STATE OF HAWAI`I
UNIVERSITY OF HAWAI`I
HAWAI`I COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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

> Accounting, Administration of Justice, Agriculture, Auto Body Repair and Painting, Automotive Mechanics Technology, Carpentry, Diesel Mechanics, Drafting and Engineering Aide, Early Childhood Education, Electrical Installation and Maintenance Technology, Electronics Technology, Food Service, Hotel Operations, Human Services, Information Technology, Liberal Arts, Nursing, Office Administration and Technology, Marketing, Welding and Sheet Metal

The College provides a wide range of student support services to meet the needs of a diverse student body.

The College also provides a summer session and an extensive array of non-traditional and non-credit programs.

Through its University of Hawai`i, West Hawai`i Center, the College provides West Hawai`i communities with outreach services and access to programs offered elsewhere in the University of Hawai`i (UH) system. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University’s accredited institutions.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the orderly and proper functioning of Hawai`i Community College, and is responsible for carrying out the objectives of the College.

Within the rules and regulations of the University of Hawai`i System, the Office of the Chancellor:

- Issues rules and regulations governing the activities of the College
- Develops long-range plans for the growth and improvement of the College.
- Approves appointments, tenure, leaves, terminations and promotions for all College personnel according to delegated authority.
- Maintains accreditation standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and other governing bodies.
- Approves and submits a College budget to the University System.
- Serves as the College's liaison and representative to the general community including the Hawai`i County Government, State Legislators, and other appropriate State and community agencies, and organizations.
- Assures community involvement and program quality through the establishment of lay advisory bodies to critically review instructional programs, the continuance of a fund raising committee, and the establishment of other committees as needed.

Community Liaison & Recruitment

Responsible for marketing Hawai`i CC to the public and private sectors of Hawai`i Island, the State of Hawai`i, the United States and its territories and Internationally. Responsible for developing, implementing, and maintaining a Recruitment and Development Plan for the College. This office will also act as the Media representative/interface for Hawai`i CC.

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

The Office of the Vice Chancellor for Academic Affairs is responsible for directing all instructional and academic programs. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit instruction, the office:

- Supervises and participates in delivering programs and curriculum development, off campus credit programs; reviews instructional programs; and coordinates programs and course revisions as needed.

- Supervises and coordinates the activities of unit/division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; and coordinating facility usage for instruction.

- Assesses resource and staffing needs and prepares biennium and supplemental budgets for the instructional and academic support programs.

- Recommends to the Chancellor personnel transactions which relate to hiring, tenure, leaves, promotions, and terminations.

- Plans, budgets, organizes, implements, and evaluates a staff in-service training program.

- Prepares grant applications; operationalizes plans to carry out various federally-funded programs.

- Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.

- Coordinates the development of the College's vocational education state plan, and all accreditation reports.

- Coordinates externally-funded instructional programs.

- Coordinates the regular credit summer session.

ACADEMIC AFFAIRS

The purpose of Academic Affairs is to offer courses to meet the specific degree major requirements of academic programs in each unit/division and the needs of general education and lower division students. The instructional units, Career & Technical Education and Liberal Arts & Public Services are under the direct supervision of a Dean. The Deans develop coherent and coordinated programs across the divisions. The Deans, in conjunction with the division chairs;

- Oversee the recruitment, improvement, and evaluation of faculty;
- Schedule classes, assigns faculty, assigns classroom space
- Develop 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.
- Coordinate curricular offerings among the disciplines.
- Offer courses to meet the specific degree requirements of major programs and the needs of general education and lower division students.
- Consult and cooperate with other divisions on curriculum matters.
- Recommend personnel transactions and administer annual operating and equipment budgets necessary to deliver the instructional programs.

Career & Technical Education

The Career and & Technical Education unit consists of the following divisions:

- Nursing & Allied Health
- Business Education & Technology
- Hospitality consists of the Food Service and Hotel Operation programs
- Applied Technical Education consists of Construction Technology, Construction Academy, and the Transportation & Applied Technology programs.

Liberal Arts & Public Services

The Liberal Arts & Public Services function consists of the following divisions:

- Social Science
- Math & Natural Sciences
- English
- Humanities

West Hawai`i Center

The purpose of the University of Hawai`i Center, West Hawai`i is to coordinate curricular offerings among disciplines; offer courses to meet the specific degree requirements of major academic programs and the needs of general education and lower division students; and consult with other divisions on curricular matters.

ACADEMIC SUPPORT

Academic support services provide assistance to students outside the formal classroom environment. These services complement instruction, assist students who need additional help, and educate students on resources available to them to support their classroom learning.

The Learning Center

The Learning Center coordinates four primary services:

- Academic tutoring in basic skills and content area subjects.
- Computer-assisted instructional programs.
- Instruction utilizing self-paced audio visual kits and print media.
- Non-credit basic skills and literacy training.

Library

The Library coordinates library services for community college students with the University of Hawai`i at Hilo's Library. In conjunction with academic units, the library conducts instruction for students and faculty in the use of the libraries within the University System and the State of Hawai`i System and assists community college faculty with library needs.

Academic Computing

The Academic Computing Unit is responsible for all aspects of administrative, instructional, and non-instructional computer requirements of the College. These services include, but are not limited to; providing technical support in managing, maintaining and modifying commercially obtained software, and the maintenance of computer hardware and peripherals. This responsibility includes the maintenance and repair of computers and their systems on the upper campus, the lower Manono campus, and the University of Hawai`i Center, West Hawai`i.

Institutional Research

The Institutional Research unit directs and coordinates activities concerned with research and evaluation of operations and programs of the college: Identifies problem areas, such as admission patterns, fiscal and management analysis, and sources of financial support in order to develop research procedures. Coordinates research efforts and assists in evaluating research findings. Coordinates the activities of the research staff.

Institutional Services

The Institutional Services Unit oversees all campus assessment activities and webpage. These services include, but are not limited to: providing training and support to campus personnel and departments in managing assessment matters; designing campus assessment activities and work with specific campus bodies to refine campus-wide assessment plan; and submits a written annual report.

STUDENT AFFAIRS

The Office of Student Affairs provides all the necessary and complementary services related to the needs of students which are not directly instructional. The services are to better enable students to succeed in their learning experiences, adjust to the College and seek future goals in a more orderly fashion.

Counseling and Student Life

- Provides qualified, professional counseling services including assistance with career/life planning, establishing educational goals, adjusting to college life, developing job search skills, and job placement.

- Disseminates information about services available on campus, college transfer information, occupational exploration, and labor market trends, and provides referral services to community resources for specific services and information not available on campus.

- Coordinates assistance for students with disabilities and other groups in need of special assistance.

- Conducts orientation and provides workshops and classes for student development and college success topics such as, career/life planning, decision making, goal setting, time management, self-knowledge, and study skills.

- Implement student center programs and other co-curricular activities and advises student government and other major student organizations.

Enrollment Services

- Provides information about the college to the general public and selected special target populations, and implements recruitment strategies for the college.

- Provides pre-admissions counseling services including clarification of career/educational goals and workshops on preparing for college, and assistance in applying for financial aid.

- Delivers timely financial aid services to meet the needs of entering and enrolled students, including coordination of all Federal and State student financial aid programs.

- Delivers an efficient and flexible registration and assures that student academic records are properly maintained and made available to students.

- Provides enrollment certification for students receiving veterans' benefits, financial aid, and other such benefits.

Joint Services

In cooperation with the University of Hawai`i at Hilo, coordinates student housing for Hawai`i Community College students in residence halls; coordinates health services; coordinates sharing of campus center facilities.

ADMINISTRATIVE AFFAIRS

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

- Insures the College operates within Federal and State statutes, established policies and procedures of the University of Hawai`i System, and educates the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks.

- Reviews and assists in the preparation of the College's long and short term educational plans, accreditation self-studies, program reviews, special studies, etc.; makes corrections and recommendations for improvement; prepares and implements the short and long range plans for the Business Office, Human Resources, and the Planning, Operations and Maintenance units.

- Performs and/or participates in special studies of interest or concern; making recommendations, offering alternatives, correcting problems, discussing the facts, etc., as appropriate.

- Monitors all aspects of the activities of extramurally-funded projects including critically reviewing the proposal, ensuring the activities can be performed with available resources and time frame, monitoring progress, and following-up on reporting requirements.

- Responds to requests for information, especially from UH systemwide offices, State agencies, and legislators.

- Coordinates the budgeting for the College, including the biennium budget requests, six-year operating budget plan, the Capital Improvements Program (CIP), and the Special Repairs and Maintenance Programs.

- Ensures that proper maintenance and care of all physical facilities and properties of the College are performed, including adequate security of the premises; prepares short and long range plans and implements them within the resources available; monitors CIP, energy conservation, Special R&M and other campus projects.

Business Office

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

Human Resources

Responsible for the College's human resources operations including classification and pay administration; recruitment and employment; contract interpretation; EEO/AA; training and staff development; and workers' compensation.

Planning, Operations & Maintenance

Responsible for the maintenance of all facilities and grounds, safety, security, hazardous waste management, OSHA compliance, emergency planning, energy management programs, parking, and transportation services. Also responsible for plans for construction and renovations of campus facilities in coordination with the Office of Physical Facilities, Planning and Construction.

CONTINUING EDUCATION AND TRAINING

Under the Director of Continuing Education and Training (CET), the function of this organizational unit is to administer all non-traditional programs, including apprenticeship programs and non-credit instructional programs and activities. The latter includes: seminars, lectures, and workshops for the general public and special interest groups of the community; cultural programs; international programs; and the Intensive English Program.

Apprenticeship Program

The Apprenticeship Program provides evening and weekend courses for apprenticeship training in such fields as carpentry, electricity, heavy equipment mechanics, masonry, painting, plumbing and sheet metal. Training may be offered in other fields if there is a demand. The program meets the requirements of the State of Hawai`i Apprenticeship Law and enables an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.

Non-Credit Programs

The Non-Credit Program offers to the community programs related to on-campus curricular programs, employment preparation programs, basic skills programs, the Intensive English Program, and workforce development programs. Partnerships with businesses and secondary education institutions will enhance outreach to all population groups and geographic areas of the Island.

UNIVERSITY OF HAWAI`I CENTER, WEST HAWAI`I

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

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

- Ascertains community needs in West Hawai`i; identifies the UH campus that is responsible for and capable of responding to those needs; and facilitates the delivery of all levels of outreach credit and non-credit instruction to meet those needs. The methods of delivering instruction include the use of the Hawai`i Interactive television System (HITS), compressed video, satellite TV, and the World Wide Web.

- Reviews and analyzes community needs and coordinates the creation and updating of a multi-year plan to reflect community needs and available resources.

- Determines the appropriate courses and programs to be offered at the University of Hawai`i Center, West Hawai`i; with the various UH campuses and other UH education centers, develops a schedule of future offerings; and determines the specific facilities and academic support requirements for each program to be offered.

- Provides access to a library with a basic collection suitable for the programs being offered; operates and maintains computing resources consistent with program requirements; establishes and maintains suitable telecommunications resources that include the use of the telephone, FAX connectivity to HITS, compressed video, satellite TV, electronic mail, and the World Wide Web.

- Distributes and collects student applications for program admission and financial aid; develops and operates an on-site registration process for all admitted students; and provides general academic information, financial aid information, counseling and guidance services to students and prospective students.

- Provides for the collection, accounting, and appropriate disbursement of tuition and fees, State general funds, and other monies according to established University policies; secures and maintains suitable instructional and administrative facilities that include office space, classrooms, and other work areas; and provides for appropriate security of the Center's facilities.

- Collects student, class, and enrollment data; prepares and publishes a summary report of the Center's activities; and prepares assessment reports to meet University of Hawai`i and Western Association of Schools and Colleges (WASC) requirements as needed.