

**UNIVERSITY OF HAWAI'I, Excluded**

Position No.: 89100

**EXECUTIVE / MANAGERIAL  
POSITION DESCRIPTION**

|   |                       |
|---|-----------------------|
| Allocation:<br>Chancellor, GE102, Grade 14,<br>CUPA-HR Class 102.00 |                       |
| Effective Date: <u>02/16/07</u>                                     | BU <u>87</u>          |
| Classifier: <u>Alt</u>  | Date: <u>02/06/07</u> |
| <b>FOR OHR USE ONLY</b>   |                       |

|   |   |
|---|---|
| 1. Name: Last Name      First      Middle Initial<br><br><b>Vacant</b>  | 4. Campus<br><br><b>Kapiolani Community College</b>     |
| 2. Title of Position<br><br><b>Chancellor, CC</b>   | 5. College/Office<br><b>Kapiolani Community College</b> |
|   | 6. Department<br><b>Chancellor's Office</b>             |
| 3. Reports to (Name, Title, Position No.):<br><b>John Morton, Vice President for<br/>Community Colleges, Pos. No. 89457</b> | 7. Section  |
|   | 8. Unit <b>KCC</b>                                      |

*er DOI  
12/07*

*David McClain, President, Pos. No. 89058*

9. Attach the following:
- a. Detailed description of the duties and responsibilities and the percentage of time allotted to each group of duties. Include the kind and extent of authority vested in the position for decision making and for directing or controlling activities.  
**see attached**
  - b. List names, class titles and position numbers of all immediate subordinate positions.  
**see attached**
  - c. Description of the nature and extent of guidance and direction received.  
**see attached**
  - d. Description of the nature and extent of the check or review of work.  
**see attached**
  - e. Description of the contacts with other departments or University organizations, with outside organizations, and with the general public.  
**see attached**
10. Statement to be attached by supervisor (optional):
- a. If description was prepared by employee, state any exceptions or additions. These should be resolved and communicated to the employee.
  - b. What do you consider the most important duties of this position?



Chancellor  
Position No. 89100  
Kapiolani Community College

## INTRODUCTION

The Chancellor serves as the Chief Executive Officer for Kapiolani Community College and is responsible for the overall administration and management of the College's instructional, student services, institutional support, academic support, and continuing education and training programs and vocational training programs.

The Chancellor represents the University of Hawaii and acts on behalf of Kapiolani 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 - 20%

Responsible for the administration of the academic and non-academic programs of the College. This responsibility includes, but is not limited to, setting the broad institutional goals and mission, planning and forecasting course of action, determining performance objectives and desirable results, developing strategies to achieve goals, allocating resources, developing policies and setting procedures, developing the budget, etc. Works with the campus program managers and the various governing bodies which serve as the recommending and advisory body in matters relating to the priorities for the directions of the College, especially in regard to budget planning and resource allocation. The Chancellor has the primary decision-making responsibility and is held 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 Board of Regents, Executive, and other University 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.

The Chancellor coordinates, facilitates and ensures 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; and 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 administration 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 Academic Development Plan (ADP) objectives, Technology Development Plan, UHCC Strategic Plans, and UH System Strategic Plans and accreditation reviews.

#### ACADEMIC ADMINISTRATION – 20%

Responsible for the planning and development of all academic programs at the College. Directs the development, review, update of the campus academic development plan and the development of accreditation self-study reviews.

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

#### FISCAL ADMINISTRATION - 15%

Responsible for the financial soundness of the College's operations. Directs periodic review and update of long-range fiscal and educational development plan, capital improvement plan and organizational plans. Develops parameters for program plans and budgets, reviews and approves program plans and budgets, expenditure and travel plans for all program units, contract, and new program extramural grant proposals. Ensures the efficient and appropriate use of various funding streams, which supports compatible objectives and activities. Works with College administrative staff to prepare the College budget, sets priorities, coordinates budget with short- and long-range plans, and presents the budget to the President.

#### PERSONNEL ADMINISTRATION – 15%

Works with College administrative staff members to direct, manage, and supervise personnel responsible for academic and non-academic programs. Renders decisions on faculty contract renewal applications, faculty post-tenure review evaluations, and delegated disciplinary actions. Appoints BOR (faculty/APT) personnel and makes final recommendations for tenure and promotion applications. Participates in collective bargaining negotiations. Conducts evaluations of administrators, faculty, and staff.

#### CAMPUS AND COMMUNITY DEVELOPMENT – 25%

Establishes internal campus communication processes to handle transmittal of information. Articulates mission of Kapiolani 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 Hawaii System, including the BOR, President, the Vice President for Community Colleges, Chancellors, Vice Chancellors, Deans, Directors of other UH units statewide; with the State Legislature and other State agencies; and with organizations and representatives.

Serves as the strategic liaison to area schools and principals for the purpose of building and maintaining mutually beneficial relationships between Kapiolani Community College and the schools, and promote post-high school enrollment.

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.

#### OTHER - 5%

Serves in staff capacity to the President and Vice President of Community Colleges and performs other related duties.

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

| <u>Names</u>                | <u>Class Titles</u>           | <u>Position No.</u> |
|-----------------------------|-------------------------------|---------------------|
| Fawn Miller                 | Private Secretary II          | 900112              |
| Frank Abou-Sayf             | Institutional Support         | 77245               |
| Louise Pagotto (Acting)     | Vice Chancellor               | 89068               |
| Vacant                      | Assistant to Senior Executive | 89341               |
| Vacant                      | Clerk Typist II               | 900113              |
| Mona Lee                    | Dean of Student Services      | 89071               |
| Dennis Kawaharada (Interim) | Assistant Dean                | 89052               |
| Carol Hoshiko               | Assistant Dean                | 89176               |
| Milton Higa                 | Vice Chancellor               | 89042               |

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

Work is performed with wide latitude to carry out assigned duties and responsibilities within the parameters of delegated authority, broad policies, and general operational rules and regulations set forth by the Board of Regents, the President, the Vice President of Community Colleges and the University.

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

Work is reviewed by the President and the Vice President of Community Colleges through oral and written reports, evaluation of program attainments, and community acceptance and participation in the college's programs and activities.

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

The Chancellor serves as chief liaison for the College working with University administrators, Board of Regents, County and State legislators, labor unions, government agencies, community groups and private organizations.

Kapiolani Community College's Chancellor Position

|  | Essential Qualifications   | Desirable Qualifications   |
|--|--|--|
| <p>Education: general, special or professional</p> <p>Experience:</p> <p>Licenses, certificates, or registration:</p> <p>Special knowledge, abilities, and skills:</p> | <ul style="list-style-type: none"> <li>• Master's degree or equivalent</li> <br/> <li>• Administrative experience in a college at the deanship level or equivalent, or experience at the community college professional (C5) level, or demonstrated comparable mid-management administrative experience in an educational agency, industry, or government</li> <br/> <li>• None</li> <br/> <li>• Possession of management skills</li> <li>• Ability to relate to and skill in meeting people</li> <li>• Demonstrated leadership</li> </ul> | <ul style="list-style-type: none"> <li>• Doctorate</li> <br/> <li>• College level teaching experience</li> <br/> <li>• Familiarity with student service programs, program development, and administration</li> <li>• Demonstrated understanding of contemporary problems and issues in community college education</li> <li>• Familiarity with academic, vocational, and international programs, program development, and administration</li> <li>• Familiarity with continuing education and training, and workforce development programs</li> <li>• Ability to relate effectively with the various internal and external constituencies of a college and to build systematic and collaborative working relationships with all the constituencies</li> <li>• Knowledge of fiscal operations and budget development</li> <li>• Demonstrated understanding of issues related to Native Hawaiian, local, and global communities including Hawaii's unique economic, political, business, and cultural environment</li> <li>• Knowledge of, skills in, and experience with educational marketing, institutional grants and fundraising, and public relations</li> <li>• Demonstrated ability to work with student, staff, and faculty governance</li> </ul> |