

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COMMUNITY COLLEGES  
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-technical areas. Leeward Community College:

- Offers liberal arts programs which lead to the Associate in Arts degree and lower-division preparation for baccalaureate degrees;
- Offers occupational programs which lead to Certificates of Achievement and Associate in Science degrees;
- Offers vocational-technical programs which lead to Certificates of Achievement and Associate in Science degrees;
- Offers continuing education, workforce development, and community service programs of both the credit and non-credit variety.

OFFICE OF THE CHANCELLOR

The Chancellor's Office 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.

Oversight of College functions include the following:

- Strategic Planning
- Academic programs both credit and non-credit
- Student and Administrative Support services
- Fund Development
- Public Relations with the Community, Businesses and Schools
- Marketing and Promotion
- Budget and Finance
- Human Resources Management
- Operations and Maintenance of Physical Facilities,
- Capital Improvement Plans
- Institutional Research
- International Education & Outreach
- Accreditation

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 accord with approved educational plans, University and governmental regulations and provisions of employee contracts.

As the Vice Chancellor for Academic Affairs/Chief Academic Officer (VCAA/CAO), this position 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;
- Coordinates the scheduled evaluation and assessment of all academic programs and services offered;
- 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 THE DIRECTOR 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 Vice Chancellor for Academic Affairs/Chief Academic Officer (VCAA/CAO).

Specific functions assigned include the following:

- Develops, in consultation with the campus community, the College's
  - Strategic Plan
  - Educational development plan
  - Self-study and accreditation process
  - Other long range planning documents
- Establishes process and procedures for annual program plans and provides support to the program units in creation of those plans;
- Provides institutional research services;
- Prepares management information reports and other institutional research.

## OFFICE OF ARTS & SCIENCES

The Office of Arts and Sciences is responsible for the overall administration and management of the LCC transfer curricula, general education, developmental and remedial education. The position is directly responsible for the provision of instructional programs and courses, curriculum development and approval, and overall management of the credit function of the Arts & Sciences instructional divisions including the Waianae-Nanakuli Education Center. 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.

The Office is also charged with providing administrative support and supervising the operation of all the Arts and Sciences instructional activities offered at the College as well as the Waianae-Nanakuli Education Center. 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.

Specifically, this unit is charged with responsibility for the following functions:

- 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;

### Waianae-Nanakuli Education Center

Provides for the planning, evaluation and implementation of all instructional and support services provided at Waianae-Nanakuli Education Center.

### OFFICE OF CAREER & TECHNICAL EDUCATION

The Office of Career & Technical Education is charged with the responsibility for overseeing the career and technical education degree and certificate programs. The Office provides leadership in planning and setting priorities for the career and technical education instructional divisions, managing resources, and ensuring implementation of statutes, regulations and policies.

The Office is also charged with providing administrative support and supervising the operation of all the Career & Technical Education instructional activities offered at the College. The Office reports to the VCAA/CAO and is assigned a staff of Division Chairs appointed by the Chancellor to assist in carrying out assigned functions.

Specifically, this unit is charged with responsibility for the following functions:

- 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 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, including those undertaken by the Educational Media Center, Learning Resource Center, Computer Center, Library, and the Curriculum

Resource Center are in accord 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.

Specifically, the Office of Academic Services is charged with the responsibility for the following functions:

- 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 a faculty and staff assigned to unit;
- Represents Academic Services at system-wide activities as necessary;
- Assists in the coordination and implementation of system-wide activities;

The Office of Academic Services is charged with supporting the academic operations of the College. It is their primary function to provide a broad range of services to the academic programs of the College. The Academic Services unit also provides, where appropriate, services to all units 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;
- Prepares the budget;
- Assesses information technology services.

### Curriculum Resource Center

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 coursewares and programs).

## OFFICE OF STUDENT SERVICES

The Office of Student Services reports directly to the Office of the VCAA/CAO. 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 and Job Placement, Student Life and Development, Financial Aid, and the Campus Health Center. 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 Division

The Student Services Division is headed by a Student Services Coordinator who is elected from the professional staff. The Student Services Coordinator acts on behalf of the Dean of Student Services and:

- Facilitates the development and implementation of student services programs;
- Coordinates the budget preparation, and processes and monitors the expenditure of these funds for the division;
- Supervises the daily functions and facilitates the interaction of all the 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 help;
- 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.

### Career Development

Job Prep Services (JPS) is the office where career and technical education students can prepare for the job search, and research employment opportunities. The JPS Office:

- Provides job search strategies and job referrals;
- Provides 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;
- Offers career shadowing.

### Student Life/Development

- 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 on 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 CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

The Office of Continuing Education and Workforce Development reports directly to the Office of the VCAA/CAO. The Office performs all educational activities and special programs that are not part of the regular instructional credit program of the college.

- Manages and 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;
- Oversees the use of college facilities for non-credit programs and events and for community users, exclusive of credit instructional programs;
- Oversees the operations of the college theatre. Works closely with theater staff and community users in implementing and administering theater events and programs;
- Assesses and reviews current programs and services, budget, Strategic Plan, new programs and outreach;
- 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 ADMINISTRATIVE SERVICES

The Office of Administrative Services reports directly to the Office of the Chancellor. The Office of Administrative Services is responsible for the planning, organizing, and directing of all 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.

#### 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;
- Worker's compensation;
- Student employment;
- Collective bargaining contracts;
- EEO/AA policies and procedures;
- Other human resources.

### 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;
- Cashiering;
- Contracts and grants management;
- RCUH financial management;
- UH Foundation management;
- Procurement;
- Payroll;
- Maintaining financial internal control;
- Other Business Office functions.

### 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:

- Electrical maintenance;
- Plumbing;
- Carpentry;
- Custodial;
- Security;
- Telecommunications;
- Mailroom service;
- Air conditioning maintenance;
- Elevator maintenance;
- Furniture and equipment movement;
- Grounds and roadway maintenance;
- Lost and found;
- Parking operations;
- Physical plant facilities;
- Construction and renovation administration;
- Other operations and maintenance duties.