

Chancellor  
Position No. 89092  
Hawai'i Community College

## INTRODUCTION

The Chancellor serves as the Chief Executive Officer for Hawai'i Community College and is responsible for the overall administration, leadership and management of the College's Liberal Arts program, career and technical education programs, student services, academic support, administrative support, and continuing education and training programs.

The Chancellor represents the University of Hawai'i and acts on behalf of Hawai'i Community College within the community.

The Chancellor also serves as the College liaison officer to the President of the University and the President's staff, the Board of Regents (BOR), and the State Legislature.

## GENERAL ADMINISTRATION — 25%

Responsible for the administration of the academic and non-academic programs of the College. Responsibilities include, but are not limited to: setting broad institutional goals and mission, overseeing the development and implementation of the strategic plan, determining performance objectives and desirable outcomes, developing strategies to achieve goals, allocating resources, developing policies and setting procedures, developing the budget, etc. Works with College program managers and recommending and advisory bodies in matters relating to priorities for the direction of the College, especially in regards to budget planning and resource allocation. The Chancellor has primary decision-making responsibility and is accountable for decisions rendered by members of the College administration, faculty, staff and students.

Responsible for ensuring that federal and State rules and regulations, and BOR, Executive, and College policies and procedures are enforced and applied appropriately on campus. As necessary, the Chancellor oversees and approves the development of campus procedures to implement these broader rules and policies.

Coordinates, facilitates and ensures effective communication, decision-making and action among College administrators, faculty, staff, and students, within the Hawai'i Community College Kauahale (the academic village based on the concept of a traditional Hawaiian village) on a range of programmatic, service, personnel, and other matters. Directs the development, review and update of the College strategic plan. Meets with businesses, nonprofit organizations, community leaders, and other groups to explore various educational and training alternatives to meet their needs.

Delineates responsibilities and decision-making authority of administrative staff. Organizes College committees to address campus-wide problems and concerns. Meets with the administrative staff to plan, control, and make decisions concerning the total College operation through budget preparation, resource allocation, development of performance standards, and continuing program evaluation. Organizational reviews are guided by the College's strategic plan priorities, a Technology Development Plan, UHCC Strategic Plan, UH System Strategic Plan and accreditation reviews. Promotes the vision and the mission of Hawai'i Community College.

## CAMPUS AND DEVELOPMENT — 25%

Establishes internal campus communication processes to handle transmittal of information. Articulates mission of Hawai'i Community College to serve the campus and the community at large. Approves student activities budget and serves as source of authority for student governance and participation in College affairs.

Responsible for institutional fundraising, marketing, and community relations. Responsible for communications with: the University of Hawai'i System, including the BOR; the President, deans, directors, Vice Chancellors, and Chancellors of other UH units statewide; the State Legislature and other State agencies; business, industry, and community groups; and other organizations and their representatives.

Serves as the strategic liaison to area schools and principals for the purpose of building and maintaining mutually beneficial relationships between Hawai'i Community College and the schools; and for promoting post-secondary enrollment. Fosters partnerships with educational institutions.

Serves on various boards to address the needs of the community and the College. Serves on national commissions and committees to network with other agencies to enhance the College.

## ACADEMIC ADMINISTRATION — 15%

Responsible for the planning and development of all academic programs at the College. Directs the development, review, update of the College strategic plan; and the development of accreditation self evaluation reviews. Ensures the College meets accreditation standards and directs the accreditation review process.

Responsible for guiding institutional improvement of the teaching and learning environment by establishing a collegial process that sets values, goals and priorities; ensures that evaluation and planning rely on high quality research and an analysis of external and internal conditions; ensures that educational planning is integrated with resource planning and distribution to achieve student learning outcomes; and establishes procedures to evaluate overall institutional planning and implementation efforts.

## FISCAL ADMINISTRATION — 15%

Responsible for the financial soundness of the College's operations while ensuring accountability, integrity and transparency. Directs periodic review and update of the long-range development plans, capital improvement plan and strategic plan. Develops parameters for program plans and budgets. Reviews and approves: program plans and budgets; and expenditure and travel plans for all program units, contract, and extramural grants. Ensures the efficient and appropriate use of various funding streams, which support compatible objectives and activities. Works with College administrative staff to: prepare the College budget, set priorities, and coordinate budget with short- and long-range plans; and present the budget to the Vice President for Community Colleges (VPCC).

PERSONNEL ADMINISTRATION — 15%

Works with College administrative staff members to direct, manage, and supervise personnel responsible for all programs. Renders decisions on faculty contract renewal applications, faculty post-tenure review evaluations, and delegated disciplinary actions. Makes final recommendations on BOR (faculty/APT) appointments, and tenure and promotion applications. Conducts evaluations of administrators, faculty, and staff.

OTHER — 5%

Serves in staff capacity to the President and VPCC as needed and performs other related duties.

	Minimum Qualifications	Desirable Qualifications
Education: general, special or professional	<ul style="list-style-type: none"> <li>• Master's degree or equivalent from an accredited university</li> </ul>	<ul style="list-style-type: none"> <li>• Doctorate from an accredited university</li> </ul>
Experience: quantity and quality	<ul style="list-style-type: none"> <li>• Administrative experience in a college at the deanship level or equivalent and attainment of full professorial rank, or demonstrated comparable record of professional management experience in an educational agency, industry, or government</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience at the community college level</li> </ul>
Licenses, certificates or registration:	<ul style="list-style-type: none"> <li>• NONE</li> </ul>	<ul style="list-style-type: none"> <li>• NONE</li> </ul>
Special knowledge, abilities, and skills:	<ul style="list-style-type: none"> <li>• Possession of management skills</li> <li>• Ability to communicate and interact effectively with diverse constituencies</li> <li>• Demonstrated leadership</li> <li>• Knowledge of fiscal operations and budget development, and risk management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in or knowledge of the operation, development and administration of student services programs</li> <li>• Experience in or knowledge of the operation, development and administration of academic programs</li> <li>• Demonstrated understanding of contemporary problems and issues in college education, including accreditation, articulation, assessment, strategic planning, the integration of technology, sustainability and the greening of colleges</li> <li>• Demonstrated experience in long-range development planning and implementation including new campus construction and major renovations</li> <li>• Experience with or knowledge of continuing education &amp; training, &amp; career and technical education programs</li> <li>• Ability to relate effectively to the various internal and external constituencies of a college and to build systematic and collaborative working relationships with diverse constituencies</li> <li>• Experience in or knowledge of issues related to local community needs, including Hawai'i Island and the State of Hawai'i's unique natural, cultural, economic political, and business environments</li> <li>• Experience with or knowledge of the diversity of Hawai'i's people and, in particular the indigenous people of Hawai'i and their language and culture</li> <li>• Experience in or knowledge of institutional fundraising and resource generation</li> <li>• Experience in or knowledge of educational marketing and public relations</li> <li>• Experience with or knowledge of shared governance</li> <li>• Experience with or knowledge of multi-campus operations, the establishment of branch campuses and distance learning outreach</li> </ul>

## Executive/Managerial Position Description

Vice Chancellor for Academic Affairs (Chief Academic Officer), Position No. 89108

**INTRODUCTION**

- The Vice Chancellor for Academic Affairs (VCAA) serves as the Chief Academic Officer (CAO) for Hawai'i Community College (HawCC).
- This position is responsible for the overall administration, management, development, and integrity of all academic programs and services at the College, both instructional and non-instructional programs.
- This position is directly responsible for the provision of all instructional programs and courses.
- This position has general oversight responsibility for all academic support units.
- The CAO provides leadership in planning and setting priorities for the College's academic programs, managing resources including budgets and academic personnel, and ensuring implementation of related statutes, regulations and policies.
- This position works with a collegial and collaborative environment facilitating shared governance, and seeking input on decisions and policies from those affected.
- The CAO reports to the HawCC Chancellor.

**GENERAL/ACADEMIC ADMINISTRATION – 40%**

- Responsible for the planning, development and leadership of all academic programs at the College.
- Sets mission and broad academic goals.
- Monitors performance objectives and outcomes.
- Develops strategies to achieve goals and allocate resources.
- Coordinates a comprehensive and integrated program of instruction serving the community.
- Promotes the utilization of institutional research and planning as a means of evaluation and improving programs and services to students.
- In consultation with the faculty, approves new courses and course changes.
- Oversees accreditation applications, studies, reports and processes.
- Plans and implements a program of staff development for faculty and staff assigned to all programs and services.
- Oversees the content of publications pertaining to the academic programs of the College, including the Schedule of Courses and College Catalog.
- Responsible for ensuring that federal and state rules and regulations, and Board of Regents, Presidential, Chancellor and Community College policies and procedures are enforced and applied appropriately on campus.

**UNIVERSITY OF HAWAII, Excluded  
Executive/Managerial Position Description****ATTACHMENT****Vice Chancellor for Academic Affairs (Chief Academic Officer), Position No. 89108****FISCAL ADMINISTRATION – 20%**

- Develops, approves, and reviews budgets, which support academic program objectives and activities comparable and congruent with College and University strategic plans.
- In collaboration with the faculty, recommends and monitors the operational budgets of programs including extramural grants and funds and special funds.
- Establishes planning parameters for the development of program plans, budgets and expenditure plans, capital improvement plans for all academic programs; approves these plans and incorporates them into Institutional Strategic Plan.
- Ensures the efficient, appropriate and legal use of various state, federal and private funding resources.
- Assumes responsibility for fostering revenue generation at each level/unit supervised, and ensures fiscal accountability.

**PERSONNEL ADMINISTRATION – 20%**

- Reviews all recommendations for academic personnel actions (hiring, renewing contracts, tenure and promotion requests, workload, terminations, leave requests, etc.) involving College staff of all academic programs. Makes recommendations to the Chancellor on personnel matters.
- Receives and responds to requests for information, adjudicates disputes and resolves grievances involving faculty, staff and students at the College, within guidelines.
- Supervises personnel in the Office of the Vice Chancellor for Academic Affairs.
- Supervises Division Chairpersons.
- Provides leadership and resources for the improvement, growth and development of faculty and staff.
- Collaborates with faculty to project future staff needs.

**CAMPUS AND COMMUNITY DEVELOPMENT – 15%**

- Consults with administrators, faculty members, staff and/or students on a range of programmatic services.
- Consults with businesses, nonprofit organizations, community leaders, and other groups to explore various educational alternatives to meet their needs.
- Addresses campus communication processes to handle transmittal of information.
- Articulates College mission to residents of the County of Hawai'i and the State.
- Serves on various community boards to address the community needs.
- Serves on national commissions and committees to network with other agencies to enhance the College.
- Articulates a vision for future growth and development for all academic programs.

**OTHER – 5%**

- Performs other duties as assigned by the Chancellor.

UNIVERSITY OF HAWAI'I, Excluded  
Executive/Managerial Position Description  
Vice Chancellor for Administrative Affairs  
Position No. 89324  
Attachment

**9.a. Detailed description of duties and responsibilities...**

**INTRODUCTION**

The Vice Chancellor for Administrative Affairs serves as the Chief Administrative Officer for Hawai'i Community College and is responsible for the college's business, human resources, and budgetary affairs; extramural funding; facility planning, operations and maintenance; space management; facility use; policies and procedures; state vehicles; security; safety; emergency preparedness; parking; and the management and execution of shared services agreements with UH Hilo.

**Budgetary and Financial Management 40%**

Directs the fiscal and financial operations of the college.

Works with corresponding UH system directors and staff (budget, planning and policy, finance and operations, human resources, extramural funding), as well as legislators and their staff.

Directs the preparation of legislative testimonies, special reports, and detailed budgetary recommendations; attends legislative hearings, and serves as resource staff for testifying officials.

Prepares college's budget for Chancellor's review and submission.

Directs budget execution and ensures appropriate expenditure of funds.

Works with corresponding UH budget offices.

Develops college policies and procedures for budgeting.

Works with administrators of other State and Federal agencies as necessary in administering extramural contracts and grants.

Develops college policies and procedures on fiscal and financial operations.

Directs the functions of the fiscal management system which include disbursing, procurement, payroll, and cashiering.

Coordinates audit operations with appropriate staff members and/or external auditors.

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**Executive/Managerial Position Description**  
**Vice Chancellor for Administrative Affairs**  
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**Facility Planning, Operations and Maintenance 20%**

Administers all related facility planning, operations and maintenance services to include utilities, janitorial, building and grounds maintenance, security, safety, emergency preparedness, and ensure proper facility support. Manages space utilization for the college including acquisition and maintenance of buildings and equipment.

Develops long-range plans with regard to the college's overall facilities development.

Works with corresponding UH system offices for long-term planning and development, including CIP priorities and implementation; budgetary priorities and execution; organizational structures; and ways and means of providing effective and efficient institutional support services to deliver instructional, public service, and student service programs.

Develops college policies and procedures for facility planning, operations and maintenance.

**Operations 20%**

Responsible for recruitment, development, and job-related welfare of the office's professional and support staff. Addresses the learning needs of staff with particular attention to the application of technology and modern business practices to their work. Leads the office's management team, which includes personnel responsible for promotions, contract training, programming, and operations.

Periodically evaluates personnel performance, program performance and general operations.

Has primary responsibility for determining policies and procedures relating to non-instructional operations of campus. Policies established outside of the college include Board of Regents Policies and University of Hawai'i Administrative Procedures Manual.

Has wide scope of responsibility, from client groups to community groups with diverse factors making it essential that a broad view be taken in decision-making and establishment of priorities.

**Personnel Management 15%**

Administers, develops and coordinates the personnel program for the college. Administers position control and organization of the college.



UNIVERSITY OF HAWAII, Excluded  
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Vice Chancellor for Administrative Affairs  
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Reviews and approves personnel transactions for all faculty and staff relating to appointments, renewal and non-renewal of appointments, performance evaluations, leave, disciplinary actions, etc.

Works with corresponding UH Human Resources offices.

Review, edit and/or revise the college's Organizational Charts and Functional Statements.

Develops college policies and procedures for human resources.

Other 5%

Functions as a member of the college's administrative team. Works cooperatively and productively with administrators from other campuses and programs to advance the interests and goals of the office. Undertakes special duties not elsewhere described. In the absence of the Chancellor, may assume responsibilities normally assigned to the Chancellor.

9.b. List names, class titles and position numbers of all immediate subordinate positions.

Janice Watanabe	Secretary II	46217
William Affonso	Planning, Operations & Maintenance Officer	78107
Jodi Mine	Budget Specialist	78479
Susan Horimoto	Administrative Officer	80162
Nozomi Kanoho	Administrative Officer	77905T
Mari Chang	Personnel Officer	80253

9.c. Description of the nature and extent of guidance and direction received.

General direction from the Chancellor for Hawai'i Community College.  
Large amount of discretion allowed.

9d. Description of the nature and extent of the check or review of work.

Annual review for results obtained.

9.e. Description of the contact with other departments or University organizations, with outside organizations, and with the general public.

Coordination is essential with UH Hilo to manage and execute shared services agreements, MOAs, and MOUs regarding facility planning and utilization, budget, etc.

**UNIVERSITY OF HAWAII, Excluded**  
**Executive/Managerial Position Description**  
**Vice Chancellor for Student Affairs**  
**Position No: 89323**  
**Attachment**

**9.a Detailed description of duties and responsibilities:**

**INTRODUCTION**

The Vice Chancellor for Student Affairs at Hawaii Community College is responsible for the administration of all student services including admissions, registration, financial aid, records, career development and placement services, counseling, internal data management, student life, and student co-curricular programming, and related federal student services programs. The Vice Chancellor for Student Affairs works closely with the Office of the Vice Chancellor of Academic Affairs to insure the coordination of services to students that complement the College's goals and objectives. The Vice Chancellor for Student Affairs reports directly to the Chancellor.

**25% PROGRAM**

The Vice Chancellor for Student Affairs is responsible for providing leadership in establishing priorities and developing strategies for implementation of program goals and objectives. This includes responsibility for the following areas of program development.

1. Planning and supervising the development and implementation of enrollment management and student retention and success concepts at the College.
2. Planning and supervising the evaluation of all Student Services programs and activities in the College.
3. Development of campus policies and procedures to insure compliance with system regulations and to insure fairness and clarity for students.
4. Development of activities which insure compliance with applicable federal and state requirements, such as Title VII, Title IX, Section 504, FERPA, and other such regulations.
5. Institutional research for use in Student Services program development, retention programs, and evaluation of services.

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Vice Chancellor for Student Affairs  
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20% **PLANNING**

The Vice Chancellor for Student Affairs is responsible for providing leadership in establishing program goals and objectives to meet students' needs. This includes responsibility for identifying objectives and targets, and incorporating these into the appropriate planning documents, which include:

1. The College's Academic Development Plan.
2. Student Services components of the Vocational Education Plan.
3. Student Services' Program Review.
4. Internal annual goals and objectives for each Student Services unit.
5. Proposals for federal, state, and private donor grants.
6. Serve as Principal Investigator for grant projects, as assigned by the Chancellor

15% **PERSONNEL**

The Vice Chancellor for Student Affairs oversees the recruitment, evaluation, and professional development of all Student Services personnel. The Vice Chancellor is responsible for the following:

1. Determination of staffing needs and recruitment of personnel for Student Services.
2. Interviewing all recommended individuals for full-time positions in Student Services.
3. Evaluation of professional staff following established procedures and guidelines.
4. Supervision over the total Student Services personnel of the College, including those in Enrollment Services (admissions, financial aid, registration, records, internal data management); academic counseling, career counseling and placement; student life and development, student activities (student leadership, health education).

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Vice Chancellor for Student Affairs  
Position No: 89323  
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15% **BUDGET**

The Vice Chancellor for Student Affairs is responsible for major budgeting tasks at the college including:

1. Development of biennium and supplemental budget requests for Student Services.
2. Development of annual expenditure plan for each Level 4 program in Student Services.
3. Resolution of issues relating to necessary budget reallocations.
4. Overall monitoring of federal requirements to insure compliances with federal allocation guidelines, such as in the area of Vocational Education Act funds, financial aid, and veterans' affairs.
5. Review of equipment and facility needs for Student Services including Capital Improvement Program where applicable.
6. Overall monitoring of activities to insure that budget objectives are met.

15% **COMMITTEES AND LIAISON**

The Vice Chancellor for Student Affairs is responsible for articulating program objectives to administration, faculty, students, and non-campus personnel to insure dialogue and feedback for the implementation of new concepts or for the improvement of current programs and activities. In order to accomplish this, the Vice Chancellor is involved with the following:

1. College Council
2. Academic Faculty Senate
3. All campus committees in the area of student services, including Student Conduct Code.
4. System committees.
5. Community committees.

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Vice Chancellor for Student Affairs  
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5%    **STUDENTS**

The Vice Chancellor for Student Affairs provides leadership to ensure that students comply with the Student Conduct code and responds to students' appeals and grievances.

5%    **OTHER**

Performs other duties & responsibilities as assigned by the Chancellor.

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**Executive/Managerial Position Description**  
**Dean of Career & Technical Education, Pseudo #96727F**  
**Attachment**

**9.a. Detailed description of duties and responsibilities...**

**50% ACADEMIC LEADERSHIP AND MANAGEMENT**

This position serves as the senior manager with line responsibilities for the Business Education and Technology (BEAT) Division, the ATE-Construction Division, ATE-Transportation Division, Hospitality Division, Division of Nursing and Allied Health, and the Construction Academy. The Dean of CTE reports to the Vice Chancellor for Academic Affairs (VCAA). The Dean of CTE works closely with and coordinates the Division Chairs and/or Directors of eighteen current Programs at the College:

- BEAT Division
  1. Accounting
  2. Business Technology
  3. Information Technology
  4. Marketing
- ATE-Construction Division
  1. Agriculture
  2. Architectural Engineering and CAD Technologies
  3. Carpentry
  4. Electrical Installation & Maintenance Technology
- ATE-Transportation Division
  1. Auto Body Repair and Painting
  2. Automotive Mechanics and Technology
  3. Diesel Mechanics
  4. Machine, Welding and Industrial Mechanics Technology
  5. Electronics Technology
- Hospitality Division
  1. Food Service
  2. Hotel Operations
- Division of Nursing and Allied Health
  1. Associate of Science Nursing
  2. Licensed Practical Nursing
  3. Care Home Operator

Student enrollments in the foregoing programs comprise approximately 44% of the total enrollment at the College.

In accord with parameters established by the VCAA:

- The Dean of CTE provides leadership for the recruitment, hiring, administration, supervision, assessment, development, and improvement of faculty and staff of the foregoing divisions and/or programs. The Dean provides leadership for instructional matters such as teaching assignments, scheduling of courses, faculty course loads, and alternate assignments of responsibility makes recommendations to the VCAA regarding faculty evaluation, contract renewal, tenure and promotion; facilities in-service training and staff development as necessary.

**UNIVERSITY OF HAWAII, Excluded**

**Executive/Managerial Position Description**

**Dean of Career & Technical Education, Pseudo #96727F**

**Attachment**

- The Dean of CTE oversees and is responsible for the overall administration, management, development, delivery, and integrity of the divisions' transfer curricula, and general education; integrates new and evolving learning technologies into the classroom or via distance learning opportunities; directs the establishment of performance objectives and measurable learning outcomes for the assigned divisions and programs within the parameters of the College's mission and broad academic goals.
- The Dean provides leadership in the development of new courses and academic programs; ensures that such initiatives are within the parameters of the College's strategic plan; reviews and makes appropriate recommendations to the VCAA on new program and activity proposal; directs the scheduled evaluation of academic programs and activities.
- The Dean directs accreditation self study and program reviews of assigned divisions, assists in periodic review/update of the College's strategic plan, long-range academic development plan, organizational plan, and capital improvement plans; modifies approved operational plans based on evaluation results and organizational priorities, monitors and integrates emerging assessment and accreditation initiatives into all assigned divisions and programs.
- The Dean provides leadership in the planning and setting of priorities for academic programs of the divisions, as well as organizing and managing of operational resources; represents and articulates the operational needs and initiatives (to include those of institutional support) of the instructional divisions programs when meeting with other administrators and key staff officers of the College to discuss new campus requirements or initiatives; assists in the resolution of problems/ disputes impacting the divisions and programs supervised; reports on the status of existing programs/services.
- The Dean is responsible for supporting and encouraging grant development, and expediting implementation functions.

**35% ADMINISTRATIVE SUPPORT**

- The Dean provides leadership and direction to supervised divisions and programs in the review and revision of College policies and procedures; coordinates with College administrative staff personnel to ensure implementation and compliance of applicable statutes, regulations, and policies; establishes standard procedures to assure compliance with all applicable safety policies relating to facilities, equipment and program related student activities.
- The Dean responds for the VCAA to requests for information, identification of problems, investigation of complaints against faculty, adjudication of disputes and grievances, and disciplinary action against faculty and staff within established guidelines and in coordination with appropriate College administrative staff personnel.

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**Dean of Career & Technical Education, Pseudo #96727F**

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- The Dean coordinates division chairs to work with the College's Human Resources Office (HRO) in the establishment/modification/elimination of faculty and staff positions; makes recommendations in the selection of new personnel, and assists in the finalization of employment offers.
- The Dean coordinates and provides direction to division chairs in the critical assessment, justification, and prioritization of the financial needs of the approved academic programs, new initiatives, and support requirements (to include staffing plans, equipment acquisition, supplies/inventory management and facility improvements).
- The Dean formulates career and technical education projected program targets, budgets, and expenditure plans for future academic years; develops a corresponding justification, and articulates the Career and Technical Education budgetary requirements in the establishment of a projected College budget.
- The Dean assists in the allocation of operational funds to the division chairs; utilizes College Business Office reports to oversee divisional and program fund expenditures; establishes standard procedures in accord with College fiscal policies to oversee the flow of work orders and funds into the program revolving fund accounts; adjusts and/or obtains additional Career and Technical Education resources to meet unforeseen requirements; works with Auxiliary Services to ensure that facilities allocated to assigned divisions and programs are conducive to the promotion of student learning outcomes.

**10% CAMPUS AND COMMUNITY DEVELOPMENT**

- The Dean provides effective leadership, direction and support in establishing and achieving short and long-term development goals and initiatives in support of academic excellence; establishes standard procedures and policies for the scheduling and coordination of community events sponsored by programs under the Dean's direction; coordinates faculty members, staff and/or students on a range of programmatic matters and in furtherance of campus communication.
- The Dean will, as directed, represent the College when meeting with businesses, civic, governmental officials and agencies, non-profit organizations, and community residents of Hawai'i Island; serves as liaison to area high school and district officials.

**5% OTHER**

Performs other duties and responsibilities as assigned by the VCAA



UNIVERSITY OF HAWAII, Excluded  
Executive/Managerial Position Description  
Dean of Liberal Arts & Public Service  
Attachment

**9.a. Detailed description of duties and responsibilities...**

**50% ACADEMIC LEADERSHIP AND MANAGEMENT**

This position serves as the senior manager with line responsibilities for the Liberal Arts and Public Service (LA & PS) programs which include the Administration of Justice Program, Early Childhood Education Program, Hawaiian Lifestyles Program, Human Services Program, Substance Abuse Counseling Program, Tropical Forest Ecosystem and Agro forestry Management Program, Digital Media Arts Program, and the Fire Sciences Program. The Dean of LA & PS works closely with and coordinates the Department Chairs of the English Department, Social Sciences Department, Math and Natural Sciences Department, and the Humanities Department. The Dean of LA & PS reports to the Vice-Chancellor for Academic Affairs (VCAA).

Student enrollments in the foregoing programs comprise approximately 45% of the total enrollment at the College.

In accord with parameters established by the VCAA:

- The Dean of LA & PS provides leadership for the recruitment, hiring, administration, supervision, assessment, development, and improvement of faculty and staff of the foregoing divisions and/or programs. The Dean provides leadership for instructional matters such as teaching assignments, scheduling of courses, faculty course loads, and alternate assignments of responsibility; makes recommendations to the VCAA regarding faculty evaluation, contract renewal, tenure, and promotion; facilitates in-service training and staff development as necessary.
- The Dean of LA & PS oversees and is responsible for the overall administration, management, development, delivery, and integrity of the divisions' transfer curricula, general education, and developmental, and remedial education; integrates new and evolving learning technologies into the classroom or via distance learning opportunities; directs the establishment of performance objectives and measurable learning outcomes for assigned divisions and programs within the parameters of the College's missions and broad academic goals.
- The Dean provides leadership in the development of new courses and academic programs; ensures that such initiatives are within the parameters of the College's strategic plan; reviews and makes appropriate recommendations to the VCAA on new program and activity proposals; directs the scheduled evaluation of academic programs and activities.
- The Dean directs accreditation self study and program reviews of assigned divisions, assists in the periodic review/update of the College's Strategic Plan, long-range academic development plan, organizational plan, and capital improvement plans; modifies approved operational plans based on evaluation results and organization priorities; monitors and integrates emerging assessment and accreditation initiatives into all assigned divisions.

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Dean of Liberal Arts & Public Service  
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- The Dean is responsible for supporting and encouraging grant development and expediting implementation functions.

**35% ADMINISTRATIVE SUPPORT**

- The Dean provides leadership and direction to supervised divisions and programs in the review and revision of College policies and procedures; coordinates with College administrative staff personnel to ensure implementation and compliance of applicable statutes, regulations, and policies; establishes standard procedures to assure compliance with all applicable safety policies relating to facilities, equipment and program related student activities.
- The Dean responds for the VCAA to requests for information, identification of problems, investigation of complaints against faculty, adjudication of disputes and grievances, and disciplinary action against faculty and staff within established guidelines and in coordination with appropriate College administrative staff personnel.
- The Dean coordinates division chairs to work with the College's Human Resources Office (HRO) in the establishment/modification/elimination of faculty and staff positions; makes recommendations in the selection of new personnel, and assists in the finalization of employment offers.
- The Dean coordinates and provides direction to division chairs in the critical assessment, justification, and prioritization of the financial needs of the approved academic programs, new initiatives, and support requirements (to include staffing plans, equipment acquisition, supplies/inventory management and facility improvements).
- The Dean formulates projected program targets, budgets, and expenditure plans for the future academic years; develops a corresponding justification, and articulates the Liberal Arts and Public Services Programs' budgetary requirements in the establishment of a projected College budget.
- The Dean assists in the allocation of operational funds to the division chairs; utilizes College Business Office reports to oversee divisional and program fund expenditures; establishes standard procedures in accord with College fiscal policies to oversee the flow of work orders and funds into the program revolving fund accounts; adjusts and/or obtains additional Career and Technical Education resources to meet unforeseen requirements; works with Auxiliary Services to ensure that facilities allocated to assigned divisions and programs are conducive to the promotion of student learning outcomes.

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Executive/Managerial Position Description  
Dean of Liberal Arts & Public Service  
Attachment

**10% CAMPUS AND COMMUNITY DEVELOPMENT**

- The Dean provides effective leadership, direction and support in establishing and achieving short and long term development goals and initiatives in support of academic excellence; establishes standard procedures and policies for the scheduling and coordination of community events sponsored by programs under the Dean's direction; coordinates faculty members, staff and/or students on a range of programmatic matters and in furtherance of campus communication.
- The Dean will, as directed, represent the College when meeting with businesses, civic, governmental officials and agencies, non-profit organizations, and community residents of Hawai'i Island; serves as liaison to area high school and district officials.

**5% OTHER**

Performs other duties and responsibilities as assigned by the VCAA

**Authority:** The Dean of LA & PS has authority to make decisions related to Liberal Arts and Public Services educational matters except for those areas of authority that are reserved to the VCAA or higher, or delegated to other administrators or key staff officers. The Dean of LA & PS is also a source of appeal for academic grievances, complaints, or petition where the requests have been denied at the division level. Decisions may not conflict with prevailing laws, governmental policies applicable to the College, or with policies and procedures of the UH or the UH Community Colleges. Decisions may not be inconsistent with Hawai'i Community College policies outside of the Dean of LA & PS jurisdiction.

**9.b. List names, class titles and position numbers of all immediate subordinate positions:**

Please see attached organizational chart.

**9.c. Description of the nature and extent of guidance and direction received.**

The Dean of LA & PS receives guidance and direction from the VCAA, as well as through policies, general guidance parameters, and/or new emphases/initiatives as communicated through regular meetings with other administrators.

**9.d. Description of the contacts with other departments or University organizations, with outside organizations, and with the general public.**

The Dean of LA & PS reports to the VCAA of Hawai'i Community College. The VCAA's approval is required to commit academic affairs resources where authority has not been delegated to the Dean of LA & PS. The VCAA reviews, recommends, or approves, as appropriate, major documents developed by the Dean of LA & PS. There is annual performance review and evaluation of the Dean of LA & PS to be conducted by the VCAA

**Director of Continuing Education and Training  
Position No. 89382  
Hawai'i Community College**

**INTRODUCTION**

The Director of the Office of Continuing Education and Training (OCET) manages the workforce development, basic skills development, international and personal development programs and operations of the office. This individual leads the office with strategic planning experience and entrepreneurial skills to generate resources for the College and provide training opportunities for the Island of Hawai'i.

**Workforce Development (50%)**

Plans, directs, and supervises personnel and activities for the purpose of educating and training a quality workforce for the benefit of Hawai'i Island's private and public sector enterprises. Accomplishes these aims primarily through the development and implementation of education and training programs, activities, and events. Develops an understanding of community need by working with, surveying, and in other ways learning from private and public sector individuals and organizations such as Chamber of Commerce, the Department of Labor and Industrial Relations, the Department of Land and Natural Resources, the Department of Research and Development, Department of Commerce and Consumer Affairs, Department of Public Safety, and various commercial interests and advisory groups. Responds to the demand for short- or long-term education and training, specific certifications, and licensing by developing appropriate programs and contracts.

Plans, directs, and supervises personnel and activities related to the college's apprenticeship and journey-worker programs. As necessary, ensures that coordination with established labor organizations are provided to meet the training needs of industry and students.

Seeks external private, federal, or state funds to support workforce education and training. Seeks opportunities for identifying and developing new training programs for the island. Establishes partnerships with the community, university and other educational institutions.

Writes, coordinates, and manages contracts and grants related to workforce development activities, such as Workforce Investment Act (WIA), Employee Training Fund (ETF), Rural Development Program (RDP), Apprenticeship programs, and similar programs. Works collaboratively with the Department of Labor and Industrial Relations to develop programs to prepare individuals for workforce shortages and demands.

### **Academic and Basic Skills Development (5%)**

Develop partnerships to provide academic and basic skills development to enable students to meet the academic skills and competency requirements of other educational or employment programs and opportunities.

Works with other college administrators and their staff to integrate courses and activities in ways that best serve student and industry interests. Develops and maintains the administrative and operational infrastructure to support this aim.

### **Operations (20%)**

Responsible for recruitment, development, and job-related welfare of the office's professional and support staff. Addresses the learning needs of staff with particular attention to the application of technology and modern business practices to their work.

Leads the office's management team, which includes personnel responsible for promotions, contract training, programming, and operations.

Manages fiscal operations including accounting and reporting. The primary purpose is to ensure accountability as well as to determine the viability or profitability of various programs and activities.

Develops and implements marketing plans and oversees customer services operations that include information services (brochures, catalogs, website, etc.), scheduling, registration, records, and logistical support.

Periodically evaluates personnel performance, program performance, and general operations.

### **International Programs (15%)**

Plans, directs, and supervises personnel and activities associated with the Intensive English Program and with short-term international programs of this office. Works closely with other units of the college and the UH system to ensure coordination and articulation of educational experiences as well as the cooperation among staff necessary for program success.

Develops and administers customized international training programs. Develops and implements new and competitive international programs that attract international visitors and others. Works with appropriate people and organizations, such as various Chamber of Commerces, Hawai'i Hotel Association, Hawai'i Visitors and Convention Bureau, Big Island Visitor's Bureau, the Department of Business, Economic Development, and Tourism, to develop these programs.

**Personal Development Programs (5%)**

Plans, directs, and supervises personnel for the purpose of educational activities. Develops an understanding of community need by working with and assessing the interests of private and public sector individuals and organizations.

**Other (5%)**

Functions as a member of the college's administrative team. Works cooperatively and productively with administrators from other campuses and programs to advance the interests and goals of the office. Undertakes special programs not elsewhere described.

**9b. List names, class titles and position numbers of all immediate subordinate positions:**

Cathy Arita, Secretary II, 25060  
Esther Nathanson, Office Assistant III, 111587  
Wilton Watanabe, Instructor (Apprenticeship/Non-Credit Coordinator), 83051  
Sherri Fujita, Instructor (IEP Coordinator), 83531  
Deborah Shigehara Educational Specialist PBB, 81638  
Wendelyn Wai, Educational Specialist PBA, 80256

**9c. Description of the nature and extent of guidance and direction received.**

General direction from the Chancellor for Hawai'i Community College. Large amount of discretion allowed within the program area.

**9d. Description of the nature and extent of the check or review of work.**

Annual evaluations by the Chancellor, peers, and subordinates.

**9e. Description of the contact with other departments or University organizations, with outside organizations, and with the general public.**

Extensive contacts with other OCET offices in the Community Colleges. Extensive contacts with a wide range of community organizations and individuals.

**9.a. Detailed description of duties and responsibilities...**

**INTRODUCTION:**

This position serves as the chief administrator of the University of Hawai'i Center at West Hawai'i and will be responsible for coordinating, planning, managing, and executing programs assigned to the Center as well as the support of distance education, and management of the physical plant, including supervising staff assigned to the Center. The Director oversees the delivery of student services and administrative services at the Center. This position will be under the direct supervision of the Chancellor of Hawai'i Community College.

**1. Management of the University Center 60%**

Serves as Director of the University of Hawai'i Center at West Hawai'i. Provides leadership in coordinating, planning, managing and executing instructional, research, and/or public service programs assigned to the Center. Program offerings will include associate, baccalaureate, and graduate degree courses from any of the campuses within the University of Hawai'i system. A variety of delivery strategies will be used to bring courses and program of study to the west side of the Island of Hawai'i.

Oversees the delivery of student and academic support services such as student advising and counseling, registration, library services, and technical support of distance education program. Manages the physical plant, including operations and maintenance, utilities, scheduling use of rooms. Supervises faculty and staff assigned to provide these services at the Center.

Responsible for the fiscal management and planning for the Center's resource requirements and staffing. Plans and prepares a comprehensive budget, and executes an operations expenditure plan for the University Center.

**2. Program Planning, Community Needs Assessment, and Marketing 25%**

Administers periodic community needs assessments to determine which degree programs have sufficient student demand. Evaluates whether projected levels of demand meet the cost of delivery of such programs via distance education methodologies.

Serves as the administrative liaison working on a systemwide level with administrators and program staff of other UH campuses in planning programs and course delivery for the University Center. Provides leadership in coordinating the development of an integrated schedule of credit courses to be delivered.

Plans, prepares and implements a marketing plan for programs and services provided through the University Center to the West Hawai'i area. Establishes, develops, and maintains effective professional relationships with leaders of the community for University Center support.

Participates with the other Centers and originating campuses in the development of a schedule of future offerings to assure delivery of complete programs, including access to pre-requisite courses.

**3. Distance Education Facilitation 10%**

Provides leadership in securing resources for, and delivery of, distance education programs. Responsible for planning and policy initiatives regarding distance education at West Hawai'i. Develops, implements and maintains procedures and guidelines related to the delivery of the various program offerings, course scheduling, academic counseling, instructional support, and intercampus articulation for the University Center.

4. Other

5%

Functions as a member of the college's administrative team. Works cooperatively and productively with administrators from other campuses and programs to advance the interest and goals of the office. Undertakes special duties not elsewhere described. In the absence of the Chancellor, may assume responsibilities to the Chancellor.

9.b. List names, class titles and position numbers of all immediate subordinate positions.

Name	Title	Position No.
Losalio-Watson, Joanne	Secretary II	54816
Medeiros, Wendelin T.	Office Assistant III	45122
Vacant	Office Assistant III	900443
Halemau-Kam, Raynette	Faculty	86475
Haalilio, Pearl L.	Student Services Spec	80371
Louis, Rachel	Administrative Officer	81400
Medeiros, Marvin	Janitor II	45116
Gregory, Laurel	Faculty (Librarian)	86436
Vacant	Academic Support, PBA	79795
Au, Karen	Educational Spec, PBB	80906
Grace, Lilinoi K.	Educational Spec, PBB	80573
Connors, Charles	Media Spec, PBA	81395/77849

9.c. Description of the nature and extent of guidance and direction received.

General direction from the Chancellor for Hawai'i Community College. Large amount of discretion allowed.

9.d. Description of the nature and extent of the check or review of work.

Annual review for results obtained.

9.e. Description of the contact with other department or University organizations, with outside organizations, and with the general public.

Serves as the administrative liaison working on a systemwide level with administrators and program staff of other UH campuses in planning programs and course delivery for the University Center.

Establishes, develops, and maintains effective professional relationships with leaders of the community for University Center support.

Works cooperatively and productively with administrators from other campuses and programs to advance the interest and goals of the office.