

# **FUNCTIONAL STATEMENTS**

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
LEEWARD COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

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

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

OFFICE OF THE CHANCELLOR

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

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

Specific functions assigned include the following:

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

### OFFICE OF ACADEMIC AFFAIRS

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

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

Specific functions assigned include the following:

- Represents the College's academic programs to other units within the University, City/State/Federal governments, and the community at large.
- Establishes planning parameters for the development of academic program plans, and budgets, and expenditure plans; approves these plans and incorporates them into instructional plans within established guidelines.
- Assess and address Banner data and system issues for the campus following an extensive review, modification and revision of current training, databases, procedures, and policies.
- Reviews all personnel transactions involving all College academic staff (hiring, renewing contracts, terminations, tenure, promotions, leave requests, etc.).
- Receives, investigates, and recommends grievance resolutions and disputes within Academic Affairs.

### OFFICE OF PLANNING, POLICY AND ASSESSMENT

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

Specific functions assigned include the following:

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

### OFFICE OF ARTS & SCIENCES

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

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

Specific functions assigned include the following:

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

### OFFICE OF CAREER & TECHNICAL EDUCATION

#### Office of Career and Technical Education

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

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

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

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

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

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

Specific functions assigned include the following:

For all programs and activities:

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

For credit degree programs and divisions:

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

For non-credit programs and workforce development initiatives:

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

Leeward Community College-Waianae

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

Office of Continuing Education and Workforce Development

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

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

### OFFICE OF ACADEMIC SERVICES

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

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

Specific functions assigned include the following:

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

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

### Educational Media Center (EMC)

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

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

### Library

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

### Learning Resource Center (LRC)

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



### Computing Center

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

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

### Innovation Center for Teaching and Learning

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

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

### Theatre

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

### OFFICE OF STUDENT SERVICES

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

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

Specific functions assigned include the following:

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

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

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

#### Counseling and Advisement

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

#### Admissions and Records

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

### Job Placement and Career Development Center (JPCDC)

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

The JPCDC Office:

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

### Student Life

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

### Financial Aid Office

- Administers financial aid resources from federal and state funds.

### Campus Health Center

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

## OFFICE OF ADMINISTRATIVE SERVICES

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

### Human Resources Office

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

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

### Business Office

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

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

### Operations and Maintenance

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

- Operations and maintenance (electrical, plumbing, carpentry).
- Custodial services.
- Air conditioning and elevator maintenance.
- Mailroom campus courier service.

- Furniture and equipment movement and setup/breakdown.
- Grounds and roadway maintenance.
- Physical plant facilities (construction, renovation, repairs, maintenance project management and administration)

#### Enterprise Operations

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

#### Security

- Campus safety and security.
- Emergency response.
- Periodic reports on safety and security planning and compliance.