



UNIVERSITY of HAWAII®

**KAPI'OLANI**  
COMMUNITY COLLEGE

# CHANCELLOR SEARCH



## ALA NU'UKIA – MISSION

Kapi'olani Community College provides open access to higher education opportunities in pursuit of academic, career, and lifelong learning goals to the diverse communities of Hawai'i. Committed to student success through engagement, learning, and achievement, we offer high quality certificates and associate degrees, and transfer pathways that prepare indigenous, local, national, and international students for their productive futures.

## 'ŌLELO NU'UKIA – VISION

Kapi'olani Community College is a model indigenous serving institution whose graduates strengthen the social, economic, and sustainable advancement of Hawai'i and the world.



## NĀ LAWENA WAIWAI – VALUES

Kapi'olani Community College honors the legacy of Queen Kapi'olani through these values:

- Kūpono: Practicing honesty and integrity with clarity in all relationships.
- Kuleana: Sharing a common responsibility to support the future of our students, college, community, land, and sea.
- Mālama: Protecting and perpetuating ancestral knowledge.
- Kūloa'a: Ensuring that the needs of our students are met with support and service.
- Kūlia: Creating meaningful curricula and learning experiences that serve as a foundation for all to stand and move forward.

We are guided by our shared vision, values, and commitments and by the recommendations of Hawai'i Papa O Ke Ao.



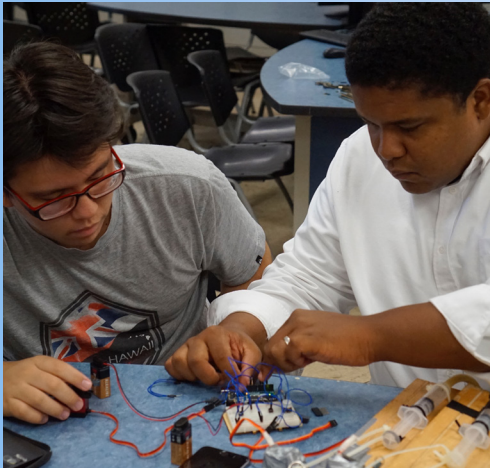
# KAPI'OLANI COMMUNITY COLLEGE AT A GLANCE



Founded in 1946 as Kapi'olani Technical School – joining the UH System in 1965 – Kapi'olani Community College offers a comprehensive liberal arts program and a dynamic pre-baccalaureate program focused on science, technology, engineering and math. The campus is a statewide leader in health services education with nine programs in allied health professions and offers the only programs for emergency medical technicians and paramedics in the state. The College also offers programs in business, paralegal, culinary arts, hospitality education, new media arts, biotechnology, cybersecurity and Hawaiian studies.

## ENROLLMENT:

7,095 credit headcount; Part-Time-63%, Full-Time-37%; over 3,500 enrolled in non-credit and continuing education courses



## CARNEGIE CLASSIFICATION:

Associate/public, 2-year college

## ACCREDITATION:

Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (ACCJC/WASC); and many other key accrediting organizations.

## DEGREES AND CERTIFICATES:

75 degree and certificate programs in 23 subject areas including - Associate in Arts (AA), Associate in Science (AS), Certificate of Achievement (CA), Certificate of Competence (CO), Academic Subject Certificate (ASC)

## DIVERSITY:

Female-56%, Male-44%;

Average Age-25;

Self-Reported Ethnicities: Hawaiian/Pacific Islander-19%, Asian-51%, Caucasian-12%, Mixed-14%, and All Others-4%



## COLLEGE STAFF (Authorized Permanent Positions):

Administrators-8, Faculty-252, Administrative, Professional & Technical-69.5, Civil Service-80.5

## FINANCES (in millions):

General Fund-\$24.4, Tuition & Fees and Special Funds-\$28.3, Federal Funds \$4.8, Private Gifts and Donations-\$1.9

# KAPI'OLANI COMMUNITY COLLEGE'S CHANCELLOR

The Chancellor is the Chief Executive Officer for Kapi'olani Community College, provides leadership in strategic planning, and is responsible for the overall administration and management of the College's academic, student affairs, institutional support, academic support, and continuing education and training programs. The Chancellor represents the University of Hawai'i and acts on behalf of Kapi'olani Community College within the community. The Chancellor serves as the College liaison officer to the UH President, President's staff, Board of Regents, and State Legislature under the direction of the Vice President for Community Colleges.

## MINIMUM QUALIFICATIONS:

1. Master's degree or equivalent.
2. Experience in a college at the deanship level or equivalent; or experience at the college professorial (C5) level, or demonstrated comparable mid-management administrative experience in an educational agency, industry, or government.
3. Possession of management skills.
4. Ability to relate to and skill in meeting people.
5. Demonstrated leadership.

All MQs must be met by effective date of hire. For Desirable Qualifications (DQs) and more information, see full advertisement at <http://workatuh.hawaii.edu> <https://www.kapiolani.hawaii.edu/chancellor-search/>

## BENEFITS:

Include but are not limited to, health insurance, retirement plan, vacation and sick leave, and group life insurance.

Details at <https://www.hawaii.edu/ohr/benefits-leave/>

## ADMINISTRATIVE GOVERNANCE:

- University of Hawai'i Community College System includes seven community colleges. The Chancellor reports to the Vice President for Community Colleges.
- University of Hawai'i System includes the seven Community Colleges, UH at Mānoa, UH at Hilo, and UH - West O'ahu, <http://www.hawaii.edu/offices/>
- University of Hawai'i Board of Regents - the President of the UH System reports to the Board of Regents, <https://www.hawaii.edu/offices/bor/>



UNIVERSITY of HAWAII'  
**KAPI'OLANI**  
COMMUNITY COLLEGE

## APPLICATION PROCESS

To apply, submit the following:

- 1) Statement outlining how you meet the minimum and desirable qualifications, how your work experiences and/or formal training enable you to fulfill duties and responsibilities, and your management/leadership philosophy (see full advertisement at <http://workatuh.hawaii.edu>);
- 2) Current résumé;
- 3) Graduate and undergraduate transcript(s) showing degree and course work to date verifying minimum and desirable educational qualifications (official transcript copies are acceptable; original official transcripts are required at time of hire). Online transcripts or academic record/grade summaries will NOT be accepted;
- 4) Five (5) recent professional references including names and contact information (telephone number and email addresses). References will not be contacted without prior notice to candidate. Background check will be made to prior employment.

Email correspondence/submittal is strongly encouraged and should be sent to [ccsearch@hawaii.edu](mailto:ccsearch@hawaii.edu). No fax submissions will be accepted. If application is mailed, please send materials to:

Kapi'olani Community College  
Human Resources  
ATTN: Chancellor Search Coordinator  
4303 Diamond Head Road  
Honolulu, HI 96816

Inquiries:

Kelli Nakamura, 808-734-9420; [kellinak@hawaii.edu](mailto:kellinak@hawaii.edu)  
Continuous recruitment. Review of applications will begin on February 7, 2018  
<https://www.kapiolani.hawaii.edu/chancellor-search/>

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran.

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at: <http://ope.ed.gov/security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.