

		<i>process of tenure and promotion and contract renewals to the Chancellor.</i>		
Responsibilities	<p>Responsible for the administration of the academic and non-academic programs.</p> <ul style="list-style-type: none"> • <i>Accountable to the President, Vice-President of Community Colleges and State Legislature on the activities of the College.</i> <p>Works with administrative staff members to direct, manage and supervise personnel responsible for academic and non-academic programs.</p> <ul style="list-style-type: none"> • <i>Provide direction to Vice-Chancellors, program Deans and other administrative personnel through bi-monthly Chancellor's staff meetings.</i> <p>Responsible for setting the institutional goals and mission, planning and forecasting a course of action, determining performance objectives and desirable results, develop strategies to achieve goals, allocate resources, developing policies, setting procedures, developing the campus budget.</p>	<p>Responsible for leadership of all academic programs, coordinate all academic programs with respect to cross-divisional matters, including curriculum and schedules.</p> <ul style="list-style-type: none"> • <i>Facilitates the Campus Leadership Team (CLT) on dealing with day to day operational issues.</i> <p>Coordinates the development of the College's academic development plan and the vocational education state plan.</p> <p>Oversees the development of curriculum, course, activities related to learning and teaching and student services.</p> <ul style="list-style-type: none"> • <i>Work with academic units and faculty senate committees (department curriculum committees and curriculum program committees) on the approval of new, modified</i> 	<p>Provide leadership, vision and direction in the development, planning and implementation of integrated, coordinated and highly effective physical resources to meet College needs.</p> <ul style="list-style-type: none"> • <i>Work with administration and campus governance committees to determine physical resource priorities, maintenance schedules and long term planning.</i> <p>Responsible for the overall effective management of campus financial and physical resources.</p> <ul style="list-style-type: none"> • <i>Monitor the spending of Legislative funding allocations in conjunction with the UHCC and UH system offices.</i> <p>Oversees all fiscal responsibilities of the College.</p> <ul style="list-style-type: none"> • <i>Provides leadership and guidance for the business</i> 	<p>Responsible as the main point of contact between HonoluluCC and the UH Foundation.</p> <ul style="list-style-type: none"> • <i>Manage the Chancellor's UH Foundation accounts.</i> • <i>Work with potential donors on financial support opportunities for the College.</i> <p>Responsible for working on specific projects related to the state Legislature.</p> <ul style="list-style-type: none"> • <i>Work with House and Senate members to effectively communicate the needs of the College.</i> • <i>Work on specific initiatives, including new programs and physical resource development.</i> <p>Responsible for external</p>

	<ul style="list-style-type: none"> • <i>Work with the Planning Council, Faculty Senate and Staff Senate to achieve campus goals while working within budget allocations.</i> <p>Responsible for ensuring federal and state rules and regulations, and Board of Regents, Executive and other University and college policies and procedures are enforced and applied appropriately on campus.</p> <ul style="list-style-type: none"> • <i>Reports to the University System and State Legislature on matters related to personnel, finance and resources, accreditation, academic outcomes and overall campus performance.</i> <p>Responsible for the financial soundness of the college.</p> <ul style="list-style-type: none"> • <i>Provides final approval on all budgets and resource allocations.</i> <p>Renders decisions on faculty contract renewal applications, faculty post-tenure review evaluations and delegated disciplinary actions.</p>	<p><i>and deleted academic offerings.</i></p> <ul style="list-style-type: none"> • <i>Hold weekly program Dean’s meetings to discuss issues and concerns and potential solutions. Work with academic units to ensure consistency and standardization of processes.</i> <p>Oversee academic support activities, including learning assistance, pre-program communication and mathematics education, educational media and library operations.</p> <ul style="list-style-type: none"> • <i>Coordinate non-instructional support units to meet campus needs.</i> <p>Oversees student services plans, activities and performance. Integrates student services with instruction.</p> <ul style="list-style-type: none"> • <i>Work with student services personnel to implement academic advising software into</i> 	<p><i>office staff, providing services to both on-campus and off-campus programs.</i></p> <ul style="list-style-type: none"> • <i>Works to ensure proper financial allocations and spending for instructional and non-instructional areas.</i> • <i>Provides guidance in financial management of grants and other external funding sources.</i> <p>Oversees all human resource functions of the College.</p> <ul style="list-style-type: none"> • <i>Provides leadership and guidance to the Personnel Director in ensuring all EEO and Affirmative Action and other related policies met.</i> • <i>Provides guidance in the management of employee payroll, benefits, as well as guidance in ensuring campus and system policies on harassment and workplace violence are adhered to.</i> 	<p>relations activities.</p> <ul style="list-style-type: none"> • <i>Serve as the campus representative at system external relations committees.</i> <p>Provide overall management of campus events focused on interacting with community members and other constituents.</p> <ul style="list-style-type: none"> • <i>Organizes campus events such as the recent “Rubber Slipper Tours”</i>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • <i>Provides final approval on all personnel actions.</i> 	<p><i>advising responsibilities.</i></p> <p>Oversee credit and non-credit offerings in the academic affairs unit, including apprentice training programs, journey worker upgrading, other continuing education, federal training programs, other externally funded programs and short-term training programs.</p> <ul style="list-style-type: none"> • <i>Work within the established campus priorities to meet state workforce needs.</i> <p>Coordinates and manages internal and external credit courses and degree articulation agreements.</p> <ul style="list-style-type: none"> • <i>Determine schedules in conjunction with instructional programs to meet student needs.</i> <p>Oversee program review activities.</p> <p>Oversees the activities of management information, student records, institutional research, assessment and administrative</p>	<p>Oversees the safety and security operations on Campus.</p> <ul style="list-style-type: none"> • <i>Guides security personnel to ensure a safe campus environment.</i> • <i>Coordinates with outside security providers and local law enforcement when necessary</i> • <i>Serves as the campus liaison to work on system security initiatives.</i> <p>Assists campus administration in providing necessary information for assessment and review activities.</p> <ul style="list-style-type: none"> • <i>Works with the assessment coordinator in gathering financial and personnel data related to program efficiency and effectiveness.</i> 	
--	--------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		computing.		
Governance & Management	<p>Work with campus program managers and various governing bodies to provide recommendations on matters relating to the priorities for the direction of the College.</p> <ul style="list-style-type: none"> • <i>Work closely with the planning council, faculty senate and staff senate governing bodies.</i> <p>Delineates responsibilities and decision-making authority of administrative staff.</p> <ul style="list-style-type: none"> • <i>Delegates authority of program review processes to the Vice-Chancellor of Academic Affairs.</i> <p>Approve/disapprove recommendations on budget and resource allocations as determined by the VCAA, VCAS, PC and/or CLT.</p>	<p>Carry out recommendations on matters relating to the priorities for the direction of the College.</p> <p>Work with campus governing bodies on recommendations for budget and resource allocations.</p> <ul style="list-style-type: none"> • <i>Facilitate discussions and prioritization of end of year money with the CLT.</i> 	<p>Carry out recommendations on matters relating to the financial priorities and other resources for campus support.</p> <p>Work with campus governing bodies on recommendation for budget and resource allocations.</p> <ul style="list-style-type: none"> • <i>Work in conjunction with the VCAA in facilitating discussions with CLT members on the prioritizations of end of year money.</i> 	<p>Work with campus program managers and various campus governing bodies to carry out recommendation on matter related to the College, as directed by the Chancellor.</p> <ul style="list-style-type: none"> • <i>Work in conjunction with the Planning Council and CLT on the prioritization of campus priorities.</i>
Communication	<p>Coordinate, facilitate and ensure effective communication, decision-making and action amongst campus administrators, faculty members, staff and/or students on a range of programmatic, service, personnel and other matters</p> <p>Articulate mission of the college to serve the campus and community at</p>	<p>Carry out internal and external communication processes.</p> <ul style="list-style-type: none"> • <i>Provides internal communication processes through communication with established committees, circulation of minutes and through campus email.</i> 	<p>Carry out internal and external communication processes.</p> <ul style="list-style-type: none"> • <i>Provides internal communication processes through communication with established committees, circulation of minutes and through campus email.</i> 	<p>Carry out internal and external communication processes.</p> <ul style="list-style-type: none"> • <i>Provides internal communication processes through communication with established committees, circulation of minutes and through campus email.</i>

	<p>large.</p> <ul style="list-style-type: none"> • <i>Engages with community partners and constituents by serving on committee, speaking at public events, etc.</i> <p>Establish internal campus communication processes to handle transmittal of information.</p> <ul style="list-style-type: none"> • <i>Holds campus meetings and town hall meetings to coordinate campus communication.</i> 	<ul style="list-style-type: none"> • <i>Represent the College at System-wide meetings and participate as CAO in System-wide initiatives.</i> • <i>Interact with community and industry partners.</i> 	<ul style="list-style-type: none"> • <i>Represent the College at System-wide meetings and participate as CFO in System-wide initiatives.</i> • <i>Interact with community and industry partners.</i> 	<ul style="list-style-type: none"> • <i>Interact with community and industry partners.</i>
Outreach	<p>Work with businesses, non-profit organizations, community leaders and others to explore various educational and training alternatives to meet their needs.</p> <p><i>Work with industry partners to determine needs and identify ways the College can assist/participate.</i></p> <p>Responsible for institutional fundraising, marketing and community relations.</p>	<p>Represents the academic interests of Honolulu Community College.</p> <p><i>Represent the College at System-wide meetings and participate as CAO in System-wide initiatives.</i></p> <p><i>Interact with community and industry partners.</i></p>	<p>Represents the financial and physical resource interests of Honolulu Community College.</p> <p><i>Represent the College at System-wide meetings and participate as CFO in System-wide initiatives.</i></p> <p><i>Interact with community and industry partners.</i></p>	<p>Work on specific outreach projects with businesses, non-profit organizations, community leaders and others.</p> <p><i>Represent the College at system and external meetings.</i></p> <p><i>Interact with community and industry partners.</i></p>
Long Range Planning	<p>Responsible for the planning and development of all academic programs.</p> <p><i>Leadership and creations of new program proposals.</i></p>	<p>Identifies campus-wide needs in consultation with the Chancellor and assumes responsibility for projects that address such needs.</p> <p><i>Implementation of new program</i></p>	<p>Identifies campus-wide needs in consultation with the Chancellor and assumes responsibility for projects that address such needs.</p>	<p>Identifies campus-wide needs in consultation with the Chancellor and assumes responsibility for projects that address such needs.</p>

		<i>proposals</i>		
Grants	Provide direction on potential grant funding opportunities.	Coordinates proposal writing, processes proposals and reports, and administers contracts and grants for the office of academic affairs. Serves as Principal Investigator for major academic contracts and grants.	Provides guidance and management in grant administration, specifically related to the financial implications of grant management.	Provide assistance in the development and management of grant funding opportunities.