

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

FUNCTIONAL STATEMENTS

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

- ◊ Offers liberal arts course work which leads to the Associate in Arts degree and lower division preparation for baccalaureate degrees.
- ◊ Offers vocational/technical course work which leads to certificates.
- ◊ Offers continuing education and community service programs of both the non-credit and credit variety.

**OFFICE OF THE CHANCELLOR**

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

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

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

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

- ◊ Issues campus policies and guidelines governing the activities of the College.
- ◊ Approves the hiring, tenuring, promotion, leave-taking, and termination of personnel.

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

### **ACADEMIC AFFAIRS**

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

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

### Instructional Divisions (I and II)

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

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

### Academic Support Unit

Academic Support Unit is comprised of The Testing Center, Computing Services, Library, Media Technology Services, and Instructional Development, in providing academic and technological support services for the College.

#### The Testing Center

The Testing Center provides students with various testing services, which include the following:

- ◊ Placement testing (assessment of students' skills in reading, writing and mathematics) and retesting for UHCC and non-UH colleges.
- ◊ Test proctoring for any WCC exams (make-up tests, retests, and testing for courses offered through hybrid and distance learning).
- ◊ Test proctoring for any UH System or non-UH colleges.
- ◊ Community test proctoring to include pre-employment assessment testing for State Public Safety Department and certification testing for professional organizations.

#### Computing Services

Computing Services is responsible for planning, implementing, managing, and supporting the College's

information technology infrastructure. This includes the following:

- ◊ Implements and maintains computers, printers, and related peripherals in classrooms, labs, and faculty and staff offices.
- ◊ Provides wired and wireless network connectivity throughout the campus.
- ◊ Develops and manages network services such as telecommunications (VoIP), data storage, file sharing, print accounting, software metering, online backup, and Web hosting for the institution.
- ◊ Develops and maintains information systems which include system analysis, systems design, application programming, systems testing, and system installation.
- ◊ Develops and implements appropriate information security policies, procedures, and tools to protect system and network resources and to maintain the confidentiality of sensitive information.
- ◊ Provides help desk services, usage guides, technology training, and faculty and staff mentoring.
- ◊ Contributes information technology perspectives and expertise to cross-functional planning efforts and projects.

### Library

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

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

### Media Technology Services

Media Technology Services plans, implements, and manages the educational technology for the College. This includes the following:

- ◊ Maintains a basic resource of equipment and supplies, facilities for production services, and general technical support for classroom and distance learning activities.
- ◊ Manages conference and event technology needs.
- ◊ Conducts demonstrations to familiarize faculty and staff with available technology to enable effective operation of the equipment.
- ◊ Assists program heads in formulation of budget requirements and matters related to instructional technology.
- ◊ Supervises and operates a media technical services helpdesk.

### Instructional Development

Instructional Development supports the integration of instructional technologies into College curriculum to foster effective, efficient and responsive learning environments for students. This includes the following:

- ◊ Provide information, advises, and assists faculty on various instructional methodologies utilizing multimedia and online technologies for more effective learning.
- ◊ Serves as a liaison to faculty, staff and educational agencies for interchange of ideas and resources involving instructional systems technologies, including workshops, institutes, projects, or research.
- ◊ Enhances learning outcomes in the classrooms through the development of faculty and staff resources, provides technology training, and coordinates skilled staff utilizing multimedia technology in the design and development of instruction.
- ◊ Produces print and digital learning objects for instruction.
- ◊ Supervised and operates the central duplicating services.

## **STUDENT AFFAIRS**

The Office of Student Affairs is responsible for planning, implementing, and evaluating those supportive student services which are designed to complement the instructional programs of

the College, thus enabling students to benefit more fully from their college experiences. This includes the following:

- ◊ Implements University and campus policies affecting the general welfare of students.
- ◊ Plans and supervises admissions, registration and student record services; financial aid counseling; academic advising services; co-curricular activities; job placement services; and the alumni affairs programs.
- ◊ Creates and maintains all official student records.
- ◊ Assists students in their adjustment to college by understanding their needs, interest, and their pursuit of personal self-development programs.
- ◊ Assists students in meeting the costs associated with enrolling at the College.
- ◊ Assists students in determining their academic and career goals and advises them regarding educational requirements.
- ◊ Advises student organizations in the conduct of activities and supervises the expenditure of mandatory student activity and publication fees in accordance with approved budgets and University policies, through the co-curricular program.
- ◊ Assists students who have special needs, such as the academically disadvantaged, handicapped, veterans and non-native speakers, to receive the necessary services.
- ◊ Assists students seeking to transfer to other colleges upon termination of enrollment.

#### Admissions and Records

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

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

#### Guidance and Counseling

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

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

#### Financial Aid

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

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

#### Special Student Services

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

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

its resources, including financial aid, career counseling, and special programs.

### **ADMINISTRATIVE SERVICES**

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

- ◊ Coordinates CIP planning and maintains liaison between the College, contractors, State Department of Accounting and General Services, and the University of Hawaii Facilities Planning Office.
- ◊ Develops the biennial and annual budget.
- ◊ Develops the expenditure plan and maintains fund control.
- ◊ Provides for cashiering and disbursement of funds, certifies availability of resources and propriety of expenditures.
- ◊ Administers human resource management.
- ◊ Maintains facilities and grounds for preservation, safety, and health.
- ◊ Provides other auxiliary services such as the Bookstore\1, food service, transportation services, vending machines, and mail services.

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

### **Business Office**

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

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

### **Human Resources**

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

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

#### Safety and Security

This section is responsible for the protection of college resources.

- ◊ Provides 24/7 security guard services, including security escort, and responding to emergency situations.
- ◊ Collect and maintains information related to federal crime reporting requirements.
- ◊ Oversees campus "Clery Act" compliance.
- ◊ Assist with traffic and crowd control.
- ◊ Provides or coordinates training in the area of safety and or security for the college.
- ◊ Works in conjunction with Campus Safety and Campus Security Authorities to support campus safety and security procedures.
- ◊ Liaison with external law enforcement agencies.
- ◊ Receives and handles lost and found items.

#### Operations and Maintenance

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

- ◊ Performs custodial and groundskeeping services.
- ◊ Performs minor repairs and upkeep of physical plant facilities.

- ◊ Performs preventative maintenance program for college facilities and equipment.
- ◊ Conducts programs to maintain health, safety, and sanitation standards.

### **CAREER AND COMMUNITY EDUCATION**

#### Office of Career and Community Education

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

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