retitled "Leeward Community College-Waianae (LCC-W)."
 - "Curriculum Resource Center" was retitled "Innovation Center for Teaching and Learning."
 - "Student Life Development" was retitled "Student Life."
- The establishment of an organizational segment. In this proposal the following organizational segments are established:
 - "Marketing and Public Relations" is a function that has existed operationally in the College for many years with the establishment of a Marketing Officer and a Media Specialist. However, it has never been formally established as a titled unit and the proposal seeks to correct this institutional oversight.
 - "Native Hawaiian Programs" were mandated by the State Legislature in terms of resources (funding and staffing) and a top priority of the University of Hawaii. This program is organizationally established by the proposal.
 - The establishment of "Program Coordinators" organizational segment in the Office of Continuing Education and Workforce Development (OCEWD) that contains permanent, G-funded (as opposed to Special-funded) faculty positions that serve to coordinate groups of OCEWD programs, services, and initiatives. The proposed action merely labels the currently untitled organizational segment.
- The rearrangement or regrouping of existing organizational segments involving the reassignment of positions or the redistributions of functions.
 - In an effort to standardize the organizational charts of the community colleges, it was decided that secretaries and clerical staff would be reassigned to the same organizational segment with their supervisor and not viewed as a separate organizational segment. Most of such secretarial reassignments were done at the campus level; however, three proposed actions are within two supervisory

levels of the Chancellor: his Private Secretary who reports directly to him and the two secretaries of his Vice Chancellors.

- The Classified organizational segment that contained the College's Uluwehi Cafeteria staff (e.g., APTs, civil service, and blue collared employee) were viewed as educational support in serving as the real world laboratory setting for the College's culinary students. These staff members were merged into the same organizational segment and academic discipline as the instructional faculty of the College's Culinary Arts discipline.
- The permanent positions legislatively appropriated specifically to LCC-W are broken into instruction and academic support personnel. Instructional faculty positions are distinguished by academic discipline and the remaining faculty and support staff personnel are regrouped into an organizational segment entitled "Academic Support" to reflect their academic service and support nature.
- Long viewed as an instructional laboratory, the College's Theatre and its positions were organizationally removed from the OCEWD and reassigned under the auspices of the Academic Services, joining the College's other instructional support units such as the Library, Educational Media Center, and Learning Resource Center.
- The campus security function and personnel will be reassigned from the Operations and Maintenance unit of Administrative Services and placed under the auspices of the Vice Chancellor for Administrative Services.
- The establishment of a new supervisory level. The following proposed reorganization would enable the College organizational charts with its current operational requirements with the establishment of twelve (12) new supervisory levels. The rationale for new supervisory levels created is readily apparent (e.g., placing an Office Assistant III under the supervision of the unit's Office Assistant IV).

Specific Actions Requested

- Chart II: Office of the Chancellor

Approval for the following actions are requested since they fall with two echelons of the Chancellor and as such cannot be approved by the Chancellor:

- The Private Secretary II (#900110) is placed in the same organizational segment and under the supervision of the Chancellor (#89110). The current organizational segment, "Secretarial Services," is abolished.
- The current untitled organizational segment that contained the Marketing Officer, (#80122) and the Media Specialist (#80693) is entitled "Marketing and Public Relations" and new functional statements reflected in the Proposed Functional Statements.
- A new supervisory level is established in which the Media Specialist (#80693) is placed under the supervision of the Marketing Officer (#80122). Media Specialist position to be redescribed and submitted for classification review.
- Chart III: Office of Academic Affairs
 - A new supervisory level is established in the remaining OPFA staff positions (#78334, #78823, #78824, and #81531) are placed under the supervision of the Faculty (#82400). The faculty Institutional Effectiveness Officer (IEO, #82400) is generally responsible for the gathering, analysis, and reporting of institutional data used for the College's planning, policy, and assessment initiatives. The course of day-to-day operations, the IEO has provided guidance and training to the College's Institutional Researcher (#78334), Grants Coordinator (#78823),

Policy Analysis (#78824), and Information Technology Specialist for Banner (#81531) to pool and coordinate their efforts. The change formalizes the existing day-to-day working relationships.

- Faculty #78823 was moved from Chart III-C-1, Curriculum Resource Center, to the Office of Planning, Policy and Assessment.
- Chart III-A: Office of Arts and Sciences
 - A new organizational segment, "Native Hawaiian Programs" is created with a Faculty (#88047) transferred from Student Services (Chart III-D) and placed under the supervision of the Dean of Arts and Sciences (#89211). This is a non-instructional program. New functional statements are reflected in the Proposed Functional Statements.
- Chart III-A-2: Language Arts
 - Office Assistant III, #46026 now reports to Secretary II, #17710. The workload in the Language Arts Department is too great for one secretary position. Having the Office Assistant report to the Secretary will result in better coordination of work assignments.
- Chart III-B: Office of Career and Technical Education
 - The organizational segment entitled "Waianae-Nanakuli Education Center" is retitled to "Leeward Community College-Waianae."
- Chart III-B-1: Career and Technical Education – Professional Arts & Technology
 - The positions (#81027, #77549, #47710, and #45363) of "Classified" are reassigned to "Culinary Arts" and the "Classified" organizational segment abolished.
 - The non-faculty positions (#77549, #47710, and #45363) of the reorganized "Culinary Arts" will be placed under the supervision of the Education Specialist (#81027).
- Chart III-B-2: Career and Technical Education – Business
 - The "Office Administration and Technology" organizational segment is retitled "Business Technology" and there is no change in functional statements.
- Chart III-B-3: Career and Technical Education – Leeward Community College – Waianae
 - The "Waianae-Nanakuli Education Center" campus is retitled "Leeward Community College-Waianae" and there is no change in functional statements.
 - New supervisory levels are established by placing the Office Assistant III (#900502) under the supervision of the Clerk-Stenographer II (#26797), and by placing the Educational & Academic Support Specialist, PBA (#80309) under the supervision of the Educational Specialist, PBB (#78746).
 - Instead of a general faculty pool of positions, instructional faculty positions are assigned to academic disciplines: English (#74836, #74872); Mathematics (#74837); Science (#74871); Nursing (#74834); Digital Media (#74873); and Hawaiian Studies (#74874).
 - A new "Academic Support" organizational segment is established to house non-instructional campus personnel (#83218, #84413, #78746, #80309) who provide academic support.

- Chart III-B-4: Career and Technical Education – Office of Continuing Education and Workforce Development
 - The Theatre and its staff positions (#80118, #80701, #80873 (0.50)) are deleted from this organizational segment and reassigned to Academic Services (Chart III-C-1). The Theatre is unlike the other portions of OCEWD in that its staffing is General-funded (as opposed to Special funding for much of OCEWD) and is not oriented to revenue generation. The Theatre is an academic support program and laboratory for the College's drama, performing arts, and community venues. Organizationally it is more aligned to and more appropriately placed in Academic Services.
 - The currently untitled organizational segment containing Faculty (#86825, #88044) is entitled "Program Coordinator."
- Chart III-C/C-1 : Academic Services
 - The current untitled organizational segment containing Faculty (Coordinator) (#86831) is eliminated and the faculty position moved to Chart III-C-1, Innovation Center for Teaching and Learning.
 - A new supervisory level is created by placing the IT Specialist (#80345) under the Faculty (Coordinator, #86636) of the Computer Center, Chart III-C-1.
 - The reassignment of the Theatre is organizationally represented.
 - The positions (#80118, #80701, #80873) of the reassigned Theatre are organizationally reflected on Chart III-C-1. A new supervisory level is created when the half-time Theatre Technician, PBB (#80873) is placed under the supervision of the Theatre Manager, PBB (#80118).
 - The current "Curriculum Resource Center" is retitled the "Innovation Center for Teaching and Learning" and staffed with the Faculty (#86831).
 - Institutional Support, PBB, #78823 previously in Curriculum Resource Center is moved to Chart III, Policy, Planning and Assessment.
- Chart III-D: Student Services
 - A new supervisory level is created by placing the Office Assistant III (#39749) under the supervision of the Office Assistant IV (#19600) in the Counseling and Advisement organizational segment.
 - The current organizational segment of "Student Life Development" is retitled to "Student Life" with no change in functional statement.
 - Faculty #88047 was moved to Chart III-A, Native Hawaiian Programs.
- Chart IV/IV-A: Office of Administrative Services
 - The Secretary IV (#21992) is placed in the same organizational segment and continues to be under the supervision of the Vice Chancellor (#89083).
 - The chart reference is changed from "IV-1" to "IV-A."
 - The campus security function and personnel are reassigned from Operations & Maintenance to the Vice Chancellor for Administrative Services.
 - A new supervisory level is established by placing the Auxiliary & Facilities Services Officer, PBA (#78333) in the chain of supervision immediately under the Auxiliary & Facilities Services Officer, PBB (#81281). All maintenance and grounds and custodial staff report to #78333 who will be responsible for the day-

to-day operations of the Operations & Maintenance (O/M) Unit. The PBA APT will work with, coordinate, and supervise the two blue-collar supervisors: Janitor Supervisor I (#17706) and Building & Grounds Supervisor I (#21997). This supervisory change will enable the PBB APT who has overall O/M Unit responsibilities to better focus on and manage major construction, renovation, and campus improvement and sustainability projects.

- A new supervisory level is established by placing all Janitors II under the supervision of the Janitor III (#23686).

Other Alternatives Considered

The proposed changes are a consummation of years of program reviews, pilot projects into work processes, and staffing studies to determine how the College could best use its limited personnel resources to generate the maximum operational benefit.

Resourcing

For the most part, this reorganization is a "housekeeping" action that enables long-standing or existing supervisory/working relationships to be formalized and reflected on College's organizational charts. These changes do not require additional resources since compensation considerations were made at the time of position establishment, redescription, or reclassification. However, additional resourcing will be required for the insertion of the Auxiliary and Facility Services Officer into the supervisory chain of the Operations and Maintenance Unit.

Programmatic Impact

The proposed organizational changes are made to improve organizational effectiveness and efficiency by delineating clear lines of supervision, clarify the function of currently unlabelled organizational segments, reassigning positions and organizational segments to meet projected institutional needs, and creating new organizational segments need to meet the evolving institutional needs of the College.

Attachments

1. Current Organizational Charts
2. Proposed Organizational Charts
3. Current Functional Statements
4. Proposed Functional Statements
5. Affected Positions

PREVIOUS

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE

POSITION ORGANIZATION CHART

CHART I

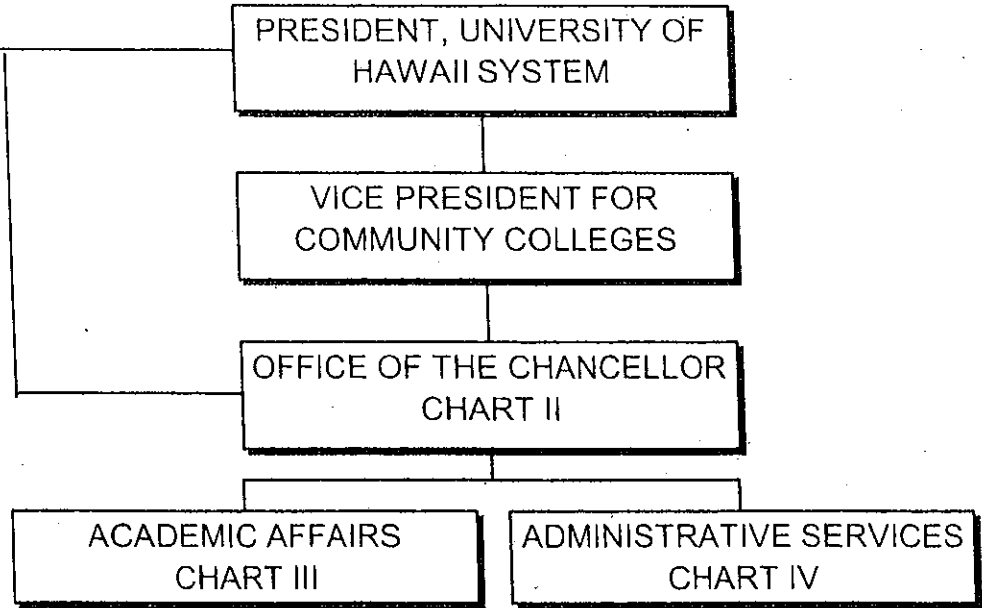


CHART UPDATED

DATE JUL 01 2010

	PERM	TEMP
GENERAL FUND	330.00	2.00
(B) SPECIAL FUND	16.00	

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

POSITION ORGANIZATION CHART

CHART II

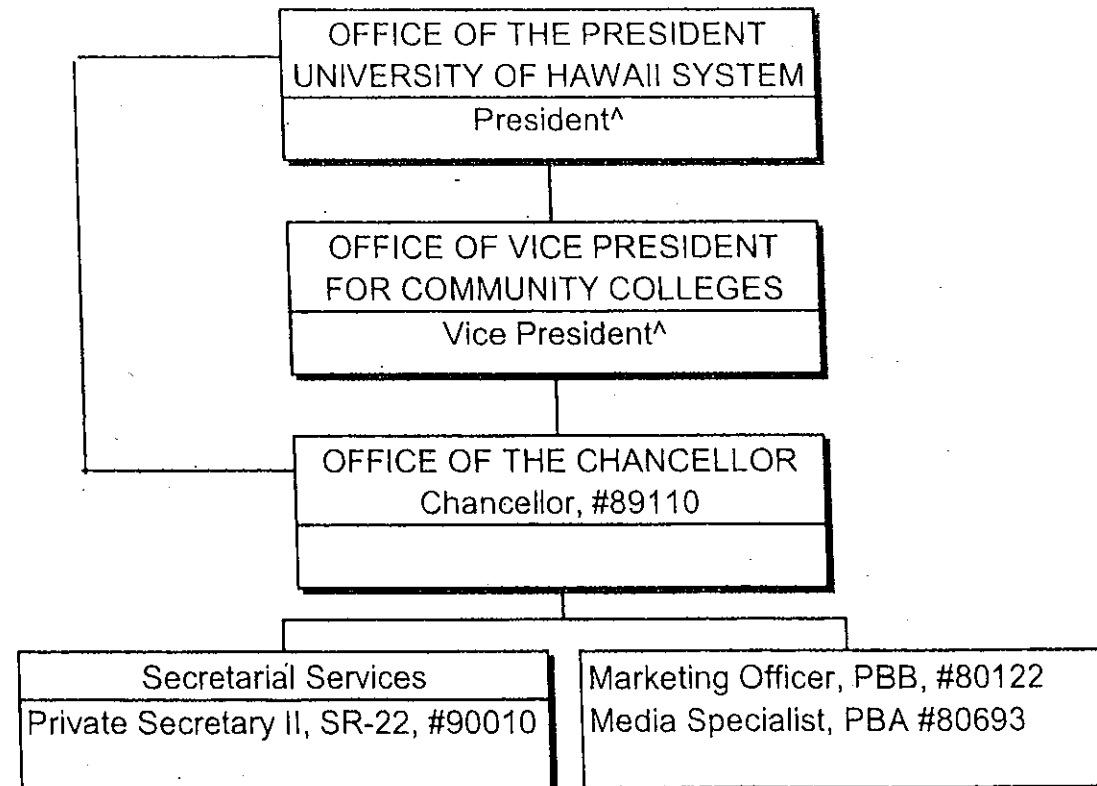


CHART UPDATED
DATE JUL 01 2010

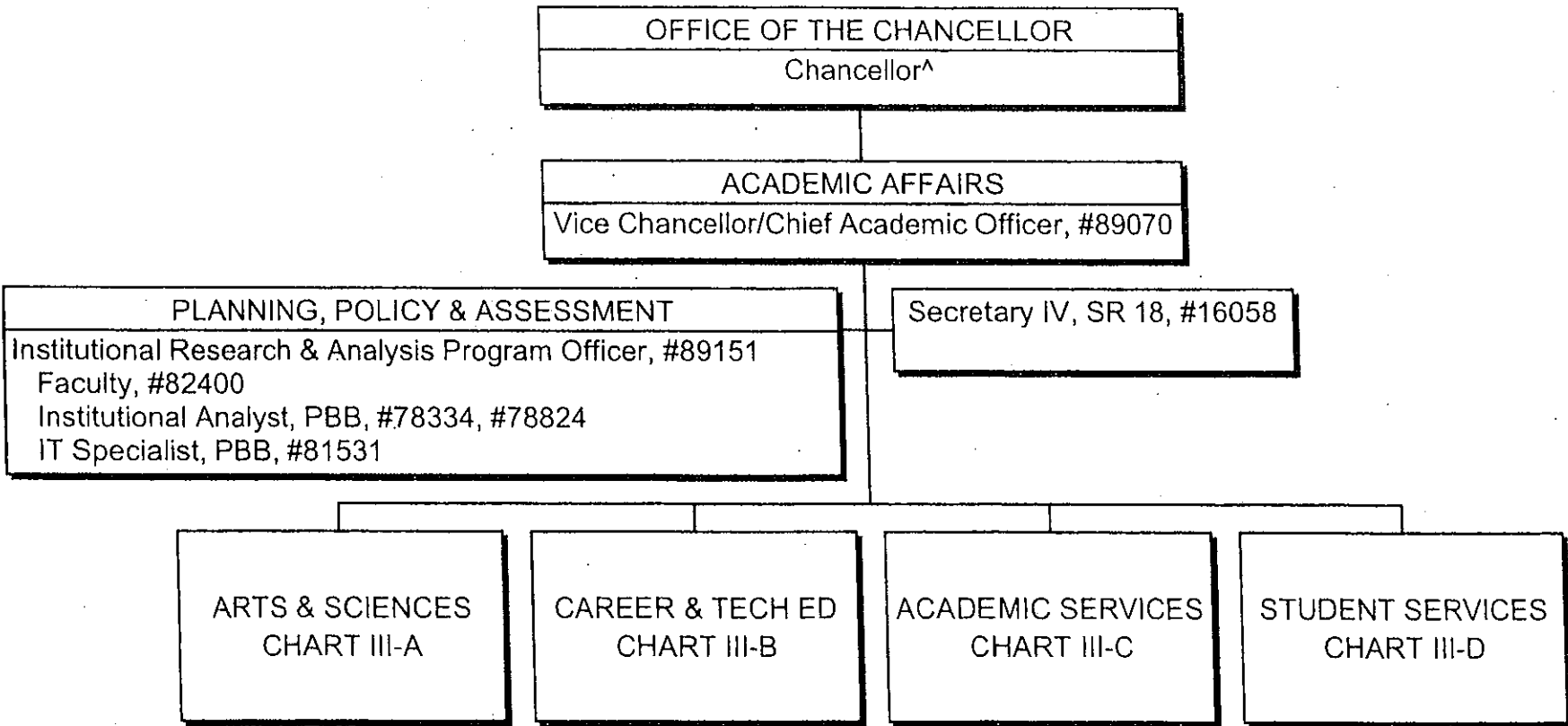
^Excluded from position count this chart

PERM
GENERAL FUND 4.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS

POSITION ORGANIZATION CHART

CHART III

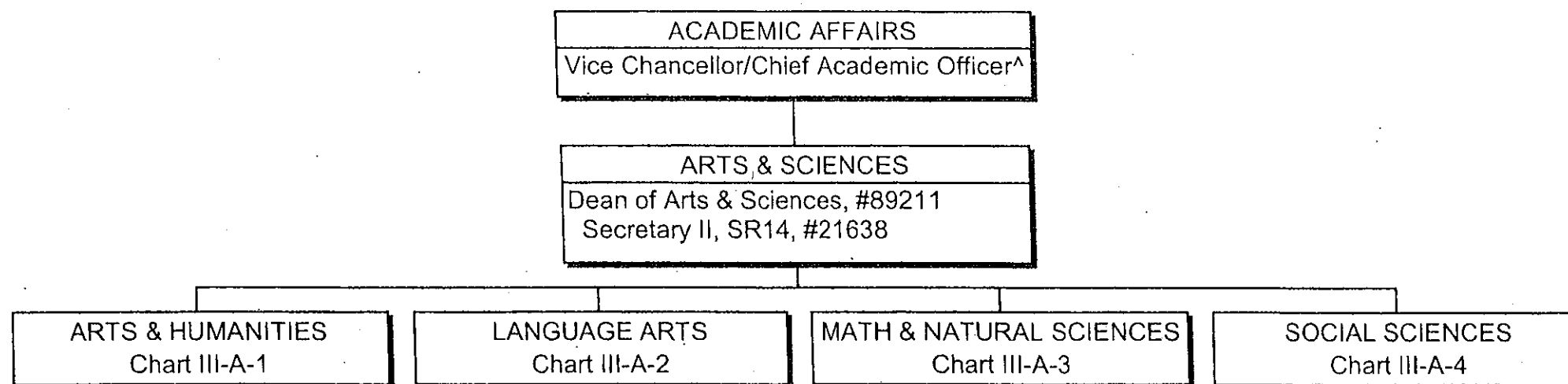


^Excluded from position count this chart

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ARTS & SCIENCES

POSITION ORGANIZATION CHART

CHART III-A



^Excluded from position count this chart

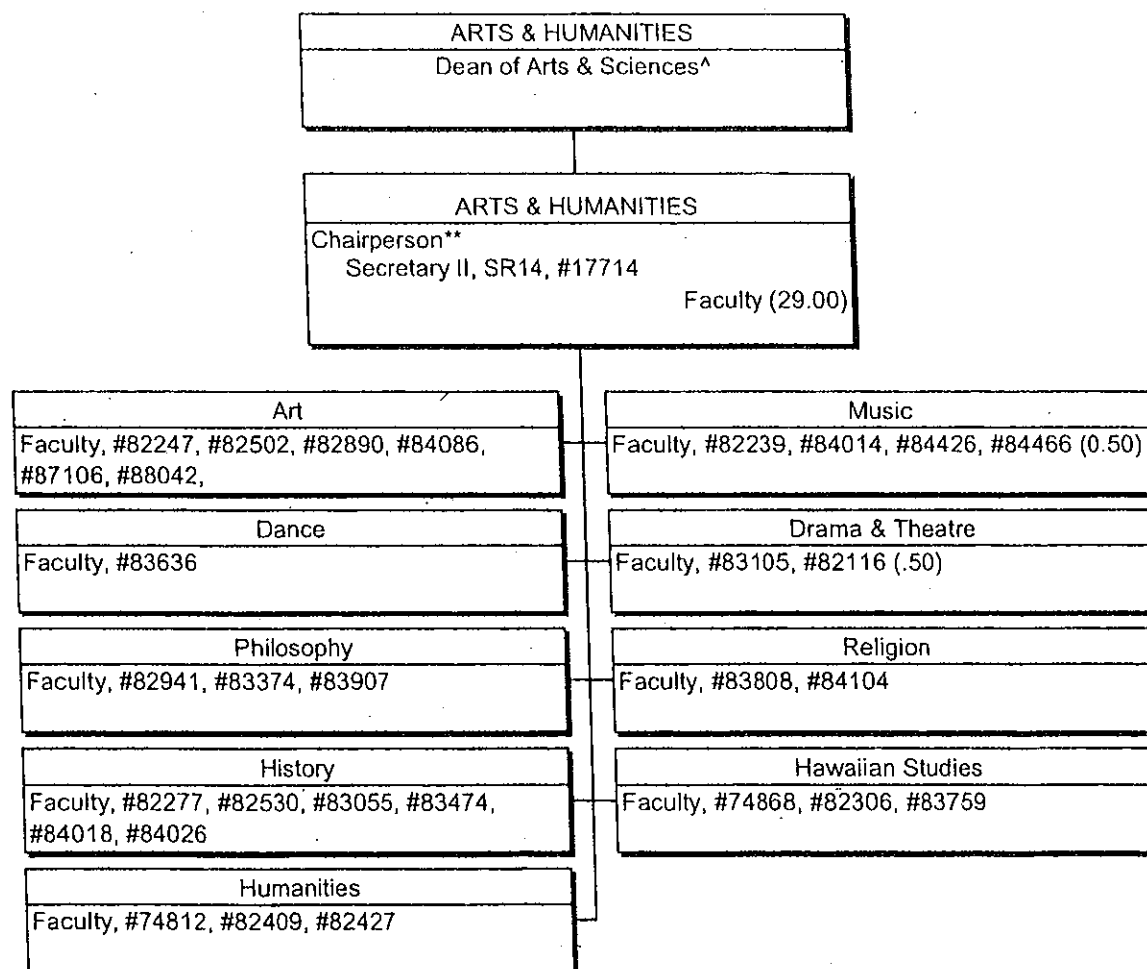
CHART UPDATED

GENERAL FUND PERM
2.00

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 LEEWARD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS
 ARTS & SCIENCES

POSITION ORGANIZATION CHART

CHART III-A-1



**Chairperson is appointed from a faculty position within the unit
 ^Excluded from position count this chart

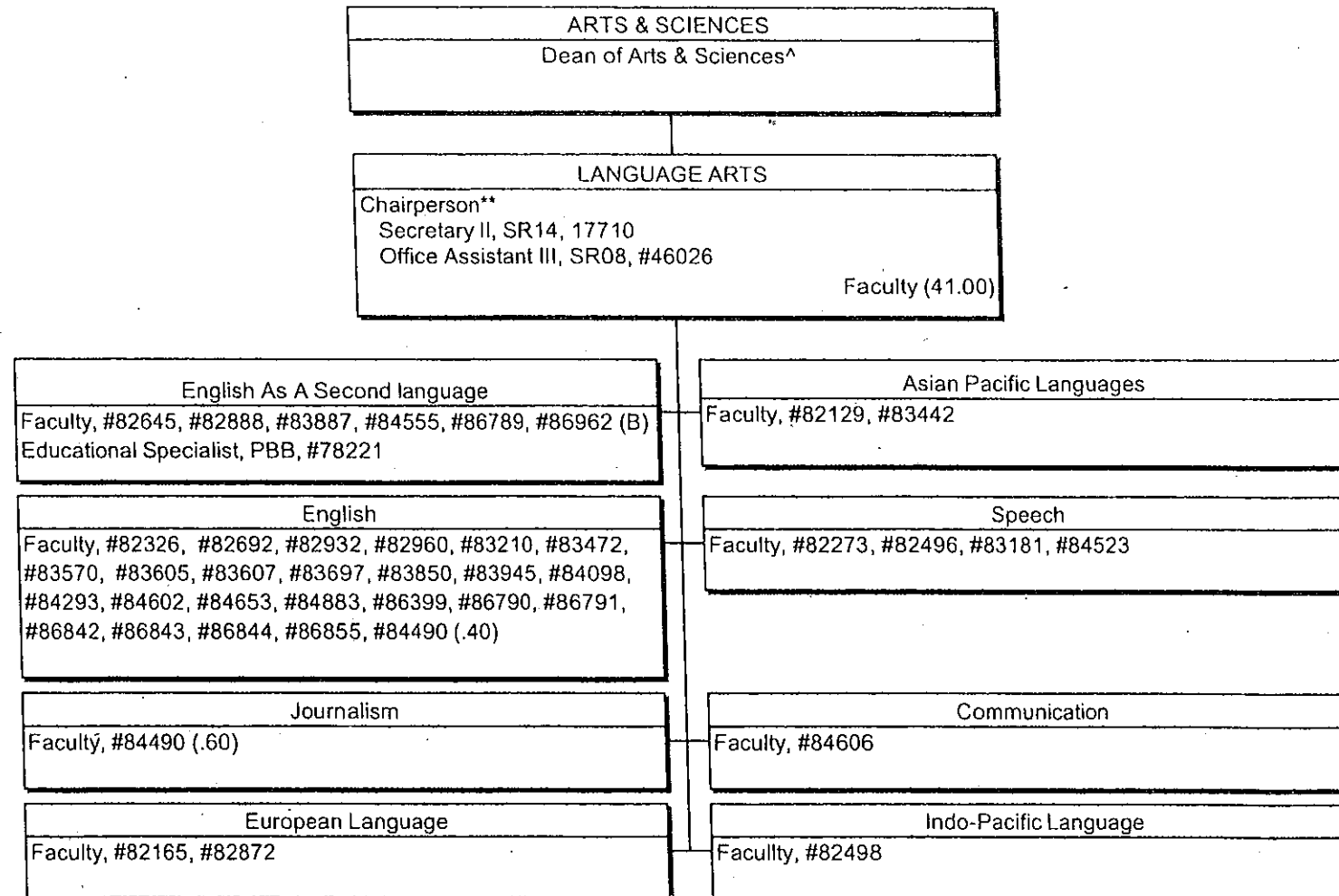
CHART UPDATED
 JUL 01 2018
 DATE _____

PERM
 GENERAL FUND 30.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ARTS & SCIENCES

POSITION ORGANIZATION CHART

CHART III-A-2



**Chairperson is appointed from a faculty position within the unit

^Excluded from position count this chart

CHART UPDATED
JUL 01 2010
DATE

PERM
GENERAL FUND 43.00
(B) SPECIAL FUNDS 1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ARTS & SCIENCES
MATH & NATURAL SCIENCES

POSITION ORGANIZATION CHART

CHART III-A-3

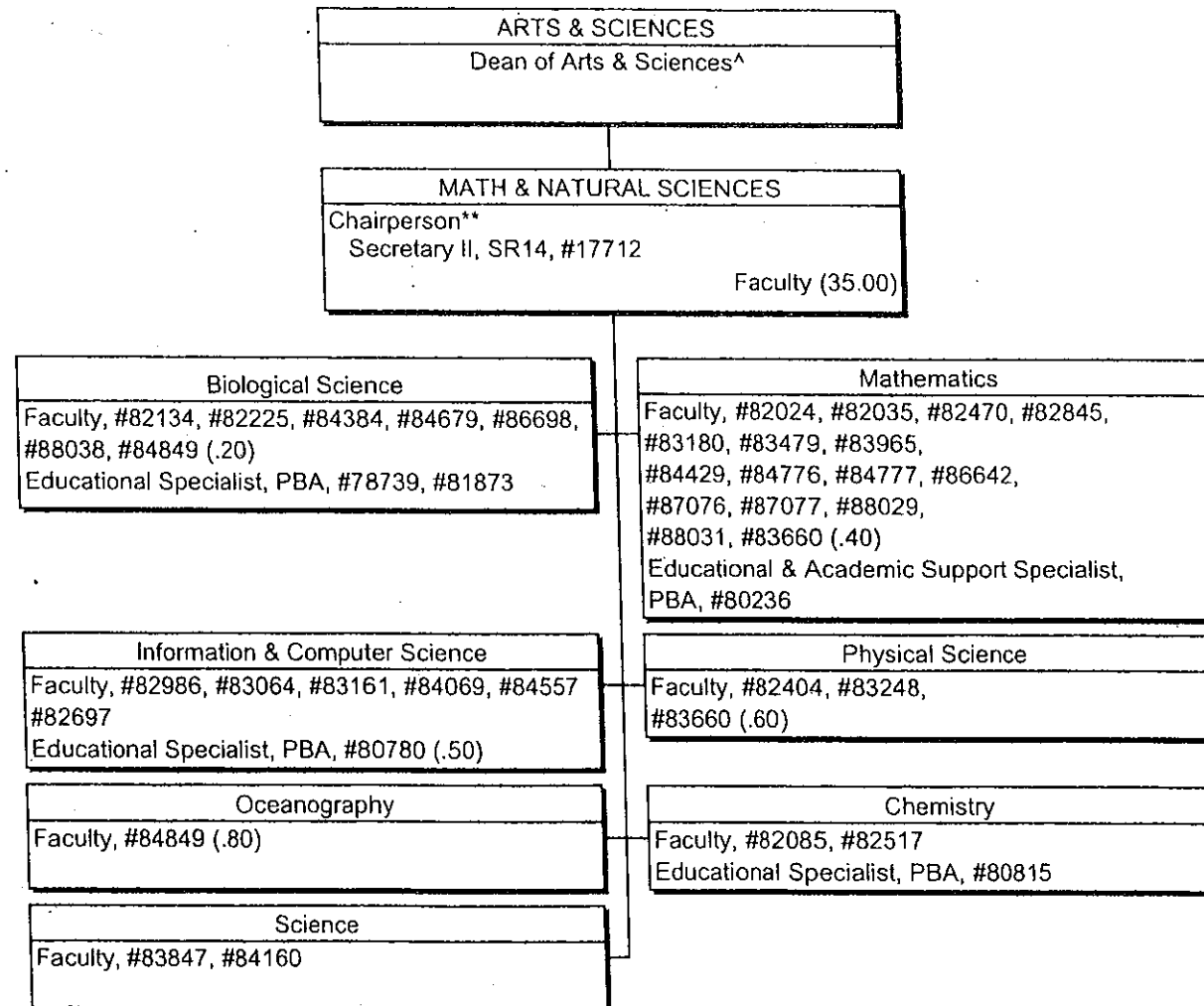


CHART UPDATED
JUL 01 2010
DATE _____

**Chairperson is appointed from a faculty position within the unit
^Excluded from position count this chart

GENERAL FUND PERM
40.50

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ARTS & SCIENCES

POSITION ORGANIZATION CHART

CHART III-A-4

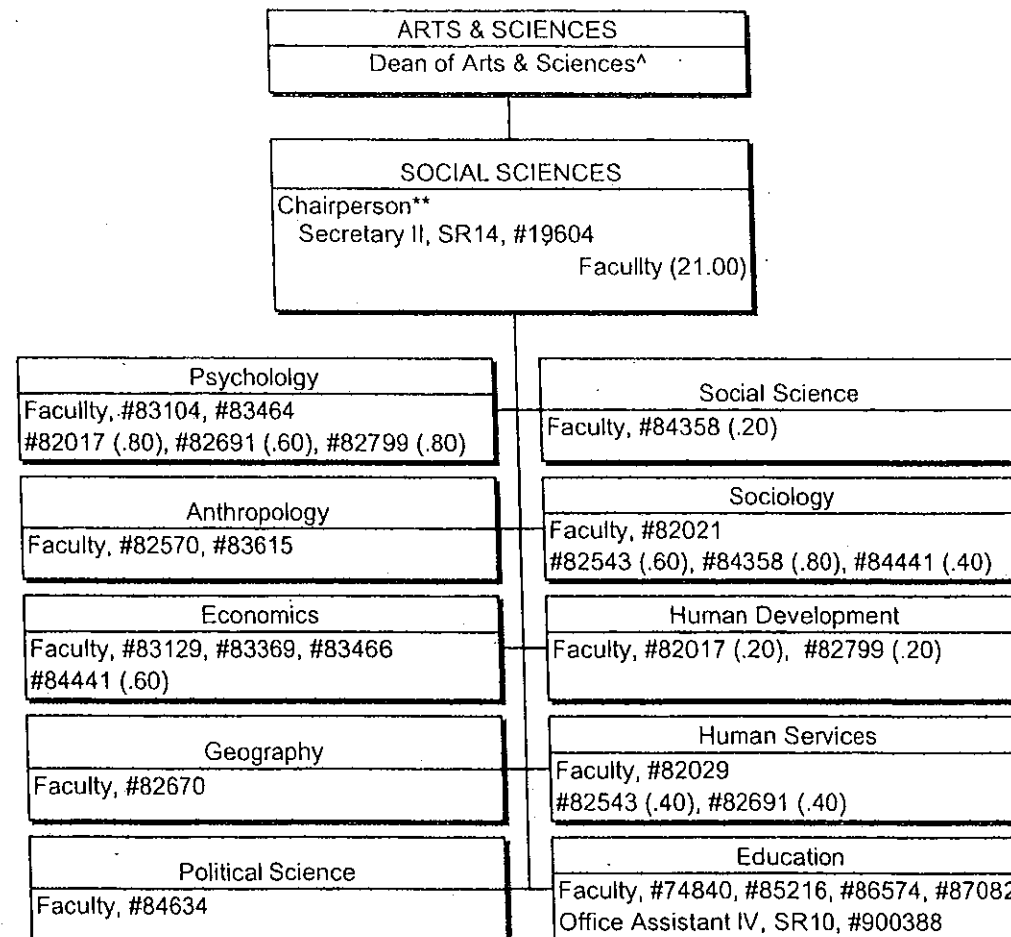


CHART UPDATED

DATE JUL 01 2013

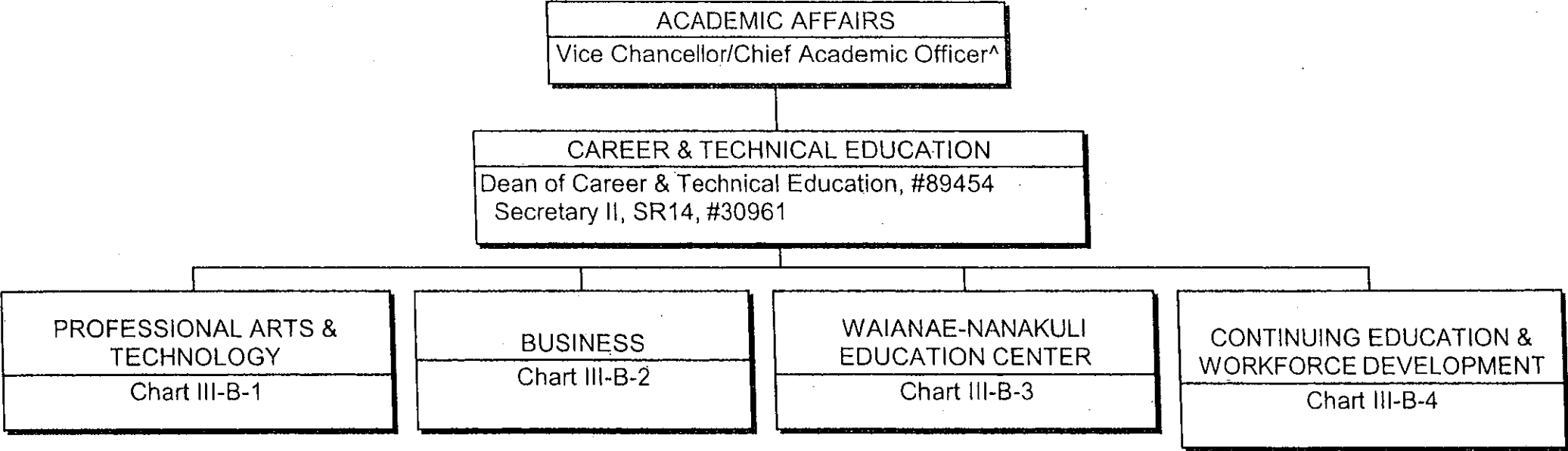
**Chairperson is appointed from a faculty position within the unit
^Excluded from position count this chart

GENERAL FUND PERM
23.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
CAREER & TECHNICAL EDUCATION

POSITION ORGANIZATION CHART

CHART III-B



^ Excluded from position count this chart

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 LEEWARD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS
 CAREER & TECHNICAL EDUCATION

POSITION ORGANIZATION CHART

CHART III-B-1

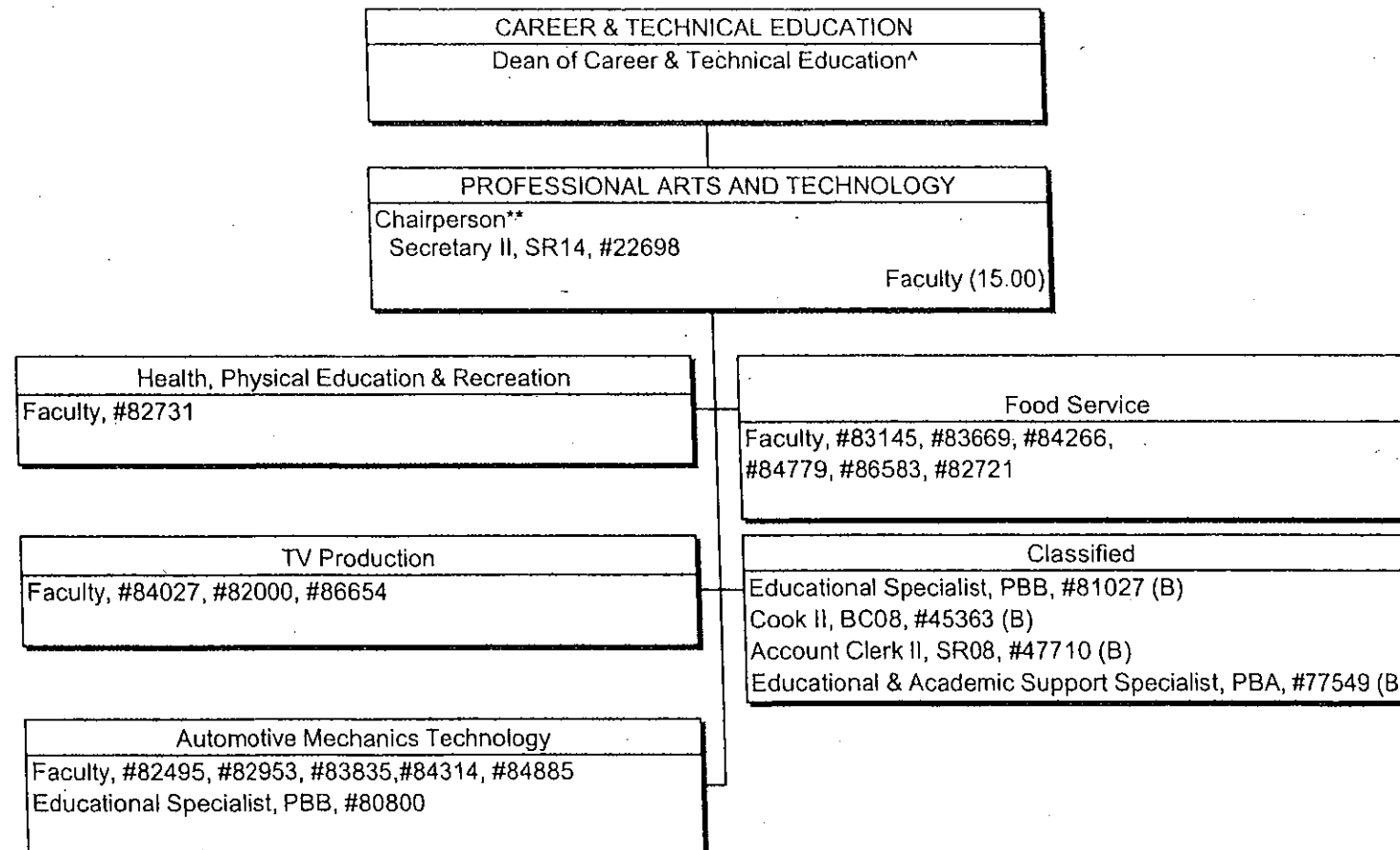


CHART UPDATED
 DATE JUL 01 2019

**Chairperson is appointed from a faculty position within the unit

^Excluded from position count this chart

	PERM
GENERAL FUND	17.00
(B) SPECIAL FUNDS	4.00

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 LEEWARD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS
 CAREER & TECHNICAL EDUCATION

POSITION ORGANIZATION CHART

CHART III-B-2

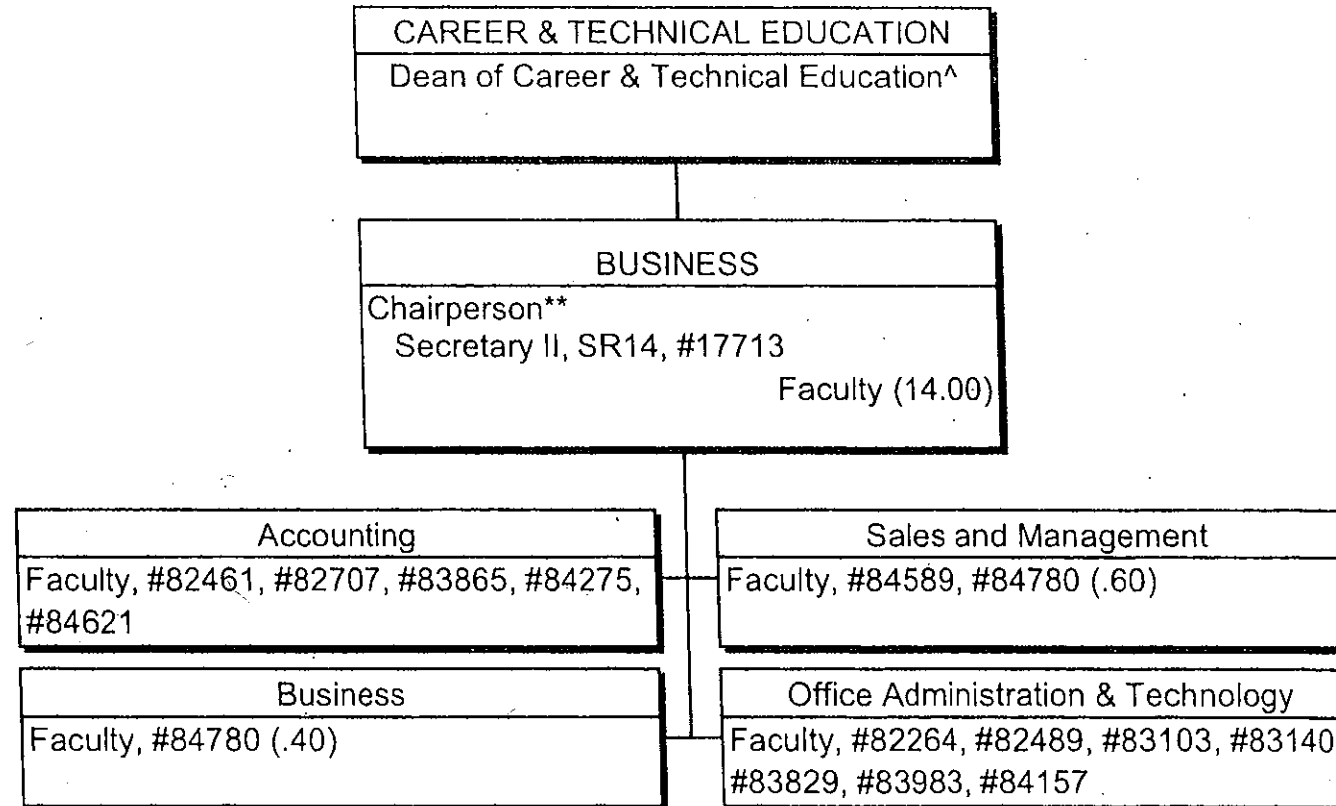


CHART UPDATED
 DATE JUL 01 2009

**Chairperson is appointed from a faculty position within the unit

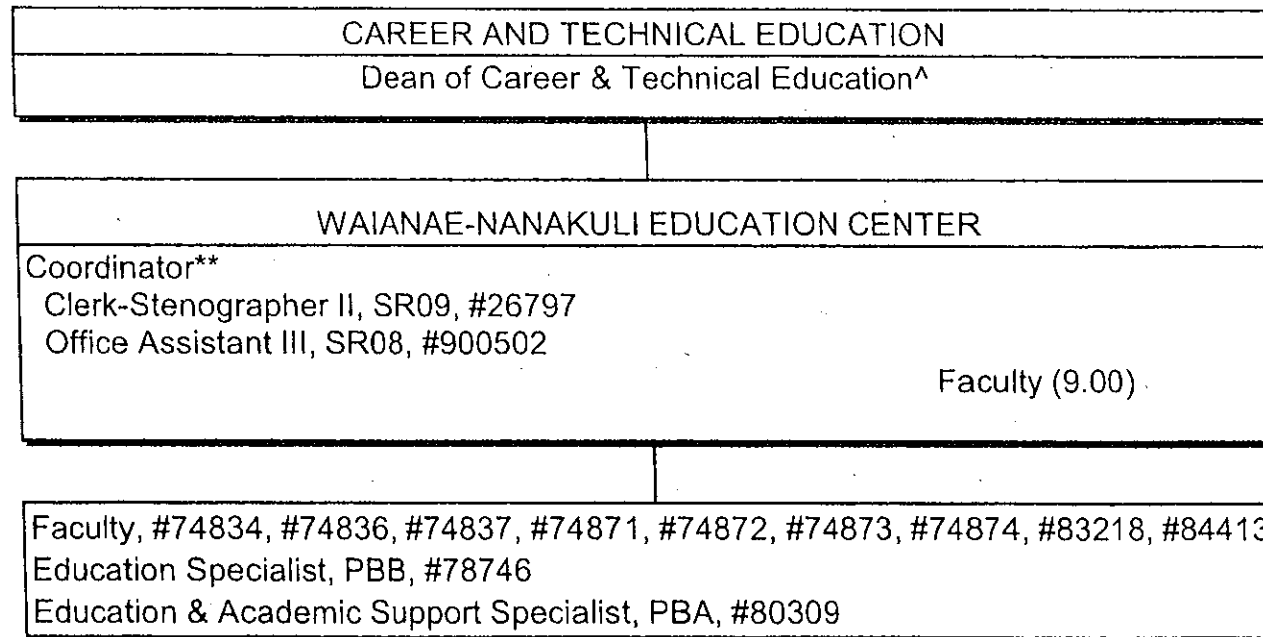
^Excluded from position count this chart

GENERAL FUND PERM
 15.00

STATE OF OHAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 LEEWARAD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS
 CAREER & TECHNICAL EDUCATION

POSITION ORGANIZATION CHART

CHART III-B-3



**Coordinator is appointed from a faculty position within the unit
 ^Excluded from position count this chart

GENERAL FUND PERM
 13.00

CHART UPDATED
 DATE JUL 01 2000

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 LEEWARD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS
 CAREER AND TECHNICAL EDUCATION

POSITION ORGANIZATION CHART

CHART III-B-4

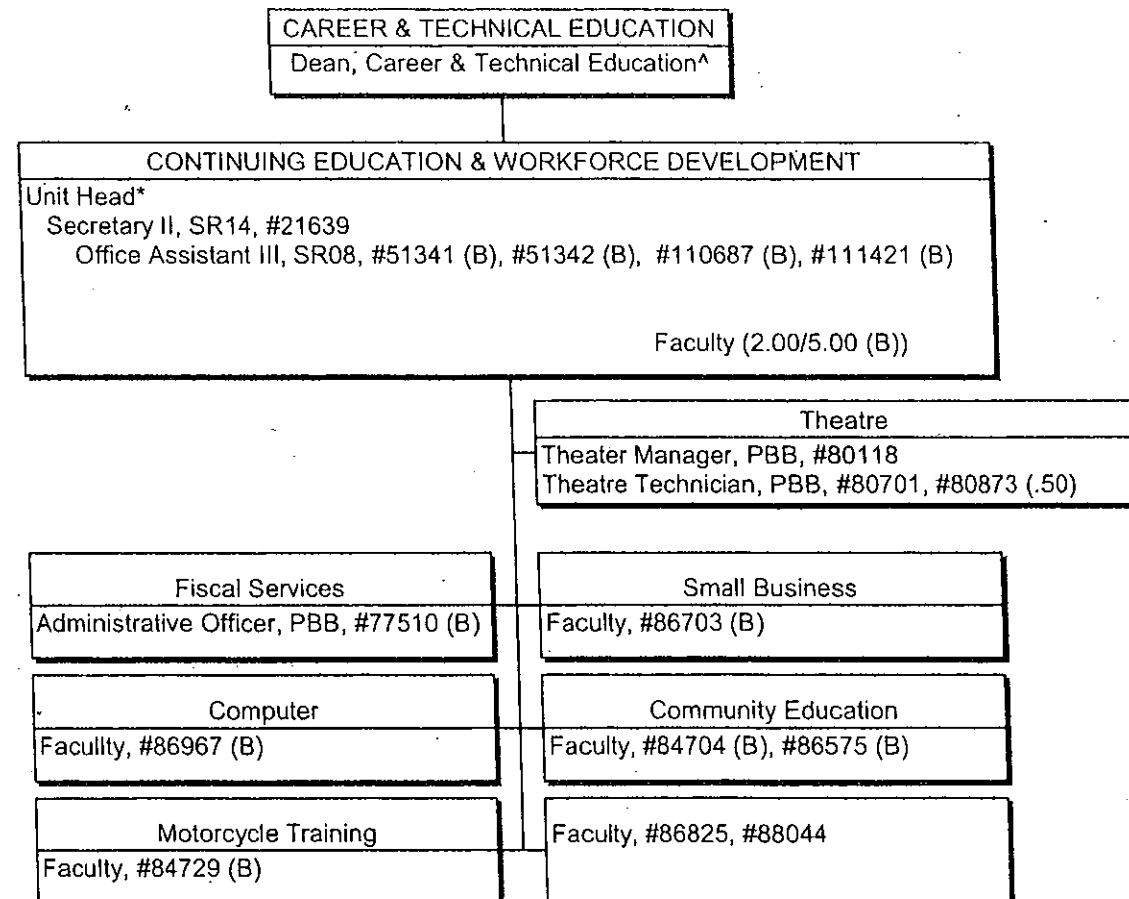


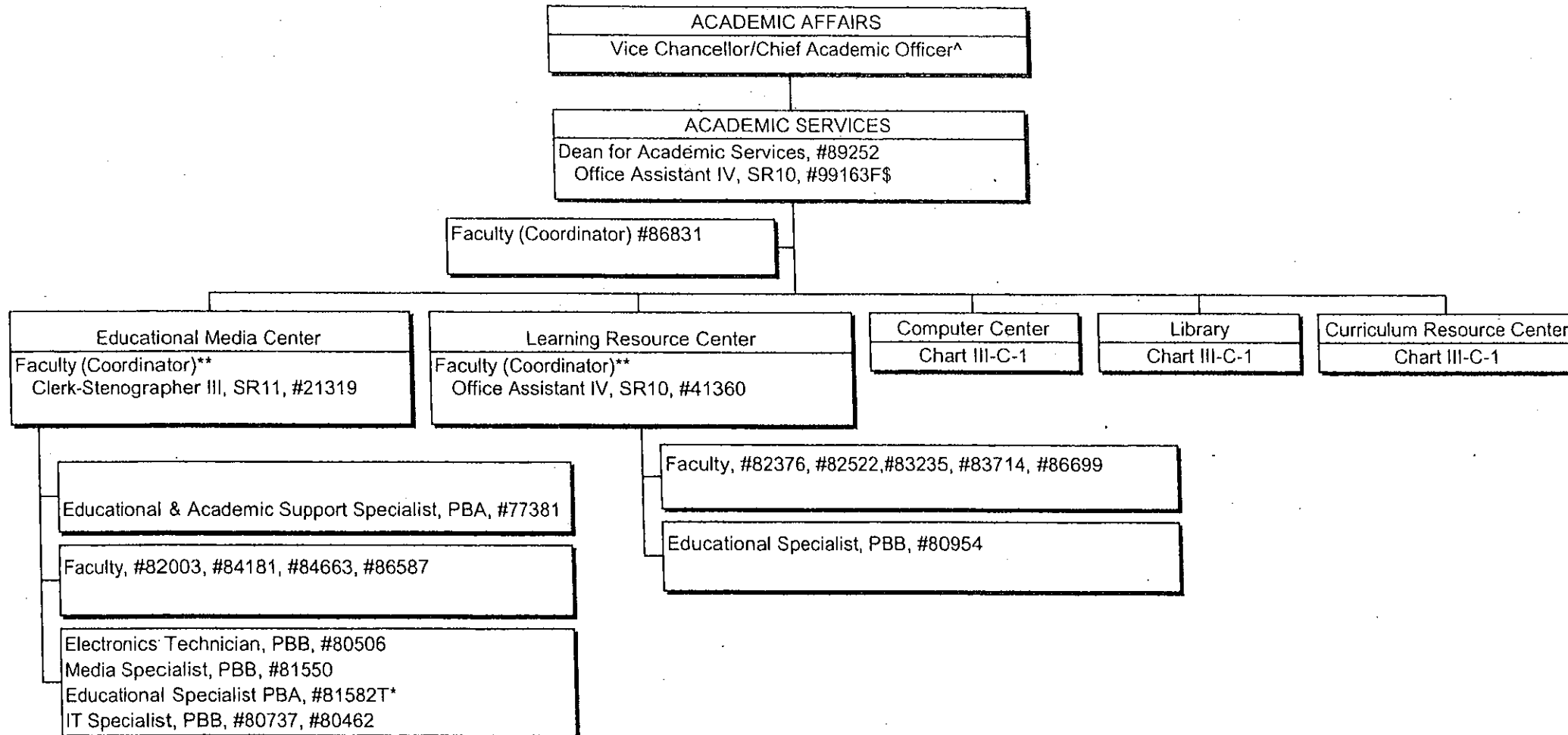
CHART UPDATED
 JUL 01 2010
 DATE _____

^Excluded from position count this chart
 *Appointed from faculty of unit

	PERM
GENERAL FUND	5.50
(B) SPECIAL FUND	10.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ACADEMIC SERVICES

POSITION ORGANIZATION CHART
CHART III-C



**Coordinator is appointed from a faculty position within the unit

*Temporary

^Excluded from position count this chart

\$To be established

CHART UPDATED

DATE

JUL 01 1995

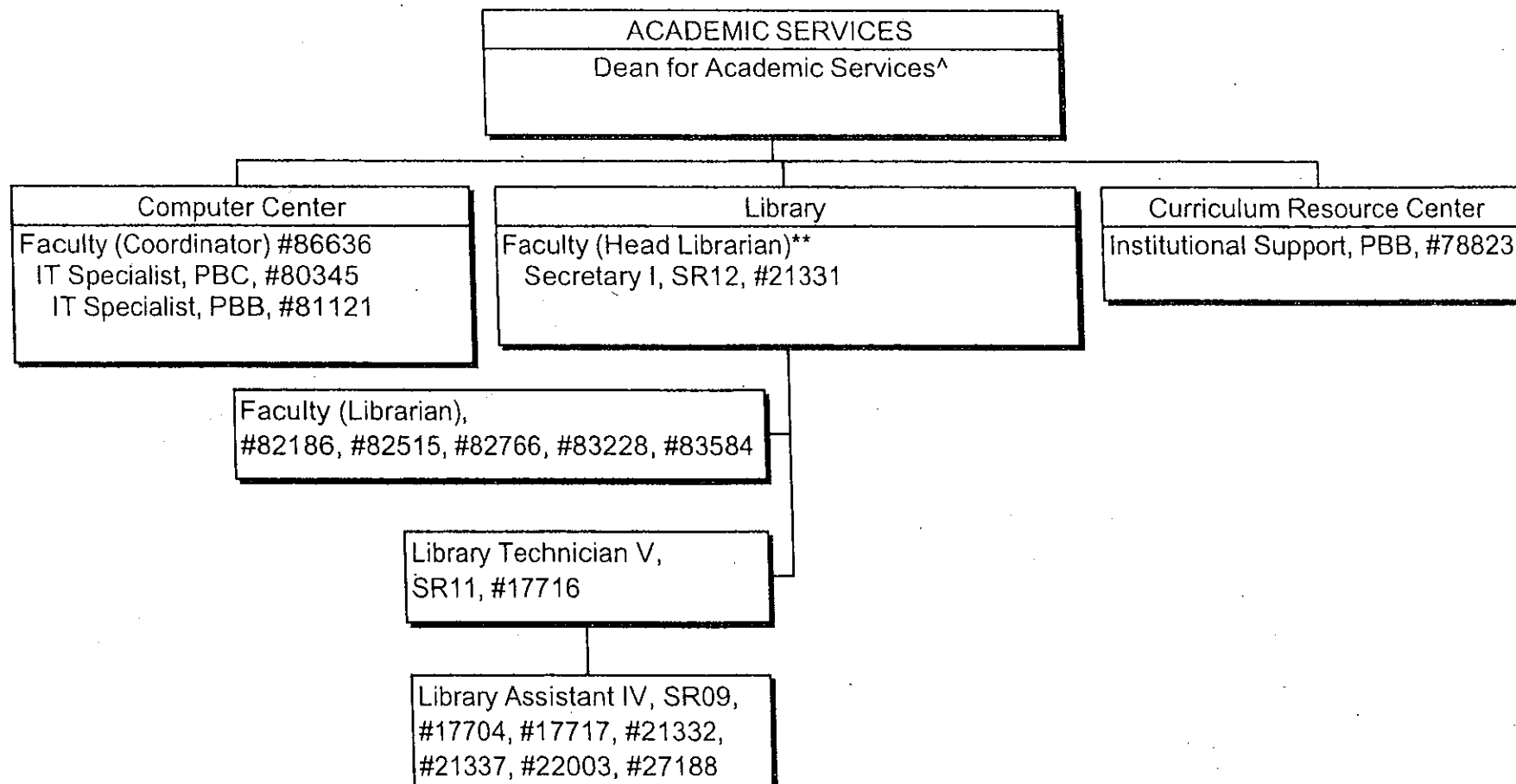
GENERAL FUND

PERM	TEMP
19.00	1.00

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 LEEWARD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS
 ACADEMIC SERVICES

POSITION ORGANIZATION CHART

CHART III-C-1



^Excluded from position count this chart

**Head Librarian is appointed from a faculty position within the unit

CHART UPDATED

DATE

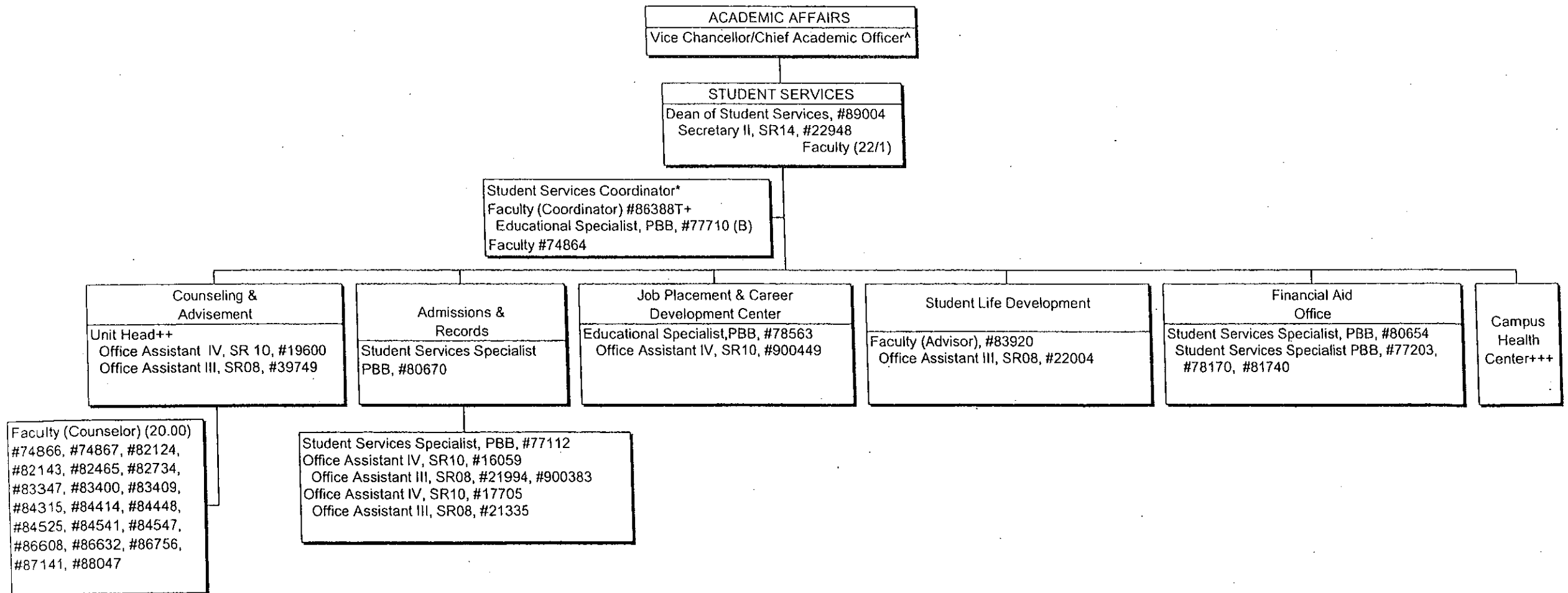
JUL 01 2007

GENERAL FUND PERM 18.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE
ACADEMIC AFFAIRS
STUDENT SERVICES

POSITION ORGANIZATION CHART

CHART III-D



+++Services provided on a contractual basis
 ++Unit Head is appointed by Dean of Student Services
 upon recommendation of faculty
 *Coordinator is appointed from a faculty position within the unit
 ^Excluded from position count this chart
 +Temporary

CHART UPDATED
 DATE 01/01/00

GENERAL FUND	PERM 39.00	TEMP 1.00
(B) SPECIAL FUND	1.00	

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES

POSITION ORGANIZATION CHART

CHART IV

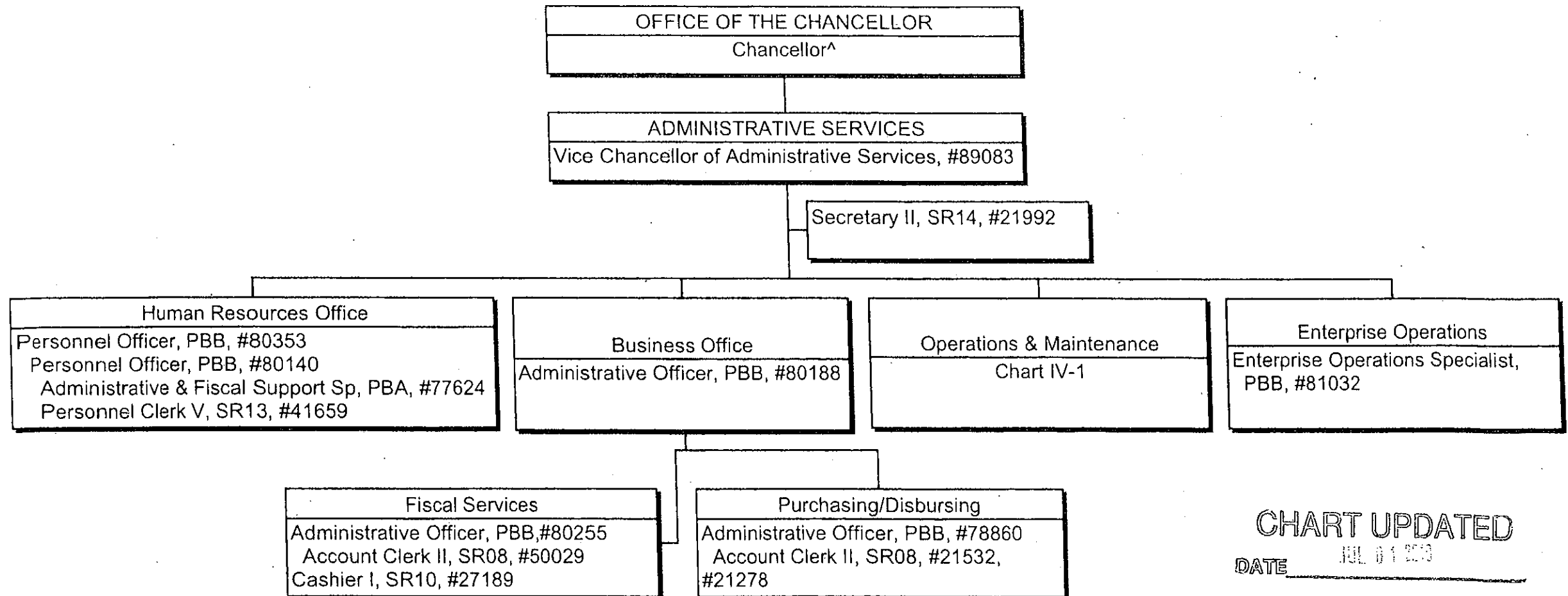


CHART UPDATED
DATE JUL 01 2010

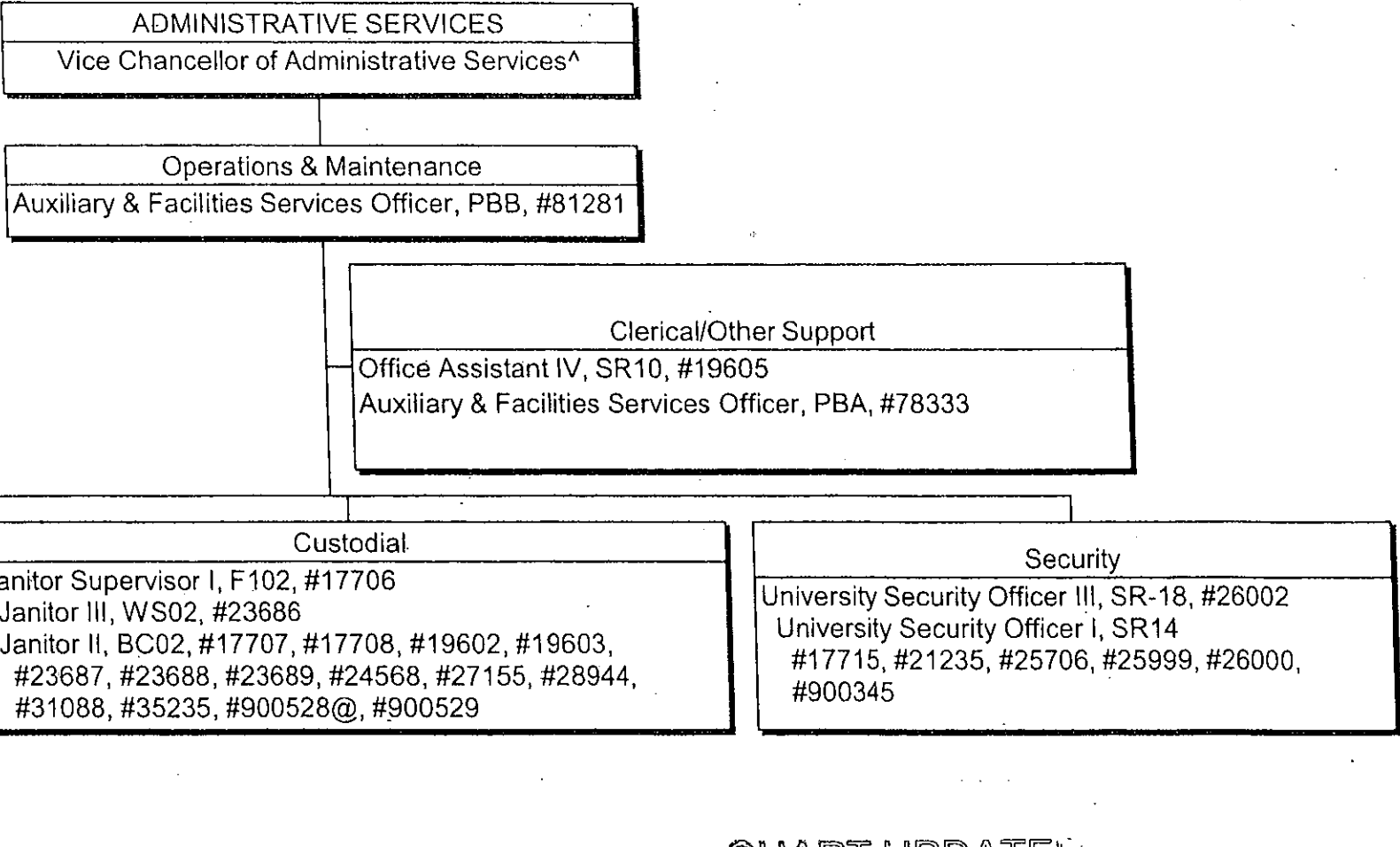
^Excluded from position count this chart

PERM
GENERAL FUND 14.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES

POSITION ORGANIZATION CHART

CHART IV-A



^Excluded from position count this chart
@Assign to Waiānae-Nanakuli Education Center

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
FUNCTIONAL STATEMENTS
(as of July 1, 2010)

Leeward Community College provides a comprehensive, postsecondary program in the liberal arts and a broad spectrum of program offerings in the vocational and technical areas. The College offers:

- Liberal arts programs which lead to an Associate in Arts degree and lower division preparation for baccalaureate degree.
- Occupational programs which lead to an Associate in Science degree, an Associate in Applied Science, and Certificates of Achievements.
- Vocational and technical programs which lead to an Associate in Science degree, an Associate in Applied Science, and Certificates of Achievements.
- Continuing education and community services programs of both the credit and non-credit variety.

OFFICE OF THE CHANCELLOR

Office of the Chancellor has oversight of the academic programs and administrative support services of the college. The Office of the Chancellor plans, manages, supports, and leads the college to fulfill the mission of the college. The Office performs this function in accordance with all applicable guidelines, rules, statute, and policies that govern the college.

The Office is headed by a Chancellor who serves as the Chief Executive Officer of the College. The Chancellor supervises the Vice Chancellor for Academic Affairs/Chief Academic Officer (VCAA/CAO) who oversees academic programs (includes Credit and Non-credit Instruction, Academic Services, and Student Services) and the Vice Chancellor for Administrative Services (VCAS) who oversees institutional support services and programs, and the staff assigned to the Office of the Chancellor.

Specific functions assigned include the following:

- Serves as a liaison between the College and other units within the University, City/State/Federal governments (to include schools and the Legislature), and to the community at large (to include civic groups, business leaders, and social agencies);
- Establishes planning parameters for the development of College's strategic plan, program plans, budgets, and expenditure plans, staffing plan, capitol improvement plans for all program units; approves these plans; and incorporates them into institutional and academic plans;
- Reviews and approves all hiring, contract renewal, terminations, and promotions of all College faculty and staff; adjudicates grievances and disputes involving College faculty, staff, and students within established guidelines.
- Directs extramural fund solicitations.
- Represents the College in working with all facets of the media (to include print, televisions, and radio);
- Develops and coordinates an effective public information program for Leeward Community College.
- Coordinates the College marketing plan;

OFFICE OF ACADEMIC AFFAIRS

This office is charged with the responsibility for overseeing the credit and non-credit academic operations of the College as a whole, and insures that all programs and services provided are in accord with approved educational plans, University and governmental regulations and provisions of employee contracts.

The Office of the Vice Chancellor for Academic Affairs/Chief Academic Officer (VCAA/CAO) oversees the Office of Planning, Policy, and Assessment, the Office of Arts and Sciences, the Office of Career and Technical Education, the Office of Academic Services, the Office of Student Services, and the Office of Continuing Education and Workforce Development.

Specific functions assigned include the following:

- Represents the College's academic programs to other units within the University, City/State/Federal governments, and the community at large.
- Establishes planning parameters for the development of academic program plans, and budgets, and expenditure plans; approves these plans and incorporates them into instructional plans within established guidelines.
- Reviews all personnel transactions involving all College academic staff (hiring, renewing contracts, terminations, tenure, promotions, leave requests, etc.).
- Receives, investigates, and recommends grievance resolutions and disputes within Academic Affairs.

OFFICE OF PLANNING, POLICY AND ASSESSMENT

This office is responsible for college-wide planning efforts, developing and coordinating policy, and coordinating institutional assessment and analysis. The Office of Planning, Policy and Assessment reports directly to the Office of the VCAA/CAO.

Specific functions assigned include the following:

- Conducts instructional research activities; oversees the scheduled evaluation of all programs and services offered at the College.
- Develops, in consultation with the College leadership and campus community, the College's:
 - Strategic Plan
 - Educational development plan
 - Self-study and accreditation process
 - Other long range planning documents
- Establishes processes and procedures for annual program plans and provides support to the program units in creation of those plans.
- Prepares management information reports and other institutional research.
- Conducts organizational assessments and develops, in consultation with the College leadership and campus community, innovative strategies for improving overall institutional effectiveness and efficiency.

OFFICE OF ARTS & SCIENCES

The Office of Arts and Sciences is responsible for the overall administration and management of the College's transfer curricula, general education, developmental and remedial education. The office is directly responsible for the provision of instructional programs and courses, curriculum development and approval, and overall management of the credit function of Arts & Sciences instructional divisions. The Office provides leadership in planning and setting priorities for the Arts and Sciences instructional divisions and outreach centers, managing resources, and ensuring implementation of statutes, regulations and policies. This Office reports to the Office of the VCAA/CAO and is assigned a staff of Division Chairs appointed by the Chancellor to assist in carrying out assigned functions.

Specific functions assigned include the following:

- Responsible for the administration, supervision, assessment, development and improvement of the faculty and curriculum.
- Coordinates teaching assignments and the scheduling of courses.
- Provides for the scheduled evaluation of all activities in these program units.
- Develops a budget and expenditure plan for all approved activities (including staffing plans, equipment acquisition plans, etc.) and supervises the expenditure of funds allocated to operating units.
- Responds to requests for information, problems, adjudicating disputes and grievances, within established guidelines.
- Supervises the recruitment, hiring and evaluation of staff; also, assigns workload.
- Plans and implements a program of staff development for faculty and staff assigned to the unit.
- Secures instructional materials for division personnel and prepares divisional budgets.
- Assists in the development of new courses and programs and facilitates in-service training as necessary.
- Makes recommendations to the VCAA/CAO regarding faculty evaluation and the selection of new personnel.

OFFICE OF CAREER & TECHNICAL EDUCATION

Office of Career and Technical Education

The Office of Career and Technical Education (OCTE) is charged with the responsibility of overseeing the career and technical education degree and certificate programs. The Office provides executive leadership in planning and setting priorities for the credit instructional divisions of Business Education and of Professional Arts & Technology; administrative guidance and support in the operation of all CTE instructional activities offered at the College; secures and manages program resources; and ensures implementation and compliance with applicable statutes, regulations and policies.

The OCTE is also responsible for executive leadership in ensuring that the College continues to meet the current and projected workforce needs of the State and to

promote economic development within its area of responsibility. The Office provides administrative oversight of programs with those non-credit course offerings that work with government, industry, unions, and professional associations on workforce initiatives such as entry-level training programs and career change initiatives, that promote the entrepreneurial enterprises, and which enhance career development and community enrichment.

Through operational guidance and resource management, the OCTE is structured to take maximum advantage of available revenues for the College. These fund sources include, but are not limited to, State general funds, tuition and fees, grants (Federal, State, private), and contractual arrangements with private and public sector organizations. The Office is also structured through its non-credit unit to serve as a research and development arm of the College through which to test and evaluate instructional projects (credit, non-credit, or a blending) that address future needs and which may become a permanent part of the College's instructional offerings and community service.

In addition, this Office is also charged with the responsibility of providing administrative support for the Waianae-Nanakuli Education Center, a satellite campus of the College. The College's commitment to Native Hawaiian/Part-Hawaiian residents of the area of responsibility will be evident through expanded community-based academic offerings on the Waianae Coast, promotion of economic and workforce development initiatives, and serving as a primary venue in the support of programs and services that promote the access of Native Hawaiians to higher education opportunity and career exploration.

The Office reports to the Office of the VCAA/CAO and is assigned a staff of Division Chairs and Unit Head appointed by the Chancellor's Office to assist in carrying out assigned functions.

Specific functions assigned include the following:

For all programs and activities:

- Oversees the recruitment, hiring and evaluation of faculty and staff.
- Develops a budget and expenditure plan for all approved activities (including staffing plans, equipment acquisition plans, etc.) and oversees the expenditure of funds allocated to operating divisions/units.
- Assesses and reviews current programs and services, budget, new programs and outreach.
- Makes recommendations to the VCAA/CAO regarding faculty evaluation and the selection of new personnel.
- Responds to requests for information, problems, adjudicating disputes and grievances, within established guidelines.
- Actively seeks available and alternate revenue sources for the College which may be used to support current instructional programs, to research and develop instructional projects (credit, non-credit, or a blending), promote workforce development initiatives, and enhance community enrichment.

For credit degree programs and divisions:

- Responsible for the administration, supervision, assessment, development and improvement of the faculty, curriculum, and degree/certificate programs.
- Coordinates teaching assignments, workload, and the scheduling of courses.

- Provides for the scheduled evaluation of all activities in these program divisions.
- Plans and implements a program of staff development for faculty and staff assigned to the unit.
- Assists in the development of new courses and programs and facilitates in-service training as necessary.

For noncredit programs and workforce development initiatives:

- Coordinates educational and related programs not part of the regular credit instructional program of the College.
- Develops, coordinates, and solicits external sources of funding for non-credit courses and programs.
- Oversees the college's public service mission in continuing education workforce development and extension service.
- Works in close partnership with credit instructional departments in the co-sponsorship of non-credit programs including program and budget administration, marketing and related activities.

Waianae-Nanakuli Education Center and Native Hawaiian Initiatives

- Responsible for the administration, supervision, assessment, development and improvement of the faculty, curriculum, and relationship with the Pearl City campus and other offices/campuses of the University of Hawaii System.
- Through credit course offering, non-credit workforce development activities, and expanded student support services, promote the access of Native Hawaiians to higher education opportunity and career exploration.

Office of Continuing Education and Workforce Development

- Manages and coordinates educational and related programs that not part of the regular credit instructional program of the College but which that support the State's workforce; promote the entrepreneurial enterprises, work with industry, unions, and professional associations in the development of the State's workforce initiatives through entry-level training programs, career change initiatives, and, career enhancement.
- Takes maximum advantage of available revenues ranging from State general funds to tuition and fees to grants (Federal, State, private), to contractual arrangements with private and public sector organizations in the development and coordination of non-credit courses and programs. continuing education workforce development and extension services.
- Oversees the operations of the college theatre. Works closely with theater staff and community users in implementing and administering theater events and programs.
- Serve as a research and development arm of the College through which to test and evaluate instructional projects (credit, non-credit, or a blending) that address future needs and which may become a permanent part of the College's instructional offerings, that promote community economic initiatives and entrepreneurial enterprises, and support community development services.

- Works in close partnership with credit instructional departments in the co-sponsorship of non-credit programs including program and budget administration, marketing and related activities.

OFFICE OF ACADEMIC SERVICES

The Office of Academic Services is charged with the responsibility for overseeing the academic service operations of the College and ensuring that all academic service programs which include the Educational Media Center, Learning Resource Center, Computer Center, Library, and the Curriculum Resource Center are in accord with the approved education plans, university and government regulations, and provisions of employee contracts.

The Office of Academic Services is responsible for providing administrative support and supervising the operation of all Academic Service operations offered at the College. The Office reports to the Office of the VCAA/CAO and is assigned with a staff of appointed unit heads to assist in carrying out assigned functions.

Specific functions assigned include the following:

- Develops program plans and targets.
- Provides for the scheduled assessment and evaluation of all activities in Academic Services.
- Develops a budget and expenditure plan for approved activities (including staffing plans, equipment acquisition plans, etc.) and supervises the expenditures of funds allocated to the operating units.
- Responds to requests for information, problems, adjudicating disputes and grievances.
- Supervises the recruitment, hiring and evaluation of staff.
- Assigns workload.
- Plans and implements a program of staff development for faculty and staff assigned to unit.
- Represents Academic Services for the College at Community College/University system-wide activities as necessary; assists in the coordination and implementation of these system-wide activities.

The Office of Academic Services is charged with supporting the academic operations of the College by providing a broad range of services to the academic programs of the College. Its primary function is to provide a broad range of services to the academic programs of the College. The Academic Services units also provide, where appropriate, services to all programs of the College.

Educational Media Center (EMC)

Provides support for teaching and student learning through the integration and use of the various media and technology

- Plans, organizes and administers the educational media services for the College.
- Produces programming for the college including but not limited to distance education and other instructional materials.

- Coordinates distance education for the College.
- Conducts in-service training services for faculty and staff.
- Coordinates the use and maintenance of media facilities and resources.
- Prepares the budget.
- Assesses EMC services and programs.

Library

Provides access to information resources that support student learning.

- Acquires, catalogs, circulates, and maintains library resources such as books, periodicals, and recordings.
- Provides instruction to students and other patrons on finding, accessing, and evaluating information resources and research strategies.
- Develops local and/or specialized information resources including print collections and databases.
- Provides research assistance and services to students and other patrons.
- Prepares the budget.
- Assesses library collection and services.

Learning Resource Center (LRC)

Provides assistance and support to students for the promotion of student learning.

- Provides learning support including but not limited to tutoring, workshops and Supplemental Instruction (SI) to promote development of writing, technology, and learning skills as well as mastery of academic subjects.
- Provides students with study materials, educational technology, and other resources.
- Offers academic testing services for courses offered by the College and Distance Education courses offered by other institutions.
- Develops and implements a full range of services for students with disabilities.
- Prepares the budget.
- Assesses LRC services and programs.

Computing Center

Provides a supportive information technology environment for enrichment of student learning.

- Manages and maintains College computer classrooms and laboratories.
- Plans, designs, implements, and maintains the college networking infrastructure.
- Provides desktop and software support services for faculty, staff, and students.

- Maintains computers, servers and peripherals.
- Inventories College software and licenses.
- Provides network services and applications.
- Prepares the budget.
- Assesses information technology services.

Curriculum Resource Center

Develops a program which will enable faculty and staff to update their skills in their respective areas and to learn about and utilize the various applications of educational technologies in their work.

- Assists faculty in making significant changes to courses and curricula and in undertaking research projects aimed at evaluating the effectiveness of various instructional approaches.
- Provides faculty and staff with access to various resources and people to help them develop ideas for course, curriculum, and program change.
- Develops and implements a plan to search for and secure extramural and intramural support for faculty and staff projects that relate to instruction (e.g., developing and packaging various types of courseware and programs).

OFFICE OF STUDENT SERVICES

The Office is charged with the responsibility for supervising and coordinating the College's student services programs including student activities, registration, admissions, student records, financial aid, counseling and advisement, career advising and job placement, health center, and special projects.

The Office of Student Services oversees the Student Services Coordinator, Counseling and Advisement, Admissions and Records, Career Development (Job Placement Center), Student Life and Development, Financial Aid Office, and the Campus Health Center. The Office of Student Services reports directly to the Office of the VCAA/CAO.

Specific functions assigned include the following:

- Oversees the planning, direction, and overall coordination of the programming and operations of the programs in student services.
- Recommends and monitors the student services budget including operating funds, student activity funds, and special funds.
- Coordinates student affairs activities with other major component areas such as instruction, academic support; and administrative services.
- Represents the College at meetings and conferences involving student affairs.

Student Services Coordinator is elected from the faculty and acts on behalf of the Dean of Student Services.

- Facilitates the development and implementation of student services programs.
- Coordinates the budget preparation, and processes and monitors the expenditure of these funds for the division.

- Supports the Dean of Student Services in the supervision of daily functions and facilitates the interaction of all student services units.

Counseling and Advisement

- Conducts a systematic program of advisement and orientation for all new/returning/transfer students.
- Provides counseling assistance to any student requesting such services in the areas of academic planning, career exploration and development, and academic/interpersonal problems and barriers.
- Oversees the continued development and administration of the self-development and career exploration courses.
- Oversees the services to special groups of students such as the disadvantaged, veterans, immigrants, women's groups, and other target groups in need of special help.
- Oversees the general counseling/advising and student services at designated satellite centers to the College.

Admissions and Records

- Coordinates and supervises the activities relating to admissions and records.
- Serves all areas of the College and the community regarding the activities of the Admissions and Records Office.
- Serves as a liaison with the Community College Institutional Research Office in the maintenance of records.

Job Placement and Career Development Center (JPCDC)

The JPCDC is the office where career choices are identified and matched with individual students interests, and technical education students can prepare for the job search, and research employment opportunities.

The JPCDC:

- Provides job search strategies, job referrals, and workforce readiness workshops.
- Assists students to identify job positions that match their career objectives.
- Advises students, individually and in small groups, with resume review, mock interviews, and employer background information.
- Provides computer access to research companies and complete online applications.
- Offers specialized counseling and career shadowing.

Student Life/Development

- Coordinates and develops co-curricular programs and services of benefit and interest to students.

- Serves as the advisor to the Associated Students of Leeward Community College (ASLCC).

Financial Aid Office

- Administers financial aid resources from federal and state funds.

Campus Health Center

- Provides emergency and non-emergency care on nursing level and conducts health screening.
- Provides health education and counseling for students and academic community.
- Provides workshops, programs, and classes on current health issues and topics of vital interest to the students and the academic community.

OFFICE OF ADMINISTRATIVE SERVICES

The Office of Administrative Services is responsible for the planning, organizing, and directing of administrative support services required by the College. These services include, but are not limited to, overall management processes, budgetary and financial management, human resources management and administration, procurement and property management, building and grounds maintenance, security, and physical planning of both repair and maintenance and capital improvement projects and auxiliary services. The Office of Administrative Services reports directly to the Office of the Chancellor.

Human Resources Office

The Human Resources Office is responsible for all aspects of personnel management and administration. The areas of responsibility are, but not limited to the following:

- Recruitment and appointments.
- Employee benefits.
- Labor and employee relations.
- Classification.
- Worker's compensation.
- Student employment.
- Labor relations and collective bargaining contracts.
- EEO/AA.

Business Office

The Business Office is responsible for the overall financial management of the College. The areas of responsibility are, but not limited to the following:

- Financial accounting.
- Accounts receivables.
- Disbursing and accounts payables.

- Payroll, cashiering.
- Contracts and grants management, RCUH financial management, UH Foundation management.
- Procurement.
- Maintaining financial internal control.

Operations and Maintenance

The Operations and Maintenance unit is responsible for the day to day operations of the physical plant and grounds. The areas of responsibility are, but not limited to the following:

- Operations and maintenance (electrical, plumbing, carpentry).
- Custodial services.
- Security, lost and found, parking operations.
- Air conditioning and elevator maintenance.
- Telecommunications, mailroom service.
- Furniture and equipment movement.
- Grounds and roadway maintenance.
- Physical plant facilities (construction, renovation, repairs administration).

Enterprise Operations

The Enterprise Operations is responsible on-campus revenue-generation and resource management initiatives.

- Campus facilities and grounds usage and rental/lease.
- Research, feasibility studies, and conceptual proposals for revenue generation special projects (e.g., parking, alternative energy, vendors/concessions, housing).
- Accountable inventory accounting, licensing, maintenance, and disposal.
- Space assignment, utilization, and planning for main and satellite campuses..

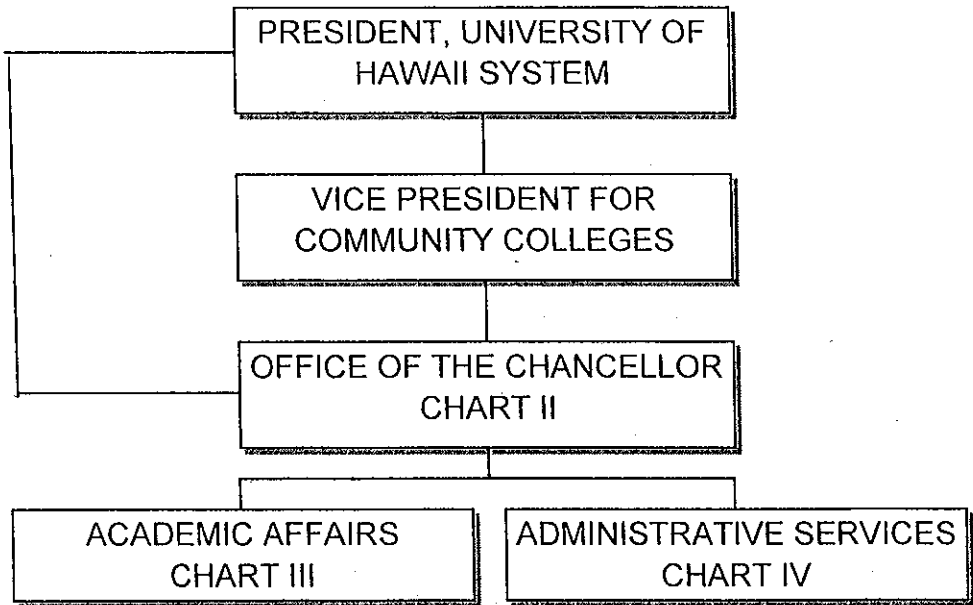
APPROVED

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE

ORGANIZATION CHART

CHART I



APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

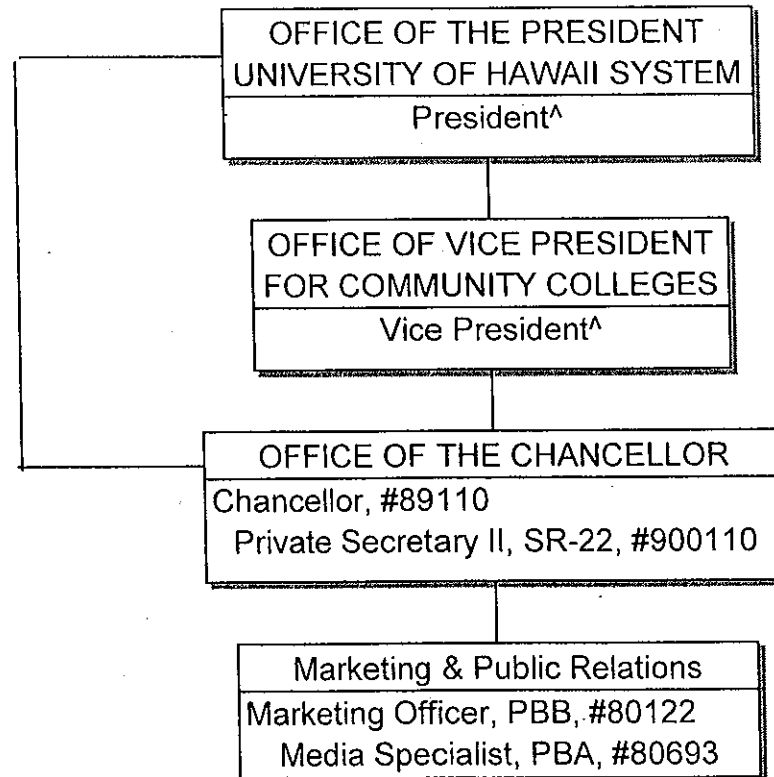
Date

	<u>PERM</u>	<u>TEMP</u>
GENERAL FUND	330.00	2.00
(B) SPECIAL FUND	16.00	

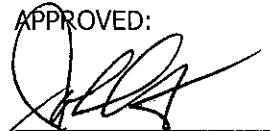
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
OFFICE OF THE CHANCELLOR

POSITION ORGANIZATION CHART

CHART II



APPROVED:


John Morton
VP for Community Colleges

JAN 26 2011

Date

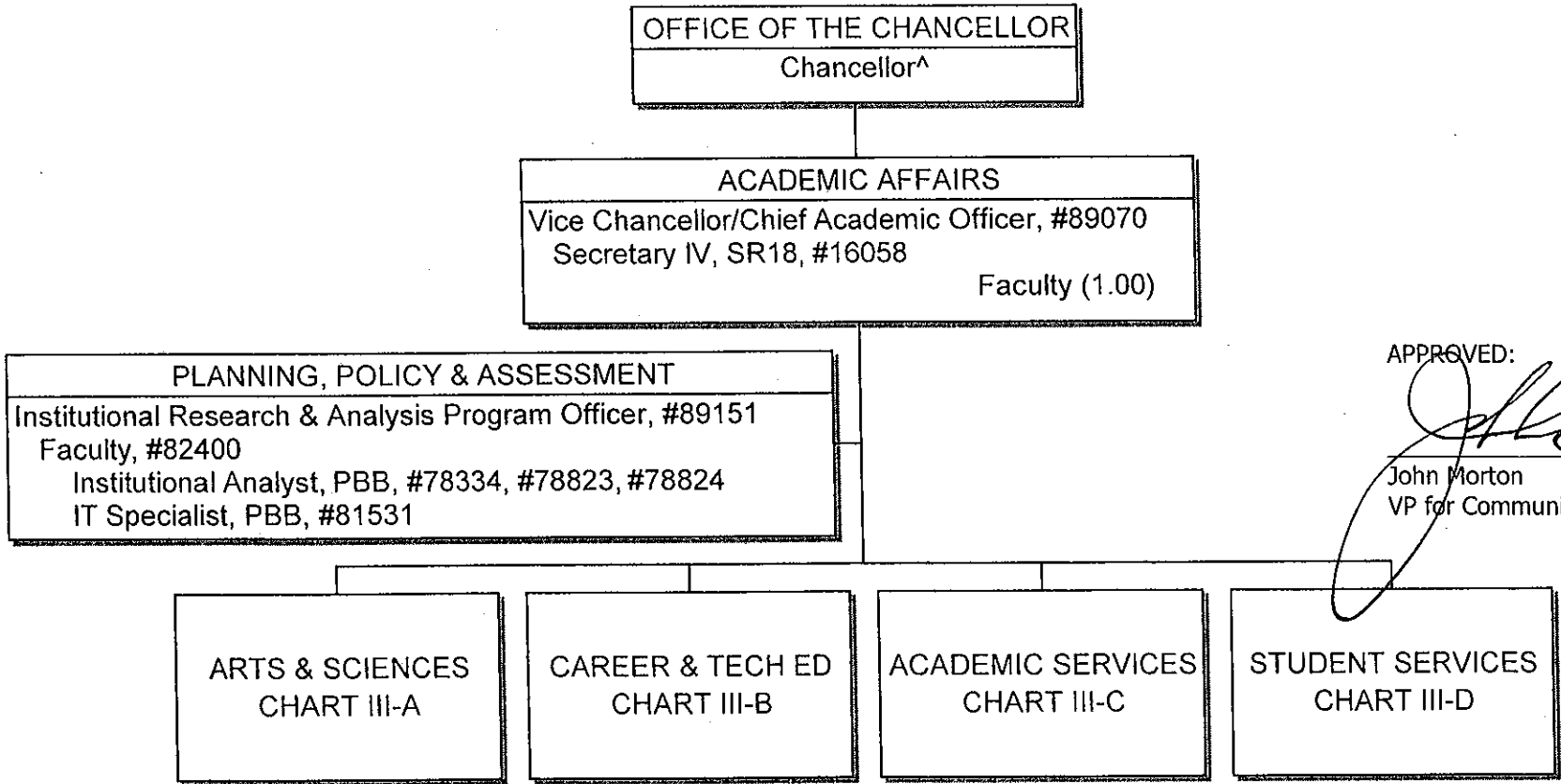
^Excluded from position count this chart

GENERAL FUND PERM
4.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS

POSITION ORGANIZATION CHART

CHART III



APPROVED: 
John Morton
VP for Community Colleges

JAN 26 2011

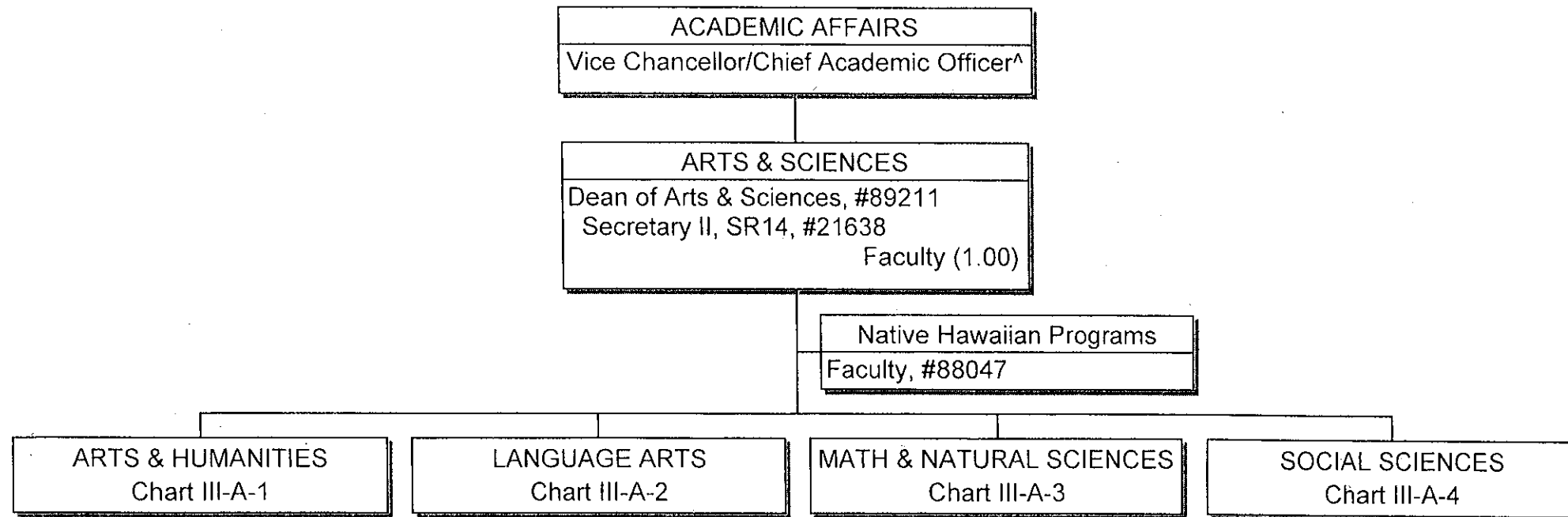
Date

^Excluded from position count this chart

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ARTS & SCIENCES

ORGANIZATION CHART

CHART III-A



APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

Date

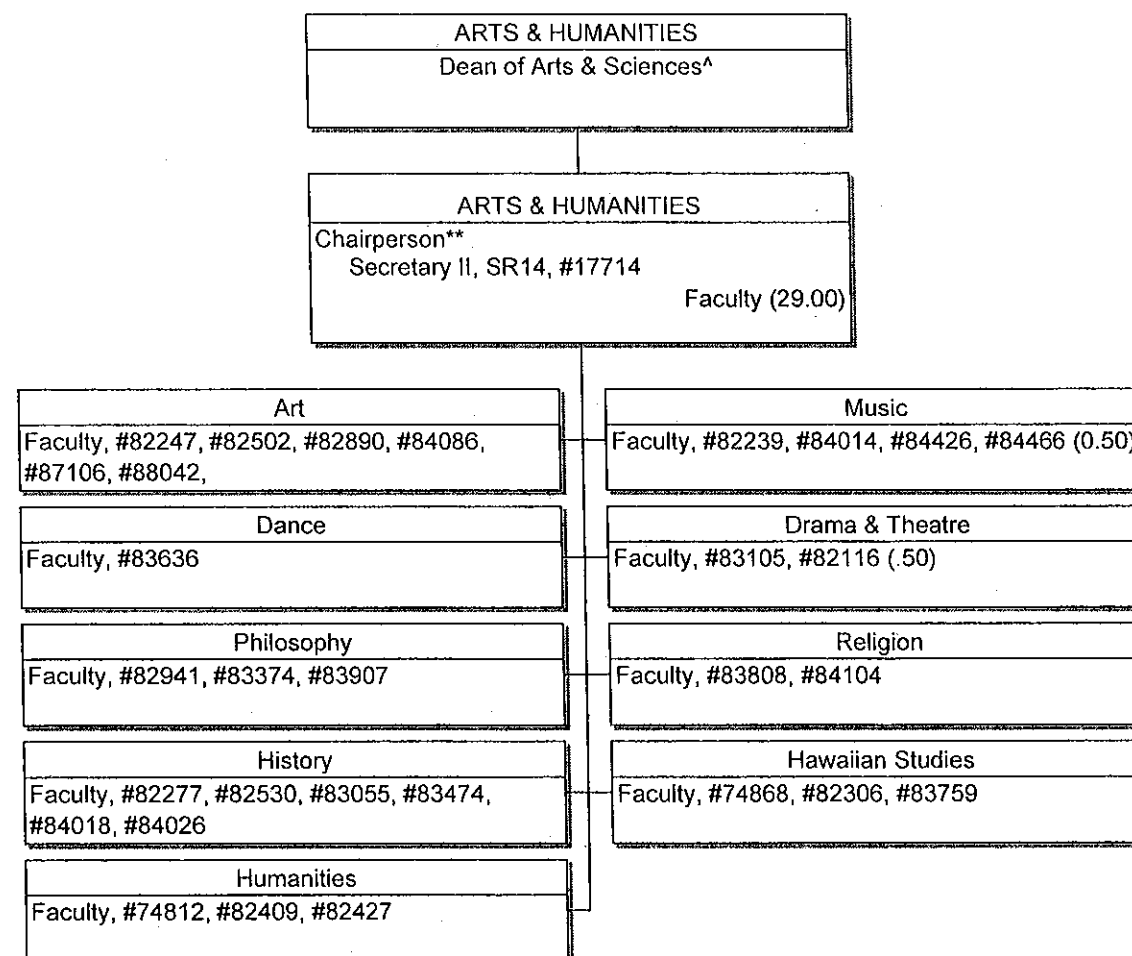
GENERAL FUND PERM
3.00

^Excluded from position count this chart

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ARTS & SCIENCES

POSITION ORGANIZATION CHART

CHART III-A-1



APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

Date

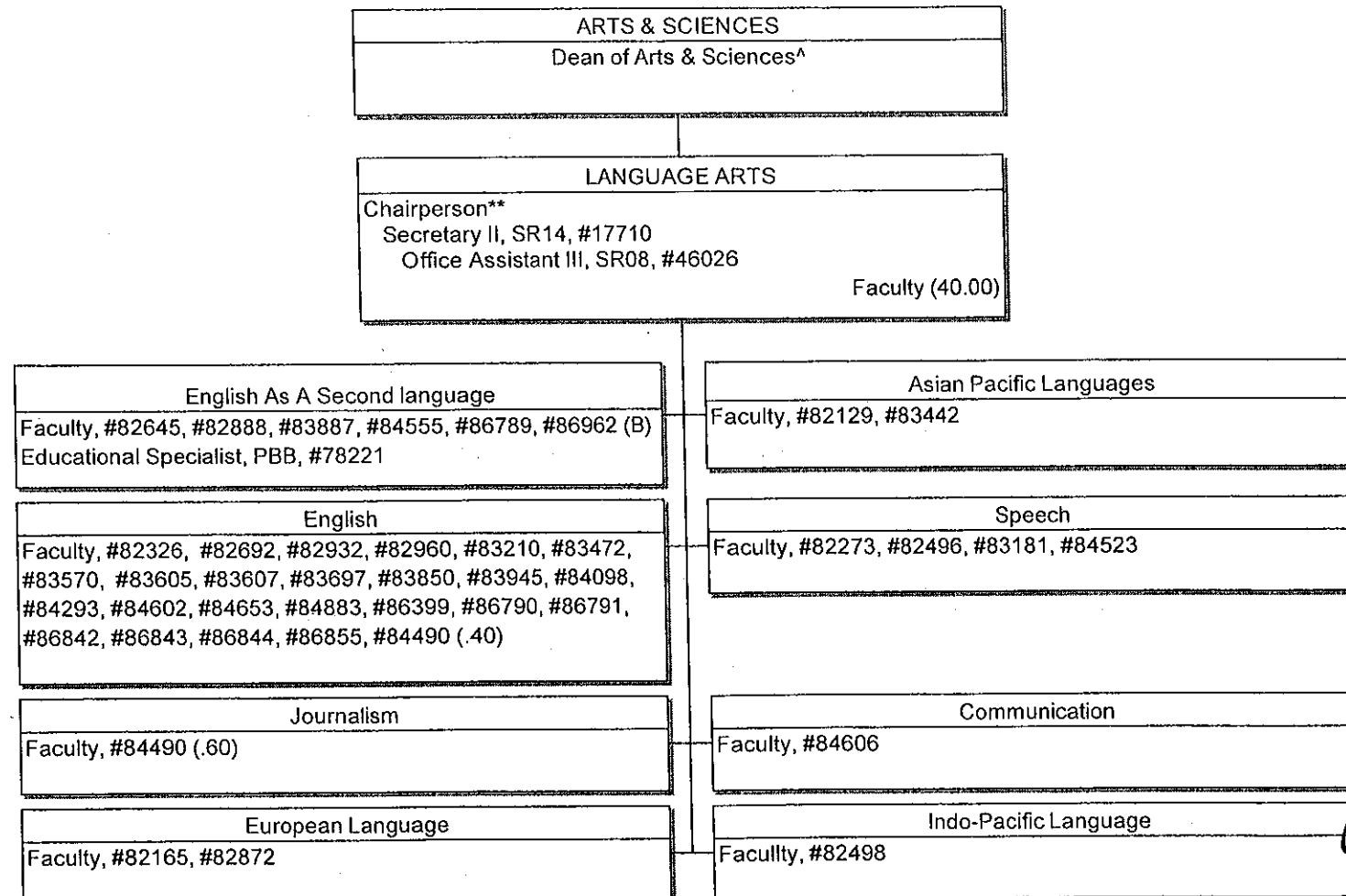
**Chairperson is appointed from a faculty position within the unit
^Excluded from position count this chart

PERM
GENERAL FUND 30.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ARTS & SCIENCES

POSITION ORGANIZATION CHART

CHART III-A-2



APPROVED:



John Morton
VP for Community Colleges

JAN 26 2011

Date

**Chairperson is appointed from a faculty position within the unit

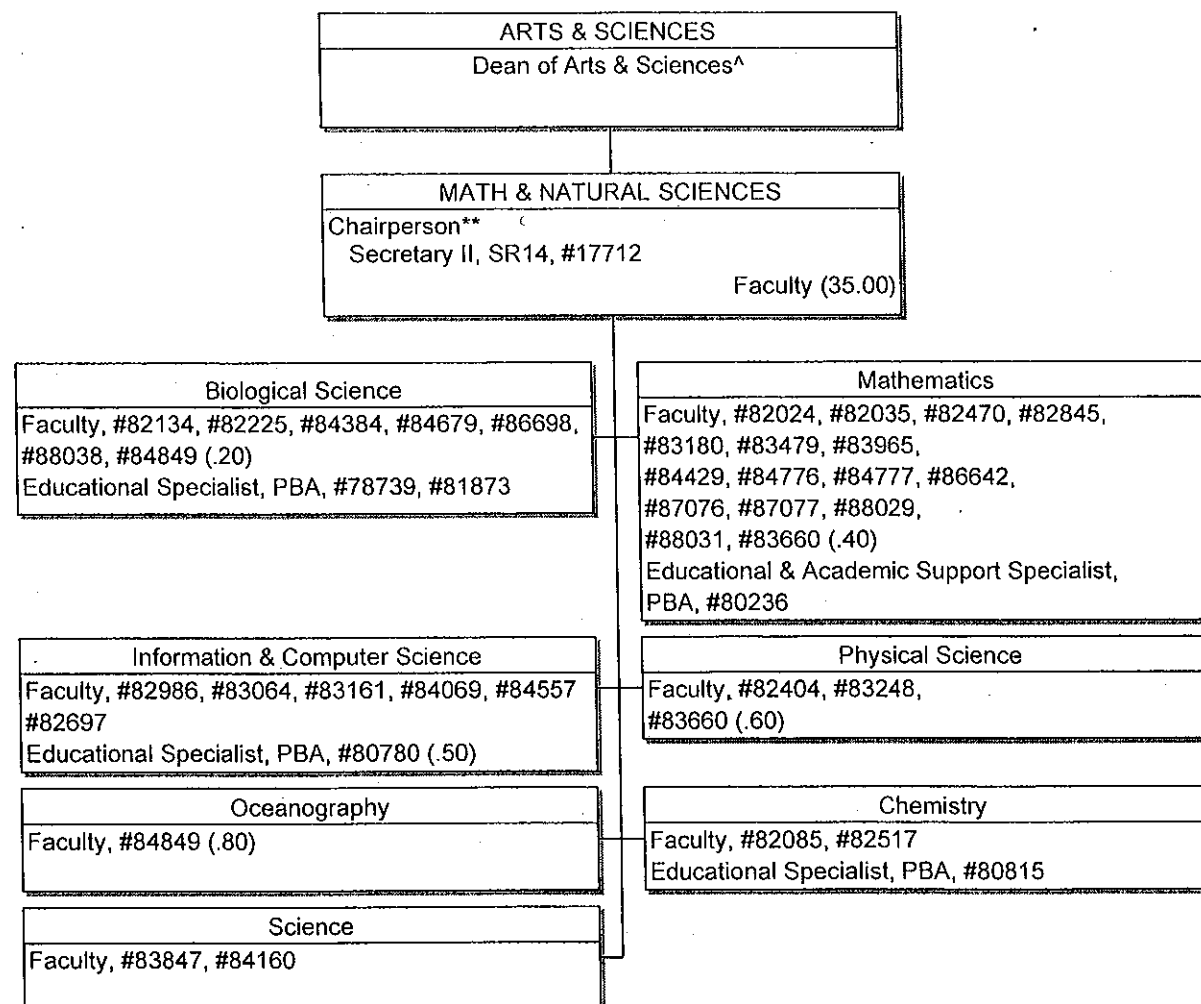
^Excluded from position count this chart

	<u>PERM</u>
GENERAL FUND	43.00
(B) SPECIAL FUNDS	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ARTS & SCIENCES

POSITION ORGANIZATION CHART

CHART III-A-3



APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

Date

**Chairperson is appointed from a faculty position within the unit

^Excluded from position count this chart

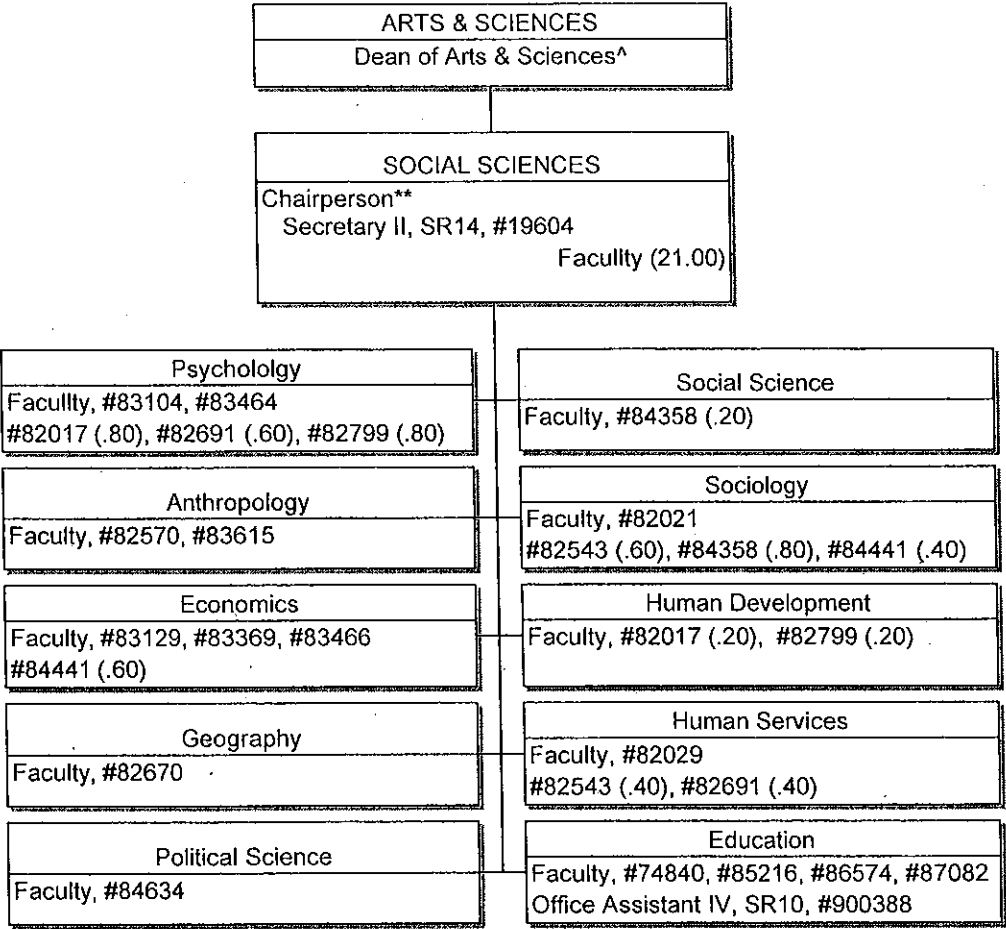
GENERAL FUND

PERM
40.50

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ARTS & SCIENCES

POSITION ORGANIZATION CHART

CHART III-A-4



APPROVED:

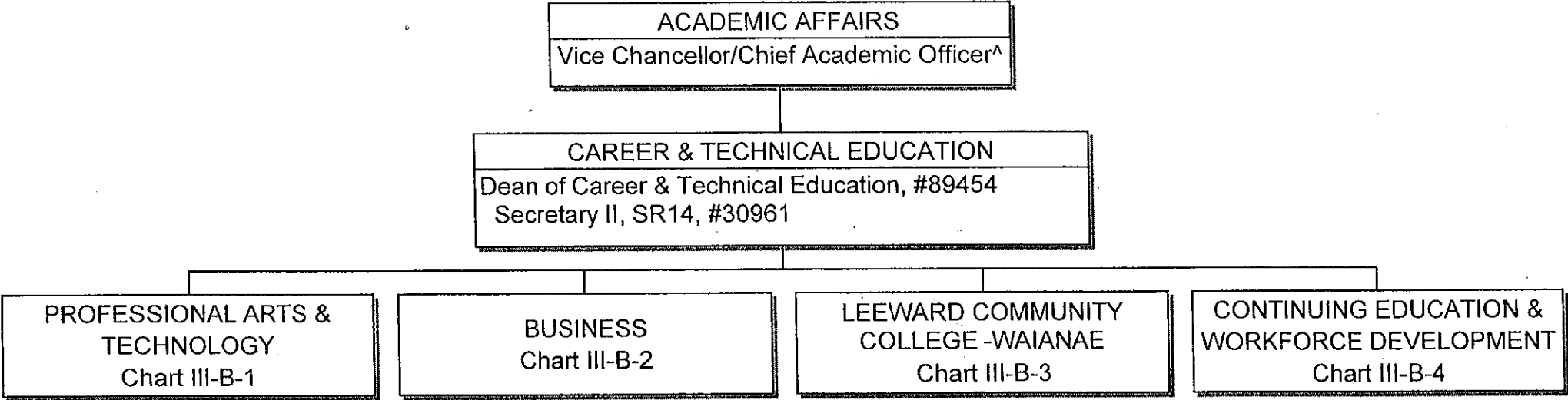
John Morton
VP for Community Colleges

JAN 26 2011
Date

**Chairperson is appointed from a faculty position within the unit
^Excluded from position count this chart

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
CAREER & TECHNICAL EDUCATION

ORGANIZATION CHART
CHART III-B



APPROVED:


John Morton
VP for Community Colleges

JAN 26 2011

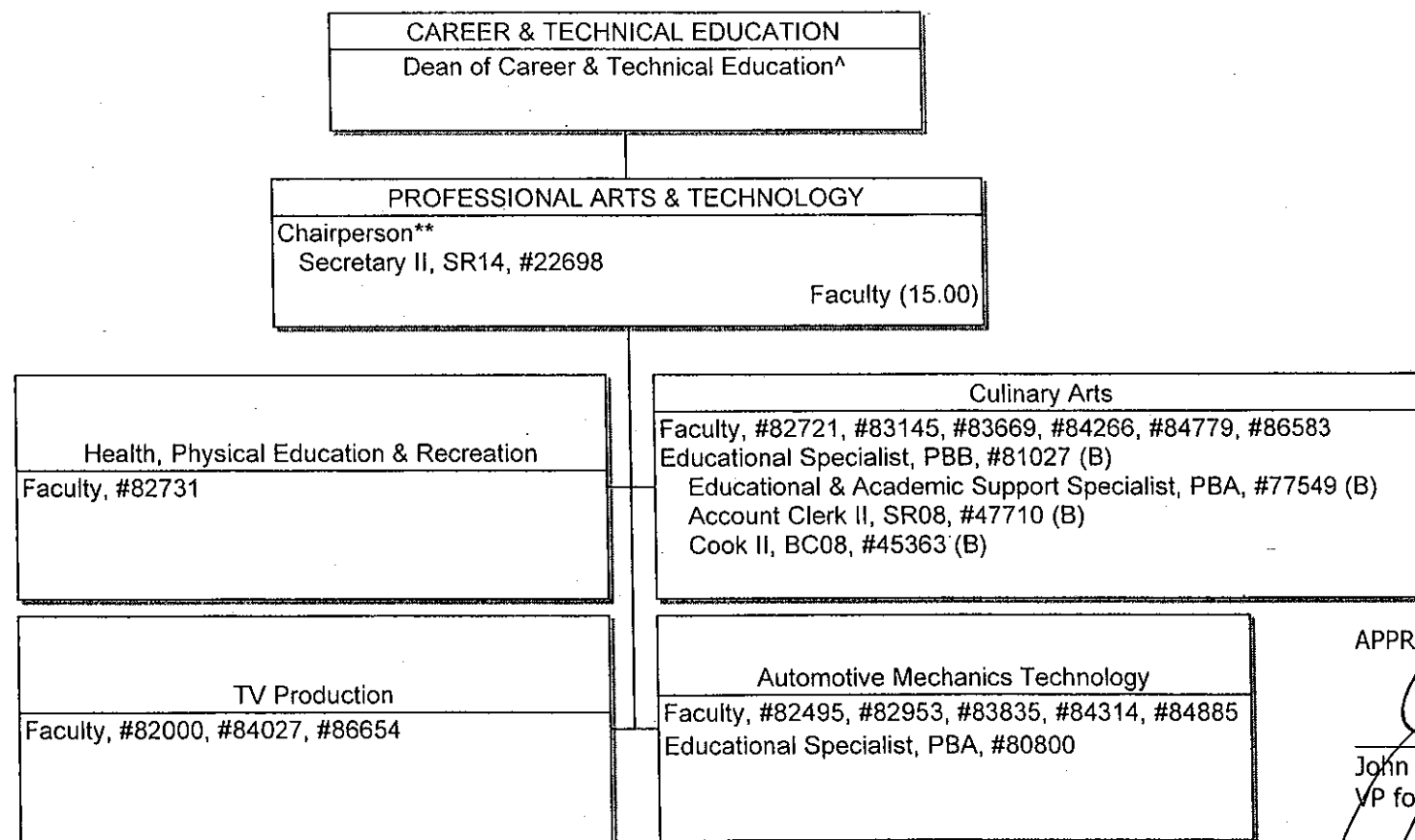
Date

^ Excluded from position count this chart

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
CAREER & TECHNICAL EDUCATION

POSITION ORGANIZATION CHART

CHART III-B-1



APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

Date

GENERAL FUND	PERM 17.00
(B) SPECIAL FUNDS	4.00

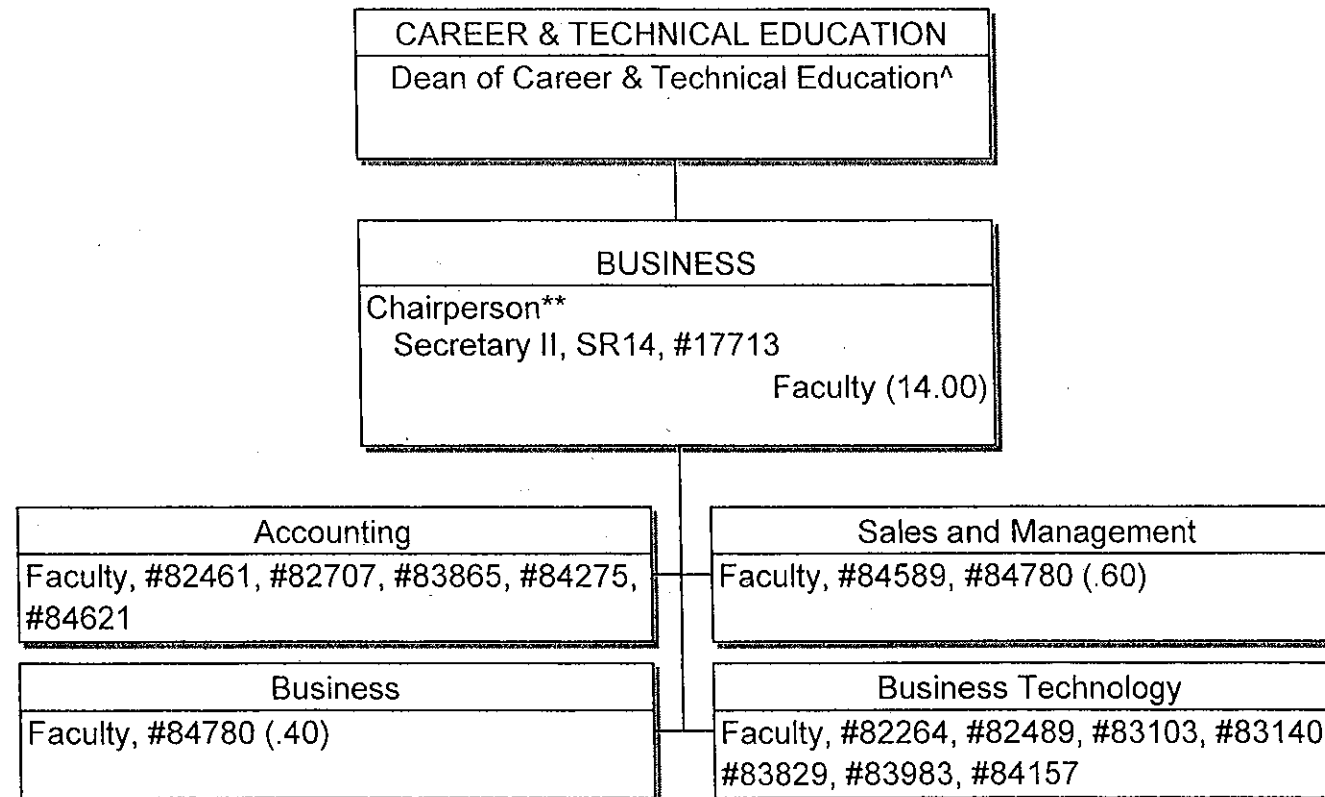
**Chairperson is appointed from a faculty position within the unit

^Excluded from position count this chart

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 LEEWARD COMMUNITY COLLEGE
 ACADEMIC AFFAIRS
 CAREER & TECHNICAL EDUCATION

POSITION ORGANIZATION CHART

CHART III-B-2



APPROVED:

John Morton
 VP for Community Colleges

JAN 26 2011

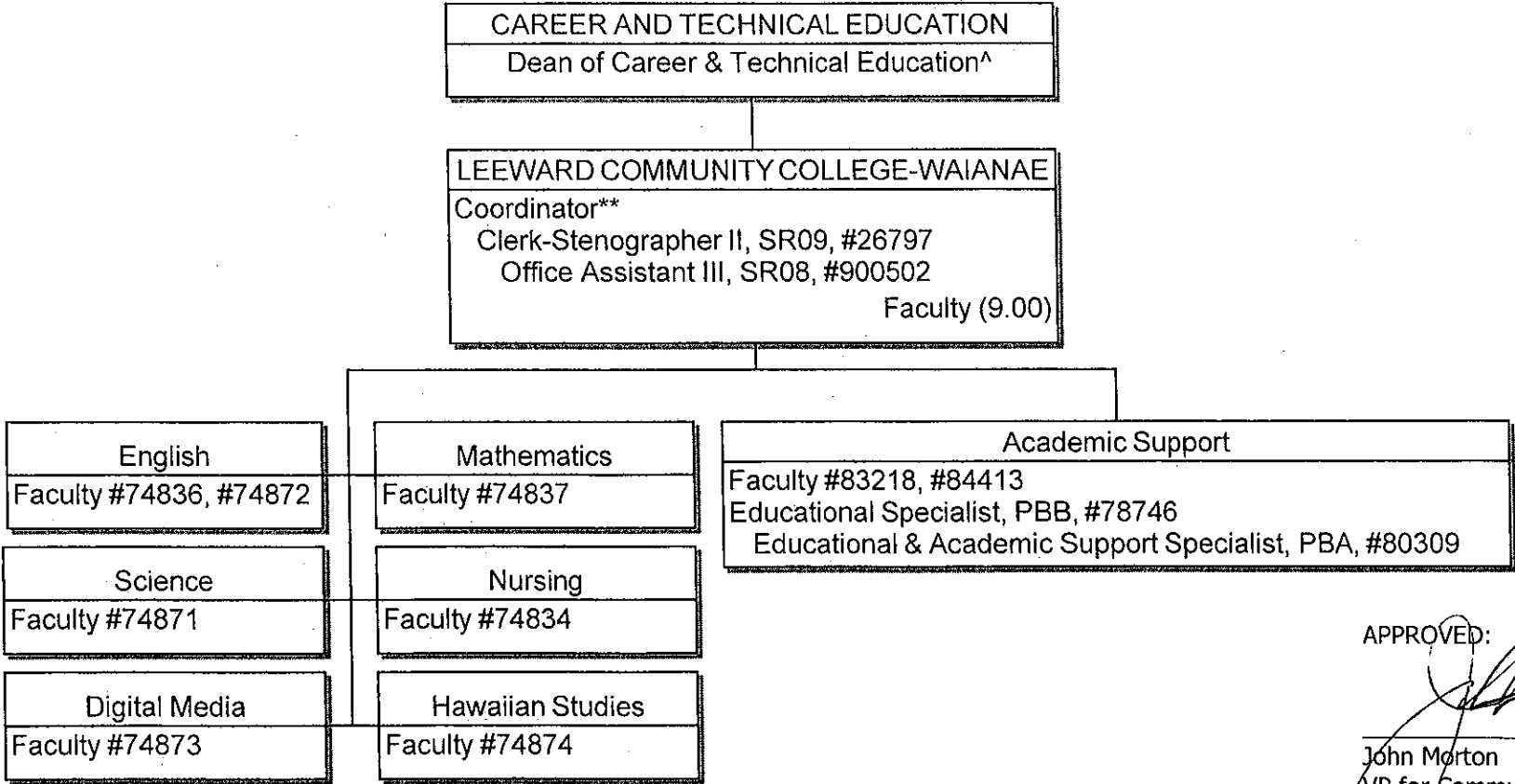
Date

**Chairperson is appointed from a faculty position within the unit
 ^Excluded from position count this chart

STATE OF OHAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
CAREER & TECHNICAL EDUCATION

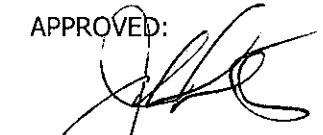
POSITION ORGANIZATION CHART

CHART III-B-3



**Coordinator is appointed from a faculty position within the unit
^Excluded from position count this chart

APPROVED:

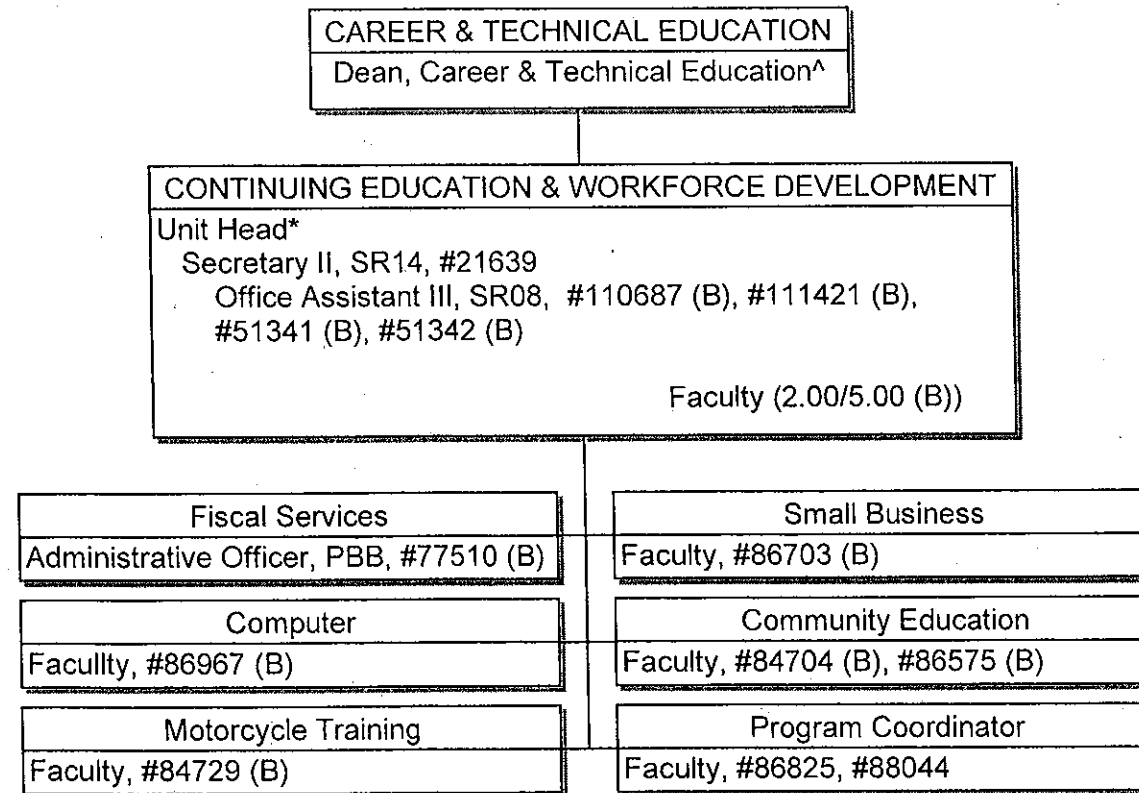

John Morton
VP for Community Colleges

JAN 26 2011
Date
PERM
GENERAL FUND 13.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

POSITION ORGANIZATION CHART

CHART III-B-4



APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

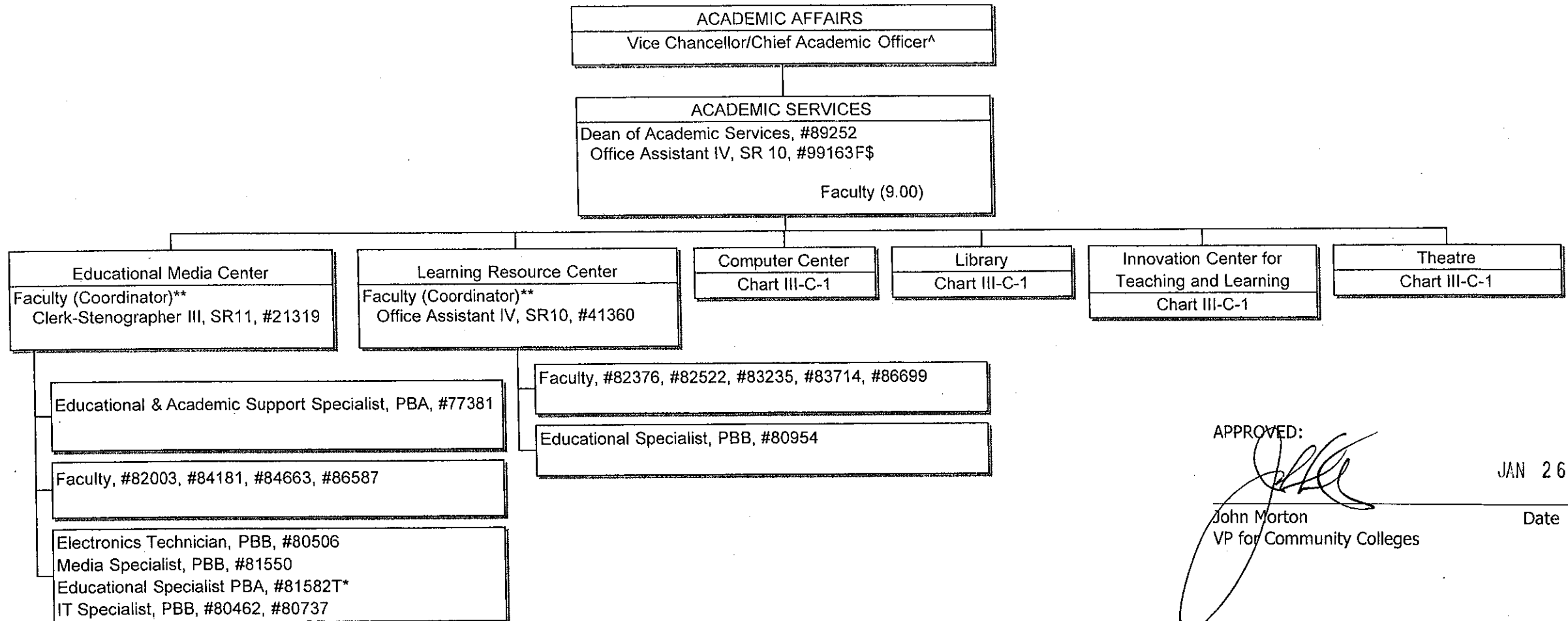
Date

^Excluded from position count this chart
*Appointed from faculty of unit

GENERAL FUND 3.00
(B) SPECIAL FUND 10.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ACADEMIC SERVICES

POSITION ORGANIZATION CHART
CHART III-C



**Coordinator is appointed from a faculty position within the unit

*Temporary

^Excluded from position count this chart

\$To be established

APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

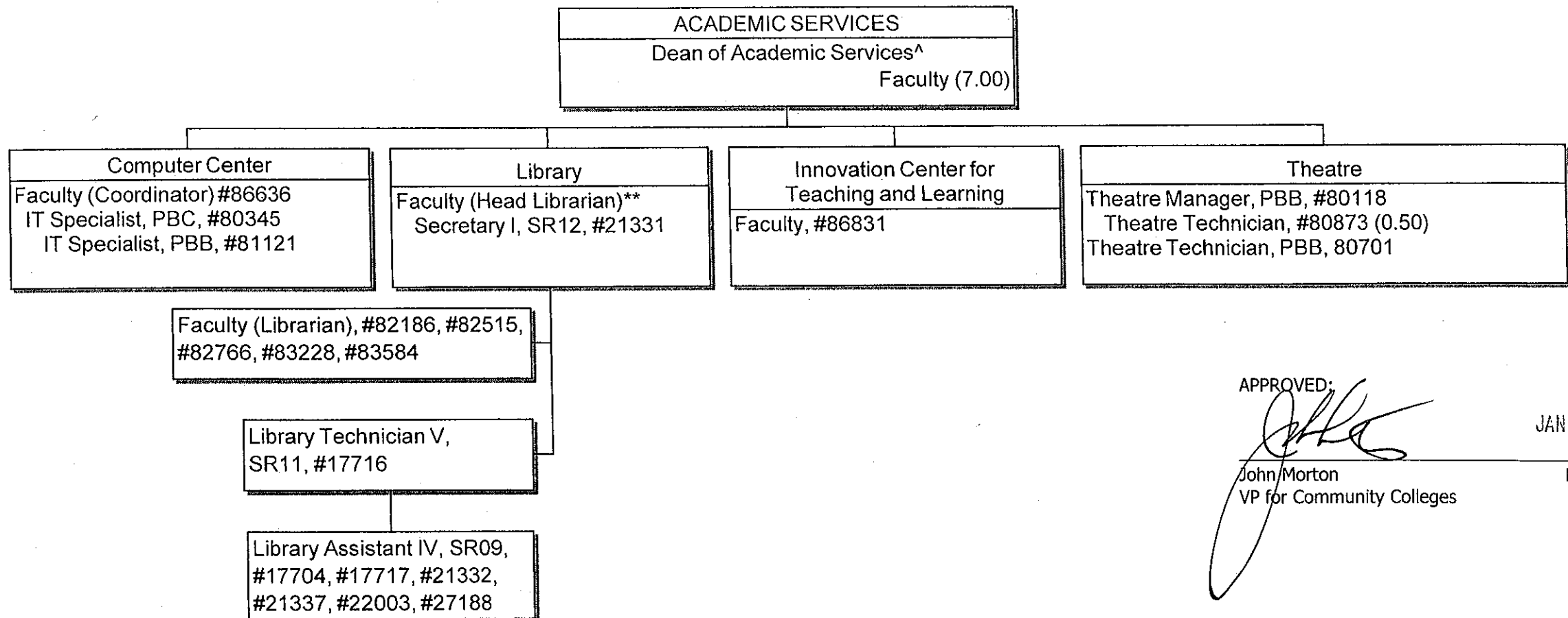
Date

GENERAL FUND	PERM	TEMP
	19.00	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS
ACADEMIC SERVICES

POSITION ORGANIZATION CHART

CHART III-C-1



APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

Date

^Excluded from position count this chart

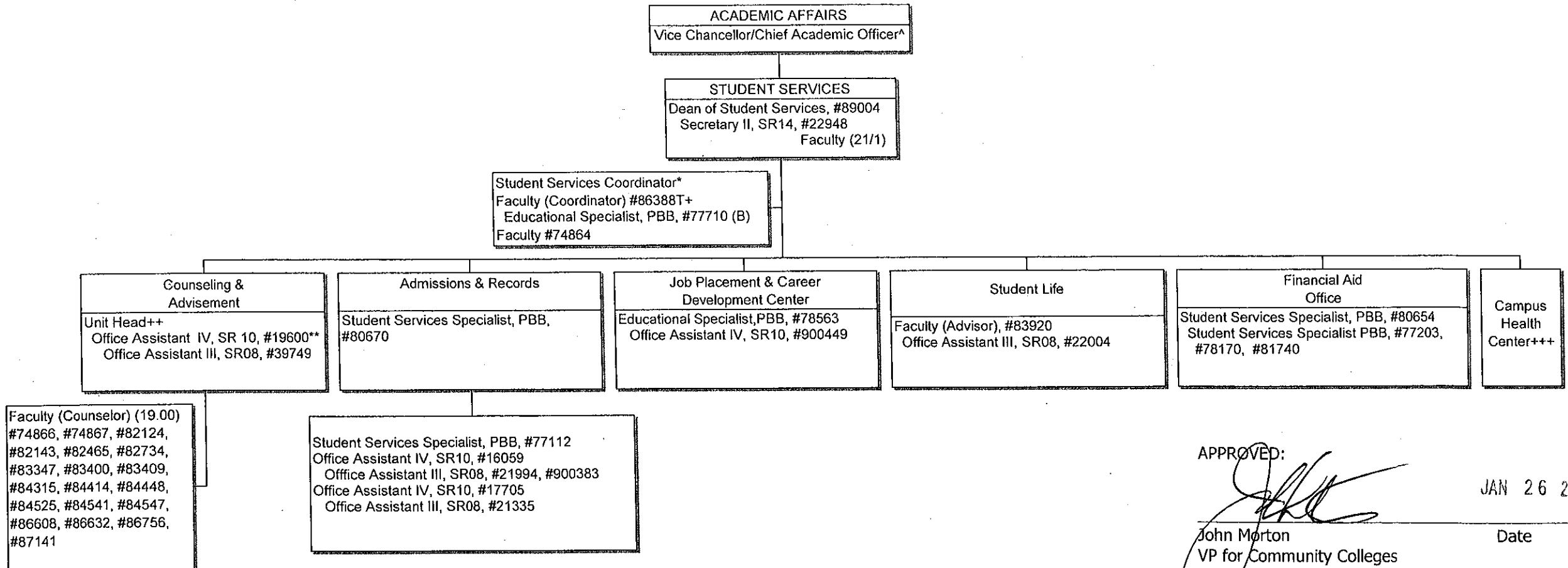
**Head Librarian is appointed from a faculty position within the unit

GENERAL FUND PERM
19.50

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE
ACADEMIC SERVICES
STUDENT SERVICES

POSITION ORGANIZATION CHART

CHART III-D



APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

Date

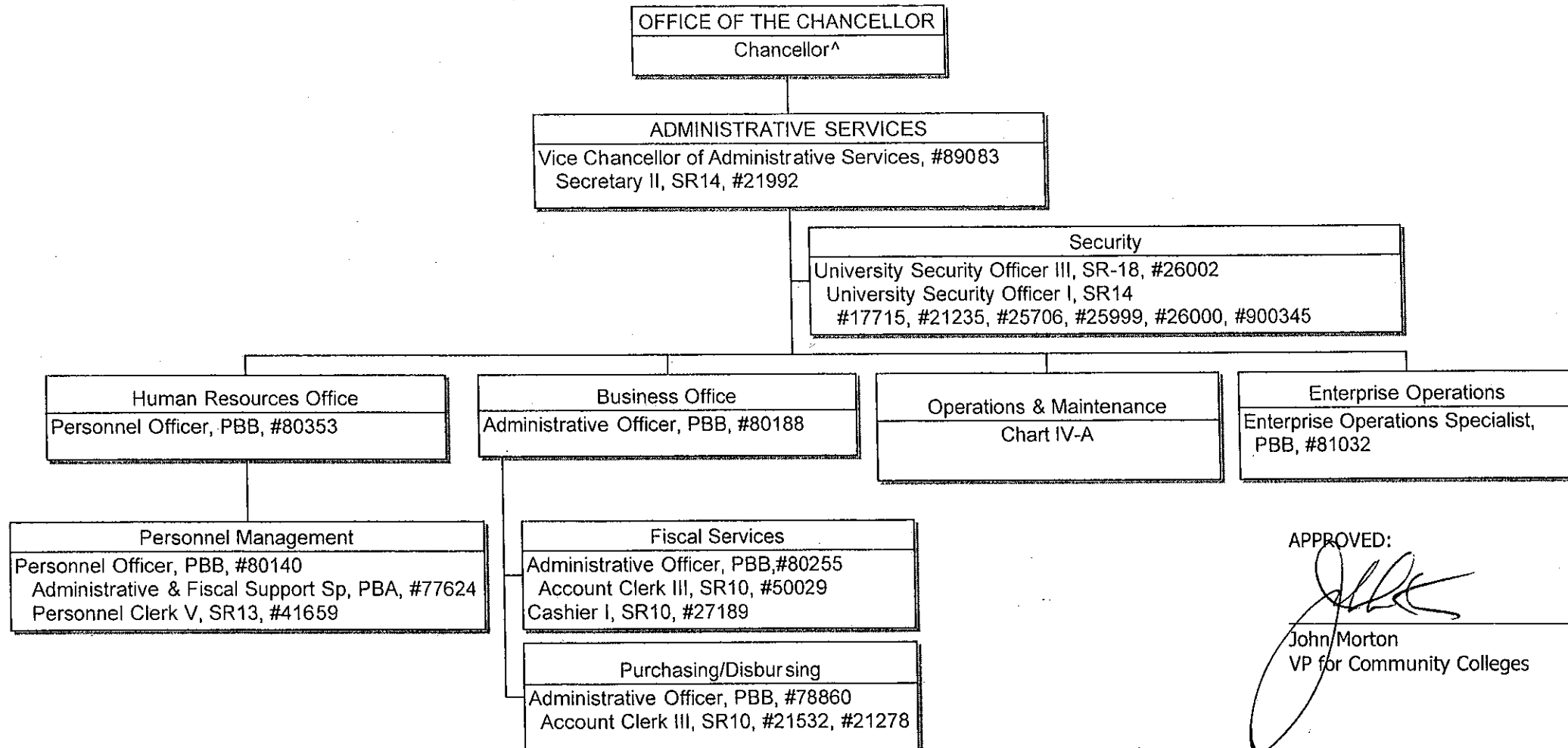
+++Services provided on a contractual basis
++Unit Head is appointed by Dean of Student Services upon recommendation of faculty
*Coordinator is appointed from a faculty position within the unit
**Position to be redescribed and submitted for update.
^Excluded from position count this chart
+Temporary

	PERM	TEMP
GENERAL FUND	39.00	1.00
(B) SPECIAL FUND	1.00	

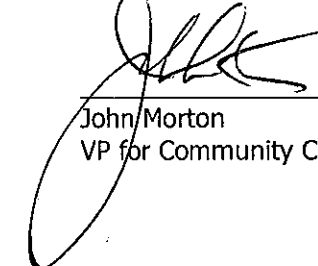
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES

POSITION ORGANIZATION CHART

CHART IV



APPROVED:


John Morton
VP for Community Colleges

JAN 26 2011

Date

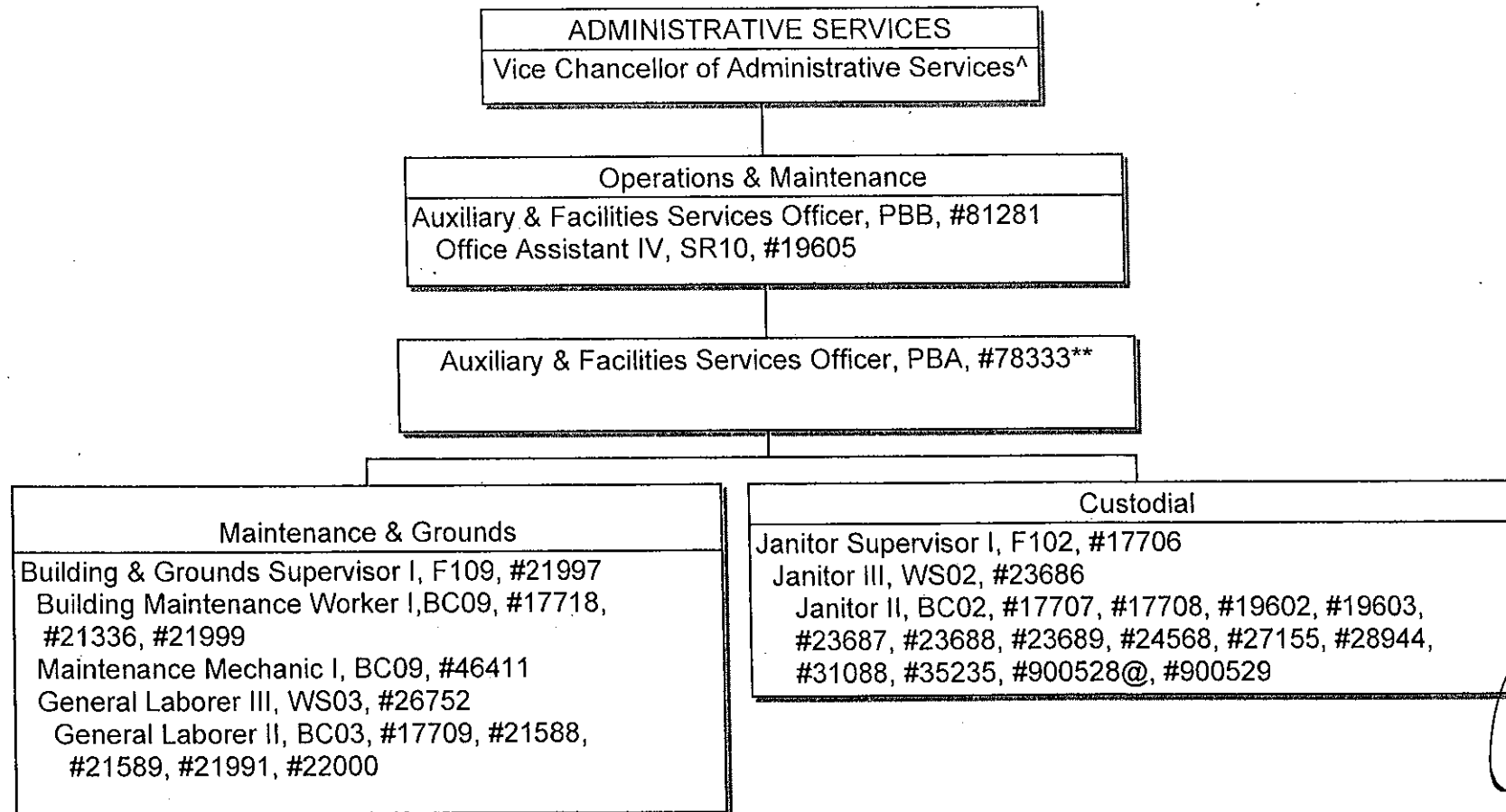
^Excluded from position count this chart

PERM
GENERAL FUND 21.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
ADMINISTRATIVE SERVICES

POSITION ORGANIZATION CHART

CHART IV-A



APPROVED:

John Morton
VP for Community Colleges

JAN 26 2011

Date

^Excluded from position count this chart

@Assign to Waianae-Nanakuli Education Center

**Position to be redescribed and submitted for update

GENERAL FUND PERM
30.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
LEEWARD COMMUNITY COLLEGE
FUNCTIONAL STATEMENTS

Leeward Community College provides a comprehensive, postsecondary program in the liberal arts and a broad spectrum of program offerings in the vocational and technical areas. The College offers:

- Liberal arts programs which lead to an Associate in Arts degree and lower division preparation for baccalaureate degree.
- Occupational programs which lead to an Associate in Science degree, an Associate in Applied Science, and Certificates of Achievements.
- Vocational and technical programs which lead to an Associate in Science degree, an Associate in Applied Science, and Certificates of Achievements.
- Continuing education and community services programs of both the credit and non-credit variety.

OFFICE OF THE CHANCELLOR

Office of the Chancellor has oversight of the academic programs and administrative support services of the college. The Office of the Chancellor plans, manages, supports, and leads the college to fulfill the mission of the college. The Office performs this function in accordance with all applicable guidelines, rules, statute, and policies that govern the college.

The Office is headed by a Chancellor who serves as the Chief Executive Officer of the College. The Chancellor supervises the Vice Chancellor for Academic Affairs/Chief Academic Officer (VCAA/CAO) who oversees academic programs (includes Credit and Non-credit Instruction, Academic Services, and Student Services) and the Vice Chancellor for Administrative Services (VCAS) who oversees institutional support services and programs, and the staff assigned to the Office of the Chancellor.

Specific functions assigned include the following:

- Serves as a liaison between the College and other units within the University, City/State/Federal governments (to include schools and the Legislature), and to the community at large (to include civic groups, business leaders, and social agencies).
- Establishes planning parameters for the development of College's strategic plan, program plans, budgets, and expenditure plans, staffing plan, capital improvement plans for all program units; approves these plans; and incorporates them into institutional and academic plans.
- Reviews and approves all hiring, contract renewal, terminations, and promotions of all College faculty and staff; adjudicates grievances and disputes involving College faculty, staff, and students within established guidelines.
- Directs extramural fund solicitations.
- Represents the College in working with all facets of the media (to include print, televisions, and radio).
- Develops and coordinates an effective public information and relations program for Leeward Community College.
- Coordinates the College marketing plan.

OFFICE OF ACADEMIC AFFAIRS

This office is charged with the responsibility for overseeing the credit and non-credit academic operations of the College as a whole, and insures that all programs and services provided are in accord with approved educational plans, University and governmental regulations and provisions of employee contracts.

The Office of the Vice Chancellor for Academic Affairs/Chief Academic Officer (VCAA/CAO) oversees the Office of Planning, Policy, and Assessment, the Office of Arts and Sciences, the Office of Career and Technical Education, the Office of Academic Services, the Office of Student Services, and the Office of Continuing Education and Workforce Development.

Specific functions assigned include the following:

- Represents the College's academic programs to other units within the University, City/State/Federal governments, and the community at large.
- Establishes planning parameters for the development of academic program plans, and budgets, and expenditure plans; approves these plans and incorporates them into instructional plans within established guidelines.
- Reviews all personnel transactions involving all College academic staff (hiring, renewing contracts, terminations, tenure, promotions, leave requests, etc.).
- Receives, investigates, and recommends grievance resolutions and disputes within Academic Affairs.

OFFICE OF PLANNING, POLICY AND ASSESSMENT

This office is responsible for college-wide planning efforts, developing and coordinating policy, and coordinating institutional assessment and analysis. The Office of Planning, Policy and Assessment reports directly to the Office of the VCAA/CAO.

Specific functions assigned include the following:

- Conducts instructional research activities; oversees the scheduled evaluation of all programs and services offered at the College.
- Develops, in consultation with the College leadership and campus community, the College's:
 - Strategic Plan
 - Educational development plan
 - Self-study and accreditation process
 - Other long range planning documents
- Establishes processes and procedures for annual program plans and provides support to the program units in creation of those plans.
- Prepares management information reports and other institutional research.
- Conducts organizational assessments and develops, in consultation with the College leadership and campus community, innovative strategies for improving overall institutional effectiveness and efficiency.

OFFICE OF ARTS & SCIENCES

The Office of Arts and Sciences is responsible for the overall administration and management of the College's transfer curricula, general education, developmental and remedial education. The office is directly responsible for the provision of instructional programs and courses, curriculum development and approval, and overall management of the credit function of Arts & Sciences instructional divisions. The Office provides leadership in planning and setting priorities for the Arts and Sciences instructional divisions and outreach centers, managing resources, and ensuring implementation of statutes, regulations and policies. This Office reports to the Office of the VCAA/CAO and is assigned a staff of Division Chairs appointed by the Chancellor to assist in carrying out assigned functions.

The Office is the proponent of the College's commitment to Native Hawaiian/Part-Hawaiian residents of the geographic areas of responsibility. Through Native Hawaiian initiatives, the College will strive to offer greater and more relevant academic offerings, promotion of economic and workforce development initiatives, and serving as the primary venue in the support of programs and services that promote the access of Native Hawaiians to higher education opportunity and career exploration.

Specific functions assigned include the following:

- Responsible for the administration, supervision, assessment, development and improvement of the faculty and curriculum.
- Coordinates teaching assignments and the scheduling of courses.
- Provides for the scheduled evaluation of all activities in these program units.
- Develops a budget and expenditure plan for all approved activities (including staffing plans, equipment acquisition plans, etc.) and supervises the expenditure of funds allocated to operating units.
- Responds to requests for information, problems, adjudicating disputes and grievances, within established guidelines.
- Supervises the recruitment, hiring and evaluation of staff; also, assigns workload.
- Plans and implements a program of staff development for faculty and staff assigned to the unit.
- Secures instructional materials for division personnel and prepares divisional budgets.
- Assists in the development of new courses and programs and facilitates in-service training as necessary.
- Makes recommendations to the VCAA/CAO regarding faculty evaluation and the selection of new personnel.

OFFICE OF CAREER & TECHNICAL EDUCATION

Office of Career and Technical Education

The Office of Career & Technical Education (OCTE) is charged with the responsibility for overseeing the career and technical education degree and certificate programs. The Office provides executive leadership in planning and setting priorities for credit instructional divisions of Business Education and of Professional Arts & Technology;

administrative guidance and support in the operation of all CTE instructional activities offered at the College; secures and manages program resources; and ensures implementation and compliance with applicable statutes, regulations and policies.

The OCTE is also responsible for executive leadership in ensuring that the College continues to meet the current and projected workforce needs of the State and to promote economic development within its area of responsibility. The Office provides administrative oversight of programs with those non-credit course offerings that work with government, industry, unions, and professional associations on workforce initiatives such as entry-level training programs and career change initiatives, that promote the entrepreneurial enterprises, and which enhance career development and community enrichment.

Through operational guidance and resource management, the OCTE is structured to take maximum advantage of available revenues for the College. These fund sources include, but are not limited to, State general funds, tuition and fees, grants (Federal, State, private), and contractual arrangements with private and public sector organizations. The Office is also structured through its non-credit unit to serve as a research and development arm of the College through which to test and evaluate instructional projects (credit, non-credit, or a blending) that address future needs and which may become a permanent part of the College's instructional offerings and community services.

In addition, this Office is also charged with the responsibility of providing administrative support for the Leeward Community College-Waianae, a satellite campus of the College. The College's commitment to residents of the Waianae Coast will be evident through expanded community-based academic offerings, promotion of economic and workforce development initiatives, and serving as the primary venue in the support of programs and services that promote the access of Coast residents to higher education opportunity and career exploration.

The Office reports to the Office of the VCAA/CAO and is assigned a staff of Division Chairs and Unit Heads appointed by the Chancellor's Office to assist in carrying out assigned functions.

Specific functions assigned include the following:

For all programs and activities:

- Oversees the recruitment, hiring and evaluation of faculty and staff.
- Develops a budget and expenditure plan for all approved activities (including staffing plans, equipment acquisition plans, etc.) and oversee the expenditure of funds allocated to operating divisions/units.
- Assesses and reviews current programs and services, budget, new programs and outreach.
- Makes recommendations to the VCAA/CAO regarding faculty evaluation and the selection of new personnel.
- Responds to requests for information, problems, adjudicating disputes and grievances within established guidelines.
- Actively seeks available and alternate revenue sources for the College which may be used to support current instructional programs, to research and develop instructional projects (credit, non-credit, or a blending), promote workforce development initiatives, and enhance community enrichment.

For credit degree programs and divisions:

- Responsible for the administration, supervision, assessment, development and improvement of the faculty and curriculum.
- Coordinates teaching assignments and the scheduling of courses.
- Provides for the scheduled evaluation of all activities in these program divisions.
- Plans and implements a program of staff development for faculty and staff assigned to the unit.
- Assists in the development of new courses and programs and facilitates in-service training as necessary.

For non-credit programs and workforce development initiatives:

- Coordinates educational and related programs not part of the regular credit instructional program of the College.
- Develops, coordinates, and solicits external sources of funding for non-credit courses and programs.
- Oversees the college's public service mission in continuing education workforce development and extension service.
- Works in close partnership with credit instructional departments in the co-sponsorship of non-credit programs including programs and budget administration, marketing and related activities.

Leeward Community College-Waianae

- Responsible for the administration, supervision, assessment, development and improvement of the faculty, curriculum, and relationship with the Pearl City campus and other offices/campuses of the University of Hawaii System.
- Through credit course offerings, non-credit workforce development activities, and expanded student support services, promote the access of Coast residents to higher education opportunity and career exploration.

Office of Continuing Education and Workforce Development

- Manages and coordinates educational and related programs that are not part of the regular credit instructional program of the College but which support the State's workforce, promote the entrepreneurial enterprises, work with industry, unions, and professional associations in the development of the State's workforce initiatives through entry-level training programs, career change initiatives, and career enhancement.
- Takes maximum advantage of available revenues ranging from State general funds to tuition and fees to grants (Federal, State, private), to contractual arrangements with private and public sector organizations in the development and coordination of non-credit courses and programs of continuing education workforce development and extension services.

- Serves as a research and development arms of the College through which to test and evaluate instructional projects (credits, non-credits, or a blending) that address future needs and which may become a permanent part of the College's instructional offerings that promote community economic initiatives and entrepreneurial enterprises, and support community development services.
- Works in close partnership with credit instructional departments in the co-sponsorship of non-credit programs including program and budget administration, marketing and related activities.

OFFICE OF ACADEMIC SERVICES

The Office of Academic Services is charged with the responsibility for overseeing the academic service operations of the College and ensuring that all academic service programs which include the Educational Media Center, Learning Resource Center, Computer Center, Library, Theatre and the Innovation Center for Teaching and Learning are in accord with the approved education plans, university and government regulations, and provisions of employee contracts.

The Office of Academic Services is responsible for providing administrative support and supervising the operation of all Academic Service operations offered at the College. The Office reports to the Office of the VCAA/CAO and is assigned with a staff of appointed unit heads to assist in carrying out assigned functions.

Specific functions assigned include the following:

- Develops program plans and targets.
- Provides for the scheduled assessment and evaluation of all activities in Academic Services.
- Develops a budget and expenditure plan for approved activities (including staffing plans, equipment acquisition plans, etc.) and supervises the expenditures of funds allocated to the operating units.
- Responds to requests for information, problems, adjudicating disputes and grievances.
- Supervises the recruitment, hiring and evaluation of staff.
- Assigns workload.
- Plans and implements a program of staff development for faculty and staff assigned to unit.
- Represents Academic Services for the College at Community College/University system-wide activities as necessary; assists in the coordination and implementation of these system-wide activities.

The Office of Academic Services is charged with supporting the academic operations of the College by providing a broad range of services to the academic programs of the College. Its primary function is to provide a broad range of services to the academic programs of the College. The Academic Services units also provide, where appropriate, services to all programs of the College.

Educational Media Center (EMC)

Provides support for teaching and student learning through the integration and use of the various media and technology

- Plans, organizes and administers the educational media services for the College.
- Produces programming for the college including but not limited to distance education and other instructional materials.
- Coordinates distance education for the College.
- Conducts in-service training services for faculty and staff.
- Coordinates the use and maintenance of media facilities and resources.
- Prepares the budget.
- Assesses EMC services and programs.

Library

- Provides access to information resources that support student learning.
- Acquires, catalogs, circulates, and maintains library resources such as books, periodicals, and recordings.
- Provides instruction to students and other patrons on finding, accessing, and evaluating information resources and research strategies.
- Develops local and/or specialized information resources including print collections and databases.
- Provides research assistance and services to students and other patrons.
- Prepares the budget.
- Assesses library collection and services.

Learning Resource Center (LRC)

Provides assistance and support to students for the promotion of student learning.

- Provides learning support including but not limited to tutoring, workshops and Supplemental Instruction (SI) to promote development of writing, technology, and learning skills as well as mastery of academic subjects.
- Provides students with study materials, educational technology, and other resources.
- Offers academic testing services for courses offered by the College and Distance Education courses offered by other institutions.
- Develops and implements a full range of services for students with disabilities.
- Prepares the budget.
- Assesses LRC services and programs.

Computing Center

Provides a supportive information technology environment for enrichment of student learning.

- Manages and maintains College computer classrooms and laboratories.
- Plans, designs, implements, and maintains the college networking infrastructure.
- Provides desktop and software support services for faculty, staff, and students.
- Maintains computers, servers and peripherals.
- Inventories College software and licenses.
- Provides network services and applications.
- Prepares the budget.
- Assesses information technology services.

Innovation Center for Teaching and Learning

Develops a program which will enable faculty and staff to update their skills in their respective areas and to learn about and utilize the various applications of educational technologies in their work.

- Assists faculty in making significant changes to courses and curricula and in undertaking research projects aimed at evaluating the effectiveness of various instructional approaches.
- Provides faculty and staff with access to various resources and people to help them develop ideas for course, curriculum, and program change.
- Develops and implements a plan to search for and secure extramural and intramural support for faculty and staff projects that relate to instruction (e.g., developing and packaging various types of courseware and programs).

Theatre

- Provides the College with an academic theatrical laboratory.
- Serves as a community culture and arts venue, and works closely with community users in implementing and administering theatre events and programs.

OFFICE OF STUDENT SERVICES

The Office is charged with the responsibility for supervising and coordinating the College's student services programs including student activities, registration, admissions, student records, financial aid, counseling and advisement, career advising and job placement, health center, and special projects.

The Office of Student Services oversees the Student Services Coordinator, Counseling and Advisement, Admissions and Records, Career Development (Job Placement Center), Student Life, Financial Aid Office, and the Campus Health Center. The Office of Student Services reports directly to the Office of the VCAA/CAO.

Specific functions assigned include the following:

- Oversees the planning, direction, and overall coordination of the programming and operations of the programs in student services.
- Recommends and monitors the student services budget including operating funds, student activity funds, and special funds.
- Coordinates student affairs activities with other major component areas such as instruction, academic support; and administrative services.
- Represents the College at meetings and conferences involving student affairs.

Student Services Coordinator is appointed by the Administration from the Student Services faculty and acts under the direction of and on behalf of the Dean of Student Services.

- Facilitates the development and implementation of student services programs with a focus on student enrollment management (e.g., recruitment, persistence, graduation, transition) and student issues (e.g., student conduct, investigations).
- Coordinates the budget preparation, and processes and monitors the expenditure of these funds for the division.
- Supports the Dean of Student Services in the supervision of daily functions and facilitates the interaction of all student services units.

Counseling and Advisement

- Conducts a systematic program of advisement and orientation for all new/returning/transfer students.
- Provides counseling assistance to any student requesting such services in the areas of academic planning, career exploration and development, and academic/interpersonal problems and barriers.
- Oversees the continued development and administration of the self-development and career exploration courses.
- Oversees the services to special groups of students such as the disadvantaged, veterans, immigrants, women's groups, and other target groups in need of special help.
- Oversees the general counseling/advising and student services at designated satellite centers to the College.

Admissions and Records

- Coordinates and supervises the activities relating to admissions and records.
- Serves all areas of the College and the community regarding the activities of the Admissions and Records Office.
- Serves as a liaison with the Community College Institutional Research Office in the maintenance of records.

Job Placement and Career Development Center (JPCDC)

The JPCDC is the office where career choices are identified and matched with individual student interests, and technical education students can prepare for the job search, research employment opportunities.

The JPCDC Office:

- Provides job search strategies, job referrals, and workforce readiness workshops.
- Assists students to identify job positions that match their career objectives.
- Advises students, individually and in small groups, with resume review, mock interviews, and employer background information.
- Provides computer access to research companies and complete online applications.
- Offers specialized counseling and career shadowing.

Student Life

- Coordinates and develops co-curricular programs and services of benefit and interest to students.
- Serves as the advisor to the Associated Students of Leeward Community College (ASLCC).

Financial Aid Office

- Administers financial aid resources from federal and state funds.

Campus Health Center

- Provides emergency and non-emergency care on nursing level and conducts health screening.
- Provides health education and counseling for students and academic community.
- Provides workshops, programs, and classes on current health issues and topics of vital interest to the students and the academic community.

OFFICE OF ADMINISTRATIVE SERVICES

The Office of Administrative Services is responsible for the planning, organizing, and directing of administrative support services required by the College. These services include, but are not limited to, overall management processes, budgetary and financial management, human resources management and administration, procurement and property management, building and grounds maintenance, security, and physical planning of both repair and maintenance and capital improvement projects and auxiliary services. The Office of Administrative Services reports directly to the Office of the Chancellor.

Human Resources Office

The Human Resources Office is responsible for all aspects of personnel management and administration. The areas of responsibility are, but not limited to the following:

- Recruitment and appointments.
- Employee benefits.
- Labor and employee relations.
- Classification.
- Position management , organizational charts, and functional statements.
- Worker's compensation.
- Student employment.
- Labor relations and collective bargaining contracts.
- EEO/AA.

Business Office

The Business Office is responsible for the overall financial management of the College. The areas of responsibility are, but not limited to the following:

- Financial accounting.
- Accounts receivables.
- Disbursing and accounts payables.
- Payroll, cashiering.
- Contracts and grants management, RCUH financial management, UH Foundation management.
- Procurement.
- Maintaining financial internal control.

Operations and Maintenance

The Operations and Maintenance unit is responsible for the day to day operations of the physical plant and grounds. The areas of responsibility are, but not limited to the following:

- Operations and maintenance (electrical, plumbing, carpentry).
- Custodial services.
- Air conditioning and elevator maintenance.
- Telecommunications, mailroom service.
- Furniture and equipment movement.

- Grounds and roadway maintenance.
- Physical plant facilities (construction, renovation, repairs administration).

Enterprise Operations

- Campus facilities and grounds usage and rental/lease.
- Research, feasibility studies, and conceptual proposals for revenue generation special projects (e.g., parking, alternative energy, vendor/concessions, housing).
- Accountable inventory accounting, licensing, maintenance, and disposal.
- Space assignment, utilization, and planning for main and satellite campuses.