

LEEWARD COMMUNITY COLLEGE Reorganization Proposal

Executive Summary

The proposed reorganization updates the organizational charts of Leeward Community College to promote operational effectiveness and efficiency, to accurately reflect operational and supervisory relationships, and to gain consistency in organizational chart terminology and representation among University of Hawaii community colleges. While largely housekeeping in nature, the proposed changes constitute reorganizations as defined by Administrative Procedure A3.101, University of Hawaii Organizational and Functional Changes, March 2008.

- The changing of titles of organizational segments. The following changes are proposed to more accurately reflect the evolving function of the organizational segment. In some instances, the changes were made to affect a standardized terminology of similar organizational segments among community colleges.
 - "Food Service" was retitled "Culinary Arts."
 - "Office Administration and Technology" was retitled "Business Technology."
 - "Waianae-Nanakuli Education Center" was retitled "Leeward Community College- Waianae (LCC-W)."
 - "Curriculum Resource Center" was retitled "Innovation Center for Teaching and Learning."
 - "Student Life Development" was retitled "Student Life."

- The establishment of an organizational segment. In this proposal the following organizational segments are established:
 - "Marketing and Public Relations" is a function that has existed operationally in the College for many years with the establishment of a Marketing Officer and a Media Specialist.

 - "Native Hawaiian Programs" were mandated by the State Legislature in terms of resources (funding and staffing) and a top priority of the University of Hawaii.

 - The establishment of "Program Coordinators" organizational segment in the Office of Continuing Education and Workforce Development (OCEWD) that contains permanent, G-funded (as opposed to Special-funded) faculty positions that serve to coordinate groups of OCEWD programs, services, and initiatives.

- The rearrangement or regrouping of existing organizational segments involving the reassignment of positions or the redistributions of functions.
 - In an effort to standardize the organizational charts of the community colleges, it was decided that secretaries and clerical staff would be reassigned to the same organizational segment with their supervisors.
 - The Classified organizational segment that contained the College's Uluwehi Cafeteria staff (e.g., APTs, civil service, and blue collared employee) were merged into the same organizational segment and academic discipline as the instructional faculty of the College's Culinary Arts discipline.
 - The permanent positions legislatively appropriated specifically to LCC-W are broken into instruction and academic support personnel. Instructional faculty positions are distinguished by academic discipline and the remaining faculty and support staff personnel are regrouped into an organizational segment entitled "Academic Support" to reflect their academic service and support nature.
 - Long viewed as an instructional laboratory, the College's Theatre and its positions were organizationally removed from the OCEWD and reassigned under the auspices of the Academic Services, joining the College's other instructional support units such as the Library, Educational Media Center, and Learning Resource Center.
 - The campus security function and personnel will be reassigned from the Operations and Maintenance unit of Administrative Services and placed under the auspices of the Vice Chancellor for Administrative Services.
- The establishment of a new supervisory level. The following proposed reorganization would enable the College organizational charts with its current operational requirements with the establishment of twelve (12) new supervisory levels. The rationale for new supervisory levels created is readily apparent (e.g., placing an Office Assistant III under the supervision of the unit's Office Assistant IV).

For the most part, this reorganization is a "housekeeping" action that enables long-standing or existing supervisory/working relationships to be formalized and reflected on College's organizational charts. These changes do not require additional resources since compensation considerations were made at the time of position establishment, redescription, or reclassification. However, additional resourcing will be required for the insertion of the Auxiliary and Facility Services Officer into the supervisory chain of the Operations and Maintenance Unit.

The proposed organizational changes are made to improve organizational effectiveness and efficiency by delineating clear lines of supervision, clarify the function of currently unlabelled organizational segments, reassigning positions and organizational segments to meet projected institutional needs, and creating new organizational segments need to meet the evolving institutional needs of the College.