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SYSTEM

August 21, 2012

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

Dear Mr. Nakanelua:

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

Upon completion of the consultation process with UPW, attached for your files is a copy of the reorganization of the University of Hawai'i, Honolulu Community College, which was approved on August 16, 2012.

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

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

c   Vice President John Morton, UH Community Colleges
✓Director Laurel Johnston, UH System Budget Office
Director Debra Ishii, UH System Office of Human Resources
Chancellor Erika Lacro, Honolulu Community College
Director Lance Yamamoto, CC Budget Office
Director Sandra Uyeno, CC Human Resources Office

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August 21, 2012

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

Dear Mr. Musto:

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAII, HONOLULU 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, Honolulu Community College, which was approved on August 16, 2012.

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

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

c   Vice President John Morton, UH Community Colleges
    Director Laurel Johnston, UH System Budget Office
    Director Debra Ishii, UH System Office of Human Resources
    Chancellor Erika Lacro, Honolulu Community College
    Director Lance Yamamoto, CC Budget Office
    Director Sandra Uyeno, CC Human Resources Office

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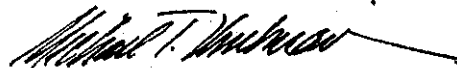## *of* HAWAI'I
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August 21, 2012

Mr. Randy Perreira, Executive Director
Hawai'i Government Employees Assn.
888 Mililani St., Suite 601
Honolulu, HI 96813-2991

Dear Mr. Perreira:

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION, UNIVERSITY OF HAWAII, HONOLULU 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, Honolulu Community College, which was approved on August 16, 2012.

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

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

c   Vice President John Morton, UH Community Colleges
     ✓Director Laurel Johnston, UH System Budget Office
     Director Debra Ishii, UH System Office of Human Resources
     Chancellor Erika Lacro, Honolulu Community College
     Director Lance Yamamoto, CC Budget Office
     Director Sandra Uyeno, CC Human Resources Office

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August 21, 2012

The Honorable Brian Schatz
Lieutenant Governor, State of Hawai'i
State Capitol
415 South Beretania Street
Hoonlulu, HI 96813

Dear Honorable Brian Schatz:

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

Attached for your files is a copy of the reorganization of the University of Hawai'i, Honolulu Community College, which was approved on August 16, 2012. The purpose of The reorganization is explained in the attached documents.

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

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

c   Vice President John Morton, UH Community Colleges
     ✓Director Laurel Johnston, UH System Budget Office
     Director Debra Ishii, UH System Office of Human Resources
     Chancellor Erika Lacro, Honolulu Community College
     Director Lance Yamamoto, CC Budget Office
     Director Sandra Uyeno, CC Human Resources Office

Executive Summary
Reorganization Proposal
University of Hawaii Community Colleges System
Honolulu Community College

"Two design issues are at the heart of organizational structure: how to allocate work (*differentiation*) and how to coordinate roles and units once responsibilities have been parceled out (*integration*)." p49.[1]

Honolulu Community College is proposing a reorganization focused on the alignment of campus human resources to allow the College to effectively and efficiently serve its students, faculty, staff and communities. The College has invested a large amount of time and input from campus constituents in the creation of a Strategic Plan for the years 2008-2015. In order to meet the plan outcomes, the College must organize its human resources in the most productive manner. The College's philosophy and set of core values influence and guide the fundamental decisions, attitudes, and behaviors of the College members. This proposed organization will allow for the College to move forward in providing the cohesion, consistency, and leadership necessary to educate and service our students and communities.

The proposed reorganization affects the Academic Affairs (Chart III), the Pacific Center for Advanced Technology Training (Chart IV) and the Administrative Services (Chart VI) units. The proposal calls for the abolishment of the Pacific Aerospace Training Center (Chart V), and those related academic units will be subsumed under Academic Affairs.

This proposal focuses on eleven major reorganizational needs of the College:

1) Creation of an Academic Support division led by a Dean for Academic Support
2) Creation of a Student Success unit within the Academic Support
3) Consolidation of the Information Technology (IT) personnel, resources and responsibilities to support all campus activities
4) Consolidation of Non-Credit operations under the Director of the Pacific Center for Advanced Technology Training (PCATT) and Continuing Education and Life-Learning
5) Establishment of a unit comprised of all Native Hawaiian studies and support services
6) Placement of the Music Entertainment and Learning Experience (MELE) program on the organizational chart
7) Creation of two sub-divisions within Transportation and Trades (Tech I) division
8) Consolidation of the Admissions and Records functions into one division, under one supervisor (current Registrar), under the Student Services Division.
9) Alignment of Security personnel directly under the Vice-Chancellor for Administrative Services
10) Creation of a Design Services unit under the Academic Support Division
11) Abolishment of the Pacific Aerospace Training Center

The process of organizing, communicating, and soliciting feedback and advice of campus faculty and staff has been an ongoing process. Beginning in fall 2010, the campus started with large re-

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[1] Bolman, Lee G. and Deal, Terrance E.; Reframing Organizations; Josey-Bass, San Francisco, 2003.

organization meetings with all parties involved. All meetings were open and meeting minutes have been posted on the campus intranet. Most of those involved in the proposed changes have been directly involved in the development of the organizational structure needed to ensure the College can meet its mission, strategic goals and outcomes.

The proposed reorganization involves existing positions, so no additional cost is anticipated as a result of the proposed organizational changes.

Reorganization Proposal
University of Hawaii Community Colleges System
Honolulu Community College

Honolulu Community College's primary focus is ensuring student success. As part of the College's mission, "the College is committed to providing the academic and student support to assist students as they progress toward their respective courses and programs." In order to effectively manage the student support services needed to facilitate a student-centered focus the campus undertook a major reorganizational effort beginning in Fall 2010.

The data points used to evaluate the success of students enrolled revealed areas that need attention. The average persistence of first-time freshmen students from the first-year to the second-year of education at Honolulu Community College is 46%[1]. With respect to overall student population, in Fall 2010 there were 4,725 students enrolled at the College (3,623 of whom are HCC home-based students), and 2,804 of these students returned in Spring 2011. 2,463 of the HCC home-institution students re-enrolled in Spring 2011 and 210 students completed their coursework in Fall 2010 and obtained degrees or certificates. Fall-to-Spring persistence for HCC home-institution students was 74%, relative to the 31% for students home based at one of the other UH institutions[2]. Regarding the area of developmental education, using an average of the previous five fall semesters, 76% of incoming students placed into developmental math and nearly 70% into developmental reading and writing[3]. The issue of students entering college academically underprepared is not a unique issue to HCC but must be addressed.

As part of the Achieving the Dream (AtD) initiative, the College evaluates cohort data used for measuring student success. This data reveals that the College is still having difficulty with student success in the areas of developmental writing and math as cohort completion success has not witnessed sustained improvement from the baseline measurements[4]. However, the data available are prior to significant changes occurring at Honolulu Community College and do not reflect the restoration of a developmental reading program to supplement developmental writing and the addition of several new Math and English curriculum. Some improvements will hopefully begin to show fruition beginning with the Fall 2010 AtD cohort and more fully thereafter.

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[1] Average of five most recent IPEDS retention rates for first-time students fall-to-fall.
[2] Source: ODS, IRO_BASE_UH, IRO_DEGREE_UH
[3] Source: Achieving the Dream General Record by cohort (students new to the institution) who took a placement exam.
[4] Source: Achieving the Dream reports: http://www.hawaii.edu/offices/cc/achieving the dream goals.php

The College also participates in the Community College Survey of Student Engagement every two years since 2006. This survey reveals that for the most recent year it was conducted (2010), both full-time and part-time students appear to be integrated well with career counseling services, participated in community-based projects, and worked with instructors on activity other than coursework. However, based on the benchmark frequencies, there were areas in need of improvement including low usage of skill labs (writing, math, etc.) by part-time students and low usage of computer labs by full-time students[5]. These latter issues were addressed by the reorganization plan and changes to the delivery and content of developmental Math and English.

The purpose of the proposed reorganization is to create a structure that would allow for efficient and effective management and clear alignment of campus resources. The goal is to create a structure to help address the operational issues impacting the overall student performance rates and help meet the strategic outcomes set as campus performance measures. The proposed reorganization will also assist in better communication within and between other units, as described below.

Honolulu Community College held numerous campus-wide reorganizational meetings during the Fall 2010, Spring 2011, Summer 2011 and Fall 2011 semesters. The recommendations that came forth in these meetings have helped shape the proposed reorganization outlined in this document. Proposed organizational changes are outlined below in bulleted summary by each chart.

Chart I
- Elimination of the Pacific Aerospace Training Center (PATC)
  Rationale: The enrollment numbers, number of faculty and staff and use of facilities for the PATC does not warrant continuation of this program with a program director or administrator position.

  Impact: The impact of this change is that all PATC faculty and staff will be moved into the Transportation and Trades (Tech I) division, where it more logically fits into the management structure of the College (see Proposed Chart IIIB). The position of Director of PATC will be reallocated and redescribed as Dean of Academic Support (see Proposed Chart IIIE).

  Cost: There is no additional cost associated with this change.

Chart II
- Elimination of International Affairs and Development
  Rationale: The management of the International Affairs office was previously overseen by the Chancellor's Office. The College has found that there are essentially two main international affairs functions. The first is the coordination and federal reporting of international students which essentially falls under

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[5] Source: CCSSE Honolulu Community College 2010 Key Findings

student services and student records. Those responsibilities will be redistributed to those departments. The second major function of International Affairs is the external arm of the College that reaches out to create relationships, synergy and coordination of programs across the world. This function will be redistributed to the management team and be coordinated by the Chancellor's executive assistant.

Impact: These functional changes will allow for better coordination of the needs of international students integrated into student services. Higher level administration will make the determination of which international activities and agreements the College should support. The Honda Center located at Kapiolani Community College also has the responsibility of coordinating larger community college system agreements and will provide support to the College's international activities. Faculty position #85436 is to be abolished and its position count is to be transferred to Kapiolani Community College. Educational Specialist, PBA, #81309T will be assigned to Admissions and Records, Student Services and redescribed (see Proposed Chart IIID).

Cost: There is no additional cost associated with this change.

Chart III
Under the present organizational structure eight organizational units report directly to the Vice Chancellor of Academic Affairs (VCAA). These eight divisions are University College, Transportation and Trades (Tech I), Communication and Services (Tech II), Student Services, Management Information and Research (MIR), College Skills Center (CSC), Educational Media Center (EMC), and the Library.

Under this proposed reorganization, the number of divisions that the VCAA oversees will be reduced to six divisions: (1) University College (see Proposed Chart IIIA), (2) Transportation and Trades (TECH I – see Proposed Chart IIIB), (3) Communication and Services (TECH II – see Proposed Chart IIIC), (4) Student Services (see Proposed Chart IIID), (5) a proposed new Academic Support (see Proposed Chart IIIE), and (6) a proposed Information Technology Services (see Proposed Chart IIIF).

- Elimination of Program Review/Program Improvement
  Rationale: Currently there is only one faculty position, #74810 located in the Academic Affairs division to focus on program review and program assessment (see Present Chart III). Over the last five years, this model of having one person responsible for assessment and program review has been unsustainable. Because the College's accrediting commission is building a stronger focus on institutional wide assessment embedded in every unit, the process of program review and assessment needs to be integrated into every unit of the College.

  Impact: Faculty position #74810 will be assigned to the Education Technology Center, Academic Support to provide technology assistance and to plan and deliver high quality distance education (see Proposed Chart IIIE).
  Cost: There is no additional cost associated with this change.

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- Creation of a new Academic Support Division reporting to the Vice Chancellor of Academic Affairs (see Proposed Chart IIIE).

    Rationale: The consolidation of all Academic Support units under a Dean of Academic Support will ensure more accountability, effective management, and efficiency of academic support services.

    Impact: MIR, CSC, EMC and the Library have been removed from Chart III and positions that had been assigned to these units have been redistributed throughout the proposed reorganization. Details to be discussed with applicable organizational charts.

    Cost: There are no costs associated with this proposed change.

- Creation of a new Information Technology Services Division (see Proposed Chart IIIF)

    Rationale: One of the major stumbling blocks the college has faced for many years is the decentralization of the IT services on campus. Having these services broken into many different levels leads to many different supervisors and scattered budgets that are difficult to track. The process of bringing together all of the IT resources in terms of personnel is important to ensure the vision is consistent with all initiatives to provide outstanding IT tech support ranging from networking, user support and institutional support. To achieve this, all personnel must report to one supervisor which can manage the operations as a whole.

    Impact: Consolidation of Information Technology personnel, resources and responsibilities to support all campus IT activities.

    Cost: Possible costs may be incurred due to reclassifications of positions.

Chart IIIA
- Regrouping of Liberal Arts Programs in the University College into four academic units

    Rationale: The present organization chart identifies one large University College division with all the disciplines reflected under one (1) Division Chair. In practice the University College has been functioning with three (3) Division Chairs, Arts, Humanities, and Social Sciences; Language Arts; and Math and Sciences. Therefore, the proposed structure formerly recognizes and implements this structure. The proposed structure adds a fourth division for Native Hawaiian Programs which will also have its own Division Chair. This will ensure more efficient organization and utilization of resources, personnel, communication and oversight of the University College.

Impact: The Liberal Arts Program in the University College has been separated into four academic units: 1) Arts, Humanities and Social Sciences, 2) Language Arts, 3) Mathematics and Science, and 4) Native Hawaiian Programs. Disciplines in each of the academic units are as follows:

Arts, Humanities, and Social Sciences:
    American Studies (formerly Social Science)
    Anthropology
    Asian Studies
    Economics
    Fine Art
    Geography
    History
    Philosophy
    Psychology
    Religion
    Sociology
    Speech
Language Arts:
    Asian Pacific Language
    English
Mathematics and Science:
    Biological Science
    Chemistry
    Mathematics
    Oceanography
    Physical Science
    Science
Native Hawaiian Programs
    Hawaiian Studies

- <u>Establishment of the Native Hawaiian Programs Division within the University College</u>

Rationale: Under the most recent Title III grant, the College established the currently titled "Native Hawaiian Center." This Center, which is comprised of the Hawaiian Studies faculty and a few Counselors, has been instrumental in providing support for students through financial aid counseling, computing center resources, mentoring and peer tutor assistance. A major recommendation proposed through campus reorganizational meetings was to create a sub-division for Native Hawaiian Studies with its own Division Chair. This proposed Division would allow for the combination of Hawaiian Studies, Voyaging, Hawaiian Language and the student support services currently delivered by the Native Hawaiian Center. The Native Hawaiian Center is now well institutionalized and well established. It is now important to integrate the activities of the Native

Hawaiian Center into campus operations. A logical and agreed upon placement of the Native Hawaiian Center is within the University College.

Impact: The impact of this change will be in terms of how committee representation is handled under the College's structure of shared governance. Governance committees will need to be reviewed and revised based upon the change of three divisions to four. A division chair position is proposed for the Native Hawaiian Programs in the reorganization to allow for the same management structure as the other three divisions within University College. Faculty positions #74839, #74886 and #84689 will be transferred from Hawaiian Studies. Faculty positions #74885 and #83134 will be transferred from Admissions and Counseling, Student Services (see Present Chart IIID)..

Cost: The only cost associated with this change will be the stipend and release time allocated to the assigned division chair of Native Hawaiian Programs.

- Faculty and staff changes with Liberal Arts Programs

Rationale: As part of a plan to deal with the English and Mathematics success rates on campus, the College, in consultation and mutual agreement with UHPA, reassigned faculty for remedial English and Mathematics from the College Skills Center to the appropriate English and Mathematics departments. The proposed reorganization formerly reflect this change.

Impact: The following positions were transferred from the College Skills Center (see Present Chart IIIF):
Faculty position #83604 to English
Faculty position #86849 to English
Educational Specialist, PBA, #81788 to English. This results in a supervisory change from a faculty position in CSC to a faculty position in English.

Faculty position #86854 to Mathematics
Faculty position #83695 to Mathematics
Educational Specialist, PBA, #81973 to Mathematics. This results in a supervisory change from a faculty position in CSC to a faculty position in Mathematics.

Cost: There are no additional costs associated with this proposed change.

- Supervisory change in Off-Campus Programs
Rationale: Off-Campus Programs was previously supervised by a faculty member. Due to the decline in enrollment in classes on the military bases located within the Off-Campus Programs, this faculty position was not filled when it was vacated. There was no enrollment justification to fill the position as it was previously structured. For this reason, management of Off-Campus Programs was assigned to the Dean of University College.

Impact: This change will allow Off-Campus Programs to continue however under supervision by the Dean of University College. The faculty position #83174 will be abolished and the position count will be transferred to another campus. Because of this, a change in supervision results for Educational Specialists, PBA, #80031(B) (vacant), and #81416(B).

Cost: There is no additional cost associated with this proposed change.

Chart IIIB

- Creation of two divisions within the Transportation and Trades Division (Tech I).

Rationale: The Transportation and Trades Division (Tech I) is the largest academic division of the College. The programs are diverse and are physically scattered among the main campus and four other off campus sites. To provide better management and communication among the programs within this Division, this proposal calls for two sub-divisions within Tech I that would be separated into the Transportation programs and the Trade programs, each having a designated Division Chair

Transportation Programs include the following disciplines:
Aeronautics (from PATC)
Autobody Repair and Painting
Automotive Mechanics Technology
Boat Maintenance and Repair
Commercial Aviation (from PATC)
Diesel Mechanics Technology
Fire and Environmental Emergency Response
Occupational and Environmental Safety Management

Trades Programs include the following disciplines:
Apprenticeship and Applied Trades
Carpentry
Construction Academy
Drafting Technology
Electrical Installation and Maintenance Technology
Refrigeration and Air Conditioning
Sheet Metal and Plastics
Welding

Impact: The change to the proposed structure would increase the division chairs from one to two. This structure will also allow for the alignment of the Construction Academy and Apprenticeship faculty and coordinators under the Trades sub-division.

Cost: The only cost associated with this change will be the stipend and release time allocated to the additional division chair for the Trades sub-division.

- Cooperative Education recognized as a separate unit
Rationale: Cooperative Education provides students the opportunity to acquire on the job experience in conjunction with classroom and laboratory instruction. Currently three faculty positions, #82444, #86389 and #87168 report to the Dean of Tech I via a Division Chair. The Instruction and Student Support, PBA, #79119T position reports directly to the Dean of Tech I and has been supporting the Cooperative Education unit. Because Cooperative Education provides support to both the Transportation and Trades Programs, this unit needs to be recognized as a separate organizational unit. Under the proposed structure position #79119T will be assigned to Cooperative Education. The three faculty positions will report directly to the Dean of Tech 1. There will be no change in supervision for position #79119T.

Impact: All four Cooperative Education positions will be assigned to a separate Cooperative Education unit and all four positions will be supervised by the Dean of Tech I.

Cost: There is no cost associated with this proposed change.

- Position Changes within Transportation Programs
Faculty positions, #82567, #84423, and #84646 were transferred from PATC to Aeronautics Maintenance due to the elimination of PATC (see Present Chart V).

Faculty position, #82383 was transferred from PATC to Commercial Aviation due to the elimination of PATC.

Educational Specialist, PBB, #81559, and Airport Operations and Maintenance Worker I, BC08, #900118 had been reporting to the Program Director of PATC. Due to the elimination of PATC, these two positions were transferred to support Transportation Programs, Tech I. This results in a supervisory change since both positions will now report to the Dean of Tech I.

Currently, Educational Specialists, PBB, #80652 and #81182 are reporting to Marine Boat Maintenance and Repair faculty, #86927. Due to decrease in student enrollment, there has been a decrease in the need for support services; thus, there is no justifiable need for two APT positions. Both positions will be reassigned to support the Transportation Programs and now report to the Dean of Tech I. This results in a supervisory change.

- Change in supervision for Construction Academy
Rationale: After the 20 Construction Academy faculty positions were filled, the program needed a Coordinator to assist in planning, organizing, administering and

supervising the Construction Academy in the development and instruction of building and construction courses in high schools on Oahu. Faculty position, #74770 has been identified to fill this role as the Construction Academy Coordinator.

Impact: Faculty position #74770 will supervise staff positions, Educational Specialist, PBA, #78273 and Office Assistant IV, SR10, #900358, and assist the Dean of TECH I in supervising Construction Academy faculty. This results in a supervisory change. This proposed change will result in improved organization of resources and personnel, and ensure quality of coordination and provision of services within the Construction Academy.

Cost: There are no costs associated with this proposed change.

Chart IIIC

- Change in supervision for Early Childhood Specialists, Communication and Services Division (Tech II)
Rationale: In the present organizational charts, all the Early Childhood Specialists at Pay Band B report to the Dean of Tech II, and all the Early Childhood Specialists at Pay Band A report to the Early Childhood Specialists at Pay Band B, and the Office Assistant IV, SR10, #44568 reports to the Dean of Tech II. Under the proposed organizational structure, Early Childhood Specialists at both Pay Bands A and B and the Office Assistant, #44568 will be supervised by one of the Early Childhood faculty positions at their respective off campus childcare outreach center locations.

Impact: This proposed change will result in more accurate reporting lines and improved communication among the early childhood staff. In addition, the faculty teaching at each of the childcare outreach centers will have the ability to organize and directly manage their staff resulting in a more effective organizational environment.

- Change in supervision for Educational Specialist, Pay Band A, #77923 assigned to CENT, Communication and Services Division (Tech II)
Rationale: Currently Educational Specialist, Pay Band A, #77923 reports to the Dean of Tech II. Under the proposed chart, this position will be supervised by one of the CENT faculty positions, resulting in a supervisory change.

Impact: This change will reflect a more accurate reporting line and improved communication between this employee and the CENT faculty.

Cost: There is no cost associated with this proposed change.

Chart IIID

- Realignment of offices within Student Services
  In the present organizational charts, Student Services is comprised of Admissions and Counseling, Financial Aid, Student Life and Development and Student Health Services. Under the proposed chart, Student Services will be comprised of Admissions and Records, Career and Employment Counseling, Counseling, Financial Aid, Student Life and Development, Student Health Services and Mental Health and Wellness.

  - Consolidation of Admissions and Records functions reporting to the Dean of Student Services
    Rationale: The present organizational structure defines the Records function as a responsibility of Management Information and Research (MIR), a unit that reports directly to the Vice Chancellor of Academic Affairs (see Present Chart IIIE).. The Admissions function currently rests with Student Services. This will enable the unit to set common goals and result in more effective lines of communication.

    Impact: To adequately provide a seamless structure to support student needs, the two offices, Admissions and Records, must work closely together. It is proposed that staff from Student Records in MIR and staff from Admissions and Counseling in Student Services be consolidated under a new Admissions and Records Office.

    Student Services Specialist, PBB, #80669 (Registrar) will be designated as the supervisor for this new consolidated office. This position had been supervised by Institutional Analyst, PBC, #77629 (see Present Chart IIIE) but will now report to the Dean of Student Services. This results in a supervisory change. Positions reporting to #80669 under the proposed change are listed below:

    From Student Records, MIR (see Present Chart IIIE):
    Student Services Specialist, PBA, #78207
    Office Assistant IV, SR10, #14449
    Office Assistants III, SR08, #18802, #22373, #40056
    Office Assistant IV, SR10, #31739

    Student Services Specialist, PBA, #78207 will be assigned supervisory responsibilities for Office Assistant IVs, SR10, #14449 and #31739
    This results in supervisory changes.

    From Admissions and Counseling, Student Services (see Present Chart IIID):
    Office Assistant IV, SR10, #06556
    Office Assistants III, SR08, #22372, #45365

From International Affairs and Development (see Present Chart II):
Educational Specialist, PBA, #81309T
This position will be redescribed as Student Services Specialist and will be assigned responsibilities as an Admissions Specialist and will supervise Office Assistant IV, SR10, #06556, and Office Assistants IIIs, SR08, #22372, and #45365. This results in supervisory changes. There will be no change in the duties and responsibilities of the Office Assistant IV, SR10, #06556, and Office Assistants IIIs, SR08, #22372, and #45365, as they will continue to also provide clerical support to the counselors.

Cost: There are no costs associated with this organizational change anticipated at this time.

- Assignment of Counselors into separate units
Rationale: Under the current structure all counselors are assigned to Admissions and Counseling. Since the admissions function is being consolidated with the Records Office, the opportunity arose for counselors to be organized by functional responsibilities: Career and Employment Counseling, Counseling, and Mental Health and Wellness. This will enable the College to improve and provide additional services to students.

With regard to the designation of a Mental Health and Wellness counselor, the College has seen an increase in students needing mental health support. Added stresses of family, work and school can so often lead to an environment that is not manageable for many students. Students need to have a place to seek out both campus support but also link to the services available in the community.

Impact: Two Faculty counselors, #84690 and #86622 are designated as Career and Employment Counselors. Office Assistant III, SR08, #26663 will continue to provide clerical support for the Career and Employment Counseling unit. A Mental Health and Wellness Counselor, #74835 was designated as a key member of the campus crisis management team with responsibilities for tracking students with major issues affecting campus and individual safety. All other Faculty counselors will be assigned to the Counseling Unit.

Cost: There are no costs associated with this organizational change.

- Financial Aid
Rationale: Currently all of APT Financial Aid Student Services Specialists report to the Dean of Student Services. It is proposed that Student Services Specialist, PBB, #80650 be designated as the supervisor for this unit. This change will allow for better alignment and reporting authority of the support personnel in the Financial Aid Office.

Impact: Student Services Specialists, PBB, #78664 and #81132 and Student Services Specialist, PBA, #78740 will report to Student Services Specialist, PBB, #80650. This represents a supervisory change.

Cost: There are no costs associated with this organizational change.

Chart IIIE

• Creation of an Academic Support Division

A proposed Academic Support Division will be comprised of the Library and new units titled Student Success, Education Technology Center, Policy, Planning and Institutional Research, Design Center, and Disability Services. The Program Director, #89338 of PATC (vacant) will be assigned to this new division and redescribed as Dean of Academic Support. Library Assistant IV, SR09, #22370 from the Library will be transferred to this new division and redescribed as Secretary II to the Dean of Academic Support.

Student Success:

Rationale: Major educational issues confronting the College are the growing number of underprepared individuals who enroll and the relatively small percentage of students who successfully complete the requirements for graduation and/or transfer. After many meetings regarding student success, the campus has worked to best organize itself to ensure students receive the needed support services to be successful in college. In conjunction with the discussions along the lines of how best to aid and support the underprepared student population, a current working group is defining the necessary services to support student success. Student Success will be responsible for the overall coordination of collaborative student success initiatives across the campus and will provide tutoring, supplemental instruction, assessment testing, proctoring, and other support services including early alert, mentoring, coaching and retention, as well as coordinating the delivery of appropriate instruction in English and Math. Student Success will include a faculty lead as Student Success Coordinator who reports to the Dean of Academic Support. This position will be appointed from among the faculty on a rotational basis. New units of Student Success are Testing and Tutoring and Retention.

Impact: Faculty position, #86804 Educational Specialists, PBB, #81974 and #81975 and Office Assistant IV, #26748 from the College Skills Center (see Present Chart IIIF) will be assigned to Testing and Tutoring. Transferring to Retention are Faculty position #82397 from Autobody Repair and Painting, Tech I (see Present Chart IIIB) and Faculty position #84658 from Admissions and Counseling, Student Services (see Present Chart IIID). Also transferring to Retention is Educational Specialist, PBB, #81203T from Transportation and Trades and will be redescribed. This results in a supervisory change.

Cost: The reclassification of Library Assistant IV, #22370 to the Secretary II classification will incur an additional cost.

Education Technology Center:
Rationale: The Educational Media Center (EMC) is being eliminated (see Present Chart IIIG). Its responsibilities for planning, developing, and delivering high quality distance education support and other instructional media support will be assigned to the proposed Education Technology Center.

Impact: Faculty position, #84542, Media Specialist, #81478 and #80614 and Office Assistant, #40844 from EMC will be assigned to this proposed Education Technology Center. Faculty position, #74810 from Program Review/Program Improvement (Academic Affairs) will also be assigned to this new unit (see Present Chart III).

Cost: There are no costs associated with this organizational change.

Library:
Rationale: The current organizational structure has a Librarian position #83150 supervising the Circulation staff. The Circulation staff includes one Library Technician V, SR11, #18657 and three Library Assistants IV, SR09, #18801, #24011, and #26783 who are supervised by #18657.

Over the years the complaint from Library Assistants IV has been that there are too many bosses. The chain of command was Library Assistant IV to Library Technician V to Librarian, to supervising Circulation and to Head Librarian.

It is proposed that Circulation staff be supervised by Library Technician V, SR11, #18657.

Impact: Faculty position #83150 will no longer have supervisory responsibilities for Circulation staff. The Library Technician V, SR11, #18657 will report to the Head Librarian, #84693, resulting in a supervisory change. This change will streamline supervisory responsibility. Any questions or problems that arise will be first discussed with the departmental supervisor. If further discussion is needed, the Head Librarian will intervene. With a relatively small staff, this change will improve the lines of communication and decision making for the Circulation Department and the Library in general.

Cost: There is no cost associated with this organizational change.

Policy, Planning and Institutional Research:
Rationale: The Management Information and Research (MIR) Office under Academic Affairs is being eliminated (see Present Chart IIIE). MIR responsibilities of coordinating the preparation of the college catalog, schedules of classes and other instructional and registration information; coordinating the

development of internal policies and operational procedures relating to instruction, registration and personnel; management of databases for the College's student information system; and managing and directing the collection and analysis of institutional research data will be assumed by the proposed Policy, Planning and Institutional Research unit.

MIR responsibilities for the Student Records Office and accompanying staff will be consolidated with a proposed Admissions and Records Office under Student Services (described earlier in this document).

MIR responsibilities for Administrative Computing and accompanying staff will be assigned to a proposed new unit, Information Technology Services under Academic Affairs (described later in this document).

Impact: Transferring to Policy, Planning and Institutional Research from MIR are Educational Specialist, PBB, #77068, Information Technology Specialist, PBC, #80080 (Administrative Computing) and Institutional Analysts, PBB, #79012 and #81789 (Institutional Research). All of these transfers result in supervisory changes.

Cost: There are no costs associated with these organizational changes.

Design Center:
Rationale: Due to the elimination of the Educational Media Center (see Present Chart IIIG) and to streamline duties of the Print Shop, the creation of a new Design Center is proposed. The Design Center will operate the Print Shop that is currently assigned to EMC. The Design Center will coordinate and produce graphics, print, and audio-visual materials for instructional and administrative uses; support media production including video/digital imaging; support non-academic website design and development; and oversee campus information systems (signage/internet).

Impact: The following positions from EMC will be moved to the Design Center:
Publications Specialist, PBB, #80711
Media Specialist, PBA, #80692
Publications Specialist, PBA, #78264
Duplicating Machine Operator, SR09, #18803

Position #80711 will be designated as the supervisor of the Design Center and will supervise Position #80692, #78264 and #18803. This results in a supervisory change for Position #80692 and #78264.

Information Technology Specialist, #80039 will transfer from MIR. This also results in a supervisory change.

Cost: There are no costs associated with this organizational change.

Disability Services:
Rationale: Currently disabilities services are available to students on campus under the College Skills Center. These services are for students needing assistance due to physical or mental disabilities. With the elimination of the College Skills Center, the Disabilities Services Unit is being proposed under Academic Support.

Impact: Faculty position, #87009 and Educational Specialist, PBA, #78030 from the College Skills Center will be assigned to this new unit. Educational Specialist, PBA, #78030 will be supervised by Faculty position, #87009. This results in supervisory changes.

Cost: There are no costs associated with this organizational change.

Chart IIIF
- Consolidation of the Information Technology Personnel, Resources and Responsibilities to support all campus IT activities

Rationale: Under the current structure, Information Technology (IT) personnel, resources and responsibilities are segregated and separated into various divisions which report to several supervisors. This current structure creates an environment that does not allow for consolidated IT efforts which need coordination and consistent communication and assignment of duties. This proposal calls for bringing together all personnel with IT responsibilities including telephone services under a Director of Information Technology (APT) who will report directly to the Vice Chancellor of Academic Affairs. The campus has designated Institutional Analyst, PBC, #77629 (vacant), former supervisor of MIR, to be redescribed as the IT Director (APT Pay Band C).

Information Technology Services will provide services through four units, Operations, Networking, Support, and Planning and Purchasing.

Operations:
The Operations Unit will be responsible for sound operations of the IT infrastructure on campus. This unit will focus on ensuring voice over IP, fiberoptic cabling and IT systems are operational to support the needs of the campus. The Operations Unit will be staffed by Electronics Technician, PBB, #80953 who will be transferred from Administrative Services (see Present Chart VI), who will supervise Information Technology Specialist, PBB, #81476 from PCATT (see Present Chart IV) and Information Technology Specialist, PBA, #81639 from Administrative Computing, Academic Affairs, MIR(see Present Chart IIIE). This will result in supervisory changes.

Support:
The Support Unit will be responsible for working with faculty, staff and students on computer usage support in areas such as classroom technology support, desktop support, managing computer labs and student IT resources. This unit will assist the campus in training opportunities and other IT related professional development. Electronics Technician, PBB, #78040 will be transferred from EMC (see Present Chart IIIG) and will supervise the following positions:
Information Technology Specialist, PBB, #80863 from Administrative Computing, MIR (see Present Chart IIIE)
Information Technology Specialist, PBA, #78188 from Administrative Computing, MIR
Electronics Technician, PBB, #80260 from EMC (see Present Chart IIIG)
Educational Specialist, PBB, #78677 from Admissions and Counseling, Student Services (see Present Chart IIID)
Educational Specialist, PBB, #81048 from PCATT (see Present Chart IV)
This will result in supervisory changes.

Networking:
The Networking Unit is responsible for ensuring that systems are properly networked allowing for proper operations.
To be assigned to this unit are Information Technology Specialist, PBB, #81741 from PCATT and Information Technology Specialist, PBB, #80502T from PCATT. This will result in supervisory changes (see Present Chart IV).

Planning and Purchasing:
The Planning and Purchasing Unit will provide support and future planning directions. As new technologies become available, it is necessary to have proper planning and investment to keep the campus on the cutting edge in the use of these technologies. To be assigned to this unit are Information Technology Specialist, PBB, #81641 from PCATT and Information Technology Specialist, PBA, #78289 from PCATT. This will result in supervisory changes (see Present Chart IV).

Impact: This proposed organizational change will allow for a consolidated and properly managed unit with proper planning and assessment. The Director of IT will serve as the Chief Information Officer (CIO) with responsibility for sound and secure operations of the IT department.

Cost: Possible costs may be incurred due to reclassifications of four APT positions (#77629, #80953, #78040 and #78677).

Chart IV
* <u>Consolidation of Non-Credit operations under the Pacific Center for Advanced Technology Training (PCATT) and Continuing Education and Life-Long Learning (CELL)</u>

Rationale: The last reorganization of Honolulu Community College decentralized the non-credit activities, placing them under the responsibility of deans in Academic Affairs. This structure does not allow for concentrated efforts as a campus to elevate non-credit activities, as well as taking advantage of non-credit resources such as registration systems, non-credit award systems, fiscal accounts, physical space and personnel. Unfortunately, this organizational approach was not as successful as had been hoped. This proposal calls for the reconsolidation of all non-credit activities under one management. The Director of PCATT will leverage and utilize the limited resources available to nurture non-credit programs while focusing on PCATT activities. The current structure requires the PCATT Director to oversee the information technology resources that support the campus. As described in the previous section, this proposal calls for the transfer of IT management resources to a new unit, Information Technology Services, that will report directly to the Vice Chancellor of Academic Affairs.

Impact: All of the faculty positions that had been assigned to the Advanced Technology Business Development and Training, Faculty Development and Information Technology Center sections will be consolidated under PCATT. These positions are #82131, #83893, #84376, #84649, #84666, #86615 and #87130. Informational Technology Specialist, PBB, #81824(B) will also be assigned to PCATT.

Positions to be assigned to Continuing Education and Lifelong Learning are listed below:
Educational Specialist, PBB, #80201 from Advanced Technology Business Development and Training, PCATT
Educational Specialist, PBB, #81165 from Communication and Services Programs (see Present Chart IIIC)
Administrative and Fiscal Officer Specialist, PBA, #77034 from Advanced Technology Business Development and Training, PCATT
Office Assistant IV, SR10, #24395 and Office Assistant III, SR08, 46807(B) from Advanced Technology Business Development and Training, PCATT
All of these positions will have supervisory changes.

Cost: There are no costs associated with these organizational changes.

Chart V
- Establishment of two additional supervisory levels within the Business Office
  Rationale: Under the current structure all of the Business Office 10 subordinate positions report to Administrative Officer, PBC, #80174. Two additional supervisory levels with specific areas of responsibilities are proposed to improve management and efficiency of Business Office operations. Position #80174 will continue to provide overall supervision of the Business Office.

17

Impact:

Administrative Officer, PBA, #78570 will be designated as the supervisor of the following positions:
Account Clerk IV, SR13, #06623
Account Clerk III, SR11, #15504
Cashier I, SR10, #26322, #43508
Primary responsibilities of this section are to provide training and guidance in the procurement process to faculty and staff and to advise programs of applicable procurement policies. This section will be responsible for fiscal accountability and documentation of procurement/acquisitions, receipts, and records.

Administrative Officer, PBA, #81601 will be designated as the supervisor of the following positions:
Office Assistant IV, SR10, #22369
Office Assistant III, SR08, #26664
Primary responsibilities of this section are scheduling of College facilities and overseeing lock and key control, the collection process and reconciliation of computerized student registration systems, payroll distribution system, switchboard and the Mail Room.

Positions #06623, #15504, #26322, #43508, #22369, and #26664 will result in supervisory changes.

Cost: There are no costs associated with these organizational changes.

APPROVED

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

Organization Chart

Chart I

```
                    ┌─────────────────────────┐
                    │  President, University of │
              ┌─────│      Hawaii System        │
              │     └─────────────┬───────────┘
              │     ┌─────────────────────────┐
              │     │   Vice President for      │
              │     │   Community Colleges      │
              │     └─────────────┬───────────┘
              │     ┌─────────────────────────┐
              │     │  Office of the Chancellor │
              └─────│        Chart II           │
                    └─────────────┬───────────┘
        ┌─────────────────────────┼─────────────────────────┐
┌───────────────┐   ┌─────────────────────────┐   ┌───────────────────┐
│ Academic Affairs │ │ Pacific Center for Advanced│ │ Administrative Services│
│    Chart III     │ │ TechnologyTraining and     │ │      Chart V          │
│                  │ │ Continuing Education &     │ │                       │
│                  │ │ Lifelong Learning          │ │                       │
│                  │ │      Chart IV              │ │                       │
└───────────────┘   └─────────────────────────┘   └───────────────────┘
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APPROVED:

signature   AUG 1 6 2012

John Morton   Date
Vice President for Community Colleges

	Perm	Temp
General Fund	323.00	6.00
(B) Special Fund	19.00	

Organization Chart

Chart II

OFFICE OF THE PRESIDENT, UNIVERSITY OF HAWAII SYSTEM
President^

Office of the Vice President for Community Colleges
Vice President^

OFFICE OF THE CHANCELLOR
Chancellor, #89106
Private Secretary II, SR22, #900109

Communications & External Affairs
Assistant to Senior Executive, #89149
Secretary II, SR-14, #13374
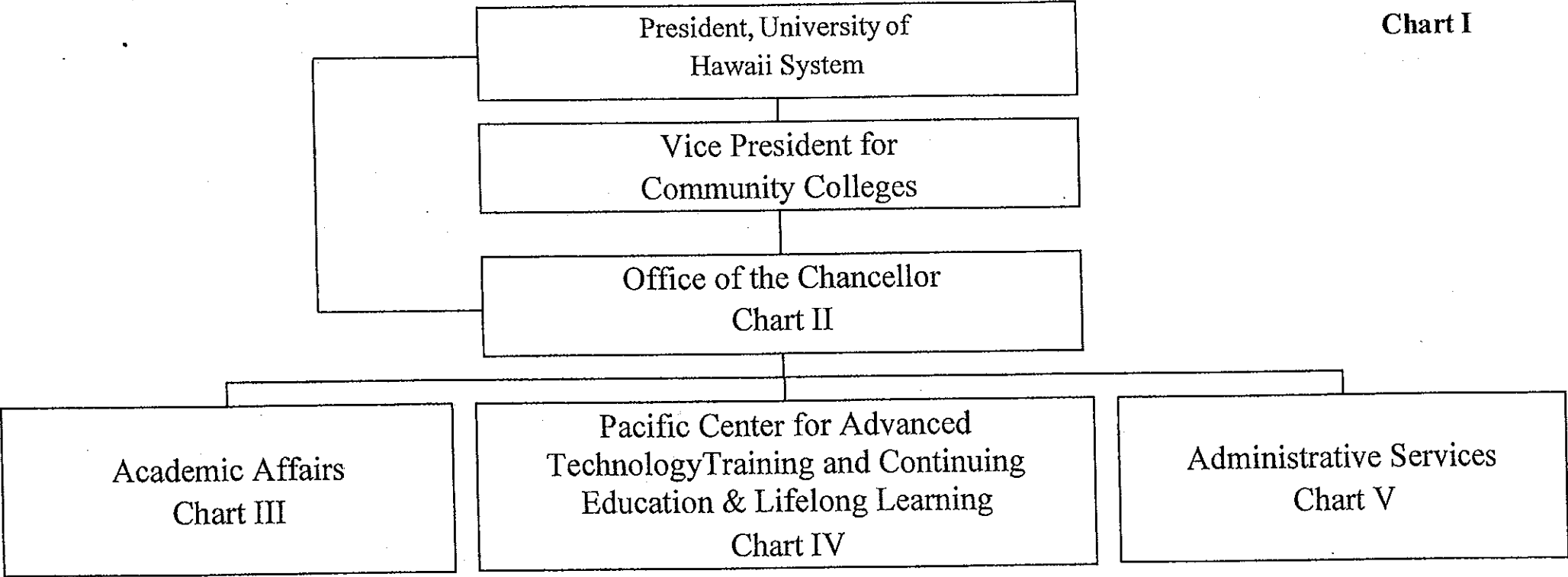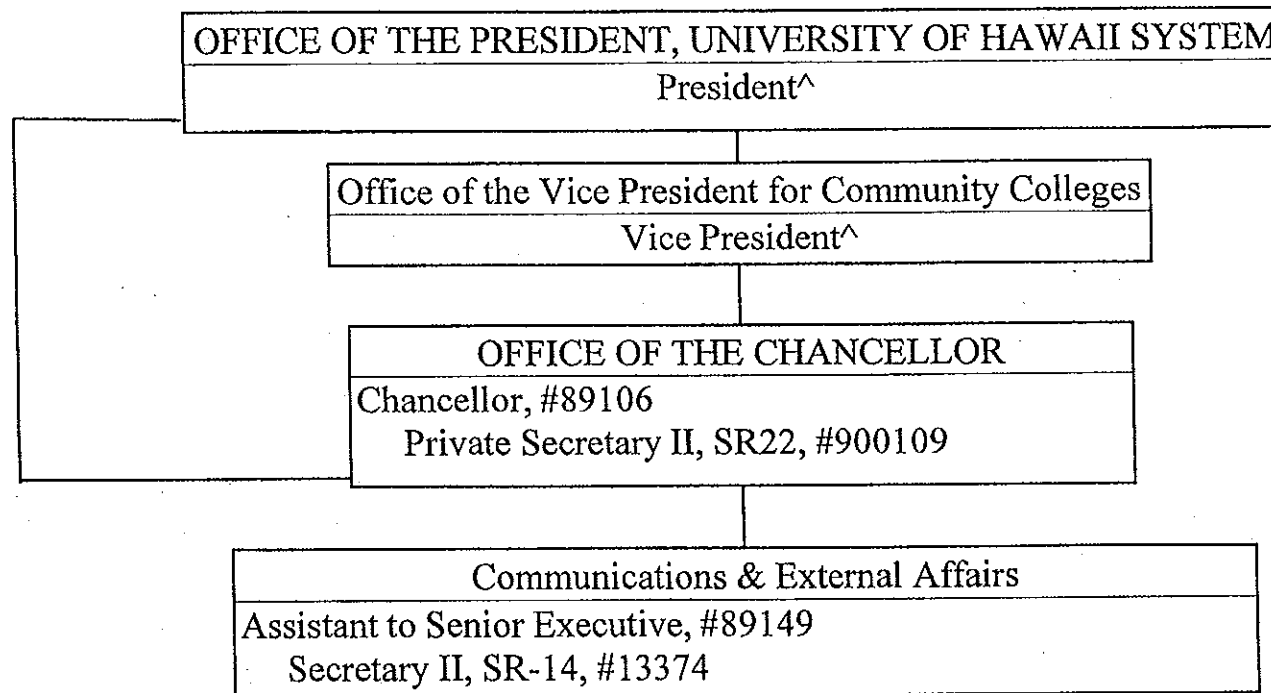
^ Excluded from position count this chart
<< Program to be eliminated upon approval of reorganization

Position No. 85436 from International Affairs and Development to be abolished and
position count to be transferred to another campus upon approval of reorganization

	Perm
General Fund	5.00

APPROVED:

AUG 16 2012

John Morton   Date
Vice President for Community Colleges

Organization Chart

Chart III

```
                    ┌──────────────────────────────────┐
                    │   OFFICE OF THE CHANCELLOR        │
                    │        Chancellor^                │
                    └──────────────────────────────────┘
                                    │
                    ┌──────────────────────────────────┐
                    │        ACADEMIC AFFAIRS           │
                    │   Vice Chancellor, #89025         │
                    │   Secretary III, SR16, #22374     │
                    └──────────────────────────────────┘
```

University College	Transportation and Trades	Communication and Services	Student Services	Academic Support	Information Technology Services
Chart IIIA	Chart IIIB	Chart IIIC	Chart IIID	Chart IIIE	Chart IIIF

^ Excluded from position count this chart

APPROVED:

AUG 1 6 2012

John Morton   Date
Vice President for Community Colleges

General Fund

Perm

2.00

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

Organization Chart

Chart IIIA

ACADEMIC AFFAIRS
Vice Chancellor^

University College
Dean, #89111
Secretary II, SR14, #24735
Office Assistant IV, SR10, #27069

Liberal Arts Programs
Faculty (61.00)

Off-Campus Programs
Educational Specialist, PBA, # 80031(B), 81416(B)

Arts, Humanities & Social Sciences
Division Chair %
Faculty (17.00)
American Studies, #84457
Anthropology, #83341
Asian Studies, #86638
Economics, #82987
Fine Art, #83885
Geography, #84884
History, #82283, 83911, 86588
Philosophy, #82854, 83930
Psychology, #82197, 84591
Religion, #82113
Sociology, #82406
Speech, #83423, 84533

Mathematics & Science
Division Chair %
Faculty (22.00)
Biological Science, #82585, 83820, 84135
Chemistry, #83964, 84688
Mathematics, #82689, 82898, 83282, 83416, 83529,
83695, 83797, 84096, 84562, 84638, 86620, 86854
Educational Specialist, PBA, #81973@+
Oceanography, #82773
Physical Science, #83431, 83708, 83881
Science, #82331

Language Arts
Division Chair %
Faculty (17.00)
Asian Pacific Language, #83966
English, #82440, 82561, 82796, 82959, 82964, 83062, 83604,
83687, 83698, 84471, 84545, 84633, 86849, 86850, 87562,
88024
Educational Specialist, PBA, #81788@+

Native Hawaiian Programs
Division Chair %
Faculty (5.00)
Hawaiian Studies, #74839, 74885, 74886,
83134, 84689

^ Excluded from position count this chart
% 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.
@ Supervised by one of the faculty positions
+ To be redescribed

Position No. 83174 from Off-Campus Programs to be abolished and position count to
be
transferred to another campus upon approval of reorganization.

APPROVED:

AUG 16 2012

John Morton   Date
Vice President for Community Colleges

	Perm
General Fund	67.00
(B) Special Fund	2.00

Organization Chart

Chart IIIB

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                        ACADEMIC AFFAIRS
                        Vice Chancellor^

              Transportation and Trades (Tech I)
              Dean, #89209
                 Program Director #89498T*
                 Secretary II, SR14, #45367
                 Office Assistant IV, SR10, #27070
```

Transportation and Trades Programs
Division Chair %
Faculty (30.00)
Aeronautics Maintenance, #82567, 84423, 84646
Apprenticeship and Applied Trades, #87152
Office Assistant IV, SR10, #14215
Apprenticeship and Applied Trades, #83298
Autobody Repair and Painting, #84405, 86667
Automotive Mechanics Technology, #82384, 83725, 83801, 84064, 84410, 84586
Boat Maintenance and Repair, #86927
Carpentry, #82466, 83167
Commercial Aviation, #82383
Diesel Mechanics Technology, #84480
Drafting Technology, #82092, 82956
Electrical Installation and Maintenance Technology, #82757, 83368
Fire and Environmental Emergency Response, #74816, 83639
Occupational and Environmental Safety Management, #83673
Refrigeration and Air Conditioning, #82422, 82518
Sheet Metal and Plastics, #84368
Welding, #83212, 84660
Educational Specialist, PBB, #78724, 80652+, 81182, 81559, 81561, 81991(B)+
Educational Specialist, PBA, #81562
Airport Operations & Maintenance Worker I, BC07, #900118*

Cooperative Education
Faculty (3.00)
Cooperative Education, #82444, 86389
Cooperative Education, #87168
Instruction and Student Support, PBA, #79119T*

Construction Academy
Faculty (20.00)
Construction Academy, #74770
#74758, 74759, 74760, 74765, 74766, 74767, 74768, 74769, 74771, 74791,
74792, 74793, 74794, 74795, 74796, 74797, 74798, 74800, 74801
Educational Specialist, PBA, #78273@
Office Assistant IV, SR10, #900358@+

^   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.
@   Supervised by one of the faculty positions.
*   Temporary

APPROVED:

AUG 1 6 2012

John Morton   Date
Vice President for Community Colleges

	Perm	Temp
General Fund	65.00	3.00
(B) Special Fund	1.00	

Organization Chart

Chart IIIC

ACADEMIC AFFAIRS
Vice Chancellor ^

Communication and Services (Tech II)
Dean, #89170
Secretary II, SR14, #01825
Office Assistant IV, SR10, #27068

Communication and Services Programs
Division Chair %
Faculty (30.00)
Administration of Justice, #83339
Computing, Electronics, and Networking Technology, #82060, 83116, 83699, 86677
Educational Specialist, PBA, #77923@
Communication Arts, #82969
Cosmetology, #82990, 83649, 83825, 84099
Educational and Academic Support Specialist, PBA, #80879(B)@
Fashion Technology, #84681
Food Science and Human Nutrition, #82883
Human Services, #82843, 86639
Early Childhood Education, #83838, 84122, 86907, 86909, 86980, 87028, 87029, 87031, 87032
Early Childhood Specialist, PBB, #80699@, 81576@, 81679@, 81786@, 81822@, 80809(B)@, 80817(B)@, 80831(B)@, 94626F (B)$@
Early Childhood Specialist, PBA, 80832(B)@, 80834(B)@, 80835(B)@, 80839(B)@, 80844(B)@, 80845(B)@, 80846(B)@, 80862(B)@
Office Assistant IV, SR10, #44568@+
Information and Computer Science, #82222, 82233, 83138, 83894, 84669
Music & Entertainment Learning Experience, #74876, 83807
Educational and Academic Support Specialist, PBA, #80877(B)

^	Excluded from position count this chart
%	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 supervisor.
@	Supervised by one of the faculty positions
+	To be redescribed
$	To be established

APPROVED:

AUG 16 2012

John Morton   Date
Vice President for Community Colleges

		Perm
	General Fund	40.00
(B)	Special Fund	14.00

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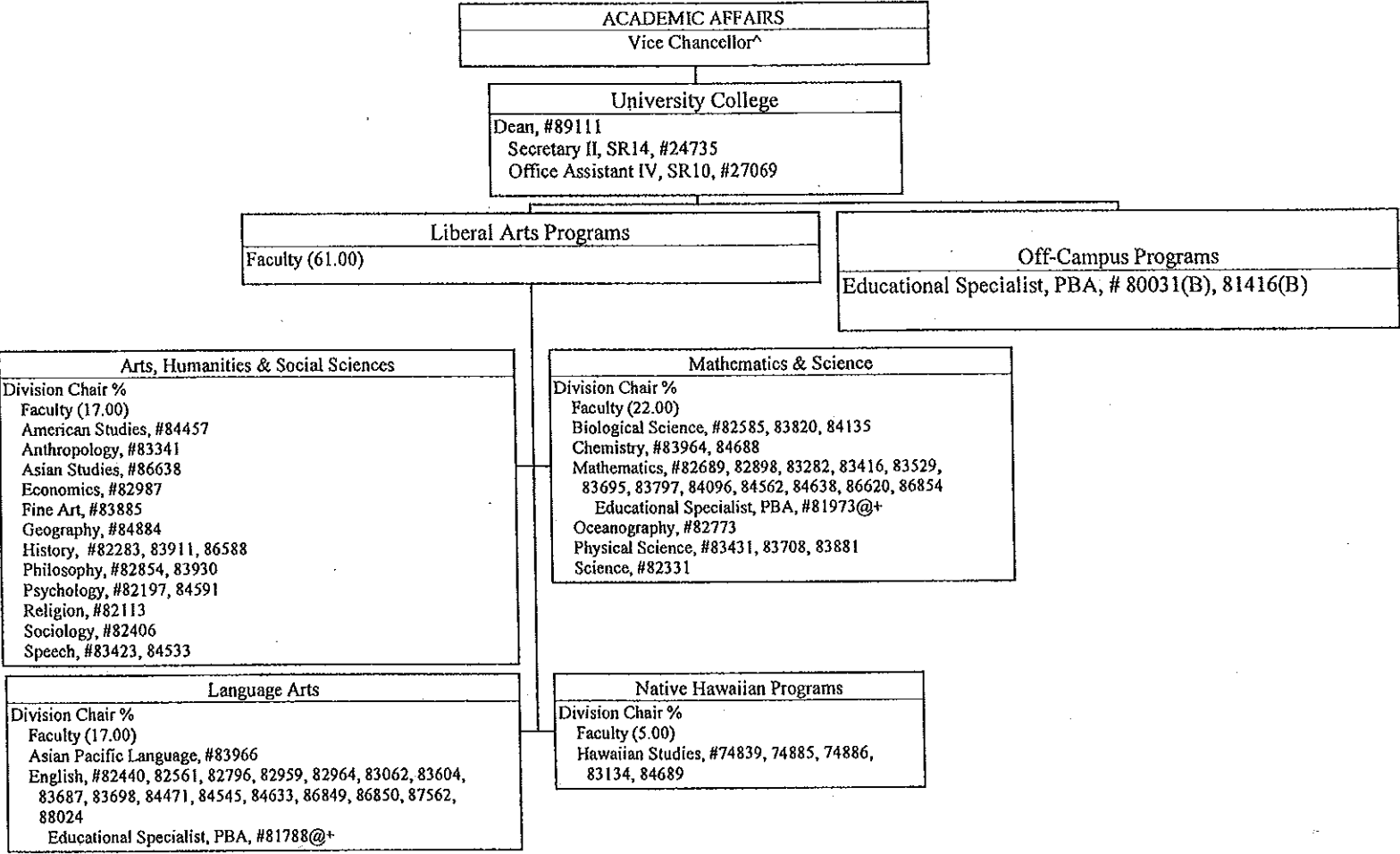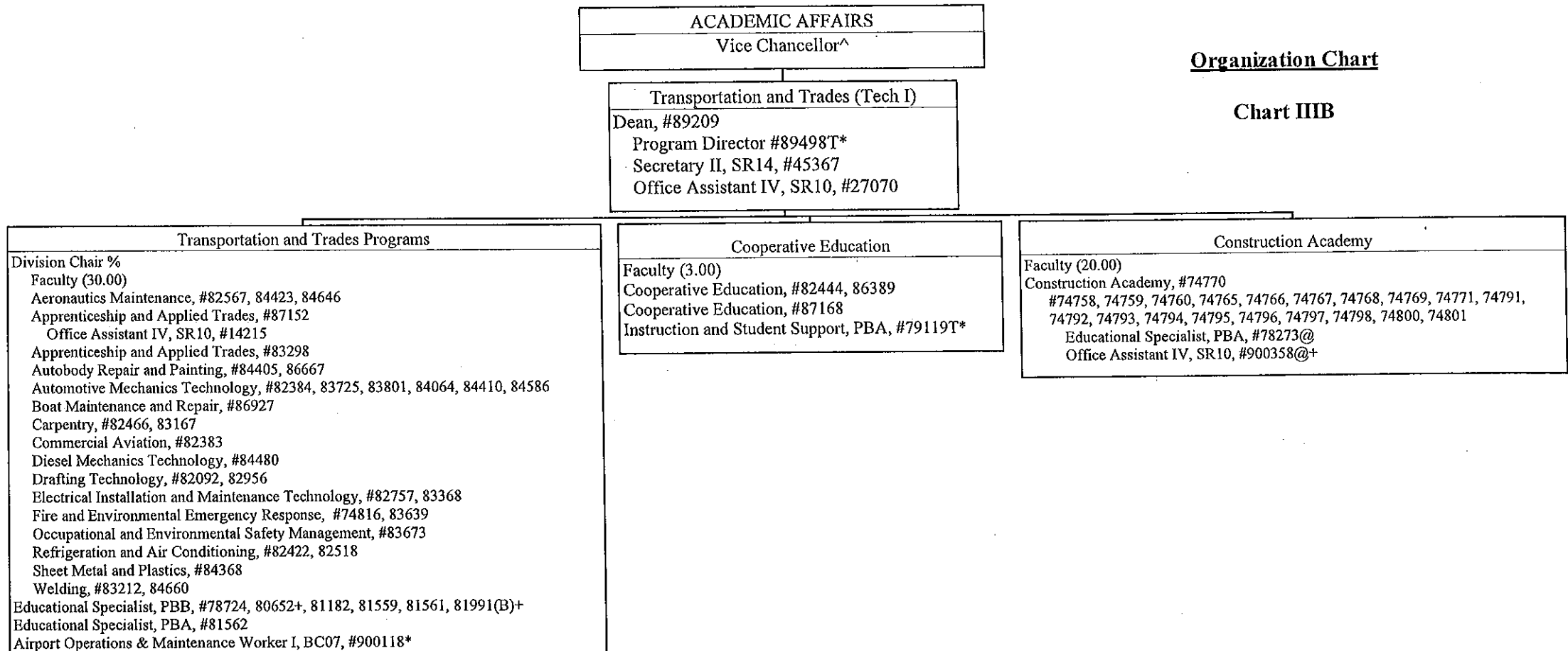ACADEMIC AFFAIRS

Organization Chart

Chart IIID

ACADEMIC AFFAIRS
Vice Chancellor^

Student Services
Dean of Student Services, #89109+
Secretary II, SR14, #17395

Admissions & Records
Student Services Specialist, PBB, #80669
Student Services Specialist, PBA, #78207
Office Assistant IV, SR10, #14449
Office Assistant III, SR08, #18802,
22373, 40056
Office Assistant IV, SR10, #31739
Educational Specialist, PBA, #81309T*+
Office Assistant IV, SR10, #06556
Office Assistant III, SR08, #22372, 45365

Career & Employment Counseling
Faculty, #84690, 86622
Office Assistant III, SR08,
#26663@

Counseling
Faculty, #74838, 74842, 82028, 83421,
83919, 84603, 84613, 86589, 86714,
86775, 86891, 87153

Financial Aid
Student Services Specialist, PBB, #80650+
Student Services Specialist, PBB, #78664,
81132
Student Services Specialist, PBA, #78740
Office Assistant IV, SR10, #18804

Student Life and Development
Faculty, #84375

Student Health Services
Registered Professional
Nurse III, SR20,
#44870

Mental Health & Wellness
Faculty, #74835

^   Excluded from position count this chart
+   To be redescribed
@   Supervised by one of the faculty positions
*   Temporary Position

APPROVED:

AUG 1 6 2012

John Morton   Date
Vice President for Community Colleges
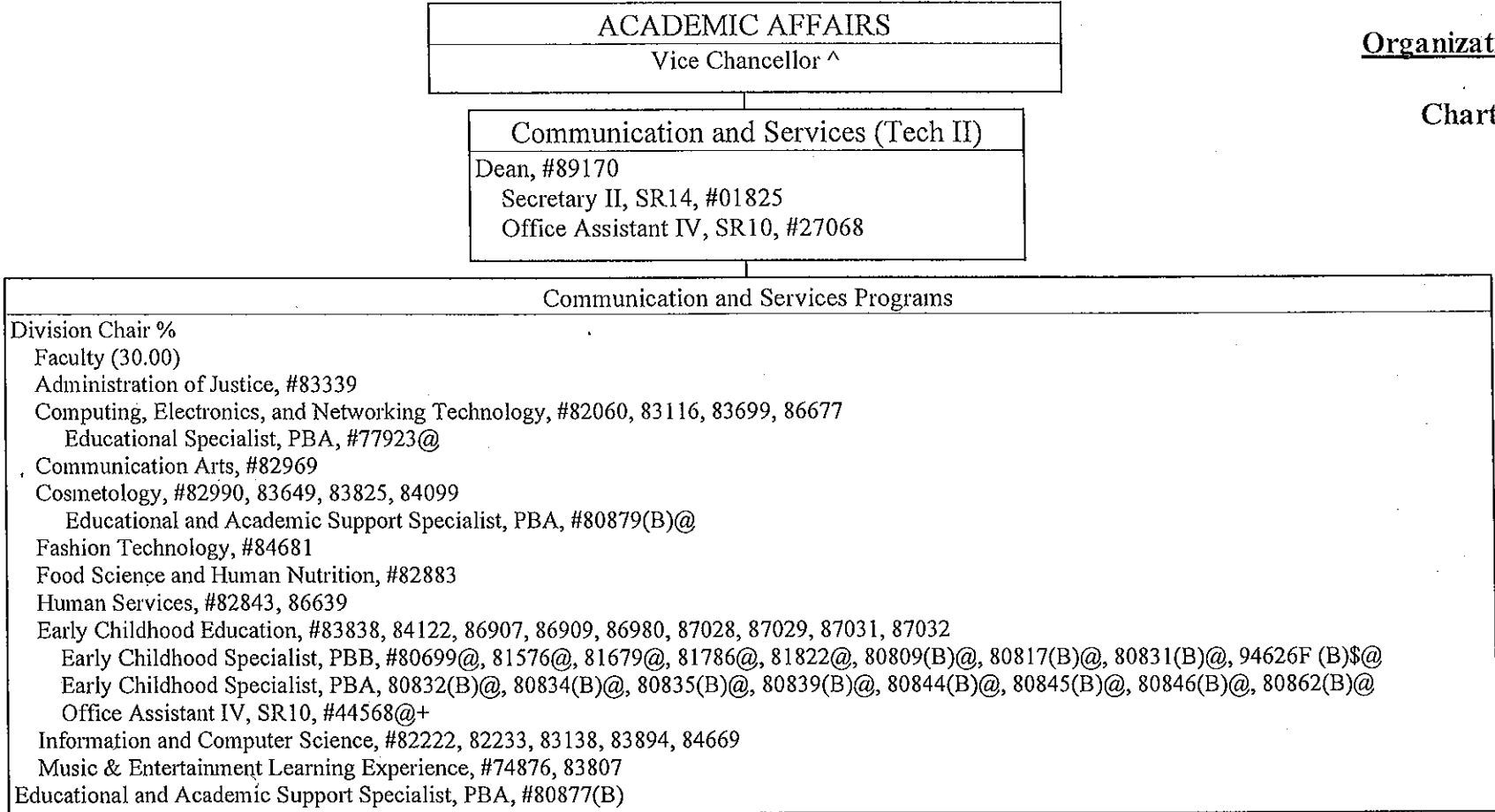
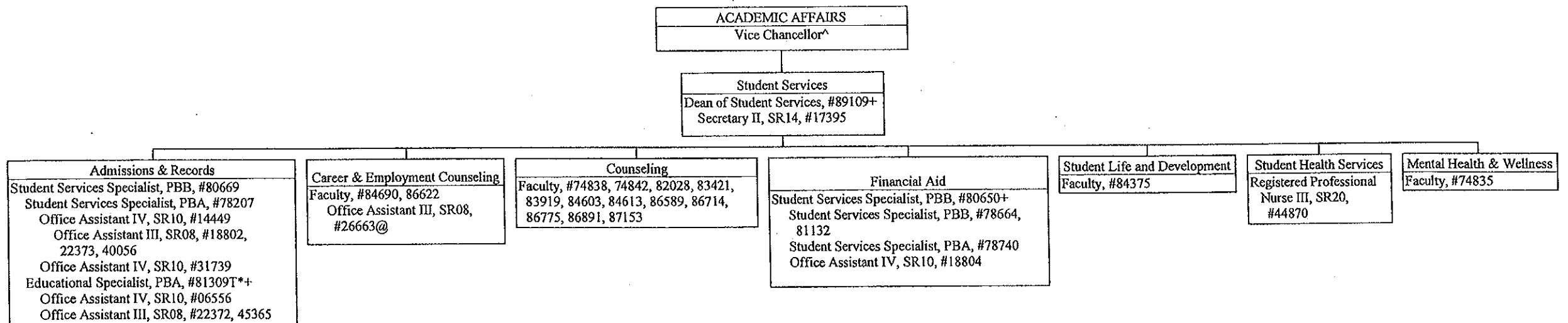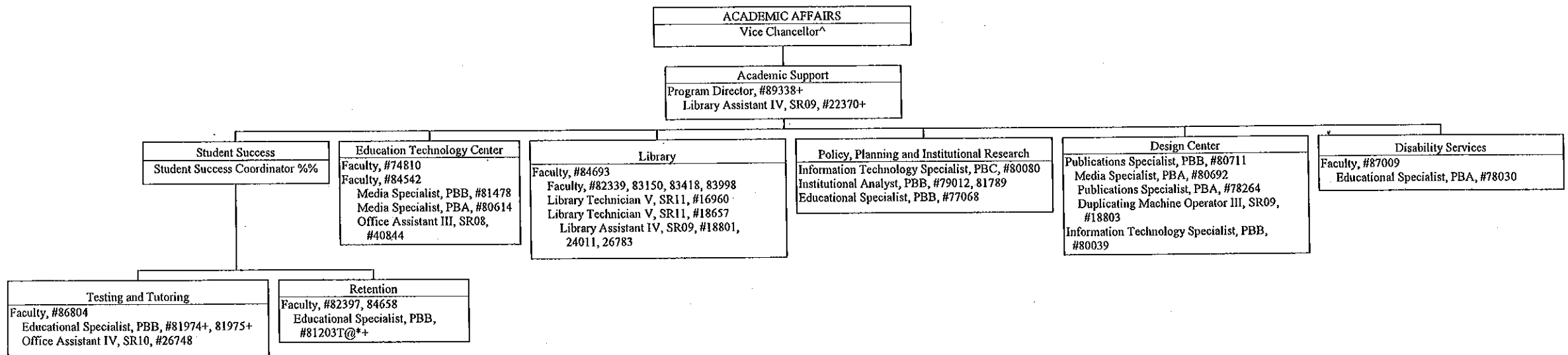|	Perm	Temp
General Fund	35.00	1.00

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

Organization Chart

Chart IIIE

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                                              ACADEMIC AFFAIRS
                                              Vice Chancellor^

                                              Academic Support
                                      Program Director, #89338+
                                        Library Assistant IV, SR09, #22370+
```

Student Success	Education Technology Center	Library	Policy, Planning and Institutional Research	Design Center	Disability Services

Student Success Coordinator %%	Faculty, #74810
	Faculty, #84542
	  Media Specialist, PBB, #81478
	  Media Specialist, PBA, #80614
	  Office Assistant III, SR08,
	    #40844
		Faculty, #84693
		  Faculty, #82339, 83150, 83418, 83998
		  Library Technician V, SR11, #16960
		  Library Technician V, SR11, #18657
		  Library Assistant IV, SR09, #18801,
		    24011, 26783
			Information Technology Specialist, PBC, #80080
			Institutional Analyst, PBB, #79012, 81789
			Educational Specialist, PBB, #77068
				Publications Specialist, PBB, #80711
				  Media Specialist, PBA, #80692
				  Publications Specialist, PBA, #78264
				  Duplicating Machine Operator III, SR09,
				    #18803
				Information Technology Specialist, PBB,
				  #80039
					Faculty, #87009
					  Educational Specialist, PBA, #78030

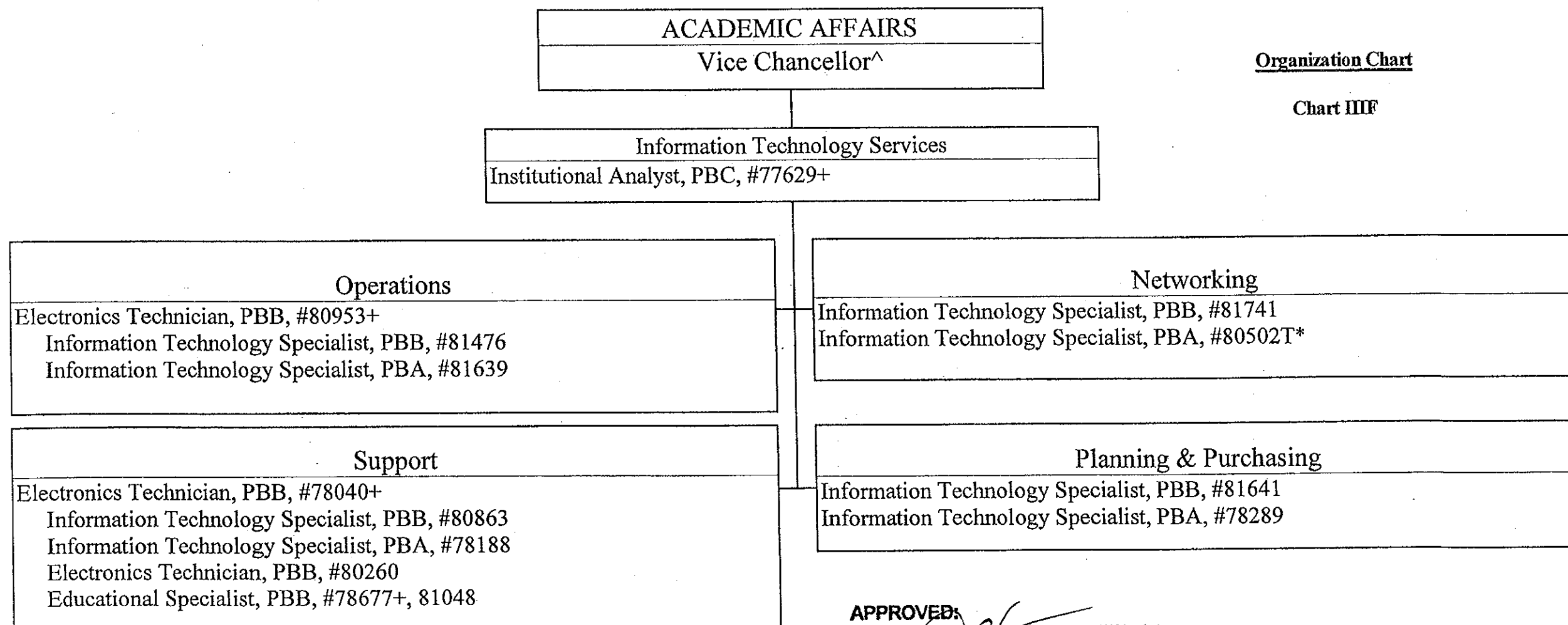| Testing and Tutoring	Retention

Faculty, #86804
  Educational Specialist, PBB, #81974+, 81975+
  Office Assistant IV, SR10, #26748
	Faculty, #82397, 84658
	  Educational Specialist, PBB,
	    #81203T@*+

^   Excluded from positon count this chart
@   Supervised by one of the faculty positions
*   Temporary Position
+   To be redescribed
%% Student Success Coordinator to be appointed from any faculty position
    in the College

APPROVED:

AUG 1 6 2012

John Morton   Date
Vice President for Community Colleges

	Perm	Temp
General Fund	34.00	1.00

Organization Chart

Chart IIIF

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                    ┌─────────────────────────────────┐
                    │      ACADEMIC AFFAIRS            │
                    │      Vice Chancellor^            │
                    └─────────────────────────────────┘
                                   │
                    ┌─────────────────────────────────┐
                    │  Information Technology Services │
                    │  Institutional Analyst, PBC, #77629+ │
                    └─────────────────────────────────┘
```

Operations	Networking

Electronics Technician, PBB, #80953+
   Information Technology Specialist, PBB, #81476
   Information Technology Specialist, PBA, #81639
	Information Technology Specialist, PBB, #81741
	Information Technology Specialist, PBA, #80502T*

Support	Planning & Purchasing

Electronics Technician, PBB, #78040+
   Information Technology Specialist, PBB, #80863
   Information Technology Specialist, PBA, #78188
Electronics Technician, PBB, #80260
Educational Specialist, PBB, #78677+, 81048
	Information Technology Specialist, PBB, #81641
	Information Technology Specialist, PBA, #78289

^ Excluded from position count this chart
@ Supervised by one of the faculty positions
+ To be redescribed
* Temporary Position

APPROVED:

_____   AUG 16 2012

John Morton   Date
Vice President for Community Colleges

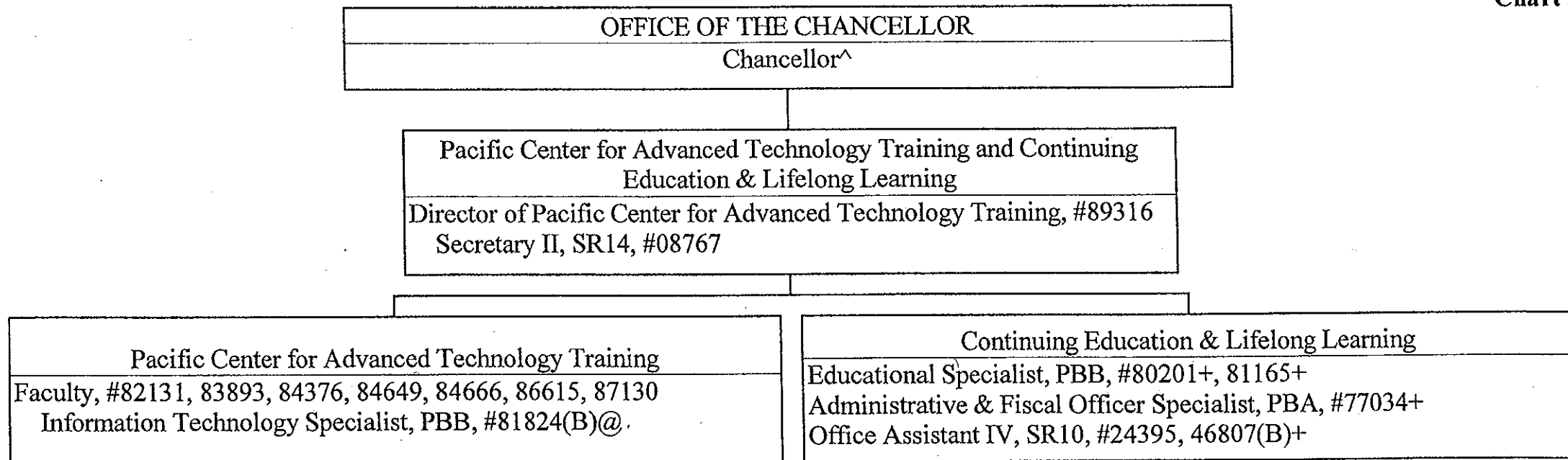|	Perm	Temp
General Fund	13.00	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HONOLULU COMMUNITY
COLLEGE
PACIFIC CENTER FOR ADVANCED
TECHNOLOGY TRAINING AND
CONTINUING EDUCATION &
LIFELONG LEARNING

Organization Chart

Chart IV

OFFICE OF THE CHANCELLOR
Chancellor^

Pacific Center for Advanced Technology Training and Continuing Education & Lifelong Learning
Director of Pacific Center for Advanced Technology Training, #89316 Secretary II, SR14, #08767

Pacific Center for Advanced Technology Training	Continuing Education & Lifelong Learning
Faculty, #82131, 83893, 84376, 84649, 84666, 86615, 87130 Information Technology Specialist, PBB, #81824(B)@	Educational Specialist, PBB, #80201+, 81165+ Administrative & Fiscal Officer Specialist, PBA, #77034+ Office Assistant IV, SR10, #24395, 46807(B)+

^ Excluded from position count this chart
* Temporary Position
@ Supervised by one of the faculty positions
+ To be redescribed

APPROVED:

_____   AUG 1 6 2012
John Morton   Date
Vice President for Community Colleges

	Perm
General Fund	13.00
(B) Special Funds	2.00

Organization Chart

Chart V

OFFICE OF THE CHANCELLOR
Chancellor^

Administrative Services
Vice Chancellor, CC, #89141
Secretary II, SR14, #16956

Operations and Maintenance
General Maintenance and Services
Supervisor, SR18, #26940
  Building Maintenance Worker I, BC09, #03315,
  27128
  Air Conditioning Mechanic I, BC10, #50059
  General Laborer II, BC03, #44611
  Janitor Supervisor I, F102, #06715
    Janitor III, WS02, #24868
    Janitor II, BC02, #14429, 21323, 23510,
    24867, 24869, 27123, 27124, 28619, 29587,
    29588, 37447, 40095, 42058, 50073, 51298,
    900541
  Groundskeeper II, WS02, #13862
    Groundskeeper I, BC02, #23511, 29589,
    900273

Business Office
Administrative Officer, PBC, #80174
  Administrative Officer, PBB, #81159
  Administrative Officer, PBA, #78570+
    Account Clerk IV, SR13, #06623
    Account Clerk III, SR11, #15504
    Cashier I, SR10, #26322, 43508
  Administrative Officer, PBA, #80194
  Administrative Officer, PBA, #81601+
    Office Assistant IV, SR10, #22369
    Office Assistant III, SR08, #26664

Human Resources Office
Personnel Officer, PBB, #80366
  Personnel Officer, PBB, #78522
  Personnel Officer, PBA, #77020
    Personnel Clerk V, SR13, #41153

Security
University Security Officer II, SR16,
#26001
  University Security Officer I, SR14,
  #25998, 30525, 35420, 900533

^ Excluded from position count this chart
+ To be redescribed

APPROVED:

John Morton   Date
Vice President for Community Colleges

AUG 16 2012

General Fund

Perm
49.00

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
COMMUNITY COLLEGES
HONOLULU COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Honolulu Community College is committed to a comprehensive offering of technical-occupational and liberal arts programs and continuing education courses. The College offers open-door admissions and equal opportunity for all students regardless of their prior educational experience, quality teaching, affirmative action for non-traditional students, and responsiveness to the community's needs for up-to-date technical training. The College's philosophy is based in a belief in:

- Education as a lifelong process

- Universal access to quality higher education

- A learning-centered environment

- Promotion of citizenship and individual community involvement

- Continuous evolution to ensure that students are prepared for the realities of participation in an ever-changing society.

The mission of Honolulu Community College is to:

- Serve the community as an affordable, flexible, learning-centered, open-door comprehensive community college that meets the post-secondary educational needs of individuals, businesses, and the community.

- Serve the Pacific Rim as the primary technical training center in areas such as transportation, information technology, education, communications, construction, and public and personal services.

The College offers credit and non-credit programs in a variety of liberal arts and occupational-technical areas. The College currently offers or is authorized to offer the Associate in Arts degree, Associate in Science degree, Associate in Applied Science degree, Associate in Technical Studies degree, Certificates of Achievement, and Certificates of Completion, Academic Subject Certificates, and Certificates of Attendance. The College also provides a variety of short term credit and non-credit education and training programs. Non-credit offerings include apprenticeship and journeyworker training, certification training in advanced technologies, and other general interest and occupational classes. The College's program areas include the University College (liberal arts), Transportation and Trades, Communication and Services, and the Pacific Center for Advanced Technology Training. Some of the specific degree and certificate offerings, such as those in Aeronautics Maintenance Technology; Boat Maintenance and Repair; Commercial Aviation; Computing, Electronics, and Networking Technology; Cosmetology; and Occupational and Environmental Safety Management are available in the State of Hawaii only through Honolulu Community College.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for encouraging and maintaining a successful learning environment for all students. The Office of the Chancellor responds to the needs of the community and ensures an environment that provides professional growth and development of the faculty and staff. Furthermore, the Office of the Chancellor provides general direction for all college administration and development, plans, organizes, and directs the institution's academic and support programs in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

- Campus planning, research, and evaluation based on data driven decision making

- Evaluation and assessment based upon program review and continuous improvement

- Academic program development and delivery, including credit and degree programs and non-credit training programs and related support services

- Management of curricula, programs, and articulation with external colleges and organizations

- Student Services integrated into and wrapped around academic delivery and instruction

- Library and Learning Resources, and other learning assistance services

- Information and Media Technology Services

- External affairs, marketing, and public information

- Resource Development, including fund raising

- Finance, accounting, and budgeting

- Human resource management

- Physical plant management, including parking and security

- Institutional Research

- Accreditation Process

Communications and External Affairs
The Communications and External Affairs Office is responsible for all external affairs, institutional advancement, and public relations related to the College as a whole and for assistance to individual programs as requested. The Communications and External Affairs Office:

- Establishes and maintains community relationships through executive advisory committees, community boards, business constituents, and legislative and executive branches of government

- Coordinates activities associated with marketing and image development

- Develops and executes strategies to supplement the state-funded budget

- Promotes partnerships and other collaborative efforts to maximize College resources

2

- Administers the College's University of Hawai'i Foundation accounts

- Develops and promotes a consistent organizational image to target groups, community clients, supporters, and other beneficiary groups

- Assesses the educational needs of people in the College's immediate geographic area and assists other units to meet the needs.

- Provides protocol and serves as liaison in Community College initiatives

- Develops materials, provides public contact, and coordinates special events that support the College and its units in attracting, servicing, and maintaining relations with target groups

- Promotes private fund development and donor relationships

- Develops and implements applicable policies and procedures for distribution of private gifts to the College

- Represents the campus in system-wide communications and marketing efforts

ACADEMIC AFFAIRS

Academic Affairs is composed of three instructional units (the University College, Transportation and Trades Programs, and Communication and Services Programs), Student Services, Academic Support Services (Student Success, Educational Technology Center, Library, Policy, Planning and Institutional Research and Design Center), and Information Technology.

Office of the Vice Chancellor of Academic Affairs

The Office of the Vice Chancellor of Academic Affairs is responsible for all activities that are related directly to instruction, student services, policy, planning and institutional research, academic support services, and information technology functions of the College. The Office of the Vice Chancellor of Academic Affairs:

- Oversees the activities of instructional staff to assure quality performance

- Supervises and evaluates staff based upon clear goals and action plans

- Evaluates programs through program review, success measure outcomes and resource allocations

- Establishes a culture of evidence in planning and assessment

- Recommends to the Chancellor personnel transactions that relate to hiring, leaves, evaluations, and terminations

- Coordinates with other University units all personnel matters that may have system-wide implications relating to implementation of personnel policies

- Collaborates with other University units on student success initiatives across the ten campus system

- Oversees program review and program improvement activities

- Oversees the overall development of credit curriculum, courses and innovations in learning and teaching and ensures compliance with College and University rules and regulations regarding course and program approvals

- Oversees academic affairs activities, including credit and some non-credit offerings, apprentice training programs, journeyworker upgrading, federal training programs, other externally funded programs, and short-term training programs, learning assistance, developmental or pre-program English and Mathematics education, student support services, and library operations

- Oversees student services activities

- Oversees the publication of the College catalog, class schedules, and the regulation of new course offerings

- Coordinates and manages all internal and external credit and degree articulation agreements

- Provides leadership and coordinates activities related to teaching and student learning

- Oversees the preparation of budget requests and expenditures for instruction

- Develops internal academic policies and ensures compliance with established policies, procedures, and laws

- Provides leadership, policy development and operational management of a broad range of informational technology resources

- Develops campus policies and procedures to promote equity in educational opportunity that contributes to a safe, healthy and secure campus

University College

The University College is responsible for the Liberal Arts Program and Off-Campus Programs.

Liberal Arts

The University College is responsible for the Liberal Arts program and for delivery of the Associate in Arts degree, development and delivery of integrated curriculum for and with the other instructional units, planning and delivery of off-campus programs, planning and delivery of distance education courses, and the design and delivery of credit, general education courses and workshops to business, industry, and the general public. The unit manages credit instruction in its areas of responsibility. The University College:

- Develops, delivers, and reviews credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities in new programs to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

- Coordinates distance education

Off-Campus Programs

The Off-Campus Programs Office implements the agreements between the College and military services to provide credit instruction to military personnel, their dependents and civilians at military facilities. This office:

- Implements the agreements between the College and military services to provide credit instruction

- Provides on-base services to military and civilian students on military facilities, including assisting with applications, registration, scheduling, publication of schedules, and recordkeeping

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- Assists in recruiting faculty members to teach in off-campus programs

- Coordinates with the College bookstore to ensure that the off-campus programs have the appropriate books and instructional materials

- Coordinates with the College counseling unit to ensure that off-campus students have access to counseling services

Transportation and Trades

Transportation and Trades Programs include Cooperative Education, all construction, applied trades, apprenticeship/journeyworker training, and transportation programs. The unit manages credit instruction in its areas of responsibility. The Transportation and Trades unit:

- Develops, delivers, and reviews credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

Communication and Services

Communication and Services Programs include communications programs and public and personal services programs. The unit manages both credit and non-credit instruction in its areas of responsibility. The Communication and Services unit:

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

Student Services

Student Services is responsible for planning, developing, and implementing various support services that are applicable to students or potential students across the academic programs. Services are provided to enable students to succeed in their academic experience, to adjust to the College, and to seek future goals in an orderly fashion. The units of Student Services are Admissions and Records, Career and Employment Counseling, Counseling, Financial Aid, Student Life and Development, Student Health Services, and Mental Health and Wellness. All units assist the College in meeting its goals and objectives in various areas, particularly those related to student success. The Student Services unit:

- Participates in recruiting, hiring, leaves, improvement, evaluation and termination of faculty and staff

- Develops unit plans focused on student success

- Coordinates needed integration of student support services with academic instruction, such as retention activities, early alert, etc.

- Provides support to better serve students

- Prepares unit budgets and supervises expenditures

Admissions and Records
Admissions and Records is responsible for providing admission services and is responsible for record keeping of all student records, including academic and contact information for official College use. This office:

- Coordinates student admission and disseminates information to prospective students

- Manages the record keeping of registration of new students into credit programs

- Assists in dissemination of information such as the use of college catalog and clarification of policies and regulations, or transfer information

- Assists in the evaluation of academic credentials for students

- Approves students for graduation

- Maintains student records for both credit students and non-credit students whose transactions are processed by other offices

- Coordinates with other University units to ensure consistency and transparency for students wherever possible

- Assures that grades are properly recorded and students are notified

- Certifies student enrollment

- Evaluates academic credentials for students

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- Orders diplomas and notifies students of graduation status

Career and Employment Counseling
The Career and Employment Counseling Office is responsible for providing career counseling services and student job placement. This office:

- Coordinates career related materials

- Performs career outreach activities to expose students to alternatives and options

- Provides counseling services to students for career exploration, including interest and skills inventory testing

- Assists students in adjusting to college life through counseling

- Assists in dissemination of student employment information

- Manages the SECE database for student employment

- Suggests referral to community resources for specific services, information, etc.

- Manages student employment programs

- Works with instructional faculty to incorporate career explorations as part of the student wrap around support services

- Assists the College in meeting its goals and objectives in various areas, particularly those related to student success

Counseling
The Counseling Office provides academic counseling services for new and continuing students. This office:

- Assists students with the proper guidance in their class registration and academic path using technology

- Assists students in adjusting to college life through counseling services

- Oversee and ensure the updating of necessary technological resources to help students matriculate in a timely manner

- Assists in dissemination of information such as the use of the college catalog and clarification of policies and regulations, or transfer information

- Implement mandatory placement policies and registration practices for underprepared students

- Suggests referral to community resources for specific services, information, etc.

- Coordinates assistance to special target groups

- Assists in evaluating academic credentials for students

- Provides guidance on support and counseling services available to enable students with disabilities to succeed

- Performs graduation audits and approves students for graduation

Financial Aid

The Financial Aid Office provides financial assistance to supplement the resources of qualified students to help pay for a college education and to provide financial assistance. This office:

- Coordinates Federal, State, and private financial aid programs, including student loans, scholarships, grants, tuition waivers, and work-study employment

- Serves as a liaison between students and scholarship donors

- Provides financial aid counseling and assistance for students

- Evaluates and assesses departmental practices and policies to ensure efficient and effective distribution of financial aid to students

Student Life and Development

The Student Life and Development Office provides enrichment opportunities to students through social, cultural, recreational, and leadership opportunities. This office:

- Coordinates the College's new student orientation activities

- Oversees the activities of the Student Media Board, which publishes the student newspaper and literary magazine

- Advises student government and other chartered student and special needs organizations

- Plans and coordinates co-curricular, club, and athletic activities

- Supervises the expenditure of student activity funds

- Serves as a liaison between student groups and College administration

- Assists in the development of information regarding student affairs.

- Assists in developing policies relating to student conduct, behavior, and activities on campus

Student Health Services

The Student Health Services Office is responsible for promotion of a healthy, safe, and accessible community. This office:

- Coordinates and assists in campus safety initiatives including emergency procedures, subscription to the UH Alert System, updating of student emergency contact information and related areas to increasing safety on campus

- Provides limited nursing care and makes appropriate referrals as needed

- Serves as the designated office for responding to medical emergencies on campus along with Security personnel

- Assists Mental Health Counselor, Student ACCESS (disability services) and Security as needed in health and safety situations and in making recommendations to improve access, services, and facilities

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- Completes and maintains health service records and required accidental illness/injury and other reports related to activities and functions of the Student Health Services Office

- Coordinates the campus first aid program comprising of first aid kits and CPR/first aid training renewals for College security officers and upon request by interested faculty, staff, and students

- Advises and assists with implementing programs to ensure that the College complies with government health requirements in the areas of 1) post-secondary health clearance (TB and MMR) records and documentation, 2) public health disease prevention and pandemic planning, and 3) other health-related policies

- Implements and provides opportunities in the areas of health education and wellness through on-line resources and events

Mental Health and Wellness
The Mental Health Support Services Office provides preventive and emergency support services to students with mental health needs. This office:

- Supports the campus community, including students and employees, with mental health related issues and concerns

- Implements programs to ensure that the College complies with mental health and educational laws and requirements

- Assists students in adjusting to college life through counseling services

- Assists in dissemination of mental health support information

- Suggests referral to community resources for specific services, information, etc.

- Assists in providing support services to enable students with disabilities to succeed

- Assists the College in meeting its goals and objectives in various areas, particularly those related to student success

- Assists in developing campus policies and procedures to establish a safe, healthy and secure campus

Academic Support
Academic Support is responsible for overseeing academic support operations of the College. Its primary function is to provide a broad range of support services to academic programs of the College. The units of Academic Support are Student Success, Educational Technology Center, Library, Policy, Planning and Institutional Research, Design Center, and Disability Services.

Student Success
The Student Success Unit is responsible for the overall coordination of collaborative student success initiatives across the campus. The Unit manages the support systems for students, such as retention, placement testing, brush up activities, tutoring and TRIO activities to help students realize their academic and career potential. This unit:

- Convenes and leads campus-wide discussions around student support needs on campus

- Provides tutorial, peer mentoring and coaching services

- Administers placement testing and provides assessment brush-up programs when appropriate

- Provides student learning assistance such as access to computer labs, study rooms, make-up testing, and other learning assistance

- Provides testing accommodations to students with disabilities

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training

- Delivers study skills courses to enhance student retention

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the unit, and adjusts plans to reflect changing conditions and policies

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Recommends program budgets and supervises expenditures

Education Technology Center

The Education Technology Center is responsible for planning, developing, and delivering high quality distance education support and other instructional media support. This office:

- Supports the development and delivery of distance education using a variety of media, such as broadcast television, cable television, web-based instruction, or other forms of digital delivery

- Supports curriculum innovation using computers or media technology in the classroom

- Supports academic website design and development

- Trains faculty and staff in use of instructional media support technologies

- Participates n system-wide distance education planning and coordination with other University units

- Provides assessment and communication among campus constituents regarding distance education

Library

The Library is responsible for planning, developing, and delivering a variety of educational resources, information, and learning services that are applicable across various academic programs. The Library:

- Acquires, maintains, and disposes of library materials and information in both print and non-print forms

- Catalogs and classifies all new material

- Develops online materials for use by students enrolled in both on-campus and off-campus courses

- Consults with faculty on resources related to their learning goals

- Performs reference functions:

  - Assists users to find information

  - Answers questions

  - Provides instruction in use of library material and information services

- Provides access to online catalogs and other means to locate information

- Coordinates automated activities with other libraries, vendors and external specialists

- Maintains hardware and software of several systems used in performing library functions

- Maintains, edits, and corrects records in the bibliographic database

- Manages the circulation processes for loan of information materials including collecting fines

- Develops and implements applicable policies and procedures

Policy, Planning, and Institutional Research
The Policy, Planning, and Institutional Research Office is responsible for planning efforts, developing and coordinating policy, and coordinating institutional assessment and analysis. This office:

- Coordinates the preparation of the college catalog, schedules of classes, and other instructional and registration information

- Coordinates the development of internal policies and operational procedures relating to instruction, registration, and personnel

- Manages databases for the College's student information system

- Manages and directs the collection and analysis of institutional research data and its use in management decisions

- Develops methodologies and procedures for gathering internal and external data

- Prepares management information reports and other institutional research

- Establishes policies and direction for proper evaluation and accountability

- Ensures that all College units have access to objective and current information

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<u>Design Center</u>

- Operates the printshop and provides graphics services

- Coordinates and produces graphics, print, and audio-visual materials for instructional and administrative uses

- Supports media production including video/digital imaging

- Supports non academic website design and development

- Oversees campus information systems (signage/internet)

<u>Disability Services</u>

- Assures equal access to College facilities, programs, activities and services by students with disabilities

- Provides reasonable accommodations to qualified students

- Promotes an informed and hospitable learning community

- Advocates for campus-wide ADA/Section 504 compliance

Information Technology Center
The Information Technology Center is responsible for overseeing the College's information technology processes such as planning, policy development, security, compliance, architecture and design, user support, network infrastructure and telecommunication services. The Center:

- Plans and maintains computing and communications infrastructure

- Provides architecture and design expertise

- Deploys and maintains networking equipment

- Provides voice and video telecommunications services

- Provides software based network services

- Manages a campus-wide help desk for students, faculty, and staff

- Develops standards for mobile productivity

- Implements mobile device standards on equipment

- Provides classroom and lab support

- Installs and maintains the telecommunication system in coordination with system provider

PACIFIC CENTER FOR ADVANCED TECHNOLOGY TRAINING (PCATT) AND CONTINUING EDUCATION AND LIFELONG LEARNING (CELL)

The Pacific Center for Advanced Technology Training (PCATT) and Continuing Education and Lifelong Learning has dual responsibilities. PCATT is responsible for developing and providing training in advanced technology which enhance economic and workforce development programs and initiatives in the State of Hawai'i and in the Pacific Rim. This unit also oversees management and operations of continuing education and lifelong learning programs of the College.

PCATT

- Provides leadership to the overall advanced technology development of the College

- Ensures compliance with applicable University regulations regarding advanced technology functions

- Manages business-oriented advanced technology projects

- Plans and coordinates advanced technology development for the University of Hawai'i Community Colleges in service to the State of Hawai'i and other areas of the Pacific

- Recommends to the Chancellor personnel transactions that relate to hiring, leaves, evaluations, and terminations

- Supervises and evaluates staff and program outcomes

- Prepares unit budgets and supervises expenditures

- Develops business relationships

- Develops, and delivers PCATT non-credit training

    - Plans, develops curricula, and implements non-credit courses and community service programs

    - Plans, develops curricula, and implements contract training

    - Schedules and assigns classrooms

    - Recruits temporary faculty to teach courses

    - Allocates the budget and controls the expenditures for non-credit instructional programs

    - Registers non-credit College students

- Markets non-credit advanced technology education and training

    - Publishes schedule of courses and events for the Community Colleges

    - Develops and delivers high-end technical training to business and industry

    - Delivers certification programs in specific industries

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- Offers demonstrations of high technology capabilities and applications

- Coordinates the hiring of instructors and facilities use requests

- Develops and operates new programs

Continuing Education and Lifelong Learning
The Continuing Education and Lifelong Learning unit is responsible for planning, developing, and implementing educational programs that are not part of regular credit instructional programs of the College. This unit:

- Plans, develops curricula, and implements non-credit courses and community service programs

- Plans, develops curricula, and implement contract training

- Schedules and assigns classrooms

- Recruits temporary faculty to teach courses

- Allocates the budget and controls the expenditures for non-credit instructional programs.

- Registers non-credit College students

ADMINISTRATIVE SERVICES

Administrative Services is composed of Operations and Maintenance, Business Office, Human Resources Office, and Security Services. In addition to the functions carried out by these units, the Office of Administrative Services coordinates the development of the College budget and, for Administrative Services, prepares budgets and oversees expenditures. The Office is also responsible for overall administrative policy development and implementation, legal matters, and financial audit functions. These functions are carried out within University guidelines and in conjunction with other University administrative and legal offices.

Operations and Maintenance

Operations and Maintenance is responsible for creating and maintaining an attractive, clean, and safe learning environment. Operations and Maintenance:

- Provides custodial services

- Maintains grounds, including landscape design and maintenance

- Maintains buildings, including development and implementation of preventive maintenance programs

- Assists with construction and repairs management of the College's facilities, including liaison with the Vice President of Community College's Office of Physical Facilities, Planning and Construction

- Directs campus safety programs, including hazardous waste management, OSHA compliance, and emergency planning

- Operates transportation services

- Operates the physical plant, including development and implementation of energy management programs

- Develops and implements applicable policies and procedures

Business Office

The Business Office is responsible for fiscal, budget execution, grants management, and property management functions of the College. This office:

- Coordinates accounting and financial records

- Manages procurement process

- Manages payroll

- Receives and accounts for cash (oversees the cashiering functions carried out in other units)

- Ensures the proper implementation/maintenance of the University's student information system to meet student and College needs

- Coordinates payments for all third-party vendors, including all wire transfers and web payments for all military branches

- Initiates all student refunds, which includes financial aid awards

- Executes operational and capital budget

- Manages contracts and grants

- Provides for the orderly delivery of mail, as well as the processing of all outgoing mail

- Controls expenditures of all projects: general funds, special funds, federal, and extramural funds, by certifying as to the availability and compliance with fiscal policies

- Assists and screens all federal proposals for compliance with federal guidelines and UH policies

- Prepares all financial statements for College controlled funds

- Handles all disbursing functions

- Establishes and maintains account numbers for the entire College: federal, special, general, and agency funds

- Screens all travel requests and completions for compliance with UH policies

- Assists in the coordination of repairs and maintenance projects

- Oversees parking operations of the College which includes parking availability and control, student lottery system and resolution of parking citation complaints

- Develops and implements applicable policies and procedures

- Assists and screens all federal proposals for compliance with federal guidelines and UH policies

Human Resources Office

The Human Resources Office is responsible for all personnel and employment related matters at the College. This office:

- Coordinates recruitment and hiring of new employees, including casual and emergency appointments

- Manages personnel transactions and employment records

- Coordinates Equal Employment Opportunity/Affirmative Action program

- Ensures a safe and productive work environment for all administrators, faculty and staff.

- Manages labor and employee relations and collective bargaining contracts

- Conducts grievance and complaint investigations

- Maintains and disseminates information on working conditions, salaries and fringe benefits, and employee benefits

- Administers employee benefits including workers' compensation and temporary disability benefits

- Reviews and makes recommendations on changes in position management and classifications

- Coordinates the Employee Assistance Program to provide referral intervention services for professional and personal counseling.

- Administers the campus' Drug and Alcohol Testing program and training, in compliance with collective bargaining agreements.

- Manages staff development and training for staff

- Maintains and updates organizational charts and functional statements

- Develops and implements applicable policies and procedures

Security Services

The Security Office is responsible for safeguarding physical and human resources at the College 24 hours per day and seven days a week. This office:

- Patrols the main campus by vehicle and on foot

- Provides assistance during emergencies including building evacuations, contacting appropriate emergency response offices

- Responds to reports of disturbances

- Provides escort services during evenings

- Maintains daily records of incidents

- Conducts investigations and records findings on incident reports

- Inputs incidents reports into a crime statistics database

PREVIOUS
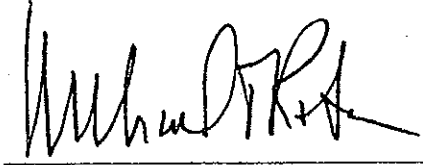
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

Organization Chart

Chart I

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┌─────────────────────────────┐
│   President, University of   │
│    ·   Hawaii System         │
└─────────────────────────────┘
┌─────────────────────────────┐
│      Vice President for      │
│     Community Colleges       │
└─────────────────────────────┘
┌─────────────────────────────┐
│    Office of the Chancellor  │
│          Chart II            │
└─────────────────────────────┘
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Academic Affairs Chart III	Pacific Center for Advanced Technology Training Chart IV	Pacific Aerospace Training Center Chart V	Administrative Services Chart VI
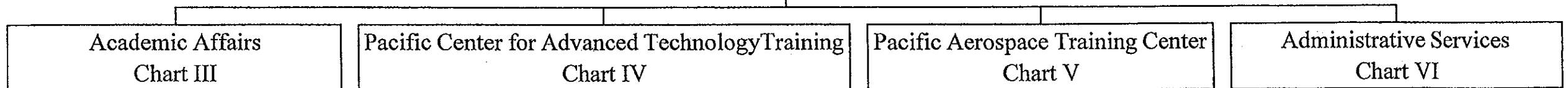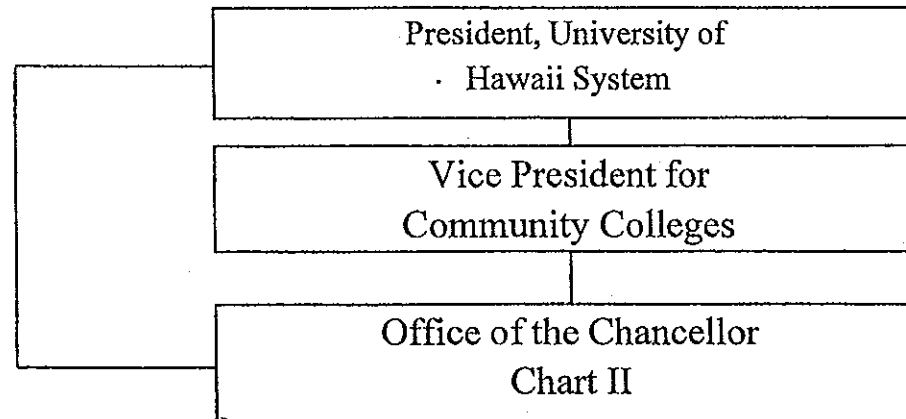
Approved: _____ MAR 3 1 2012

Chancellor   Date

	Perm	Temp
General Fund	323.00	6.00
(B) Special Fund	19.00	

Organization Chart

Chart II

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┌─────────────────────────────────────────────────────────────┐
│ OFFICE OF THE PRESIDENT, UNIVERSITY OF HAWAII SYSTEM         │
│                      President^                               │
└─────────────────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────────────────┐
│ Office of the Vice President for Community Colleges          │
│                  Vice President^                              │
└─────────────────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────────────────┐
│              OFFICE OF THE CHANCELLOR                         │
│ Chancellor, #89106                                           │
│    Private Secretary II, SR22, #900109                       │
└─────────────────────────────────────────────────────────────┘
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┌───────────────────────────────────────┐   ┌────────────────────────────────────────┐
│ Communications & External Affairs      │   │ International Affairs and Development    │
│ Assistant to Senior Executive, #89149  │   │ Faculty, #85436                         │
│    Secretary II, SR-14, #13374         │   │    Educational Specialist, PBA #81309T* │
└───────────────────────────────────────┘   └────────────────────────────────────────┘
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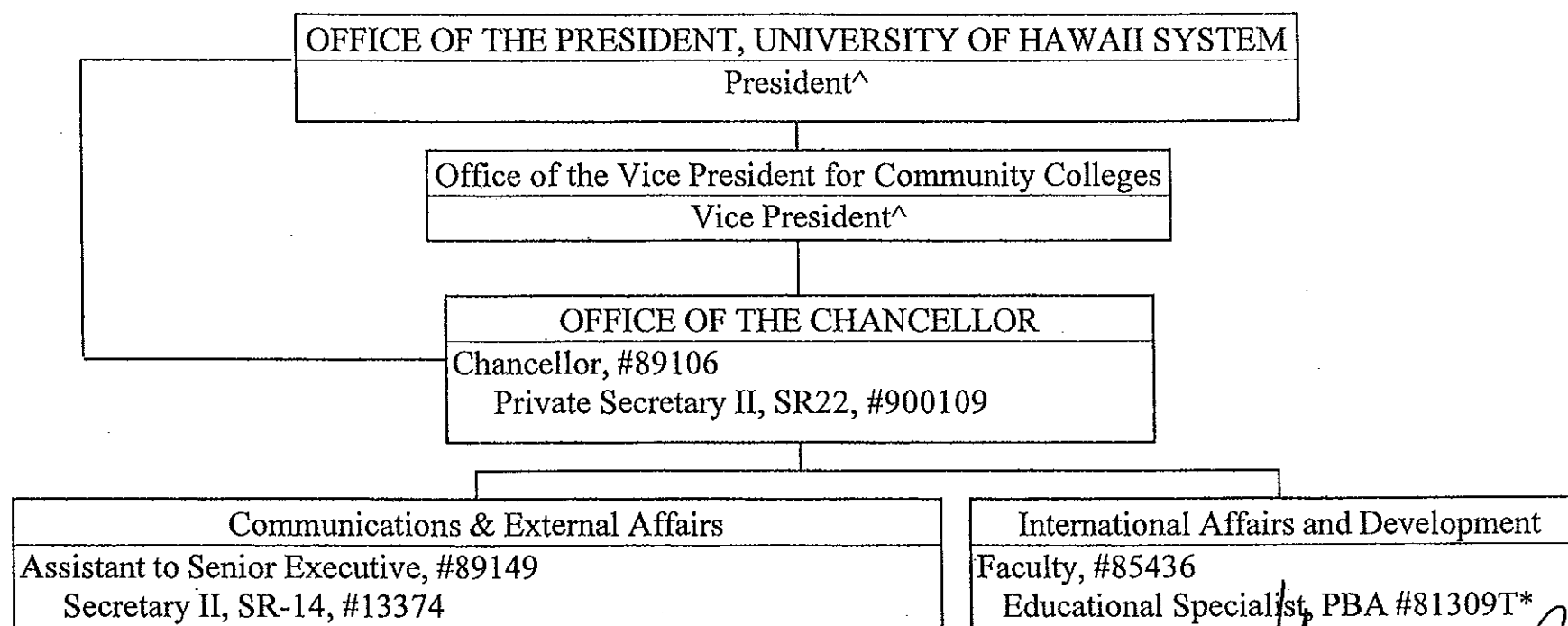
Approved: _____   MAR 3 1 2012

Chancellor   Date

^ Excluded from position count this chart
* Temporary Position
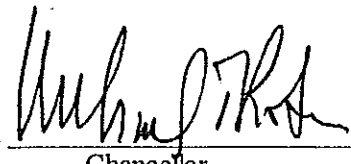
	Perm	Temp
General Fund	5.00	1.00

<u>Organization Chart</u>

Chart III

```
                          ┌──────────────────────────────┐
                          │   OFFICE OF THE CHANCELLOR    │
                          │         Chancellor^           │
                          └──────────────────────────────┘
                                        │
                          ┌──────────────────────────────┐
                          │      ACADEMIC AFFAIRS         │
                          │  Vice Chancellor, #89025      │
                          │  Secretary III, SR16, #22374  │
                          └──────────────────────────────┘
              ┌───────────────────────────────────────┐
              │ Program Review/Program Improvement     │
              │           Faculty, #74810              │
              └───────────────────────────────────────┘
```

University College	Transportation and Trades	Communication and Services	Student Services	Management Information & Research	College Skills Center	Educational Media Center	Library
Chart IIIA	Chart IIIB	Chart IIIC	Chart IIID	Chart IIIE	Chart IIIF	Chart IIIG	Chart IIIH

Approved: _____ MAR 3 1 2012
Chancellor   Date

^ Excluded from position count this chart

General Fund

Perm
3.00

Organization Chart

Chart IIIA

ACADEMIC AFFAIRS
Vice Chancellor^

University College
Dean, #89111
Secretary II, SR14, #24735
Office Assistant IV, SR10, #27069

Liberal Arts Program

Division Chair %
 Faculty (55.00)
 American Studies, #84457
 Anthropology, #83341
 Asian Pacific Language, #83966
 Asian Studies, #86638
 Biological Science, #82585, 84135
 Chemistry, #83964, 84688
 Economics, #82987
 English, #82440, 82561, 82796, 82959, 82964, 83062, 83687, 83698, 84471, 84545, 84633, 86850,
  87562, 88024
 Fine Art, #83885
 Geography, #84884
 Hawaiian Studies, #84689, 74839, 74886
 History, #82283, 83911, 86588
 Mathematics, #82689, 82898, 83282, 83416, 83529, 83797, 84096, 84562, 84638, 86620
 Oceanography, #82773
 Philosophy, #82854, 83930
 Physical Science, #83431, 83708, 83820, 83881
 Psychology, #82197, 84591
 Religion, #82113
 Science, #82331
 Sociology, #82406
 Speech, #83423, 84533

Off-Campus Programs

Faculty, #83174
 Educational Specialist, PBA, # 80031(B), 81416(B)
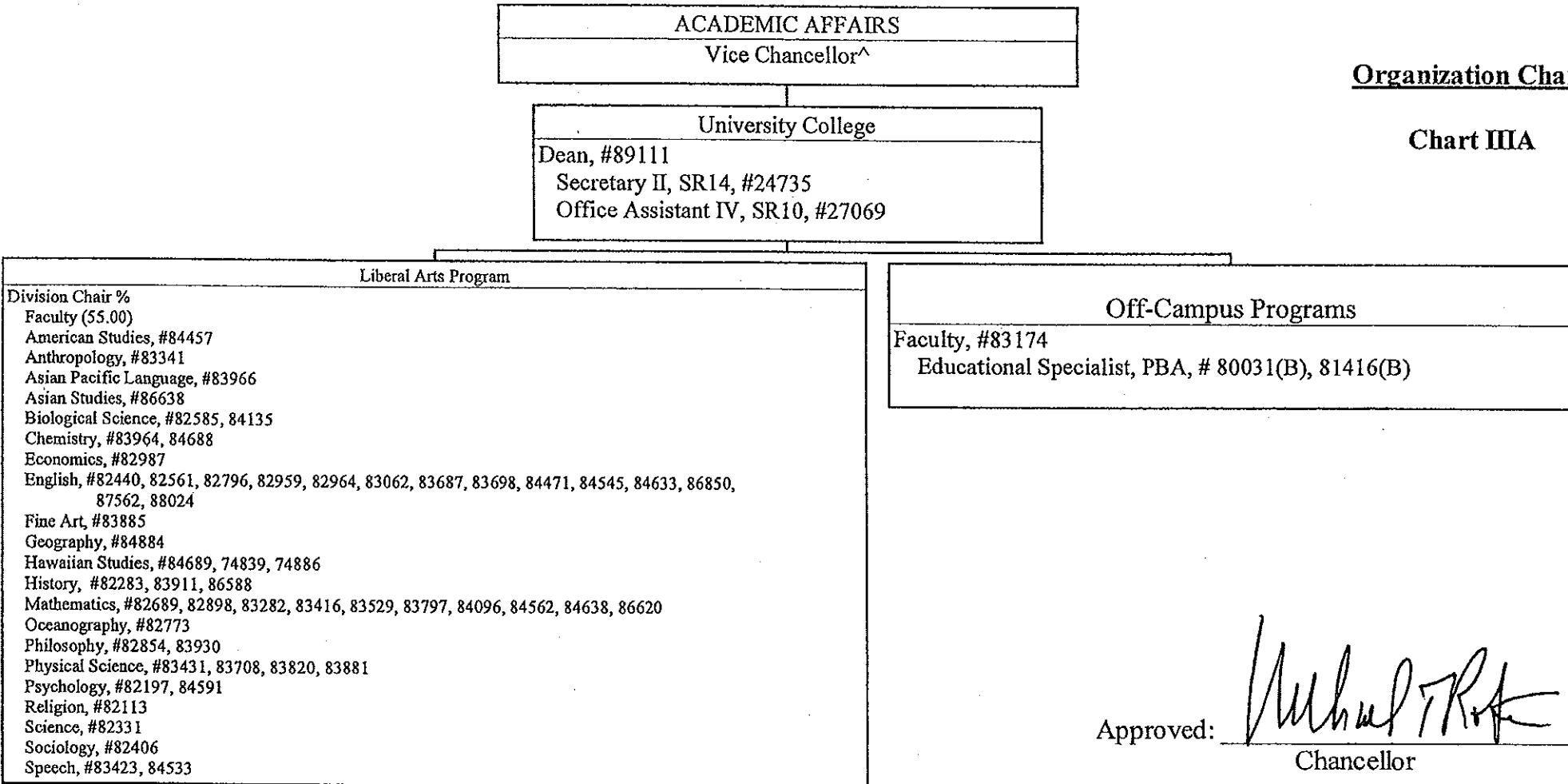
^   Excluded from position count this chart
% Division Chair is appointed from any faculty position in the College.
 Multiple Division Chairs may be appointed but each position in the
 Division has only one immediate supervisor.

Approved: _____   MAR 3 1 2012
             Chancellor   Date

	Perm
General Fund	59.00
(B) Special Fund	2.00

Organization Chart

Chart IIIB

Approved: _____ MAR 3 1 2012
              Chancellor   Date

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┌─────────────────────────────────────┐
│           ACADEMIC AFFAIRS           │
│           Vice Chancellor^           │
└─────────────────────────────────────┘
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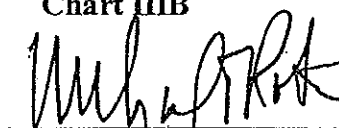
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┌─────────────────────────────────────┐
│       Transportation and Trades      │
├─────────────────────────────────────┤
│ Dean, #89209                         │
│    Program Director #89498T*         │
│    Secretary II, SR14, #45367        │
│    Office Assistant IV, SR10, #27070 │
│    Office Assistant IV, SR10, #900358│
└─────────────────────────────────────┘
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Transportation and Trades Programs
Division Chair %
  Faculty (50.00)
  Apprenticeship and Applied Trades, #83298, 87152
    Office Assistant IV, SR10, #14215
  Autobody Repair and Painting, #82397, 84405, 86667
  Automotive Mechanics Technology, #82384, 83725, 83801, 84064, 84410, 84586
  Marine Boat Maintenance and Repair, #86927
    Educational Specialist, PBB, #80652+, 81182+
  Carpentry, #82466, 83167
  Construction Academy, #74758, 74759, 74760, 74765, 74766, 74767, 74768, 74769, 74770, 74771
    74791, 74792, 74793, 74794, 74795, 74796, 74797, 74798, 74800, 74801
  Cooperative Education, #82444, 86389, 87168
  Diesel Mechanics Technology, #84480
  Drafting Technology, #82092, 82956
  Electrical Installation and Maintenance Technology, #82757, 83368
  Fire and Environmental Emergency Response, #74816, 83639
  Occupational and Environmental Safety Management, #83673
  Refrigeration and Air Conditioning, #82422, 82518
  Sheet Metal and Plastics, #84368
  Welding, #83212, 84660
Educational Specialist, PBB, #78724, 81203T*, 81561, 81991(B)+
Educational Specialist, PBA, #78273, 81562
Instruction and Student Support, PBA, #79119T*
```

^ 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
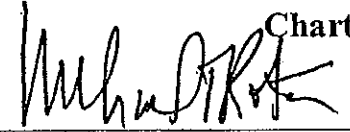   Division has only one immediate supervisor.
* Temporary

		Perm	Temp
General Fund		61.00	3.00
(B)	Special Fund	1.00	

ACADEMIC AFFAIRS
Vice Chancellor ^

Organization Chart

Chart IIIC

Communication and Services

Dean, #89170
  Secretary II, SR14, #01825
  Office Assistant IV, SR10, #44568
  Office Assistant IV, SR10, #27068

Approved: _____   MAR 3 1 2012
                      Chancellor   Date

Communication and Services Programs

Division Chair %
  Faculty (30.00)
  Administration of Justice, #83339
  Computing, Electronics, and Networking Technology, #82060, 83116, 83699, 86677
  Communication Arts, #82969
  Cosmetology, #82990, 83649, 83825, 84099
    Educational and Academic Support Specialist, PBA, #80879(B)@
  Fashion Technology, #84681
  Food Science and Human Nutrition, #82883
  Human Services, #82843, 86639
  Early Childhood Education, #83838, 84122, 86907, 86909, 86980, 87028, 87029, 87031, 87032
    Early Childhood Specialist, PBB, #80699, 81576, 81679, 81786, 81822, 80809(B), 80817(B), 80831(B), 94626F (B)$
    Early Childhood Specialist, PBA, 80832(B)>, 80834(B)>, 80835(B)>, 80839(B)>, 80844(B)>, 80845(B)>, 80846(B)>, 80862(B)>
  Information and Computer Science, #82222, 82233, 83138, 83894, 84669
  Music & Entertainment Learning Experience #74876, 83807
Educational Specialist, PBB, #81165
Educational and Academic Support Specialist, PBA, #80877(B)
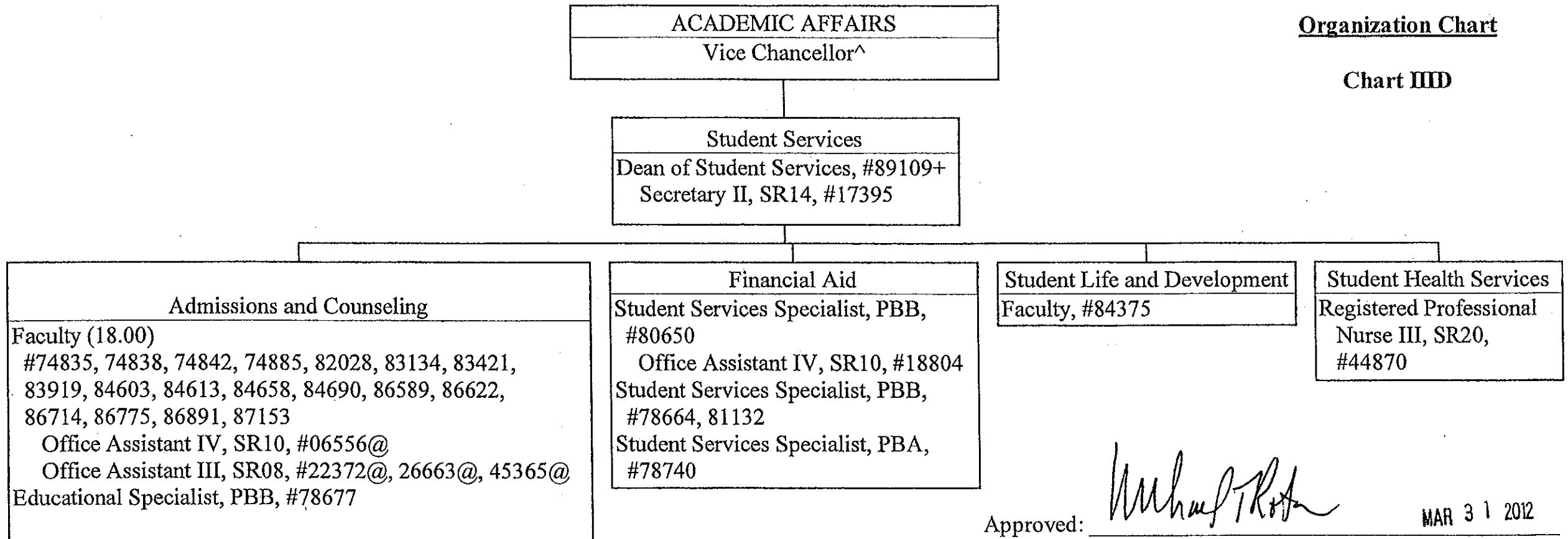Educational Specialist, PBA, #77923

^   Excluded from position count this chart
%   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 supervisor.
@   Supervised by one of the faculty positions
$ To be established
>   Supervised by one of the senior APT positions

	Perm
General Fund	41.00
(B) Special Fund	14.00

Organization Chart

Chart IIID

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                    ┌─────────────────────────────┐
                    │      ACADEMIC AFFAIRS        │
                    │      Vice Chancellor^        │
                    └─────────────────────────────┘
                                 │
                    ┌─────────────────────────────┐
                    │       Student Services       │
                    │ Dean of Student Services, #89109+ │
                    │   Secretary II, SR14, #17395 │
                    └─────────────────────────────┘
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Admissions and Counseling

Faculty (18.00)
  #74835, 74838, 74842, 74885, 82028, 83134, 83421,
  83919, 84603, 84613, 84658, 84690, 86589, 86622,
  86714, 86775, 86891, 87153
   Office Assistant IV, SR10, #06556@
   Office Assistant III, SR08, #22372@, 26663@, 45365@
Educational Specialist, PBB, #78677

Financial Aid

Student Services Specialist, PBB,
  #80650
   Office Assistant IV, SR10, #18804
Student Services Specialist, PBB,
  #78664, 81132
Student Services Specialist, PBA,
  #78740

Student Life and Development

Faculty, #84375

Student Health Services

Registered Professional
Nurse III, SR20,
  #44870

Approved: _____ MAR 3 1 2012

Chancellor   Date

^   Excluded from position count this chart
+   To be redescribed
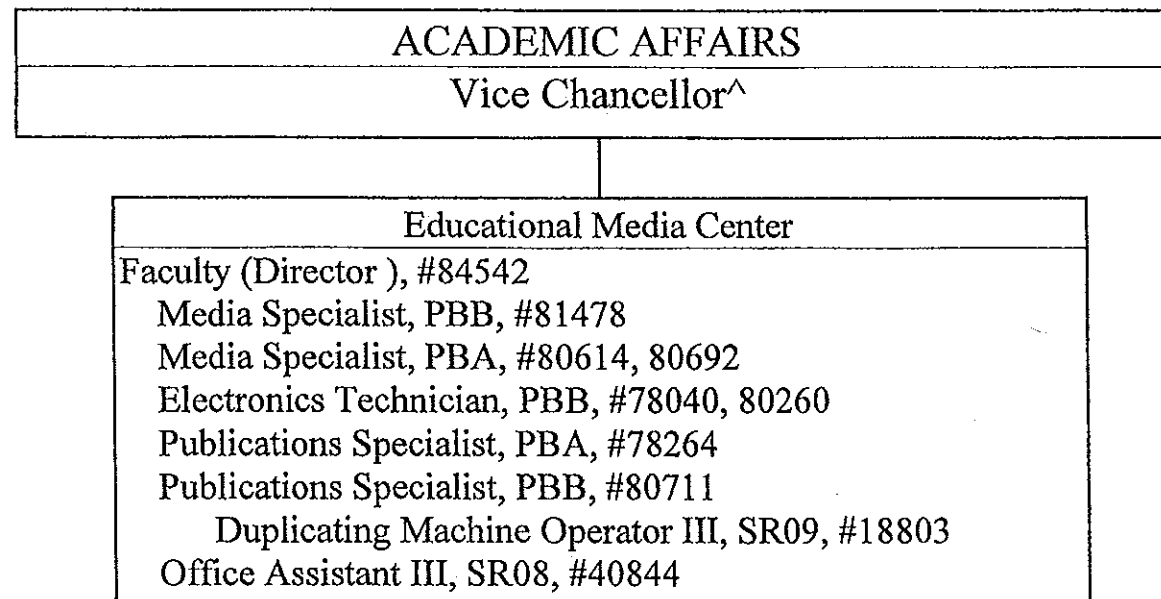@   Supervised by one of the faculty positions

                                    Perm
General Fund   32.00

Organization Chart

Chart IIIE

ACADEMIC AFFAIRS
Vice Chancellor^

Management Information and Research
Institutional Analyst, PBC, #77629
Educational Specialist, PBB, #77068

Institutional Research	Student Records	Administrative Computing

Institutional Analyst, PBB, #79012, 81789	Student Services Specialist, PBB, #80669
	  Student Services Specialist PBA, #78207
	  Office Assistant IV, SR10, #14449
	    Office Assistant III, SR08, #22373, 40056
	    Office Assistant III, SR08, #18802
	  Office Assistant IV, SR10, #31739
		Information Technology Specialist, PBC, #80080
		  Information Technology Specialist, PBB, #80039, 80863
		  Information Technology Specialist, PBA, #78188, 81639

Approved: _____ MAR 3 1 2012
                Chancellor   Date

^ Excluded from positon count this chart

Perm
General Fund   16.00

Organization Chart

Chart IIIF

ACADEMIC AFFAIRS
Vice Chancellor^

College Skills Center

Faculty (6.00)
#83604, 83695, 86804, 86849, 86854, 87009
  Educational Specialist, PBB, #81974@, 81975@
  Educational Specialist, PBA, #78030, 81788@, 81973@
  Office Assistant IV, SR10, #26748@

Approved: _____ MAR 3 1 2012
                        Chancellor   Date

^   Excluded from position count this chart
@   Supervised by one of the faculty positions

                                                                    Perm
                                              General Fund   12.00

Organization Chart

Chart IIIG

ACADEMIC AFFAIRS
Vice Chancellor^

Educational Media Center
Faculty (Director), #84542
Media Specialist, PBB, #81478
Media Specialist, PBA, #80614, 80692
Electronics Technician, PBB, #78040, 80260
Publications Specialist, PBA, #78264
Publications Specialist, PBB, #80711
Duplicating Machine Operator III, SR09, #18803
Office Assistant III, SR08, #40844

Approved: _____ MAR 3 1 2012
                 Chancellor   Date

^ Excluded from position count this chart

                             Perm
General Fund   10.00

Organization Chart

Chart IIIH

ACADEMIC AFFAIRS
Vice Chancellor^

Library
Faculty, #84693
Library Technician V, SR11, #16960
Library Assistant IV, SR09, #22370
Faculty, #83150
Library Technician V, SR11, #18657
Library Assistant IV, SR09, #18801, 24011, 26783
Faculty, #82339, 83418, 83998

Approved: _____ MAR 3 1 2012
               Chancellor   Date

^ Excluded from position count this chart

                            Perm
General Fund   11.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HONOLULU COMMUNITY
COLLEGE
PACIFIC CENTER FOR ADVANCED
TECHNOLOGY TRAINING

Organization Chart

Chart IV

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┌─────────────────────────────────────────────────────┐
│              OFFICE OF THE CHANCELLOR                 │
│                    Chancellor^                        │
└─────────────────────────────────────────────────────┘
                          │
┌─────────────────────────────────────────────────────┐
│      Pacific Center for Advanced Technology Training  │
│ Director of Pacific Center for Advanced Technology    │
│   Training, #89316                                    │
│    Secretary II, SR14, #08767                         │
└─────────────────────────────────────────────────────┘
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Advanced Technology Business Development & Training
Faculty, #83893, 84376, 86615
Faculty, #84666
Educational Specialist, PBB, #80201
Information Technology Specialist, PBB, #81824(B)
Administrative & Fiscal Officer Specialist, PBA, #77034
Office Assistant IV, SR10, #24395
Office Assistant III, SR08, #46807(B)

Faculty Development
Faculty, #87130

Information Technology Center
Faculty, #82131, 84649
Information Technology Specialist, PBB, #81476@, 81641@, 81741@, 78289
Information Technology Specialist, PBA, #80502T*@
Educational Specialist, PBB, #81048@

Approved: _____   MAR 3 1 2012
            Chancellor   Date

^ Excluded from position count this chart
* Temporary Position
@ Supervised by one of the faculty positions

	Perm	Temp
General Fund	17.00	1.00
(B) Special Funds	2.00	

Organization Chart

Chart V

OFFICE OF THE CHANCELLOR
Chancellor^

Pacific Aerospace Training Center
Program Director, #89338

Aerospace Programs
Faculty (4.00)
Aeronautics Maintenance, #82567, 84423, 84646
Commercial Aviation, #82383
Educational Specialist, PBB, #81559
Airport Operations & Maintenance Worker I, BC07, #900118*

Approved: _____   MAR 3 1 2012
                     Chancellor   Date

^ Excluded from position count this chart
* Temporary position

	Perm	Temp
General Fund	6.00	1.00

Organization Chart

Chart VI

OFFICE OF THE CHANCELLOR
Chancellor^

Administrative Services
Vice Chancellor, CC, #89141
Secretary II, SR14, #16956

Operations and Maintenance
General Maintenance and Services
  Supervisor, SR18, #26940
  Building Maintenance Worker I, BC09,
    #03315, 27128
Air Conditioning Mechanic I, BC10, #50059
General Laborer II, BC03, #44611
Janitor Supervisor I, F102, #06715
  Janitor III, WS02, #24868
  Janitor II, BC02, #14429, 21323, 23510,
    24867, 24869, 27123, 27124, 28619,
    29587, 29588, 37447, 40095, 42058,
    50073, 51298, 900541
Groundskeeper II, WS02, #13862
  Groundskeeper I, BC02, #23511, 29589,
    900273

Business Office
Administrative Officer, PBC, #80174
  Administrative Officer, PBB, #81159
  Administrative Officer, PBA, #80194,
    81601, 78570
Account Clerk IV, SR13, #06623
Account Clerk III, SR11, #15504
Office Assistant IV, SR10, #22369
Office Assistant III, SR08, #26664
Cashier I, SR10, #26322, 43508

Human Resources Office
Personnel Officer, PBB, #80366
  Personnel Officer, PBB, #78522
  Personnel Officer, PBA, #77020
  Personnel Clerk V, SR13,
    #41153

Telephone Services
Electronics Technician, PBB,
  #80953

Security
University Security Officer II, SR16,
  #26001
  University Security Officer I,
    SR14, #25998, 30525, 35420,
    900533

^   Excluded from position count this chart

Chancellor   Date

Approved:

MAR 3 1 2012

General Fund   Perm
                50.00

STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
COMMUNITY COLLEGES
HONOLULU COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Honolulu Community College is committed to a comprehensive offering of technical-occupational and liberal arts programs and continuing education courses. The College offers open-door admissions and equal opportunity for all students regardless of their prior educational experience, quality teaching, affirmative action for non-traditional students, and responsiveness to the community's needs for up-to-date technical training. The College's philosophy is based in a belief in:

- Education as a lifelong process
- Universal access to quality higher education
- A learning-centered environment
- Promotion of citizenship and individual community involvement
- Continuous evolution to ensure that students are prepared for the realities of participation in an ever-changing society.

·The mission of Honolulu Community College is to:

- Serve the community as an affordable, flexible, learning-centered, open-door comprehensive community college that meets the post-secondary educational needs of individuals, businesses, and the community.

- Serve the Pacific Rim as the primary technical training center in areas such as transportation, information technology, education, communications, construction, and public and personal services.

The College offers credit and non-credit programs in a variety of liberal arts and occupational-technical areas. The College currently offers or is authorized to offer the Associate in Arts degree, Associate in Science degree, Associate in Applied Science degree, Associate in Technical Studies degree, Certificates of Achievement, and Certificates of Completion, Academic Subject Certificates, and Certificates of Attendance. The College also provides a variety of short term credit and non-credit education and training programs. Non-credit offerings include apprenticeship and journeyworker training, certificated training in advanced technologies, and other general interest and occupational classes. The College's program areas include the University College (liberal arts), Transportation and Trades, Communication and Services, and the College Skills Center (remedial and developmental education). Some of the specific degree and certificate offerings, such as those in Aeronautics Maintenance Technology; Boat Maintenance and Repair; Commercial Aviation; Computing, Electronics, and Networking Technology; Cosmetology; and Occupational and Environmental Safety Management are available only through Honolulu Community College.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for encouraging and maintaining a successful learning environment for all students. The Office of the Chancellor responds to the needs of the community and ensures an environment that provides professional growth and development of the faculty and staff. Furthermore, the Office of the Chancellor provides general direction for all college administration and development; plans, organizes, and directs the institution's academic and support programs in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

- Campus planning and research

- Academic program development and delivery, including credit and degree programs and non-credit training programs and related support services

- Management of curricula, programs, and articulation with external colleges and organizations

- International Affairs

- Student Services

- Library and Learning Resources, and other learning assistance services

- Information and Media Technology Services

- Public affairs, marketing, and public information

- Resource Development, including fund raising

- Finance, accounting, and budgeting

- Human resource management

- Physical plant management, including parking and security

- Institutional Research

- Accreditation Process

Public Affairs and Resource Development

The Public Affairs and Resource Development Office is responsible for public affairs, institutional advancement, and public relations related to the College as a whole and for assistance to individual programs as requested. The Public Affairs and Resource Development Office:

- Establishes and maintains community relationships through executive advisory committees, community boards, business constituents, and legislative and executive branches of government

- Coordinates activities associated with marketing and image development

- Develops and executes strategies to supplement the state-funded budget

- Promotes partnerships and other collaborative efforts to maximize College resources

- Administers the College's University of Hawai'i Foundation accounts

- Develops and promotes a consistent organizational image to target groups, community clients, supporters, and other beneficiary groups

- Assesses the educational needs of people in the College's immediate geographic area and assists other units to meet the needs.

- Provides protocol and serves as liaison in Community College initiatives

- Develops materials, provides public contact, and coordinates special events that support the College and its units in attracting, servicing, and maintaining relations with target groups

- Promotes private fund development and donor relationships

- Develops and implements applicable policies and procedures for distribution of private gifts to the College

- Coordinates extramural grant proposals

International Affairs and Development

The International Affairs and Development Office is responsible for the coordination and development of international programs at Honolulu Community College and for assisting in the advancement of the role of the University of Hawai'i in international education. The International Affairs and Development Office:

- Develops and implements customized contract training for international institutions, businesses and governmental organizations

- Develops educational partnerships, bilateral agreements and alliances with foreign governments, educational institutions, colleges, universities, and agencies

- Coordinates recruitment and student support activities for international students

- Coordinates international education initiatives, including curriculum development, international workforce development, and other programs supporting international education

- Ensures compliance with applicable federal and state laws, and university/college policies, rules, and regulations

ACADEMIC AFFAIRS

Academic Affairs is responsible for instructional programs at the College that are not designated as advanced technology or aviation. Academic Affairs is composed of three instructional units, (the University College, Transportation and Trades Programs, and Communication and Services Programs) and five support units (Student Services, Management Information and Research, the College Skills Center, the Educational Media Center, and the Library).

Office of the Dean of Academic Affairs

The Office of the Dean of Academic Affairs is responsible for all activities that are related directly to instruction, student services, management information and research, and other academic support service functions of the College. The Office of the Dean of Academic Affairs:

- Oversees the activities of the instructional staff to assure performance is at an acceptance level

- Supervises and evaluates staff and program outcomes

- Recommends to the Chancellor personnel transactions that relate to hiring, leaves, evaluations, and terminations

- Coordinates with other University units all personnel matters that may have system-wide implications relating to implementation of personnel policies

- Coordinates the development of the College's Academic Development Plan and the vocational education state plan

- Oversees program review activities

- Oversees the overall development of credit curriculum, courses and innovations in learning and teaching and ensures compliance with College and University rules and regulations regarding course and program approvals

- Oversees academic affairs activities, including credit and non-credit offerings, apprentice training programs, journeyworker upgrading, continuing education, federal training programs, other externally funded programs, and short-term training programs, learning assistance, remedial or pre-program communication and mathematics education, educational media, and library operations

- Oversees student services activities

- Oversees the publication of the College catalog, class schedules, and the regulation of new course offerings

- Oversees the activities of Student Records, Institutional Research, and Administrative Computing

- Coordinates and manages all internal and external credit and degree articulation agreements

- Provides leadership and coordinates activities related to teaching and student learning

- Oversees the preparation of budget requests and expenditures

- Develops internal academic policies and ensures compliance with established policies, procedures, and laws

University College
The University College is responsible for the Liberal Arts Program and Off-Campus Programs.

Liberal Arts
The University College is responsible for the Liberal Arts program and for delivery of the Associate in Arts degree, development and delivery of integrated curriculum for and with the other instructional units, planning and delivery of off-campus programs, planning and delivery of distance education courses, and the design and delivery of noncredit, general education courses and workshops to business, industry, and the general public. The unit manages both credit and non-credit instruction in its areas of responsibility. The University College:

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities in the College Academic Development Plan and plans to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

- Coordinates distance education

Off-Campus Programs
The Off-Campus Programs Office implements the agreements between the College and military services to provide credit instruction to military personnel, their dependents and civilians at military facilities. This office:

- Implements the agreements between the College and military services to provide credit instruction

- Provides on-base services to military and civilian students on military facilities, including assisting with applications, registration, scheduling, publication of schedules, and recordkeeping

- Assists in recruiting faculty members to teach in off-campus programs

- Coordinates with the College bookstore to ensure that the off-campus programs have the appropriate books and instructional materials

- Coordinates with the College counseling unit to ensure that off-campus students have access to counseling services

Transportation and Trades

Transportation and Trades Programs include Cooperative Education, all construction, applied trades, apprenticeship/journeyworker training, and transportation programs with the exception of aviation. Cooperative Education is available in both occupational-technical and liberal arts areas. The unit manages both credit and non-credit instruction in its areas of responsibility. The Transportation and Trades unit:

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities in the College Academic Development Plan and plans to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

Communication and Services

Communication and Services Programs include communications programs and public and personal services programs. The unit manages both credit and non-credit instruction in its areas of responsibility. The Communications and Services unit:

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities in the College Academic Development Plan and plans to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

Student Services

Student Services is responsible for planning, developing, and implementing various support services that are applicable to students or potential students across the academic programs. Services are provided to enable students to succeed in their academic experience, to adjust to the College, and to seek future goals in an orderly fashion. The units of Student Services are Admissions and Counseling, Financial Aid, Student Life and Development, and Student Health Services. The Student Services unit:

- Participates in recruiting, hiring, leaves, improvement, evaluation and termination of faculty and staff

- Develops unit plans

- Assists staff to better serve students

- Prepares unit budgets and supervises expenditures

Admissions and Counseling

Admissions and Counseling is responsible for providing admission services as well as academic and academically related counseling services. This office:

- Coordinates student admission and disseminates information to prospective students, including counseling

- Manages registration of new students into credit programs

- Assists students in adjusting to college life through counseling services

- Provides academic and career counseling services

- Assists in dissemination of information such as the use of college catalog and clarification of policies and regulations, or transfer information

- Suggests referral to community resources for specific services, information, etc.

- Coordinates assistance to special target groups

- Evaluates academic credentials for students

- Provides counseling support services to enable students with disabilities to succeed

- Performs graduation audits and approves students for graduation

- Manages student employment programs

Financial Aid

The Financial Aid Office provides financial assistance to supplement the resources of qualified students to help pay for a college education and to provide financial assistance. This office:

- Coordinates Federal, State, and private financial aid programs, including student loans, scholarships, grants, tuition waivers, and work-study employment

- Serves as a liaison between students and scholarship donors

- Provides financial aid counseling and assistance for students

Student Life and Development

The Student Life and Development Office provides enrichment opportunities to students through social, cultural, recreational, and leadership opportunities. This office:

- Coordinates and presents student orientations

- Oversees the activities of the Student Media Board, which publishes the student newspaper and literary magazine

- Advises student government and other chartered student and special needs organizations

- Plans and coordinates co-curricular, club, and athletic activities

- Supervises the expenditure of student activity funds

- Serves as a liaison between student groups and College administration

- Assists in the development of information regarding student affairs.

- Assists in developing policies relating to student conduct, behavior, and activities on campus

Student Health Services

The Student Health Services Office is responsible for preventive and curative concerns and related areas of the campus community. This office:

- Implements programs to ensure that the College complies with government health requirements, including immunizations and disability policies

- Maintains health records and completes reports and studies as related to activities and functions of the Student Health Services Office

- Manages disability documentation

- Coordinates the campus first aid program

- Implements a health education program

Management Information and Research

The Management Information and Research (MIR) Office is responsible for management information, institutional research, student records, and administrative computing. This office:

- Coordinates the preparation of the college catalog, schedules of classes, and other instructional and registration information

- Coordinates the development of internal policies and operational procedures relating to instruction, registration, and personnel

- Manages databases for the College's student information system

Institutional Research

The Institutional Research Office is responsible for designing and conducting appropriate institutional research and for preparing reports for various constituencies. This office:

- Manages and directs the collection and analysis of institutional research data and its use in management decisions

- Develops methodologies and procedures for gathering internal and external data

- Prepares management information reports and other institutional research

- Establishes policies and direction for proper evaluation and accountability

- Ensures that all College units have access to objective and current information

Student Records

The Student Records Office is responsible for record keeping of all students and registration for continuing students in credit programs. This office:

- Manages registration for continuing students in credit programs

- Maintains student records for both credit students and non-credit students whose transactions are processed by other offices

- Assures that grades are properly recorded and students are notified

- Certifies student enrollment

- Orders diplomas and notifies students of graduation status

Administrative Computing

The Administrative Computing Office is responsible for the development, operation, and maintenance of computer systems and applications for administrative functions. This office:

- Maintains administrative computer hardware and software, programming, and related planning

- Supports the management information system, including student information and research

- Evaluates and makes recommendations on the purchase of hardware and software

- Develops and implements applicable policies and procedures

College Skills Center

The College Skills Center is responsible for providing remedial and related services to assist students who have difficulty with college work. The unit manages both credit and non-credit instruction in its area of responsibility. This office:

- Offers communication and math instruction to prepare students to enter technical-occupational or liberal arts programs

- Provides instruction in basic study skills

- Provides counseling and tutorial services

- Administers placement testing

- Provides student learning assistance such as access to computer labs, study rooms, make-up testing, and other learning assistance

- Administers certification testing

- Provides or arranges services to students with disabilities, including testing and accommodations

- Offers open entry/open exit communication and math instruction to prepare students to enter technical-occupational or liberal arts programs

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.

- Recommends class schedules, faculty assignments, classroom assignments during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the unit, and adjusts plans to reflect changing conditions and policies

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Recommends program budgets and supervises expenditures

Educational Media Center

The Educational Media Center is responsible for planning, developing, and delivering high quality media resources for faculty, administration, and student organizations. This office:

- Supports the development and delivery of distance education using a variety of media, such as broadcast television, cable television, web-based instruction, or other forms of digital delivery

- Supports curriculum innovation using computers or media technology in the classroom

- Supports instructionally related website design and development

- Operates the printshop and provides graphics services

- Coordinates and produces graphics, print, and audio-visual materials for instructional and administrative uses

- Maintains and repairs media and computing equipment, including the development and implementation of preventive maintenance programs

- Trains faculty and staff in use of media

- Works with college program heads to formulate media-related budget requirements

- Develops and implements applicable policies and procedures

Library

The Library is responsible for planning, developing, and delivering a variety of educational resources, information, and learning services that are applicable across various academic programs. The Library:

- Acquires, maintains, and disposes of library materials and information in both print and non-print forms

- Catalogs and classifies all new material

- Develops online materials for use by students enrolled in both on-campus and off-campus courses

- Consults with faculty on resources related to their learning goals

- Performs reference functions:

  - Assists users to find information

  - Answers questions

  - Provides instruction in use of library material and information services

- Provides access to online catalogs and other means to locate information

- Coordinates automated activities with other libraries, vendors and external specialists

- Maintains hardware and software of several systems used in performing library functions

- Maintains, edits, and corrects records in the bibliographic database

- Manages the circulation processes for loan of information materials including collecting fines

- Develops and implements applicable policies and procedures

PACIFIC CENTER FOR ADVANCED TECHNOLOGY TRAINING (PCATT)

The Pacific Center for Advanced Technology Training (PCATT) serves as a unit of the College and as a Center with statewide responsibilities. PCATT is responsible for developing and providing training in advanced technology applications which enhance economic and workforce development programs and initiatives in the State of Hawai'i and in the Pacific Rim. PCATT is composed of Advanced Technology Business Development & Training, Faculty Development, and the Information Technology Center. PCATT:

- Provides leadership to the overall advanced technology development of the College

- Ensures compliance with applicable University regulations regarding advanced technology functions

- Manages business-oriented advanced technology projects

- Plans and coordinates advanced technology development for the University of Hawai'i Community Colleges in service to the State of Hawai'i and other areas of the Pacific

- Recommends to the Chancellor personnel transactions that relate to hiring, leaves, evaluations, and terminations

- Supervises and evaluates staff and program outcomes

- Prepares unit budgets and supervises expenditures

Advanced Technology Business Development and Training
The Advanced Technology Business Development and Training unit is responsible for supporting the Community College-wide PCATT organization. This unit:

- Develops business relationships.

- Develops, and delivers PCATT non-credit training

  - Plans, develops curricula, and implements non-credit courses and community service programs

  - Plans, develops curricula, and implements contract training

  - Schedules and assigns classrooms

  - Recruits temporary faculty to teach courses

  - Allocates the budget and controls the expenditures for non-credit instructional programs

  - Registers non-credit College students

- Markets non-credit and credit advanced technology education and training

  - Publishes schedule of courses and events for the Community Colleges

  - Publishes non-credit schedule for the College

- Operates the Matsuda Center

- Develops and delivers high-end technical training to business and industry

- Delivers certification programs in specific industries

- Offers demonstrations of high technology capabilities and applications

- Coordinates the hiring of instructors and facilities use requests

• Develops and operates new programs

Faculty Development

The Faculty Development unit is responsible for providing faculty training at three levels: Community Colleges for PCATT affiliated faculty, college-wide for College faculty, and specific support for College advanced technology activities. This unit:

• Coordinates training events for Community Colleges and local PCATT affiliated faculty and upgrading of skills for trainers

• Provides training in instructional skills for credit and non-credit faculty

• Develops and coordinates workshops and instructional material to prepare technical instructors for special and contract programs

Information Technology Center

The Information Technology Center is responsible for providing computing facilities, maintaining the campus network, and supporting the College with emphasis on instructional programs. The Center:

• Plans and maintains non-administrative computing infrastructure, including local area networks and Internet access.

• Provides campus-wide network services

• Manages instructional and open computer labs

• Acquires and maintains records of hardware and software

• Provides training for students in advanced technology

• Provides technical assistance to the faculty and the staff except for administrative computing

PACIFIC AEROSPACE TRAINING CENTER (PATC)

The Pacific Aerospace Training Center (PATC) is responsible for aerospace programs that lead to certificates or degrees, for developing other aerospace credit or non-credit programs, and for maintaining aerospace-related facilities needed to support the aerospace business activity in the State of Hawai'i and in the Pacific. The PATC:

- Administers credit and Federal Aviation Administration (FAA) certification programs in aeronautics maintenance technology and commercial aviation

- Manages and operates aeronautics maintenance and commercial aviation training facilities at Honolulu International Airport and Kalaeloa

- Develops and coordinates resources with partners and vendors in aeronautics industry for training and equipment beyond state and College assets

- Develops training to meet air carrier and student needs for state, national, and international clients.

- Seeks and develops partnerships and business relationships with government, commercial, and private organizations to promote training opportunities

- Develops, delivers, and reviews credit and non-credit courses, curricula, and programs, including contract training.

- Participates in recruitment, hiring, leaves, improvement, evaluation, and termination of faculty

- Schedules classes, assigns faculty, assigns classroom space during the academic year and during the summer

- Maintains data and files required for reporting and evaluating program effectiveness

- Develops plans for the Division, including the division level activities in the College Academic Development Plan and plans to meet student and employee needs, and adjusts plans to reflect changing conditions and policies

- Assists faculty members to better serve students

- Coordinates, with the assistance of other College units, support services to provide the maximum benefits and services for students

- Prepares program budgets and supervises expenditures

ADMINISTRATIVE SERVICES

Administrative Services is composed of Operations and Maintenance, the Business Office, the Human Resources Office, and Telephone Services. In addition to the functions carried out by these units, the Office of Administrative Services coordinates the development of the College budget and, for Administrative Services, prepares budgets and oversees expenditures. The Office is also responsible for overall administrative policy development and implementation, legal matters, and financial audit functions. These functions are carried out within University guidelines and in conjunction with other University administrative and legal offices.

Operations and Maintenance

Operations and Maintenance is responsible for creating and maintaining an attractive, clean, and safe learning environment. Operations and Maintenance:

- Provides custodial services

- Maintains grounds, including landscape design and maintenance

- Maintains buildings, including development and implementation of preventive maintenance programs

- Plans construction and renovation of facilities, including liaison with Office of Physical Facilities, Planning and Construction

- Directs campus safety programs, including security, hazardous waste management, OSHA compliance, and emergency planning

- Operates parking and transportation services

- Operates the physical plant, including development and implementation of energy management programs

- Develops and implements applicable policies and procedures

Business Office

The Business Office is responsible for all fiscal, budget, grants management, and property management functions at the College. This office:

- Coordinates accounting and financial records

- Manages procurement process

- Manages payroll

- Receives and accounts for cash (oversees the cashiering functions carried out in other units)

- Prepares and executes operational and capital budget

- Manages contracts and grants

- Provides for the orderly delivery of mail, as well as the processing of all outgoing mail

- Controls expenditures of all projects: general funds, special funds, federal, and extramural funds, by certifying as to the availability and compliance with fiscal policies

- Assists and screens all federal proposals for compliance with federal guidelines and UH policies

- Prepares all financial reports and statements for federal projects

- Handles all disbursing functions

- Establishes and maintains account numbers for the entire College: federal, special, general, and agency funds

- Screens all travel requests and completions for compliance with UH policies.

- Develops and implements applicable policies and procedures

Human Resources Office

The Human Resources Office is responsible for all personnel and employment related matters at the College. This office:

- Coordinates recruitment and hiring of new employees, including casual and emergency appointments

- Manages personnel transactions and records

- Coordinates Equal Employment Opportunity/Affirmative Action

- Manages staff development and training for staff

- Administers workers' compensation

- Manages collective bargaining contracts

- Maintains and disseminates information on working conditions, salaries and fringe benefits, and employee benefits

- Reviews and makes recommendations on changes in position classifications

- Develops and implements applicable policies and procedures

Telephone Services

The Telephone Services unit is responsible for ensuring that telephone services are maintained. This office:

- Installs, maintains, and repairs telephone system in coordination with telephone system provider

- Reviews all requests for telephone services for possible in-house servicing

- Maintains telephone database to ensure accuracy of charges for telephone services usage

- Maintains records of maintenance and service contracts