



UNIVERSITY
of HAWAII
SYSTEM

UNIV. OF HAWAII
UH BUDGET OFFICE

11 JAN 31 P2:27

University of Hawai'i Community Colleges
Administrative Affairs

January 31, 2011

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

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

Attached for your files is a copy of the reorganization of the University of Hawai'i, Windward Community College, which was approved on January 7, 2011. 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 'Michael 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 Douglas Dykstra
- UHCC Chancellor Manny Cabral
- UHCC Chancellor Leon Richards
- UHCC Chancellor Michael Rota
- 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

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 EMPLOYMENT TRAINING CENTER/
WINDWARD COMMUNITY COLLEGE

Upon completion of the consultation process with HGEA, attached for your files is a copy of the reorganization of the University of Hawai'i, Employment Training Center/Windward Community College, which was approved on January 7, 2011.

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

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Associate Vice President for Administrative Affairs

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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 Dr.
Honolulu, HI 96814

Dear Dr. Musto:

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF EMPLOYMENT TRAINING CENTER/
WINDWARD COMMUNITY COLLEGE

Upon completion of the consultation process with UHPA, attached for your files is a copy of the reorganization of the University of Hawai'i, Employment Training Center/Windward Community College, which was approved on January 7, 2011.

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

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Michael T. Unebasami
Associate Vice President for Administrative Affairs

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Executive Summary
Reorganization Proposal Request
University of Hawaii
Windward Community College
Vocational and Community Education

Windward Community College is proposing a reorganization which affects the Vocational and Community Education unit (VCE) (Chart VI): The Employment Training Center (ETC), one of two units within VCE, will be abolished.

ETC, a non-credit program offering short-term, entry-level vocational education and training to a primarily at-risk population, was consolidated within WCC in 2002. When they merged, ETC was placed administratively under the Office of Vocational and Community Education (VCE).

After years of monitoring ETC's overall declining enrollments and revenues, the College determined it necessary to terminate the majority of the classes within ETC, transfer selected classes to the Office of Continuing and Community Education (the other non-credit unit within VCE), and absorb the affected faculty and staff – to the extent possible – within other units of WCC.

There were many factors leading to the College's decision to terminate ETC, but by far the most important is the decline in enrollments and revenue that resulted from the severe economic downturn.

Enrollment in the ETC program has been in decline overall since 2006.

FY:	2006-07	2007-08	2008-09	2009-10
Enrollment:	1218	904	749	466

The causes for the decline are many but the economic crisis since 2008 has had the most devastating impact on the program. The vast majority of ETC students are referred by third-party agencies which pay the program's tuition and fees. Two of the strongest agency partners have been the Hawaii State Department of Education (DOE) and the Department of Vocational Rehabilitation (DVR).

The DOE has used ETC as an alternative training site for high school students for many years and had – until 2008 - provided a significant grant to the College to support them. Prior to 2008, the DOE provided \$310,000 annually to ETC to serve as an alternative program for at-risk high school students. When the DOE had to cut its budget in 2007 - 08, they first reduced the amount to \$257,000 and in 2008-09 they eliminated the grant altogether.

The DVR referred many of their clients to ETC for job training – accounting for more than 30% of its enrollment and revenue. As with the DOE, the DVR also had their

budget restricted in 2007-08 and the number of students they were able to refer dropped to virtually none by the end of FY 2008-09.

Overall, ETC enrollments have declined to the point where there is not enough workload to sustain positions. Revenues have declined to the point where the special-funded positions cannot be sustained.

From the outset, the College was committed to ensuring that ETC faculty and staff jobs were protected to the extent possible and in accordance with union contracts. To this end, the College committed, to the extent possible, to providing placements for incumbents of permanent positions, and to honoring all temporary contracts until the end of the fiscal year, June 30, 2011.

Proposed changes to Chart VI, Vocational and Community Education, are:

- Changing the title of the unit to Career and Community Education.
- Eliminating the boxes titled "Employment Training Center" and "Continuing and Community Education." Only one box will remain: "Career and Community Education" (CCE).

Currently, VCE has a total count of 38.50 FTE positions, of which, 33 positions are reflected in the ETC box. Nine of those positions are vacant. The vacancies include 2 permanent, general-funded positions; a temporary, general-funded position; and 6 permanent, special-funded positions. All of the 6 vacant, permanent, special-funded positions will be abolished. (Note: ETC also funded an Account Clerk IV, PN 19017, permanent, special funds as seen on Chart V. The position is currently vacant and will also be abolished due to lack of funds).

The remaining 24 positions will be affected in the following manner:

- Three faculty will be relocated to other community college campuses on Oahu. The faculty member in the autobody program will be assigned to Honolulu Community College, while two of the culinary arts faculty will each be assigned to Kapiolani Community College and Leeward Community College.
- Four faculty will be assigned to Windward Community College's Academic Affairs unit, two in Language Arts, and two in Math/Business.
- Four faculty will be assigned to Windward Community College's Student Affairs, Guidance and Counseling unit.
- Eight faculty positions will remain in CCE. One will become vacant as of December 31, 2010, due to retirement, and four will continue to teach and support CCE's non-credit programs. The faculty appointments of three temporary positions will be terminated at the close of business (COB) on June 30, 2011, due to lack of work.
- Three clerical positions will be assigned on the Windward CC campus to the offices of Academic Affairs, Admissions and Records, and CCE.

- Of the two administrative, professional, and technical (APT) positions, one will be assigned to Windward Community College's Office of the Chancellor, and the other position will be terminated COB June 30, 2011, due to lack of work.

No additional cost is anticipated as a result of this reorganization.

Reorganization Proposal Request

University Of Hawaii

Windward Community College

Vocational and Community Education

Present Organization

Vocational and Community Education

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

The current structure of Vocational and Community Education (VCE) is divided into two sections, ETC and Continuing and Community Education (CCE). The Director, PN 89177, is supported by a Secretary II, PN 14872, and a Cashier Clerk, PN 31480.

Employment Training Center

The Employment Training Center offers core non-credit vocational training programs all year round with frequent entry and exit dates. ETC's current vocational training offerings include the following: Auto Body Repair & Finishing, Career & Workforce Development, Essential Skills, Facilities Maintenance/Construction, Hazardous Waste Operations and Emergency Response Standard (HAZWOPER), Intro to Construction Occupations, Intro to Kitchen Skills, Certified Nurse's Aide (CNA), Personal Care Aide (PCA), Office Administration & Technology, Office Skills, Work Experience, Unexploded Ordnance Tech I, and Welding for Women.

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

Short term programs are conducted to offer individualized learning activities utilizing state-of-the-art techniques and technology. In addition to maintaining a teaching – learning environment that promotes a desirable trainee – instructor relationship and ensures maximum learning, faculty counsel and guide trainees in attaining their educational goals.

In addition to its instructional programs ETC is also responsible for planning, developing, conducting and evaluating support activities concerning students. Faculty and staff provide program and course information to cooperating agencies and prospective students; provide

orientation to incoming students; conducts admission and registration procedures; and provides academic, occupational, and personal assessment activities.

Within ETC there is a total of 26.00 FTE general funded positions and 7.00 FTE special funded positions. The general funded positions include: 3.00 FTE clerical, 2.00 FTE administrative, professional, and technical (APT), and 21.00 FTE faculty positions. The special funded positions are: 2.00 FTE clerical, and 5.00 FTE faculty positions. Program coordinators are appointed from faculty positions within the unit.

Continuing and Community Education

The Continuing and Community Education unit delivers non-credit programs and services designed to serve identified community needs. It plans, develops, and administers the delivery of continuing education programs which includes non-credit courses, special credit programs, workshops for professional competencies improvement, and cultural exhibits and performances which are designed to enrich the lives of Windward residents; and schedules community use of campus facilities in accordance with University policy. The Windward Community College (WCC) theater and planetarium are administered from this unit.

Currently this unit consists of 2.50 FTE general funded APT staff positions: two .50 FTE Electronic Technicians, a 1.00 FTE Theater Manager, and a .50 FTE Imaginarium Manager.

Proposed Organization

The primary purpose of this reorganization is to terminate the majority of the Employment Training Center (ETC) vocational training programs. From 2008 to 2010 the ETC faculty, staff and administration have tried numerous strategies to revive and keep the program financially solvent. However, after much analysis, the data clearly shows the need to dissolve the majority of the programs, with the exception of the Certified Nurses Aide and Personal Care Aide; and the Intro to Construction Occupations which will remain as non-credit offerings.

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

Effective January 1, 2011:

1. Change the title of the unit to Career and Community Education. The term, "vocational," has been changed to "career" by the USDOE. (Proposed Chart I and VI).
2. Eliminate the boxes titled "Employment Training Center" and "Continuing and Community Education." Only one box will remain: "Career and Community Education" (CCE). (Proposed Chart VI).
3. AUTO BODY REPAIR & FINISHING and WELDING FOR WOMEN

Transfer PN 82397, Faculty, to Honolulu CC. Position currently works at the Honolulu CC campus instructing students on the fundamental of body work, shop practices, and

shop safety. Position will be incorporated into Honolulu CC's vocational program. (Proposed Chart HCC IIIB).

4. CAREER & WORKFORCE DEVELOPMENT and WORK EXPERIENCE

Transfer PN 74875, Faculty, to WCC Student Affairs, Guidance and Counseling to serve as counselor. (Proposed Chart IV).

5. ESSENTIAL SKILLS

Transfer PN 86759, Faculty, and 87013, Faculty, to WCC Academic Affairs, Division I, Language Arts. Positions will be assigned to General Language Arts to teach and manage the writing lab. (Proposed Chart IIIA).

6. FACILITIES MAINTENANCE/CONSTRUCTION, HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE STANDARD (HAZWOPER), and UNEXPLODED ORDNANCE TECH I

PN 86894T, Faculty, to remain in CCE. Temporary appointment to be terminated at the close of business (COB) June 30, 2011, due to lack of work. (Proposed Chart VI).

7. INTRO TO CONSTRUCTION OCCUPATIONS

PN 84619, Faculty, to remain in CCE. Position will continue to teach as a non-credit offering. (Proposed Chart VI).

8. INTRO TO KITCHEN SKILLS

Relocate PN 83581, Faculty, to Kapiolani CC, and PN 74856, Faculty, to Leeward CC. These positions were assigned to ETC's culinary program and operated out of the WCC campus cafeteria. They will be assigned to teach at the respective campuses culinary programs. (Proposed Charts KCC III-D-1 and LCC III B-1, respectively).

ETC's culinary program also operated the cafeteria at Honolulu CC. PN 86897T, Faculty, and PN 86900T, Faculty, who currently operate the Honolulu CC cafeteria will be assigned to the WCC campus as of January 1, 2011. These positions are temporary and will not be renewed beyond June 30, 2011.

Other positions reporting to the culinary program include PN 78787, Educational Specialist, and PN 112395, Educational Assistant III (vacant). PN 78787 oversees the front-of-the-house operations and maintenance of the student-run cafeterias. With the closure of the culinary program the probationary appointment of PN 78787 will be terminated due to lack of work COB June 30, 2011. The primary purpose of PN 112395 was to assist the culinary instructor in providing instruction to students in the classroom and monitoring students in the live laboratory setting (cafeteria). PN 112395 will be transferred to WCC Business Office (Proposed Chart V). The Business Office is staffed

with 5.00 FTE permanent, general-funded positions, and one permanent, special-funded position. PN 19017, Account Clerk IV, special-funded, is currently vacant and will be abolished due to lack of funds. As the workload within the Business Office has increased due to the growth of WCC's enrollment and the increase of extramurally funded programs, PN 112395 will fill the need for additional support in the Business Office. This position will be redescribed and submitted for classification review. (Proposed Chart V).

9. CERTIFIED NURSE'S AIDE (CNA) and PERSONAL CARE AIDE (PCA)

PN 86760, Faculty, to remain in CCE. Position will continue to teach as a non-credit offering. (Proposed Chart VI).

10. OFFICE ADMINISTRATION & TECHNOLOGY

Transfer PN 84639, Faculty, and PN 87394, Faculty, to WCC Academic Affairs, Division II, Math/Business. The positions will be assigned to Business Technology to teach business courses and support developmental courses. (Proposed Chart IIIB).

11. OFFICE SKILLS

PN 84609, Faculty, to remain in CCE. Incumbent will retire on December 30, 2010. There are no plans to fill the position. (Proposed Chart VI).

12. OTHER ETC PROGRAM SUPPORT POSITIONS

Transfer PN 83817, Faculty, PN 87011, Faculty, and PN 74857, Faculty, to WCC Student Affairs, Guidance and Counseling. Positions will be assigned counseling duties. (Proposed Chart IV).

Transfer PN 80460, IT Specialist, to WCC Institutional Research Office. Position will report to PN 83169, Faculty, and will continue to provide programming and technical support. (Proposed Chart II).

Transfer PN 14065, Clerk Stenographer II, to WCC Academic Affairs. During the period ETC's culinary program is in operation at WCC, the position will be administratively assigned to the culinary program on a half-time basis, and for the remaining half will report to the Vice Chancellor of Academic Affairs. Upon closure of the culinary program at WCC, the position will report to the Vice Chancellor on a full-time basis, and will be redescribed and submitted for classification review. (Proposed Chart III).

Transfer PN 44423, Office Assistant III, to WCC Admissions and Records Office under Student Affairs. The position will report to the Registrar, PN 81332, Student Services Specialist. Position will be redescribed and submitted for classification review. (Proposed Chart IV).

PN 51323, Office Assistant III, will remain in CCE to provide clerical support for the non-credit programs. Position will report to PN 14872, Secretary II, which will incur additional supervisory responsibilities. Both positions will be redescribed and submitted for classification review. (Proposed Chart VI).

13. OTHER POSITIONS TO REMAIN IN CCE WITH LITTLE OR NO CHANGES
(Proposed Chart VI)

PN 89177, Director of Vocational & Community Education. Position title may be changed subject to redescription and classification review.

PN 14872, Secretary II, position will incur supervisory duties over PN 51323, Office Assistant III. Position will be redescribed and submitted for classification review.

PN 31480, Cashier Clerk

PN 86898T, Faculty, position will continue to coordinate non-credit (CCE) programs.

PN 87395, Faculty, position to remain vacant.

PN 87396, Faculty, position is being recruited to coordinate non-credit work readiness and basic skills program. Position will be filled on a temporary basis.

PN 87397, Faculty, position will continue to develop non-credit (CCE) offerings.

PN 77956, Theater Manager

PN 77957, Electronics Technician (Theater Technician)

PN 77958, Electronics Technician (Imaginarium Technician)

PN 78373, Imaginarium Manager

14. VACANT POSITIONS TO BE ABOLISHED (Proposed Charts V and VI)

The following special-funded (B) positions will be abolished due to lack of funds:

PN 19017(B), Account Clerk IV
PN 35418(B), Office Assistant II
PN 84744(B), Faculty
PN 84745(B), Faculty
PN 84746(B), Faculty
PN 84747(B), Faculty
PN 84757(B), Faculty

Background/Reasons for Proposal

ETC was a stand-alone unit within the UHCC system for many years: a non-credit program offering short-term, entry-level vocational education and training to a primarily at-risk population. In 2004, when the UHCC system was looking for efficiencies and the then-Chancellor saw the benefit of merging the two units, ETC was consolidated within WCC. No changes in educational programming were tied to that re-organization. Each unit maintained its separate programming purposes and offerings, its student services, registration system, and catalogue. When they merged, ETC was placed administratively under the Office of Vocational and Community Education (VCE).

After years of monitoring ETC's overall declining enrollments and revenues, the College has determined it necessary to terminate the majority of the classes within ETC, transfer selected classes to non-credit continuing education, and absorb the faculty and staff – to the extent possible – within other units of WCC.

There were many factors leading to the College's decision to terminate ETC, but by far the most important is the decline in enrollments and revenue that resulted from the severe economic downturn.

Enrollment in the ETC program has been declining since 2006, as shown below.

FY:	2006-07	2007-08	2008-09	2009-10
Enrollment:	1218	904	749	466

The causes for the decline are many but the economic crisis since 2008 has had the most devastating impact on the program. The vast majority of ETC students are referred by third-party agencies which pay the program's tuition and fees. Two of the strongest agency partners have been the Hawaii State Department of Education (DOE) and the Department of Vocational Rehabilitation (DVR).

The DOE has used ETC as an alternative training site for high school students for many years and had, until 2008, provided a significant grant to the College to support them. Prior to 2008, the DOE provided \$310,000 annually to ETC to serve as an alternative program for at-risk high school students. When the DOE had to cut its budget in 2007-08, they first reduced the amount to \$257,000 and in 2008-09 they eliminated the grant altogether.

The DVR referred many of their clients to ETC for job training – accounting for more than 30% of its enrollment and revenue. As with the DOE, the DVR also had their budget restricted in 2007-08 and the number of students they were able to refer dropped to virtually none by the end of FY 2008-09.

Overall, ETC enrollments have declined to the point where there is not enough workload to sustain positions. Revenues have declined to the point where the special-funded positions cannot be sustained.

Another factor in the decision to terminate ETC is in workforce development research that finds in today's world economy, training students only for entry-level positions as ETC does, does not prepare them for a living wage employability. There needs to be a recognized credential and/or certificate or degree that includes at least the equivalent of one year of college credit.

Because the College is committed to serving the at-risk student which has been ETC's target population, WCC has created a partnership with the State of Hawai'i Adult Education Program and the Department of Labor that will:

- Leverage the resources of the three entities and reduce duplication of services.
- Increase the number of adults who have the soft skills and basic skills required for employment in the State as evidenced by a recognized work-readiness credential.
- Reduce the number of college-bound adults who require remediation when they apply to any of the University's community colleges.
- Reduce the number of semesters needed to complete degree and certificate programs for students scoring below 100-level on the Compass test.
- Increase the number of people who earn college certificates and degrees.
- Increase the number of adults in Hawaii who earn a living wage.

This new partnership creates a channel for the State to address significant workforce training issues at this critical time in our economy. It will be a major initiative within CCE. The College is committing PN 87396, Faculty, to serve as the coordinator of this project. Additional support will be provided by PN 87397, Faculty.

Reassignments

From the outset, the College was committed to ensuring that ETC faculty and staff jobs were protected, wherever possible, and in accordance with union contracts. To this end, the College committed, to the extent possible, to providing placements for incumbents of permanent positions, and to honor all temporary contracts until the end of the fiscal year, June 30, 2011.

Each employee met with the Chancellor and the Director of VCE to discuss his or her new assignment. To the extent possible, employees were assigned work in accordance with their position descriptions and within their areas of expertise. During the discussion phase all had agreed to accept their placements.

The College arranged for three of the faculty whose programs were eliminated, to be placed at other Oahu CC campuses. Their positions and funding are to be transferred to the new campus. This was done in consultation with the receiving campus' faculty and Deans, and the ETC faculty.

Assessment data has shown the need for WCC to provide more staffing for, and accessibility of, computer labs for all students. That data, coupled with a more than 14% increase in enrollment, has created a need within the Language Arts and Math departments to provide these areas with support and instruction. Four of ETC's faculty are being transferred to the WCC campus to fill this need. One tenured and one tenure-track Basic Skills instructors, PN 86759 and PN 87013,

will be assigned to the Language Arts department to teach and manage the writing lab. They both hold a Masters degree in English. Two tenured faculty from ETC's Office Administration and Technology program, PN 84639 and PN 87394, will be assigned to Math/Business to teach business courses and support developmental courses.

WCC's Strategic Plan includes goals to increase recruitment and retention. To assist in meeting this goal, and to meet the need created by the enrollment increase, the College has assigned ETC's four counselors: PN 74857, PN 74875, PN 83817, and PN 87011 to the Guidance and Counseling unit within Student Affairs.

Within the Administrative Services unit the WCC Business office had an ETC special-funded Account Clerk IV, PN 19017, which became vacant upon the retirement of the incumbent on July 1, 2010. Due to the lack of special funds, this position will be abolished. However, the need for a position is great as the growth of the College in enrollment and the number of extramurally funded programs, have increased the workload within the Business Office. To fill the need to maintain services to the campus, PN 112395, Educational Assistant III, will be transferred to the Business Office.

To support programming and institutional information needs of the College with regards to assessment, program review and accreditation, PN 80460, IT Specialist, will be transferred to the Office of Institutional Research within the Chancellor's Office. The growth of enrollment at the College and the needed support for institutional information in these areas has increased the workload within the Office of Institutional Research. The position will be reallocated to reflect the new support duties and responsibilities within the Office of Institutional Research Office.

The clerical staff were consulted individually about potential assignments and decisions were based on seniority. The most senior, PN 14065, chose to transfer to the office of the Vice Chancellor for Academic Affairs. (Until the culinary arts program is terminated at the end of the Spring 2011 semester, this position will serve half-time in the culinary arts program, and half-time in the Office of the Vice Chancellor for Academic affairs.) The second position, PN 44423, chose to transfer to the Registrar's Office in the Student Affairs division. The third clerical position, PN 51323, special funded, accepted a transfer to the Office of Vocational and Community Education.

Other Alternatives Considered

From 2008-10, ETC faculty, staff, and administration worked to revive the program using a number of strategies:

- Grant writing
- Professional development for faculty
- Partnering with Kapiolani Community College
- Consulting with Oahu Workforce Investment Board (OWIB)
- A survey of agencies' needs
- Focused recruiting
- Reviewing and revising curriculum
- Development of special payment plans

- Development of customized classes

In the end, the data clearly demonstrated the need to terminate the program.

No additional cost is anticipated as a result of this reorganization.

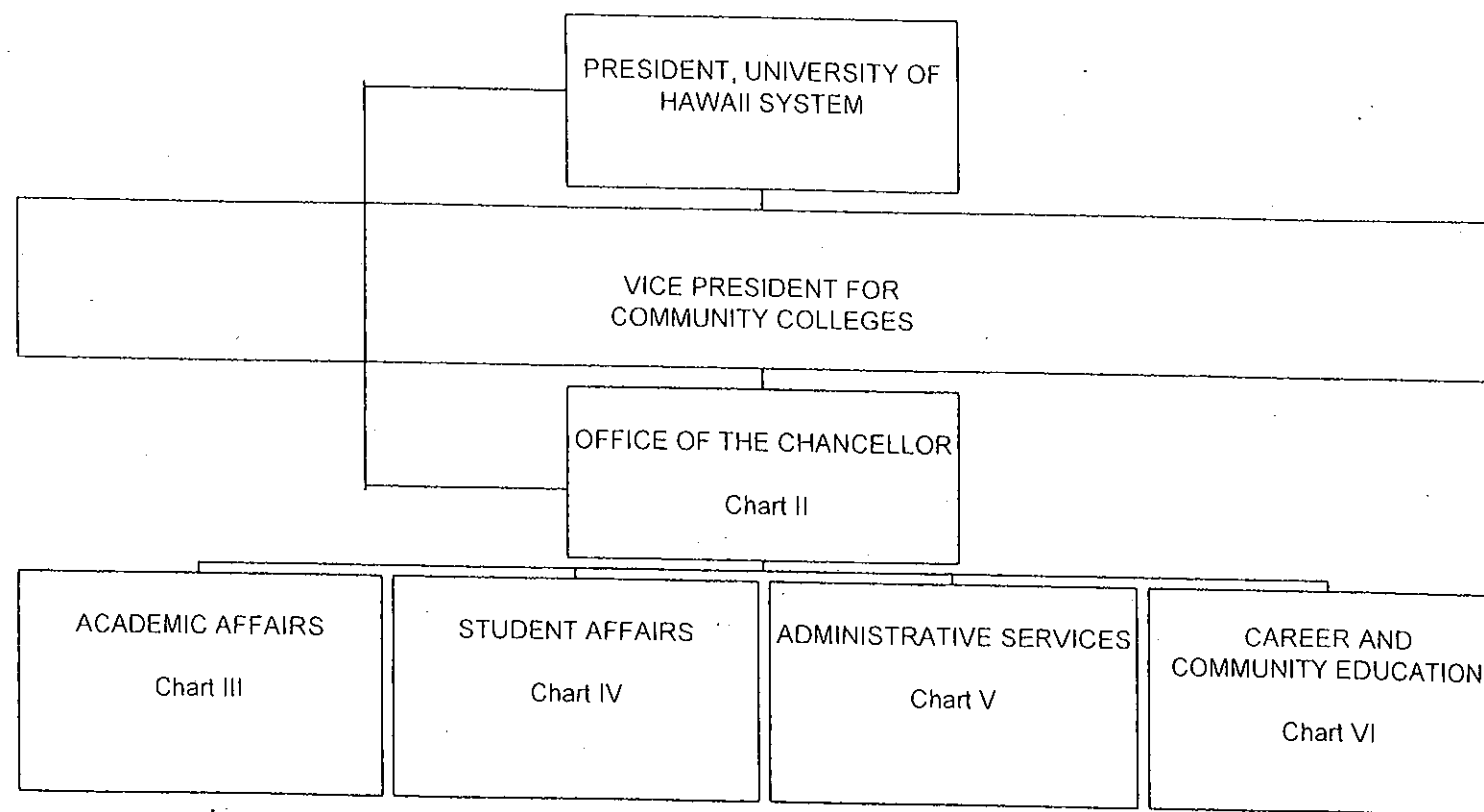
APPROVED

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

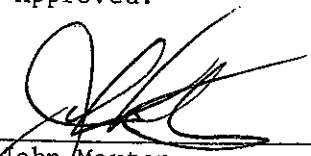
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE

Organization Chart

Chart I



Approved:


John Morton
VP for Community Colleges

JAN -7 2011

Date

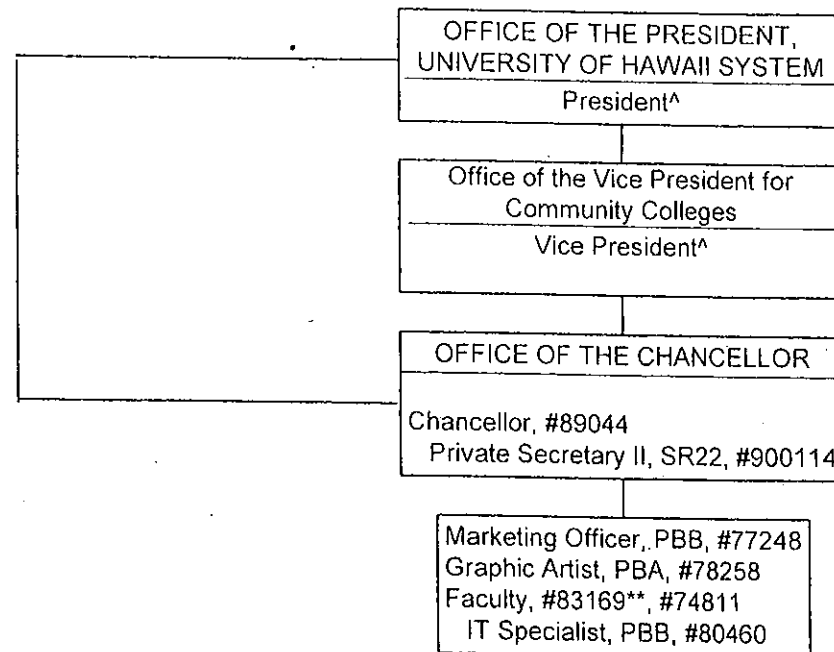
General Fund
(B) Special Funds

Perm	Temp
140.00	6.00
8.00	0.00

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

Position Organization Chart

Chart II



^ Excluded from position count this chart

**Temporary reassignment of faculty position to Institutional Research

Approved:

JAN -7 2011

John Merton
VP for Community Colleges

Date

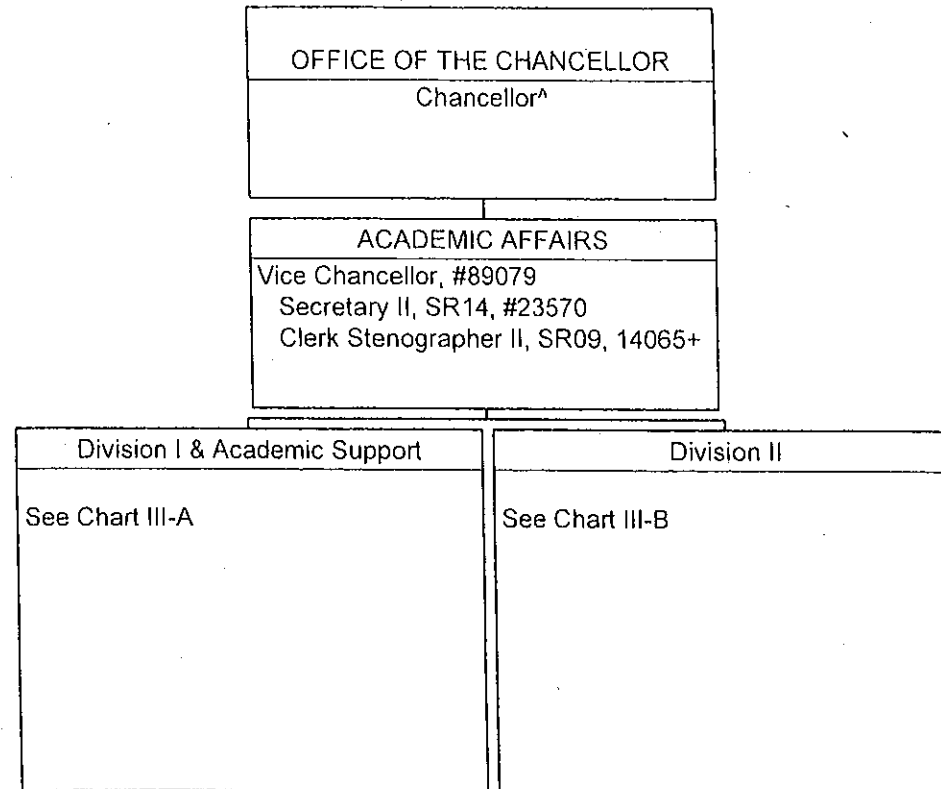
General Fund

Perm
7.00

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

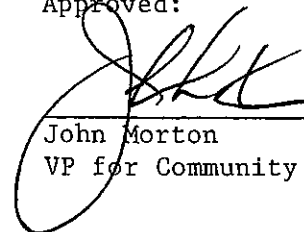
Position Organization Chart

Chart III



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

Approved:



JAN -7 2011

John Morton
VP for Community Colleges

Date

General Fund Perm
3.00

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

Position Organization Chart

Chart III-A

ACADEMIC AFFAIRS		
Vice Chancellor^		
DIVISION I & ACADEMIC SUPPORT		
Dean, CC #89207 Secretary I, SR12, #14064		
Academic Support	Humanities	Language Arts
<u>The Learning Center</u> Educational Specialist, PBB, #81744 <u>Academic Computing:</u> Faculty, #87039 IT Specialist, PBB, #79990 IT Specialist, PBA, #78345 <u>Library:</u> Faculty (Librarian, 4.00), #82285, #83873, #84553, #86614 Library Technician V, SR11, (2.00), #23569, #25657 Library Assistant IV, SR09, #32989 <u>Media Production Center:</u> Faculty, #87035 Electronic Technician, PBB, #81833 Office Assistant IV, SR10, #26606	<u>Art</u> Faculty (4.00), #83263, #84251, #86612, #87042 <u>Hawaiian Studies</u> Faculty, #74870 <u>History</u> Faculty (3.00), #83063, #83794, #87040 <u>Music</u> Faculty, #83659 <u>Philosophy</u> Faculty, #83440 <u>Religion</u> Faculty, #87112 <u>Theatre</u> Faculty, #87036	<u>General Language Arts</u> Faculty (3.00), #86759, #87013, #87037 <u>English</u> Faculty (4.00), #82022, #82433, #82863, #86125 <u>Hawaiian</u> Faculty (2.00), #87048, #87116 <u>Journalism</u> Faculty, #86813 <u>Speech</u> Faculty (1.50), #83237, #84395 (.50)

^ Excluded from position count this chart

Approved:

John Morton
VP for Community Colleges

JAN -7 2011

Date

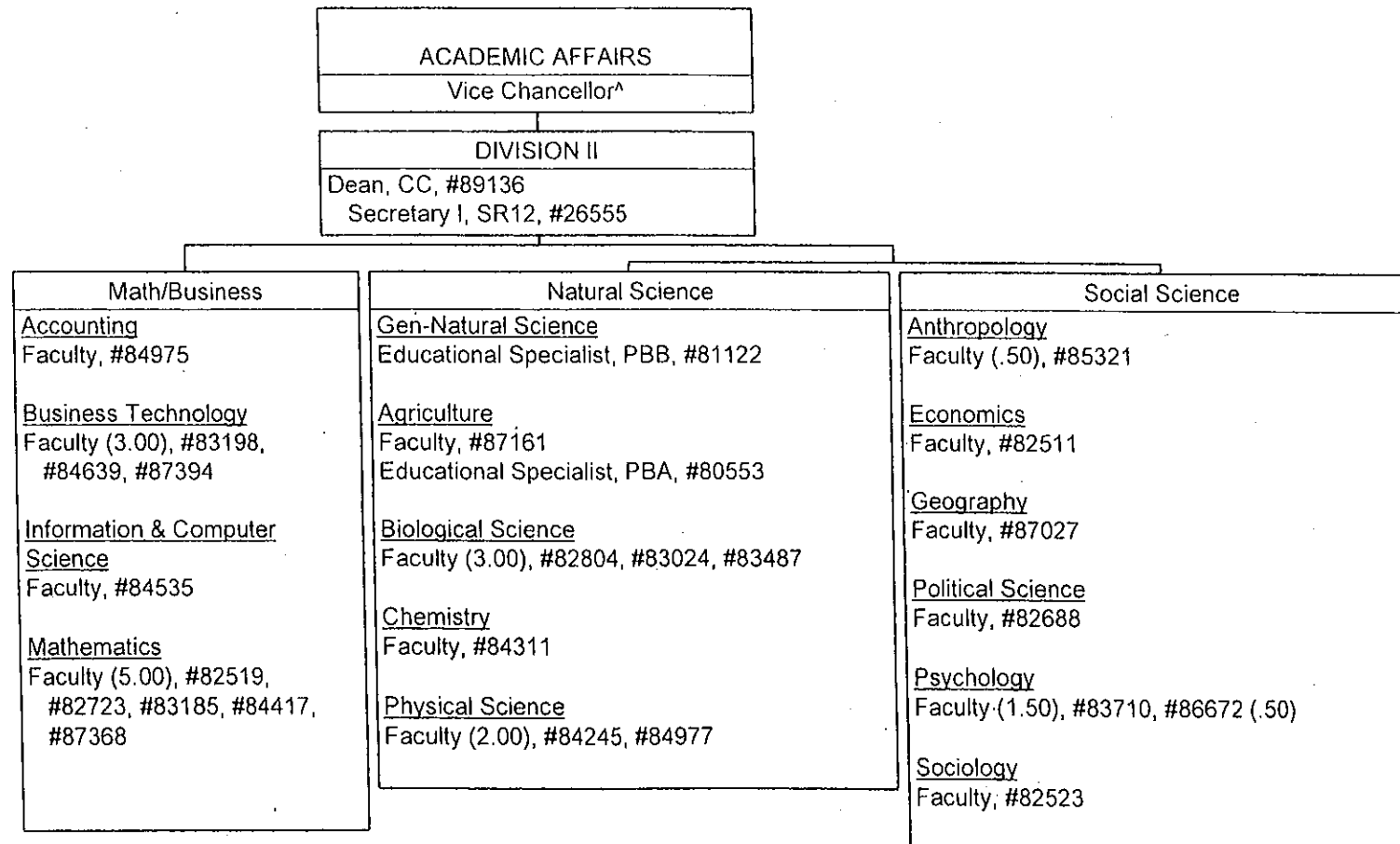
Perm

General Fund 39.50

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

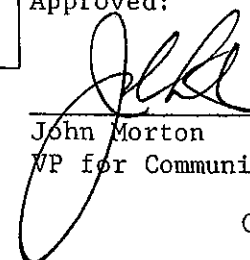
Position Organization Chart

Chart III-B



^ Excluded from position count this chart

Approved:



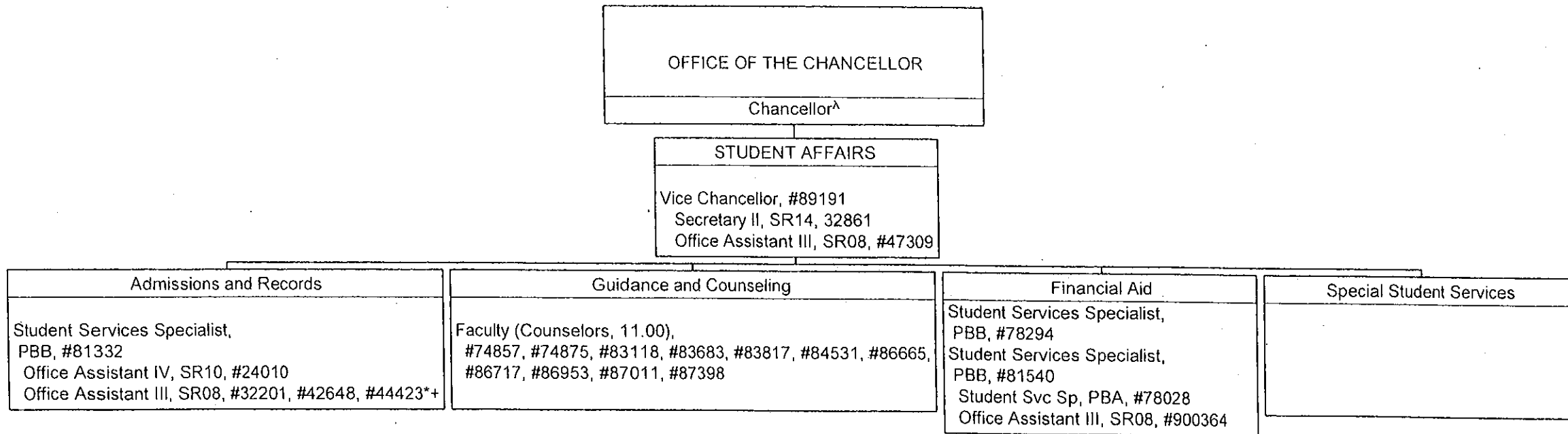
JAN -7 2011

John Morton Date
VP for Community Colleges
Perm
General Fund 27.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
STUDENT AFFAIRS

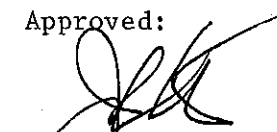
Position Organization Chart

Chart IV



^Excluded from position count this chart
* Temporary
+ Position to be redescribed

Approved:


John Morton
VP for Community Colleges

JAN -7 2011

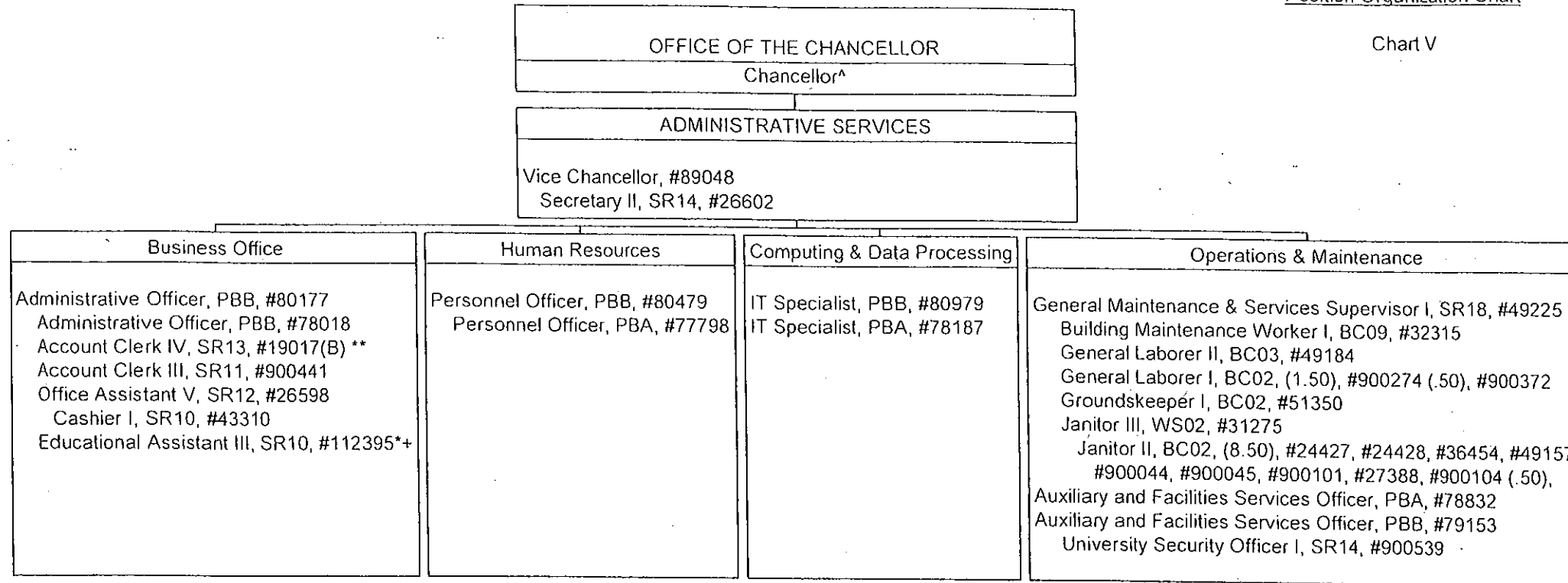
Date

	<u>Perm</u>	<u>Temp</u>
General Fund	22.00	1.00

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

Position Organization Chart

Chart V



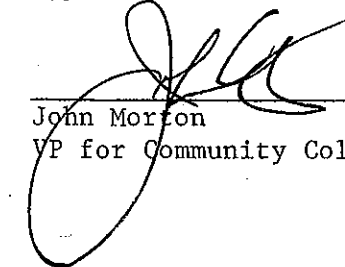
^ Excluded from position count this chart.

* Temporary

+ Position to be redescribed.

** To be abolished.

Approved:


John Morton
VP for Community Colleges

JAN -7 2011

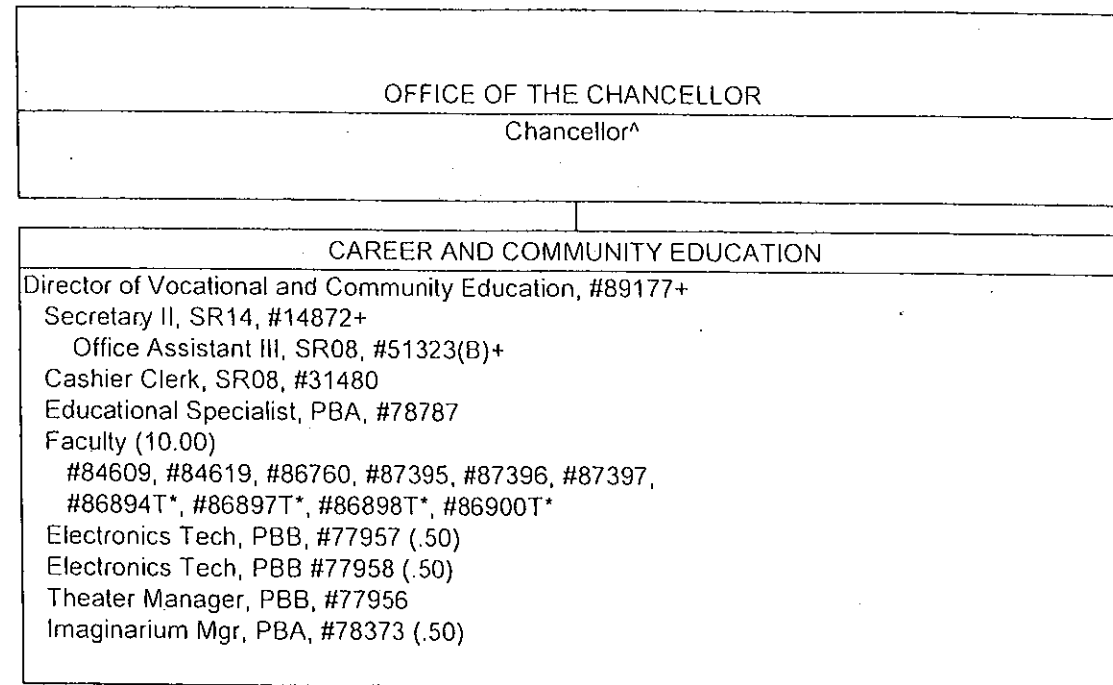
Date

	<u>Perm</u>	<u>Temp</u>
General Fund	29.00	1.00
(B) Special Funds	1.00	

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
CAREER AND COMMUNITY EDUCATION

POSITION ORGANIZATION CHART

CHART VI



^ Excluded from position count this chart.

* Temporary

+ Position to be redescribed.

Note: Special funded positions to be abolished #35418(B), #84744(B), #84745(B), #84746(B),
#84747(B), #84757(B).

Approved:

JAN - 7 2011

John Morton Date

VP for Community Colleges

<u>Perm</u>	<u>Temp</u>
-------------	-------------

12.50	4.00
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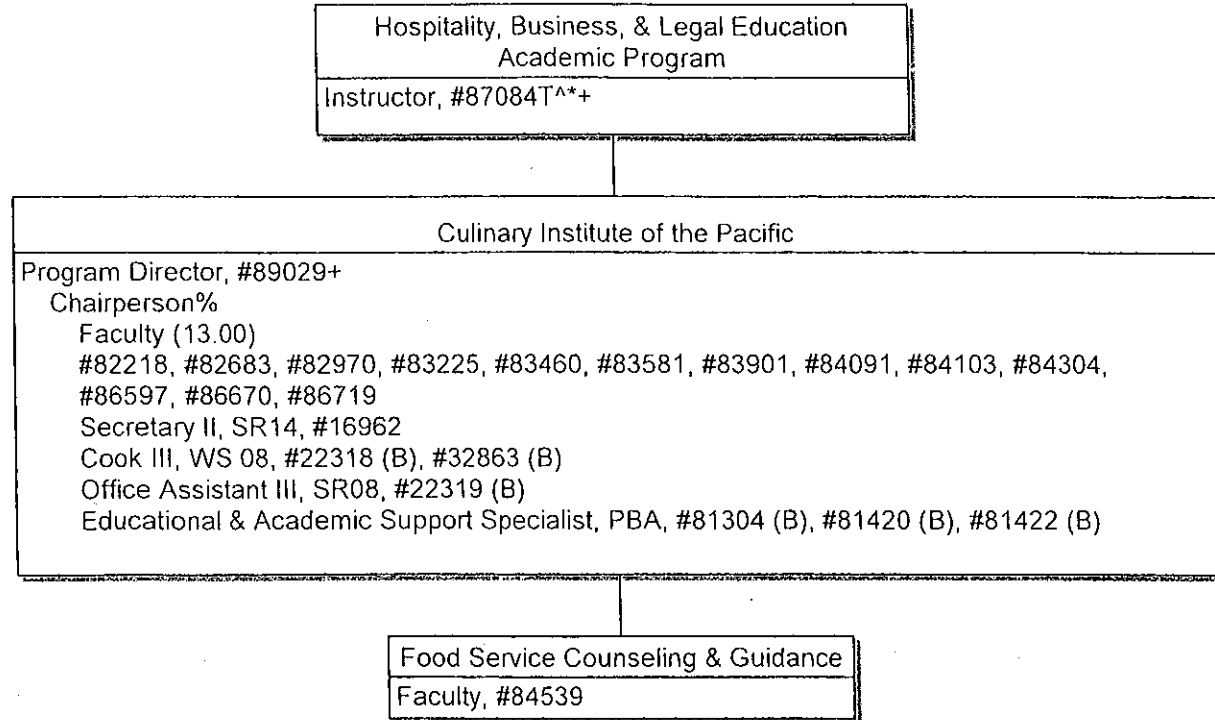
7.00

General Funds
(B) Special Funds

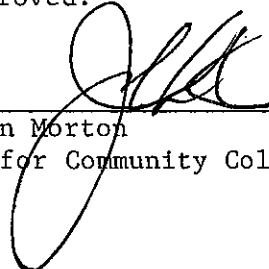
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
KAPIOLANI COMMUNITY COLLEGE

ORGANIZATION CHART

CHART III-D-1



Approved:


John Morton
VP for Community Colleges

JAN -7 2011

Date

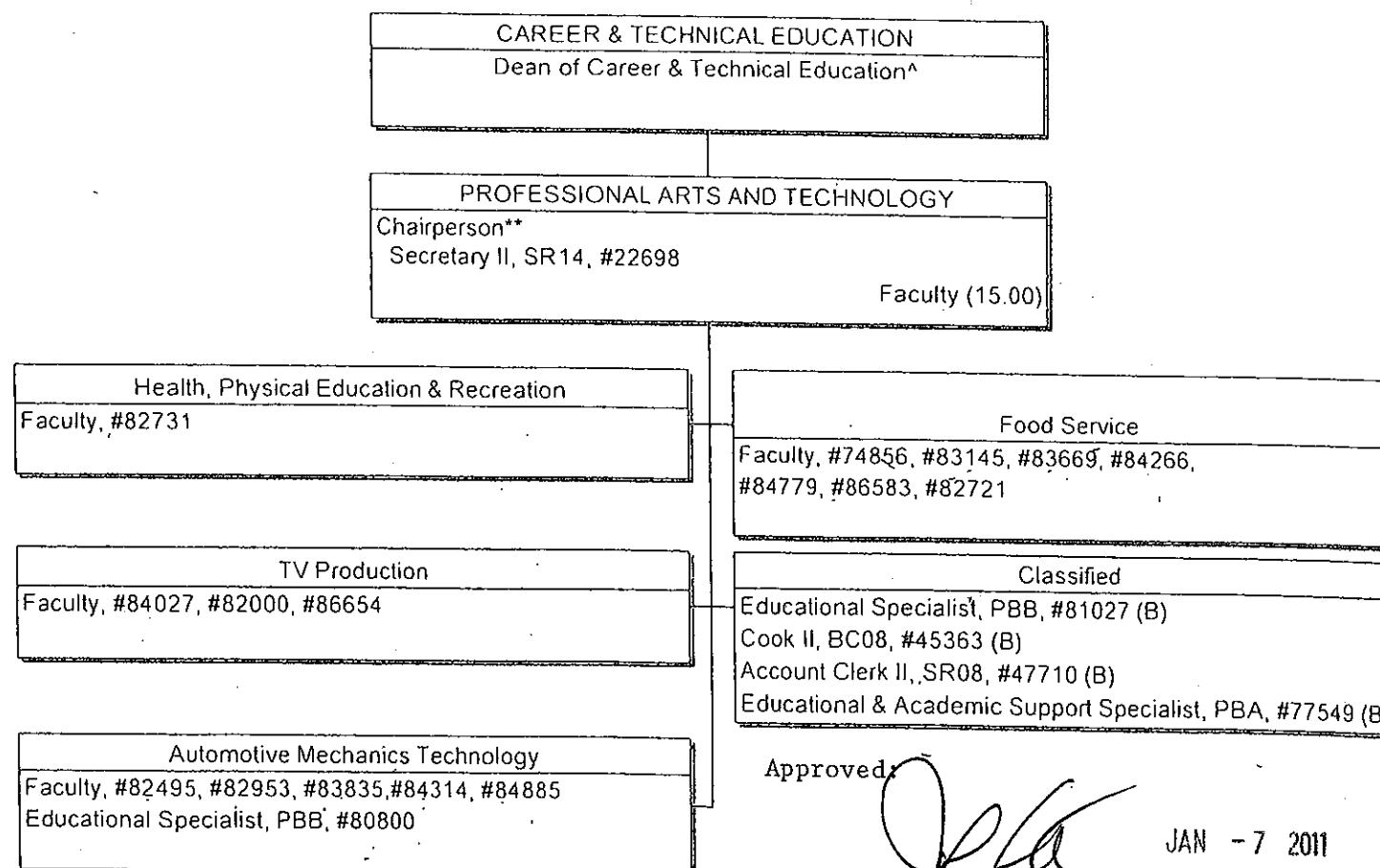
- ^ Excluded from position count this chart
- * Temporary Position
- % Chairperson is appointed from among the faculty position
- + To be redescribed & submitted for classification review

	<u>PERM</u>	<u>TEMP</u>
GENERAL FUND	16.00	
(B) SPECIAL FUND	6.00	

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

POSITION ORGANIZATION CHART

CHART III-B-1



Approved:

[Signature]

JAN -7 2011

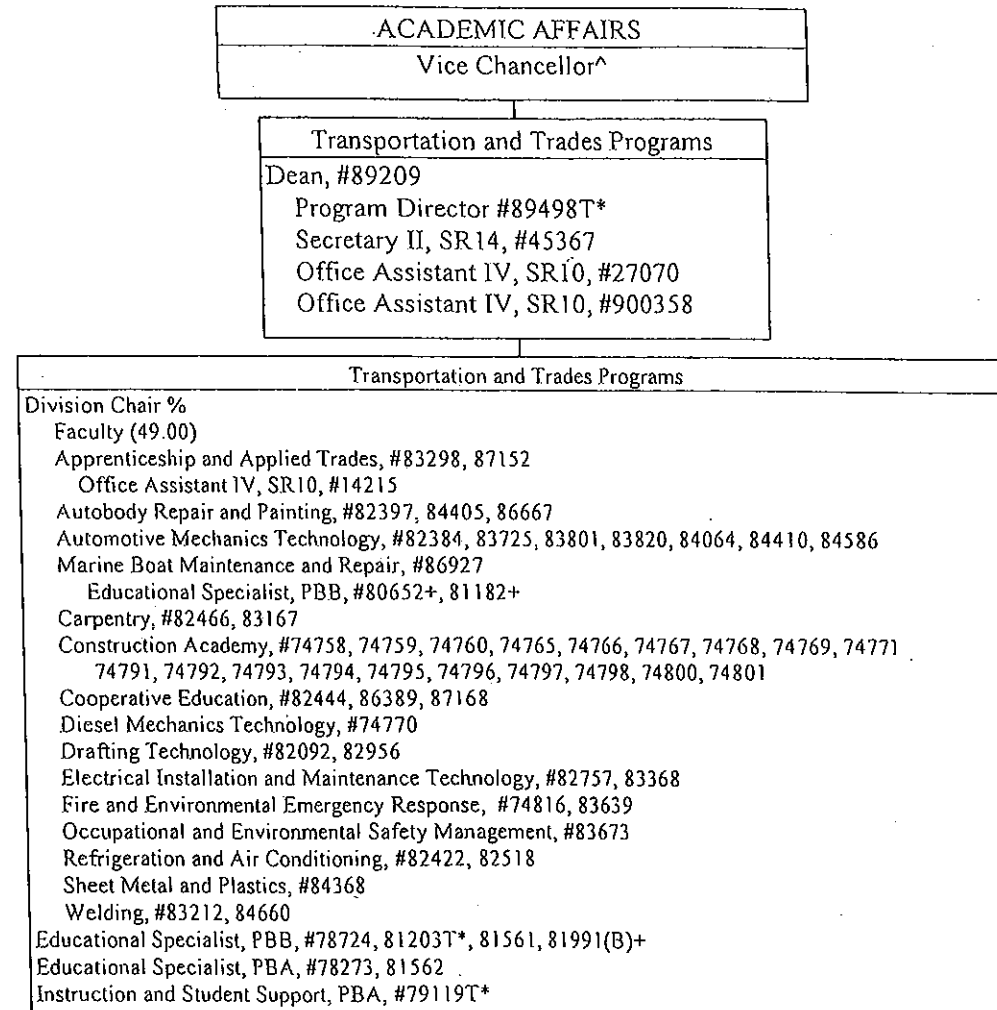
John Morton
 VP for Community Colleges

Date

GENERAL FUND	PERM
(B) SPECIAL FUNDS	17.00
	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
HONOLULU COMMUNITY COLLEGE
ACADEMIC AFFAIRS



Organization Chart

Chart IIIB

Approved:

John Morton
VP for Community Colleges

JAN -7 2011

Date

	<u>Perm</u>	<u>Temp</u>
General Fund	61.00	3.00
(B) Special Fund	1.00	

- ^ Excluded from position count this chart
- + To be redescribed
- % Division Chair is appointed from any faculty position in the College.
Multiple Division Chairs may be appointed but each position in the
Division has only one immediate supervisor.
- * Temporary

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

FUNCTIONAL STATEMENTS

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

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

OFFICE OF THE CHANCELLOR

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

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

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

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

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

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

ACADEMIC AFFAIRS

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

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

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

Instructional Divisions (I and II)

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

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

Academic Support Unit

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

The Learning Center

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

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

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

Academic Computing

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

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

Library

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

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

Media Production Center

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

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

STUDENT AFFAIRS

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

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

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

Admissions and Records

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

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

Guidance and Counseling

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

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

Financial Aid

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

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

Special Student Services

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

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

ADMINISTRATIVE SERVICES

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

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

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

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

Business Office

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

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

Human Resources

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

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

Computing and Data Processing

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

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

Operations and Maintenance

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

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

CAREER AND COMMUNITY EDUCATION

Office of Career and Community Education

The Office of Career and Community Education, develops, promotes, and implements all non-credit and special credit instructional programs and college community activities. It also provides customized contract training in response to community needs. The WCC theater and planetarium are administered from this unit.

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

instructional capabilities in order to establish appropriate educational programs.

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

PREVIOUS

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE

Organization Chart

Chart I

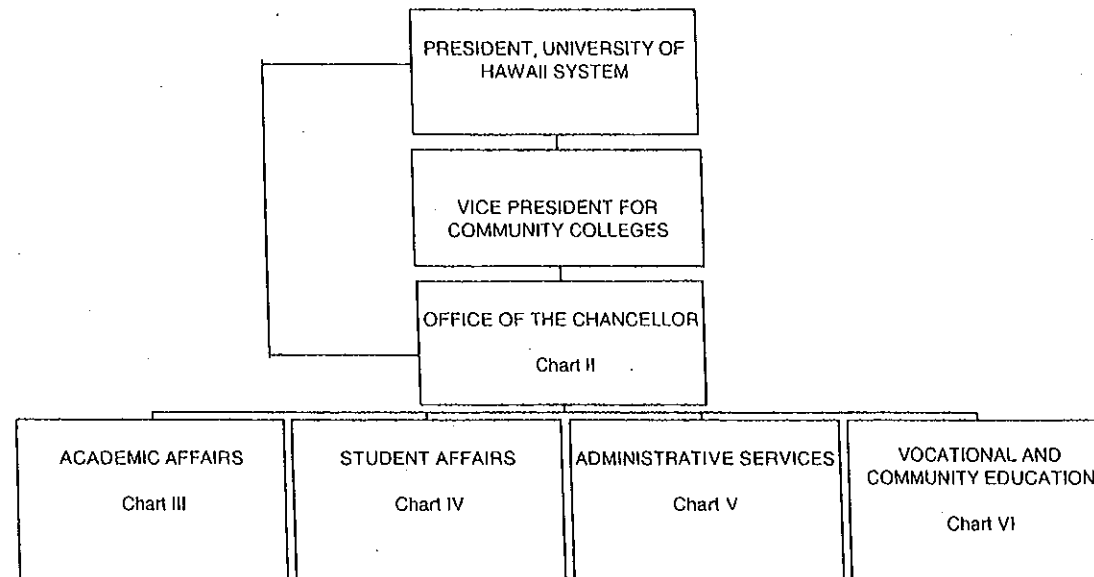


CHART UPDATED

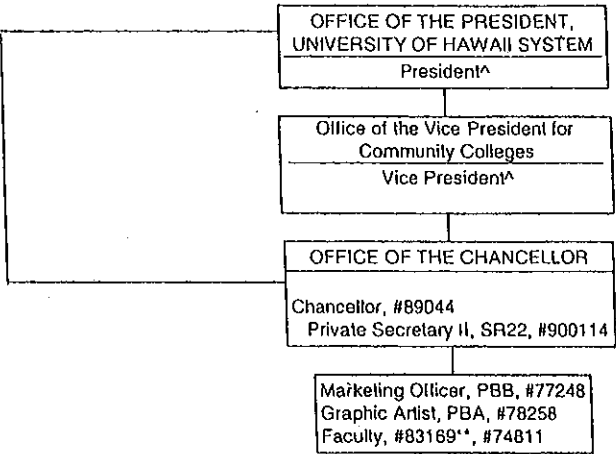
DATE JUL 01 2010

	<u>Perm.</u>	<u>Temp</u>
General Fund	143.00	6.00
(B) Special Funds	8.00	0.00

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

Position Organization Chart

Chart II



^ Excluded from position count this chart
**Temporary reassignment of faculty position to Institutional Research

CHART UPDATED

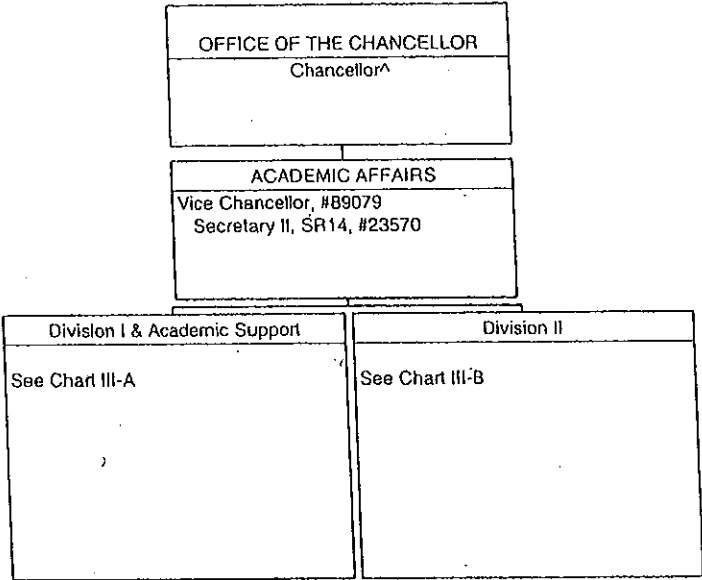
DATE JUL 9 1 2010

General Fund	Perm 6.00
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STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
ACADEMIC AFFAIRS

Position Organization Chart

Chart III



^ Excluded from position count this chart

CHART UPDATED

DATE JUL 8 1992

General Fund Perm
2.00

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

Position Organization Chart

Chart III-A

ACADEMIC AFFAIRS Vice Chancellor^		
DIVISION I & ACADEMIC SUPPORT Dean, CC #89207 Secretary I, SR12, #14064		
Academic Support	Humanities	Language Arts
<u>The Learning Center</u> Educational Specialist, PBB, #81744	<u>Art</u> Faculty (4.00), #83263, #84251, #86612, #87042	<u>General Language Arts</u> Faculty, #87037
<u>Academic Computing:</u> Faculty, #87039 IT Specialist, PBB, #79990 IT Specialist, PBA, #78345	<u>Hawaiian Studies</u> Faculty, #74870	<u>English</u> Faculty (4.00), #82022, #82433, #82863, #86125
<u>Library:</u> Faculty (Librarian, 4.00), #82285, #83873, #84553, #86614 Library Technician V, SR11, (2.00), #23569, #25657 Library Assistant IV, SR09, #32989	<u>History</u> Faculty (3.00), #83063, #83794, #87040	<u>Hawaiian</u> Faculty (2.00), #87048, #87116
<u>Media Production Center:</u> Faculty, #87035 Electronic Technician, PBB, #81833 Office Assistant IV, SR10, #26606	<u>Music</u> Faculty, #83659	<u>Journalism</u> Faculty, #86813
	<u>Philosophy</u> Faculty, #83440	<u>Speech</u> Faculty, #83237, #84395 (.50)
	<u>Religion</u> Faculty, #87112	
	<u>Theatre</u> Faculty, #87036	

^ Excluded from position count this chart

CHART UPDATED
DATE JUL 8 1999
General Fund Perm
37.50

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

Position Organization Chart

Chart III-B

ACADEMIC AFFAIRS		
Vice Chancellor^		
DIVISION II		
Dean, CC, #B9136		
Secretary I, SR12, #26555		
Math/Business	Natural Science	Social Science
<u>Accounting</u> Faculty, #84975	<u>Gen-Natural Science</u> Educational Specialist, PBB, #81122	<u>Anthropology</u> Faculty (.50), #85321
<u>Business Technology</u> Faculty, #83198	<u>Agriculture</u> Faculty, #87161 Educational Specialist, PBA, #80553	<u>Economics</u> Faculty, #82511
<u>Information & Computer Science</u> Faculty, #84535	<u>Biological Science</u> Faculty (3.00), #82804, #83024, #83487	<u>Geography</u> Faculty, #87027
<u>Mathematics</u> Faculty (5.00), #82519, #82723, #83185, #84417, #87368	<u>Chemistry</u> Faculty, #84311	<u>Political Science</u> Faculty, #82688
	<u>Physical Science</u> Faculty (2.00), #84245, #84977	<u>Psychology</u> Faculty (1.50), #83710, #86672 (.50)
		<u>Sociology</u> Faculty, #82523

^ Excluded from position count this chart

CHART UPDATED

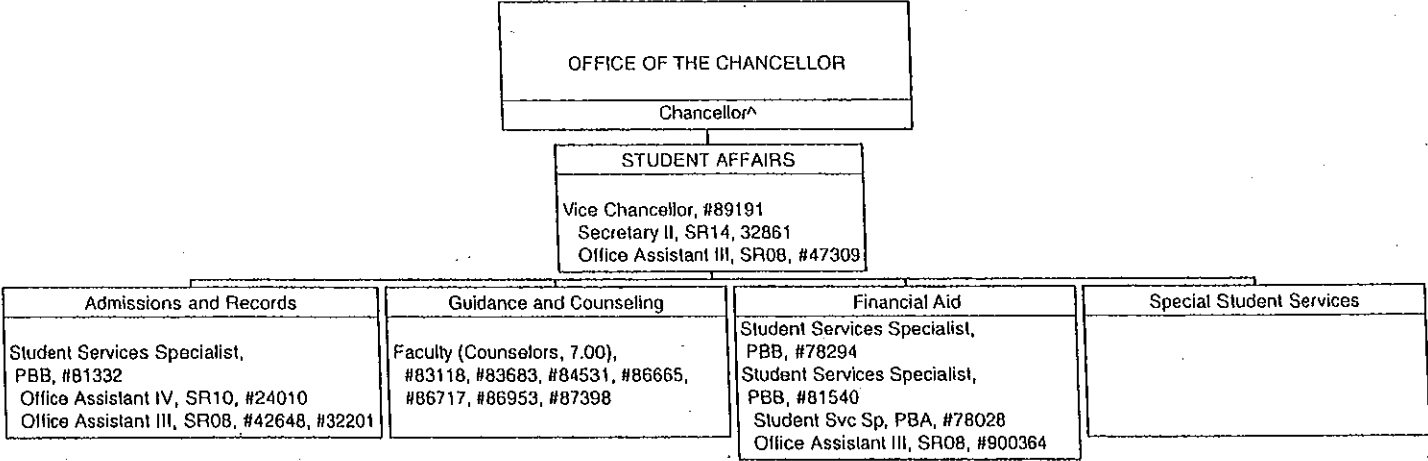
DATE JUL 24 2011

General Fund Perm
25.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
STUDENT AFFAIRS

Position Organization Chart

Chart IV



^Excluded from position count this chart

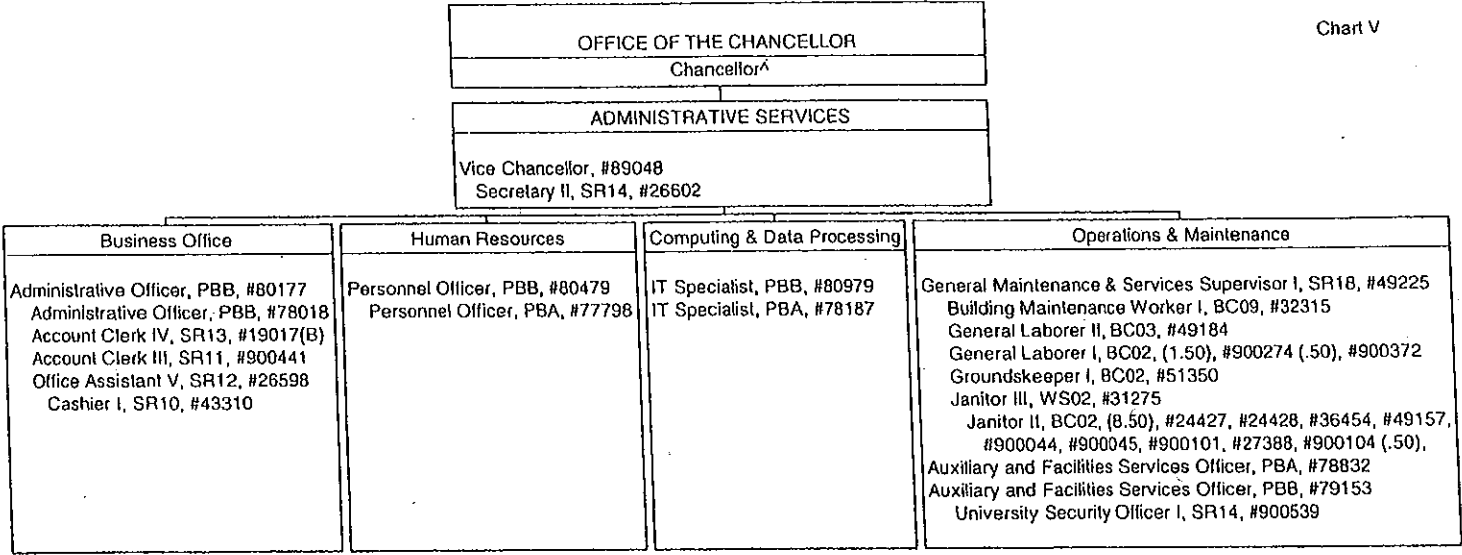
Perm
General Fund 18.00

CHART UPDATED
DATE _____

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

Position Organization Chart

Chart V

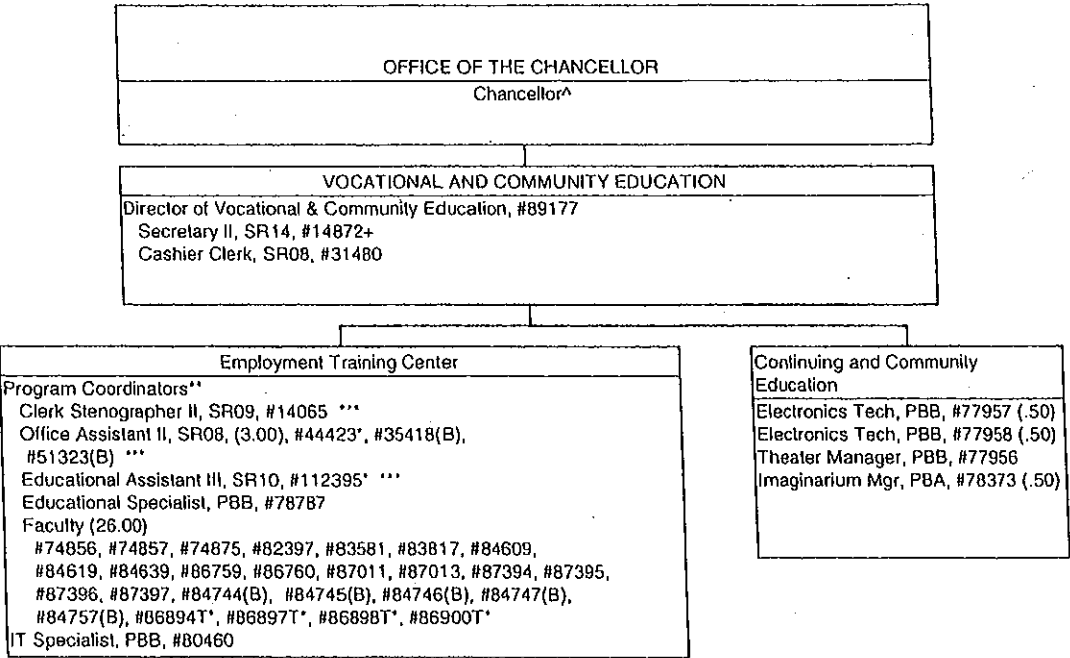


^ Excluded from position count this chart.

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
WINDWARD COMMUNITY COLLEGE
VOCATIONAL AND COMMUNITY EDUCATION

POSITION ORGANIZATION CHART

CHART VI



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

CHART UPDATED

DATE JUL 01 2010

	Perm	Temp
General Fund	25.50	6.00
(B) Special Funds	7.00	

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

FUNCTIONAL STATEMENTS

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

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

OFFICE OF THE CHANCELLOR

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

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

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

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

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

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

ACADEMIC AFFAIRS

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

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

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

Instructional Divisions (I and II)

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

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

Academic Support Unit

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

The Learning Center

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

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

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

Academic Computing

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

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

Library

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

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

Media Production Center

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

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

STUDENT AFFAIRS

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

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

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

Admissions and Records

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

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

Guidance and Counseling

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

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

Financial Aid

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

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

Special Student Services

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

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

ADMINISTRATIVE SERVICES

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

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

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

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

Business Office

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

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

Human Resources

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

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

Computing and Data Processing

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

- Establishes and maintains effective relationships with participating and cooperating schools and agencies.

Continuing and Community Education

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