MEMORANDUM

TO: Chancellor Rose Tseng
    Chancellor, University of Hawai‘i at Hilo

FROM: Glenn K. Nakamura
      Interim Director, University Budget Office

SUBJECT: COPY OF APPROVED REORGANIZATION FOR THE PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER

Enclosed for your files is a stamped copy of the reorganization approved by the Board of Regents on March 15, 2007, for the establishment of the Pacific Aquaculture and Coastal Resources Center, in the College of Agriculture, Forestry and Natural Resource Management. Please ensure that copies of this approved reorganization are distributed to the appropriate agencies as specified by Administrative Procedure A3.101, University of Hawai‘i Organizational and Functional Changes.

Attachment

c: Director Kerwin Iwamoto (with attachment)
April 3, 2007

MEMORANDUM

TO:        Glenn Nakamura
            Director
            UH System Budget Office

FROM:      Kerwin Iwamoto
            Director, Human Resources Office, UH Hilo

SUBJECT:   Notification of Change in Organization – Establishment of the Pacific
            Aquaculture and Coastal Resources Center (PACRC) and
            Reorganization of the College of Agriculture, Forestry and Natural
            Resource Management (CAFNRM), University of Hawai‘i at Hilo
            (UHH)

Enclosed for your information and files are copies of the organization chart and
functional statement for the above-mentioned reorganization that was approved by the
University of Hawai‘i Board of Regents on March 15, 2007. Effective on the date of
approval, the reorganization established PACRC under the administration of CAFNRM.

Please replace the respective organization chart and functional statement in your file with
the new material.

If you have any questions concerning this matter, please call me at (808) 974-7449.

Enclosures

  c  UH System Office of Human Resources without enclosures
April 3, 2007

MEMORANDUM

TO: Chancellor
    Vice Chancellor for Academic Affairs
    Vice Chancellor for Administrative Affairs
    Vice Chancellor for Student Affairs
    Deans – CAS, CAFNRM, COBE, COP, KHUOK, CHL, CCECS
    Directors – Library, OUR, OIA, OMKM, OTDL, Imiloa

FROM: Kerwin Iwamoto
      Director, Human Resources Office

SUBJECT: Notification of Change in Organization – Establishment of the Pacific Aquaculture and Coastal Resources Center (PACRC) and Reorganization of the College of Agriculture, Forestry and Natural Resource Management (CAFNRM), University of Hawai‘i at Hilo (UHH)

Enclosed for your information and files are copies of the organization chart and functional statement for the above-mentioned reorganization that was approved by the University of Hawai‘i Board of Regents on March 15, 2007. Effective on the date of approval, the reorganization established PACRC under the administration of CAFNRM.

Please replace the respective organization chart and functional statement in your file with the new material.

If you have any questions concerning this matter, please call me at (808) 974-7449.

Enclosures

✓ UH System Budget Office without enclosures
   UH System Office of Human Resources without enclosures
MEMORANDUM

TO: Kerwin Iwamoto  
Human Resources, UH Hilo

FROM: Edward Yuen  
System Director of Human Resources

SUBJECT: Proposed Reorganization to Establish the Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural Resources Management at the University of Hawai‘i at Hilo

This is in response to your memorandum dated September 21, 2006, to establish the Pacific Aquaculture and Coastal Resources Center (PACRC) in the College of Agriculture, Forestry and Natural Resource Management, University of Hawai‘i at Hilo. PACRC has two (2) facilities located outside of the Hilo campus at Keaukaha and Pana‘ewa. Essentially, the proposal seeks to establish five (5) new positions that have been appropriated by the 2005 Legislature to support PACRC. It is our understanding that although the legislature appropriated a full-time janitorial position to service both facilities, UH at Hilo has decided to establish the position as a Groundskeeper I in Auxiliary Services. We assume that janitorial and grounds maintenance services will be provided by other positions under Auxiliary Services, UH at Hilo.

The new PACRC organization will consist of a Director, associate director, secretary, and two (2) APT Educational Specialists positions. It is our understanding that PACRC supports aquaculture, marine science, and conservation biology programs at the University of Hawai‘i at Hilo by providing a wet lab and culture facilities for us by students and faculty; conducting training programs in the community; conducting research; and serving as demonstration facilities for the Sea Grant Extension Service.

Since the proposal requires the establishment of five (5) new positions, we do not foresee any adverse impact to existing positions and employees within the College of Agriculture, Forestry and Natural Resource Management.

Thank you for the opportunity to review and comment on your reorganization proposal. If there are any questions concerning our comments, please call Jimmy Oshiro at 956-6626.

c: UH Budget Office
October 13, 2006

VIA U.S. MAIL and FAX 974-7715

Kerwin Iwamoto
Director, Human Resources, UH Hilo
200 W. Kawai Street
Hilo, HI 96720-4091

Re: Proposed Reorganization to Establish the Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural Resource Management, University of Hawaii at Hilo (UHH)

Dear Mr. Iwamoto:

Thank you for consulting the Union on the above reorganization. Thank you, too, for granting us extended time to provide our response to you. The following are our concerns and questions.

1. Of the six positions proposed (i.e. Director, #96602F), Associate Director (#96603F), Academic Support (i.e. #96604F and #96605F), Secretary (#96101F) and Janitor (#96102F), please identify those positions which will be included in a bargaining unit and the related bargaining unit assignment. For those positions assigned to a bargaining unit, please also provide the relevant Position Description.

2. Please provide a copy of the current and the proposed table of organization showing the addition of the Janitor’s position to Auxiliary Services.

3. According to the narrative, “[T]emporary full-time and part-time project staff and student assistants provide support services.”
   a. How many full-time and part-time project staff and student assistants presently provide support services that would be now undertaken by the Secretary?
   b. How are janitorial services presently provided and by whom?
   c. When will recruitment for the proposed six positions begin once consultation is concluded?

4. What are “BJ Tables?” Please provide me with a copy of the table that applies to the Janitor. According to the narrative, “Position #96102 is listed as a Janitor II on the BJ Tables, but it was established as a Groundskeeper I, Position #900271.” How has Position #900271, Groundskeeper I, been utilized up until now? Is there an incumbent in that position?
5. The projected annual budget is clearly in excess of the appropriations by the 2005 Legislature. How will the Employer cover its "Total core support?"

6. Please explain the 36% increase to salaries as shown in the projected annual budget in FY 2007?

7. With respect to the "List of PACRC Current Projects," please explain why the award amount is less than the annual budget in some instances. How are such expenses covered when the award is insufficient? Will monies be taken from the general fund to cover these overages? For example, the following projects have awards that are less than the annual budget.
   a. Support for Massip
   b. UHH Hwn Intern Prgm 2006
   c. Program Development UHH
   d. PBIN: Delineating Interest Area Dat
   e. UHH Controlling Invasive Ants HVNP
   f. 2006 Packard Environment Fellows
   g. Summer MBA Fellowship

I look forward to hearing from you on the preceding.

Sincerely,

[Signature]

Sharon T. Morris
Union Agent

cc: Stewards, UHH
    Union Agents, Hawaii Dvsn
Ms. Sharon T. Morris  
Union Agent  
HGEA  
Hawai‘i Division  
495 Manono Street  
Hilo HI 96720-4422

Dear Ms. Morris:

We have received your letter of October 13, 2006, in which you listed concerns and questions relative to the proposed reorganization to establish the Pacific Aquaculture and Coastal Resources Center (PACRC) in the College of Agriculture, Forestry and Natural Resource Management at the University of Hawai‘i at Hilo.

We will respond to your concerns and questions in the order that they were listed in your letter.

1. Of the six positions appropriated by the Legislature, two positions will be Executive/Managerial positions and four positions will be included in appropriate bargaining units. The two academic support positions and the secretary position will most probably be assigned to bargaining units as listed below. The descriptions for the positions are not available at this time as the positions have not yet been established. The Groundskeeper I position was established and is not a HGEA position.

<table>
<thead>
<tr>
<th>Position</th>
<th>Probable Bargaining Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, #96602F</td>
<td>Executive/Managerial</td>
</tr>
<tr>
<td>Associate Director, #96603F</td>
<td>Executive/Managerial</td>
</tr>
<tr>
<td>Academic Support, #96604F</td>
<td>08</td>
</tr>
<tr>
<td>Academic Support, #96605F</td>
<td>08</td>
</tr>
<tr>
<td>Secretary, #96101F</td>
<td>03</td>
</tr>
<tr>
<td>Janitor, #96102F/Groundskeeper I, #900271*</td>
<td>01</td>
</tr>
</tbody>
</table>

*established in Auxiliary Services

2. The requested copy of the current table of organization showing the Groundskeeper I, #900271, within Auxiliary Services is attached.

3. a. Currently, a half-time temporary support staff position has been hired to perform some of the secretarial duties. In addition, project leaders, project staff, and project administration are required to cover various support duties independently until the secretary position is filled.
b. Janitorial and groundskeeping services are provided by Auxiliary Services.

c. Once consultation is concluded, it is anticipated that the recruitment for the proposed remaining five positions will begin in early 2007.

4. "BJ Tables" list the operating costs and details of personal services on the Personal Services Budget Projection Worksheet. A copy of the table is not available. The Groundskeeper I position has been performing the duties of that position through Auxiliary Services. There is an incumbent in the position.

5. The Employer will cover the "Total core support" of PACRC with supplemental grant funds.

6. The projected salary amounts are appropriated by the Legislature. The FY 2006 salary amounts are for partial year funding only.

7. The expenses for the projects where the award amount is less than the annual budget will be adjusted to stay within the budget amounts available. This could typically necessitate the adjustment of a phase of research for that particular project. No monies will be taken from the General Fund to cover the difference between the grant proposal amount and the actual grant award.

We hope that this additional information will assist HGEA in concluding its consultation process regarding PACRC.

Sincerely,

Kerwin Iwamoto
Director

Attachment
September 21, 2006

MEMORANDUM

TO: Mr. Edward Yuen
    Director, System Office of Human Resources and
    Collective Bargaining

FROM: Kerwin Iwamoto
     Director, Human Resources, UH Hilo

SUBJECT: Proposed Reorganization to Establish the Pacific Aquaculture and Coastal
Resources Center in the College of Agriculture, Forestry and Natural
Resource Management at the University of Hawai‘i at Hilo

Enclosed for your review and comments is a copy of the proposed reorganization to establish the
Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural
Resource Management at the University of Hawai‘i at Hilo.

If you have any questions concerning this matter, please call me at (808) 974-7449 or email at
kerwinj@hawaii.edu.

Enclosures

cc: /UH System Budget Office w/o enc.
September 21, 2006

Dr. J. N. Musto, Executive Director
University of Hawai‘i Professional Assembly
1017 Palm Drive
Honolulu, Hawai‘i 96814

Dear Dr. Musto:

Subject: Proposed Reorganization to Establish the Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural Resource Management at the University of Hawai‘i at Hilo

Enclosed for your information is a proposal for the reorganization of the above-mentioned college. The proposed reorganization will establish the Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural Resource Management.

We ask for your assistance in expediting your review of this proposal and contacting us by Friday, October 6, 2006, if you would like to discuss this proposal. If we do not hear from you by this date, we will submit the reorganization for approval.

If you have any questions concerning this matter, please call me at (808) 974-7449.

Sincerely,

[Signature]

Kerwin Iwamoto
Director, Human Resources, UH Hilo

Enclosures

c: UH System Office of Human Resources w/o enc.
   ✔ UH System Budget Office w/o enc.
      Karla Hayashi, Faculty Representative w/enc.
September 21, 2006

MEMORANDUM

TO: Georgina Kawamura  
    Director, Department of Budget and Finance  
    State of Hawai‘i  
    PO Box 150, Honolulu HI 96810

FROM: Kerwin Iwamoto  
       Director, Human Resources, UH Hilo

SUBJECT: Proposed Reorganization – Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural Resource Management, University of Hawai‘i at Hilo (UHH)

Enclosed for your information is a proposal for the reorganization of the above-mentioned division. The proposed reorganization will create a new center in the College of Agriculture, Forestry and Natural Resource Management.

If you have any questions concerning this matter, please contact me at (808) 974-7449.

Enclosures

c: UH System Office of Human Resources w/o enc.
   ✔UH System Budget Office w/o enc.
September 21, 2006

Mr. Russell Okata, Executive Director
Hawai‘i Government Employees Association
888 Milihani Street, Suite 601
Honolulu, Hawai‘i 96813

Dear Mr. Okata:

Subject: Proposed Reorganization to Establish the Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural Resource Management, University of Hawai‘i at Hilo (UHH)

Enclosed for your information is a proposal for the reorganization of the above-mentioned college. The proposed reorganization will establish the Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural Resource Management.

We ask for your assistance in expediting your review of this proposal and contacting us by Friday, October 6, 2006, if you would like to discuss this proposal. If we do not hear from you by this date, we will submit the reorganization for approval.

If you have any questions concerning this matter, please contact me at (808) 974-7449.

Sincerely,

[Signature]

Kerwin Iwamoto
Director, Human Resources, UH Hilo

Enclosures

cc: Ralph Boyea, HGEA – Hawai‘i Division, 495 Manono Street, Hilo HI 96720 w/enc.
    UH System Office of Human Resources w/o enc.
    ✔ UH System Budget Office w/o enc.
September 21, 2006

Mr. Dayton M. Nakanelua
State Director
UPW AFSCME LOCAL 646 AFL-CIO
1426 N. School Street
Honolulu, Hawai‘i 96817

Dear Mr. Nakanelua:

Subject: Proposed Reorganization to Establish the Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural Resource Management, University of Hawai‘i at Hilo (UHH)

Enclosed for your information is a proposal for the reorganization of the above-mentioned college. The proposed reorganization will establish the Pacific Aquaculture and Coastal Resources Center in the College of Agriculture, Forestry and Natural Resource Management.

We ask for your assistance in expediting your review of this proposal and contacting us by Friday, October 6, 2006, if you would like to discuss this proposal. If we do not hear from you by this date, we will submit the reorganization for approval.

If you have any questions concerning this matter, please contact me at (808) 974-7449.

Sincerely,

Kerwin Iwamoto
Director, Human Resources, UH Hilo

Enclosures

cc: Alton Nosaka, UPW Hawai‘i, 362 E. Lanikaula Street, Hilo HI 96720 w/enc.
    UH System Office of Human Resources w/o enc.
    ✓ UH System Budget Office w/o enc.
MEMORANDUM

TO: Kitty Lagareta
Chairperson, Board of Regents

VIA: David McClain
President

FROM: Rose Tseng
Chancellor, University of Hawai‘i at Hilo

SUBJECT: Establishment of the Pacific Aquaculture and Coastal Resources Center and Reorganization of the College of Agriculture, Forestry and Natural Resource Management, University of Hawai‘i at Hilo

SPECIFIC ACTION REQUESTED

It is requested that the Board of Regents approve the establishment of the Pacific Aquaculture and Coastal Resources Center (PACRC) under the administration of the College of Agriculture, Forestry and Natural Resource Management (CAFNRM) at the University of Hawai‘i at Hilo (UHH).

RECOMMENDED EFFECTIVE DATE

Upon Board approval.

ADDITIONAL COST

Currently, the interim director is a full professor and has been granted partial course release time to manage PACRC. Based on its previous record of obtaining grant funds, PACRC expects that the external funding from grants will continue. As of July 26, 2006, PACRC has 51 current projects with a total value in excess of $8 million. The average annual budgets of these externally funded projects is over $3 million. As research facilities come on line (equipment installation by PACRC personnel is still ongoing), the grant volume should increase.

Construction of PACRC’s core facilities in Keaukaha and Pana‘ewa were completed in late 2005, using over $5 million in funds from legislative appropriations, an Economic Development Administration grant, and County of Hawai‘i funds. Operational resources,
other than the salaries of the permanent positions and those costs typically included in indirect costs, will be derived from external funds. This reliance on external funds is quite reasonable given PACRC’s record of obtaining grants and contracts. Even though PACRC has been operating on an informal basis from a converted dormitory, it has been awarded several million dollars in grants and contracts from a wide variety of funding sources.

An annual budget follows:

**PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER**  
(PACRC)

| CORE SUPPORT               | FY 2006 | FY 2007  
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of Funds</td>
<td></td>
<td>Projected</td>
</tr>
<tr>
<td>Appropriation by 2006 Legislature</td>
<td>216,864</td>
<td>291,819</td>
</tr>
<tr>
<td>UHH Institutional Support</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>2,000,000</td>
<td>2,000,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Sources of Funds</strong></td>
<td>$2,266,864</td>
</tr>
</tbody>
</table>

| Uses of Funds              | FY 2006 | FY 2007  
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$1,233,687</td>
<td>$1,411,207</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies and services</td>
<td>$433,727</td>
<td>$400,000</td>
</tr>
<tr>
<td>Travel</td>
<td>$100,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$98,563</td>
<td>$60,000</td>
</tr>
<tr>
<td>Utilities and other core support</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>ADA and OSHA requirements</td>
<td></td>
<td>$80,612</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$240,000</td>
<td>$240,000</td>
</tr>
<tr>
<td>One-time internal reallocation for institutional support</td>
<td>$114,887</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Uses of Funds</strong></td>
<td>$2,266,864</td>
</tr>
</tbody>
</table>
BACKGROUND INFORMATION

PACRC has two off-campus facilities: a 12-acre coastal site at Keaukaha, adjacent to the Hilo port, and an inland site at Pana‘ewa, six miles away. The Keaukaha facilities include a water quality laboratory, a pearl oyster hatchery, marine fish hatchery and a demonstration farm for ornamental fish cultivation. The focus of the Pana‘ewa facilities is health management and integrated agriculture-aquaculture farming systems.

PACRC’s main mission is to advance long-term sustainable use and conservation of coastal areas worldwide through aquaculture and resource management. This is directly related to the goal of CAPNRM which is to prepare students for a broad and full understanding of basic factors involved in production, management, processing, distribution, marketing, sales, and services in the field of agricultural sciences. To achieve this goal, CAPNRM offers the Bachelor of Science degree in seven areas of specialization of which aquaculture is one. Further, the purpose and function of PACRC is clearly linked to the vision and goals of UHH which include in part “leadership in studies of the tropical environment; active learning in research, internships and community service; and commitment to community development,” and the UHH’s encouragement of theoretical and applied research which benefit Hawai‘i Island and the State through resource centers. In carrying out its mission, PACRC will continue to contribute to the University of Hawai‘i (UH) System’s purpose of “advancing missions that promote distinctive pathways to excellence, differentially emphasizing instruction, research and service while fostering a cohesive response to State needs and participation in the global community.” Aquaculture, fisheries and coastal resources are extremely broad fields and UH expertise in these disciplines is dispersed throughout the System. Thus, aquaculture and coastal resources efforts in Hawai‘i and the Pacific will also develop in other UH units. PACRC will complement and support those efforts.

PACRC’s infrastructure supports aquaculture, marine science, and conservation biology programs at UHH by providing faculty and maintaining a quality teaching and research facility. PACRC activities also include inter-disciplinary research and development in coastal areas throughout the world, and through the Hawai‘i Cooperative Studies Unit, a wide variety of ecological and environmental projects. Students are actively involved in all aspects of PACRC operations. PACRC also maintains close relationships with the aquaculture industry and encourages the employment of UHH graduates.

In 1988, Senate Resolution 38 of the Fourteenth Legislature requested a study of possible sites for research and teaching related to the production of marine organisms for commercial purposes.
During 1988 and 1989, a site survey was conducted. In 1989, as a result of cooperative effort, Onekahakaha Park was selected as a potential site of an aquaculture facility.

Subsequently, in 1990, the then College of Agriculture (currently CAFNRM) at UHH received a grant from the Aquaculture Development Program of the State of Hawai‘i Department of Land and Natural Resources. During the period 1989 to 1991, in cooperation with the County of Hawai‘i, the then UHH College of Agriculture used the grant funds to develop a conceptual plan for the East Hawai‘i Aquaculture Center.

Unfortunately, between 1991 and 1997, development of the project was stalled due to economic conditions and the site was lost.

The 1997 Legislature appropriated, by HB2500,HD1,SD1,CD1, funds for construction of a well and pump at the UHH farm in Panaewa. This well and pump project was to supply both the aquaculture and agriculture operations at the farm. This appropriation was never released by the Governor. Before the appropriation lapsed, it was reauthorized. The Governor released the reauthorized appropriation as it was then included as part of the matching funds for PACRC construction.

In 1998, the County of Hawai‘i initiated the cleanup process of the former wastewater treatment plant in Keaukaha on the Big Island and in 1999, then Mayor Stephen Yamashiro initiated preliminary discussions about the use of the facility by the then UHH College of Agriculture. During 1999-2001, three executive orders were issued to set aside a parcel of land for the Panaewa Agricultural Park and two parcels of land in Keaukaha (including the former wastewater treatment plant site) designated in part and fully, respectively, for PACRC.

Legislation passed during the 1999 legislative session provided funding for PACRC and for a well and pump project located at the Pana‘ewa site. The 2000, 2003, and 2004 legislative sessions provided funding for plans, designs and construction of PACRC. Concurrently, during 2000-2005, UHH received grants from the US Economic Development Administration for the development of the aquaculture facilities at PACRC.

At its June 20, 2003, meeting the Board of Regents of the University of Hawai‘i (BOR) approved the UHH's request (in part) to service order $2,000,000 CIP funds to the Research Corporation of the University of Hawai‘i (RCUH) for PACRC.

In 2005, UHH was officially granted occupancy of the facilities at the Keaukaha site. The facilities are in the process of being setup for laboratory and other working space.
CAFNRM will administer PACRC. The proposed reorganization will establish PACRC and provide for positions as appropriated by the 2005 State Legislature. The State’s biennial budget provided for six positions totaling $218,864 for fiscal year 2006, and $291,819 for fiscal year 2007. The six positions include a Director (#96602F), an Associate Director (#96603F), an Academic Support (#96604F), an Academic Support (#96605F), a Secretary (#96101F) and a Janitor* (#96102F). The Director will report to the Dean of CAFNRM, the Associate Director, Secretary, and two Academic Support positions will report to the Director. The Janitor* will report to Auxiliary Services. (*Note: Position #96102F is listed on the BJ Tables as Janitor II, but it was established as Groundskeeper I, Position #900271). RCUH and other contract personnel hired by PACRC will report to either the Director or Associate Director, depending on the project. There are no plans to hire any permanent project staff; therefore, it is not anticipated that any permanent subordinate positions will be assigned to the Associate Director.

The reorganization requested herein formally establishes PACRC within the UHH CAFNRM. This will enhance UHH’s aquaculture, marine sciences and natural resource programs, thereby improving student and faculty recruitment as well as external development opportunities. It will also create the infrastructure for the future development of more diverse program offerings, including a Masters in Aquaculture and Fisheries. Further, the establishment of PACRC will put the UH System at the forefront of developing an infrastructure needed for world-class aquaculture and marine science programs, supporting commercial aquaculture, fisheries and eco-tourism and transferring technologies developed and tested at PACRC to similar coastal areas throughout the world. Continuing collaboration with organizations, including the private sector, is making land, water, and other resources available for the development of additional small-scale research facilities.

Through funding and other support, the many Federal, State and County agencies have demonstrated their commitments to support this program. The establishment of PACRC will solidify the UI System’s continued commitment to the State of Hawai‘i and the wider global community.

Although the BOR was aware of the efforts to construct PACRC and approved budgets that included the Federal funds for PACRC construction, formal efforts to organize PACRC had stalled after the first attempt in 2000. As there were not yet any positions for PACRC and as construction would not be complete for some time, the decision was made to wait until the construction was complete and positions created for PACRC. As construction was complete and UHH was officially granted occupancy of the facilities in November, 2005, and six positions were authorized by the 2005 Legislature, the process for formal establishment was restarted in early 2006.

To ensure that PACRC is consistent in its efforts to achieve its mission and support the missions of CAFNRM, UHH and the UH System, it will measure and monitor its work
by qualitative and quantitative successes. The true qualitative success of PACRC will be measured by the success of its clients (former students, farmers, fishermen, environmental leaders, government agencies) in developing sustainable coastal communities. Specific to UHH, PACRC will be continuously monitored to ensure research and development facilities are made available to UH System faculty and staff. As an R&D unit, quantitative measures of its success will include:
   - Number of sponsoring and collaborating organizations
   - Number of publications by PACRC staff
   - Number of grants and contracts
   - Value of grants and contracts
   - Number of student internships managed
   - Number of student projects supported
   - Number of farmers and fishermen trained at PACRC facilities
   - Number of new aquaculture farms resulting from PACRC activities

The United Public Workers (UPW), the Hawai‘i Government Employees Association (HGEA) and the University of Hawai‘i Professional Assembly (UHPA) were consulted and given the opportunity to review and comment on the proposal to establish PACRC under the administration of CAFNRM. Neither UPW nor UHPA had any comments or concerns about the proposal. HGEA’s memorandum listing questions and concerns and UHH’s response are attached.

ACTION RECOMMENDED

It is recommended that approval be granted to establish the Pacific Aquaculture and Coastal Resources Center under the administration of the College of Agriculture, Forestry and Natural Resource Management at the University of Hawai‘i at Hilo.

c    Executive Administrator and Secretary to the Board Pang
    Sam Callejo, Vice President for Administration, UH

Attachments:  Current Functional Statement, UH Hilo
               Current Organizational Chart I, UH Hilo, Updated July 1, 2006
               Current Functional Statement, Office of Academic Affairs, UH Hilo
               Current Organizational Chart III, Academic Affairs, UH Hilo,
               Updated July 1, 2006
               Current Functional Statement, College of Agriculture, Forestry and
               Natural Resource Management, UH Hilo
               Current Organizational Chart IIID, College of Agriculture, Forestry and
               Natural Resource Management, UH Hilo, Updated July 1, 2006
               Current Functional Statement, Office of Administrative Affairs,
               UH Hilo
Current Organizational Chart VIIC, Auxiliary Services, Updated July 1, 2006
Proposed Functional Statement, College of Agriculture, Forestry and Natural Resource Management, UH Hilo
Proposed Organizational Chart, IIID, College of Agriculture, Forestry and Natural Resource Management, UH Hilo
Letter from HGEA, dated October 13, 2006
UH Hilo Response to HGEA Letter, dated October 17, 2006
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
POSITION ORGANIZATION CHART
CHART I

PRESIDENT
UNIVERSITY OF HAWAI'I

UH-HILO
OFFICE OF THE CHANCELLOR
CHART II

EQUAL EMPLOYMENT/
AFFIRMATIVE ACTION
CHART IIA

WOMEN'S
CENTER
CHART IIB

ACADEMIC AFFAIRS
CHART III

STUDENT AFFAIRS
CHART V

ADMINISTRATIVE AFFAIRS
CHART VII

OFFICE OF MAUNA KEA
MANAGEMENT
CHART VIII

UNIVERSITY RELATIONS
CHART IV

ATHLETICS
CHART VI

INSTITUTE FOR AGRICULTURAL
MARKETING & EDUCATION

TECHNOLOGY AND
DISTANCE LEARNING
CHART IX

CHART UPDATED
JUL - 1-2006

DATE

UH-HILO
OFFICE OF ACADEMIC AFFAIRS

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i at Hilo.

OFFICE OF THE VICE CHANCELLOR

Serves as the principle assistant to the Chancellor in all academic matters.

- Plans, organizes, directs, coordinates and evaluates all academic programs, including student information systems and analytical studies, requirements of the campus, the system-wide offices and the Federal government;

- Directly supervises the personnel responsible for: the College of Agriculture, Forestry and Natural Resource Management; the College of Arts and Sciences, Ka Haka 'Ulana O Ke 'elikōlani; the College of Business and Economics; the College of Pharmacy, the Library; and the College of Continuing Education and Community Services;

- Bears senior responsibility for the effectiveness of programs such as the Freshman Year Program and the Hawai'i Small Business Development Program; and

- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.
COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree with emphasis in crop production, animal production, aquaculture, general agriculture, and forestry and natural resource management.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directs activities and personnel of the University of Hawai'i Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- Provides courses and training for students planning agricultural careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.
MAJOR FUNCTIONS

The University of Hawai‘i at Hilo is comprised of six (6) major educational delivery units: the College of Arts & Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka ʻUla O Keʻelikōlani; the College of Business and Economics; the College of Pharmacy and the College of Continuing Education and Community Service. Also, there are courses and programs in West Hawai‘i offered through the University of Hawai‘i Center, West Hawai‘i, managed by Hawai‘i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs; Library Services; Student Affairs; University Relations; Athletics, Mauna Kea Management; Institute for Agricultural Marketing and Education; and Technology and Distance Learning. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs of the citizens of the State of Hawai‘i.

OFFICE OF THE CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai‘i, the chief executive officer of the University of Hawai‘i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Chancellor:

- Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai‘i at Hilo;

- Interprets the objectives and development of the University of Hawai‘i to the citizens of the County of Hawai‘i, to the alumni community, and to the students and their parents;

- Provides executive leadership in the administration of the instructional, research, and public service programs;

- Maintains effective working relationships with the Central Administration of the University of Hawai‘i, the University of Hawai‘i at Mānoa, the University of Hawai‘i-West O‘ahu, and the Community Colleges;

- Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai‘i; and also assumes delegated responsibility for the coordination of the activities of the Institute for Astronomy-Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service;

- Provides, through an assistant, timely responses to information and data requests from the System, State, and Federal governments and the administration of programs to enhance the functions of the University;

- Oversees the Institute for Agricultural Marketing and Education; and

- Provides general direction to the Office of Mauna Kea Management.
PROPOSED

APPROVED BY THE UNIVERSITY BOARD OF REGENTS
MAR 15 2007

Date

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
Hilo
ACADEMIC AFFAIRS
COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT
POSITION ORGANIZATION CHART

CHART III D

ACADEMIC AFFAIRS
VICE CHANCELLOR, #89319

COLLEGE OF AGRICULTURE,
FORESTRY AND NATURAL
RESOURCE MANAGEMENT
DEAN, #89096

SECRETARY III, SR16,
#26665

CLERK TYPIST III, SR10,
#40306
CLERK TYPIST II, SR08,
#45476

AG RESEARCH TECH VI, SR 18
#32316
AG RESEARCH TECH IV, SR14,
#34036
EDUCATIONAL SP, PBB,
#81161
RESEARCH ASSOC, PBA,
#81093 (0.25 FTE)

INSTRUCTIONAL POSITIONS
(12.00 FTE)
FULL-TIME:
82298  82684  83716
84071  84320  84476
84766  84767  84766
84997  85809  86381

PACIFIC AQUACULTURE &
COASTAL RESOURCES CENTER
DIRECTOR, #96602F*@
SECRETARY, #96101F@
ASSOC DIRECTOR, #96603F*@
EDUCATIONAL SP, PBB, #96604F*@
EDUCATIONAL SP, PBB, #96605F*@

POSITIONS
GENERAL FUND - 24.25
COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree with emphasis in crop production, animal production, general agriculture, and forestry and natural resource management.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directly supervises the personnel responsible for the Pacific Aquaculture and Coastal Resources Center. Directs activities and personnel of the University of Hawaii Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- Provides courses and training for students planning agricultural careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.

PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER

The Pacific Aquaculture and Coastal Resources Center (PACRC) supports the University's aquaculture and marine science programs, emphasizing extension and research in aquaculture, fisheries, and coastal resource management. PACRC projects are collaborative with a wide variety of partners, funding institutions, and stakeholders throughout the world. Further, the PACRC houses the Hawaii Cooperative Studies Unit, a cooperative research unit with U.S. Geological Survey.
October 4, 2006

MEMORANDUM

TO: The Honorable Lieutenant Governor James R. Aiona, Jr.
   Executive Chambers
   Hawai‘i State Capitol
   Honolulu HI 96813

FROM: Kerwin Iwamoto
       Director, Human Resources Office, UH Hilo

SUBJECT: Notification of Change in Organization – Establishment of the North Hawai‘i Education and Research Center (NHERC) and Reorganization of the College of Continuing Education and Community Service (CCECS), University of Hawai‘i at Hilo (UHH)

Enclosed for your information and files are copies of the organization chart and functional statement for the above-mentioned reorganization that was approved by the University of Hawai‘i Board of Regents on September 22, 2006. Effective on the date of approval, the reorganization established NHERC under the administration of CCECS.

Please replace the respective organization chart and functional statement on file with the new material.

If you have any questions concerning this matter, please call me at (808) 974-7449.

Enclosures

c: UH System Budget Office w/o encls.
   UH System Office of Human Resources w/o encls.
MEMORANDUM

TO: Kitty Lagareta
   Chairperson, Board of Regents

VIA: David McClain
     President

FROM: Rose Tseng
      Chancellor, University of Hawai‘i at Hilo

SUBJECT: Establishment of the North Hawai‘i Education and Research Center and Reorganization of the College of Continuing Education and Community Service, University of Hawai‘i at Hilo

SPECIFIC ACTION REQUESTED

It is requested that the Board of Regents approve the establishment of the North Hawai‘i Education and Research Center under the administration of the College of Continuing Education and Community Service at the University of Hawai‘i at Hilo.

RECOMMENDED EFFECTIVE DATE

Upon Board approval.

ADDITIONAL COST

Act 177, SLH 2002, enabled the release of $1,700,000 for Phase I.

Act 41, SLH 2004, authorized Phase II and provided for the release of $3,700,000 in general obligation bonds.

The State’s current biennial budget allocated $123,750 for FY 2006 and $125,000 for FY 2007 to hire a director (#96600F), an academic support position (educational specialist) (#96601F), and a secretary (#96100F).
Memorandum to Kitty Lagareta
August 16, 2006
Page 2 of 4

A budget allocation of $133,120 in the State’s supplemental budget passed through the Legislature. These monies, which fully fund UH Hilo’s original biennial request, will augment the funds already allocated for the North Hawai‘i Education and Research Center for both furnishment and operations in FY 2007.

BACKGROUND INFORMATION

This request is submitted in accordance with Chapter 3, Organization, Section 3-1, Establishment/Reorganization, of the Board of Regents’ Bylaws and Policies.

In 2001, House Concurrent Resolution 186 and House Resolution 161, requested that the University of Hawai‘i at Hilo (UH Hilo) explore the feasibility of establishing an education and research center of UH Hilo in the old Honoka‘a Hospital. Subsequently, legislation passed during the 2002, 2004, 2005 and 2006 legislative sessions provided funding for construction and operations of the North Hawai‘i Education and Research Center (NHERC).

Discussions conducted by a committee of community and university leaders resulted in a proposal to establish NHERC with a fivefold mission, a mission revolving around NHERC’s role as an educational and community center for the North Hawai‘i region. The UH Hilo’s Strategic Plan provides the basis for the first four missions while the fifth mission addresses the specific needs of the community. The five core missions of NHERC have been updated to include:

1. Serving as a distance learning center for UH Hilo programs
2. Providing higher education outreach services to the North Hawai‘i region
3. Providing lifelong learning opportunities to the North Hawai‘i region
4. Serving as a base station for field research in the North Hawai‘i region
5. Serving as a community center

Organizationally, the College of Continuing Education and Community Service (CCECS) will administer this unit. NHERC is designed to serve the approximately 19,000 residents in North Hawai‘i currently underserved by higher education.

Act 177, SLH 2002 enabled the release of $1,700,000 for Phase I of NHERC. In May 2006 the construction of Phase I was completed. Phase I establishes a higher education presence in the North Hawai‘i region and provides for the start-up of the center. NHERC currently houses a 20-seat classroom, a 30-seat classroom, a computer lab, a distance learning classroom, a 150-seat conference room, two faculty offices, two storage rooms, a director’s office, and reception and work areas.
The proposed reorganization will establish NHERC and provide for positions as authorized by the 2005 State Legislature. The State’s biennial budget provided $123,750 for fiscal year 2006 and $125,000 for fiscal year 2007 for the hiring of a director (#96600F), an academic support position (educational specialist) (#96601F) and a secretary (#96100F). The academic support position and the secretary will report to the director of the center and the director will report to the dean of CCECS. The community-based advisory board will assist the staff in developing a comprehensive center.

In addition, a budget allocation of $133,120 in the State’s 2006 supplemental budget passed through the legislature. These monies, which fully fund UH Hilo’s original biennial request, will augment the funds already allocated for NHERC for both furnishment and operations in fiscal year 2007.

Act 41, SLH 2004 authorized Phase II and provided for the release of $3,700,000 in general obligation bonds. However, construction problems involving removing hazardous materials and other modifications in Phase I caused UH Hilo to redirect $364,000 from Phase II to Phase I. Therefore, the balance remaining for Phase II totals $3,336,000.

Phase II will install critical telecommunications infrastructure to make the center a fully functioning distance learning center. Phase II will also provide additional classrooms, a teaching laboratory, a technician’s office, faculty offices, student services and support offices, multi-purpose classrooms and laboratories, conference rooms, a workshop area, and lobby and display areas.

Current plans include using general funds for NHERC staffing. Like other CCECS operations, the cost of instruction will be self-sustaining. Minimum enrollment requirements would ensure that courses generated revenue. Other potential sources of revenue include an active grant effort as well as charging overhead for the use of the facility for research activities.

Other organizational alternatives did not receive consideration because the legislative intent is to have NHERC administered by UH Hilo.

Both quantitative and qualitative measurements will measure the success of NHERC in fulfilling its missions. Quantitative criteria will include:

- The number of student semester hours generated by distance learning programs
- The number of student semester hours generated by live instruction courses
- The number of area students assisted in enrolling in college level courses
Memorandum to Kitty Lagareta  
August 16, 2006  
Page 4 of 4

- The number of lifelong learning programs conducted and the participants enrolled  
- The number of research projects utilizing the center  
- The number of community events held at the center

Qualitative criteria will include the breadth or range of credit and non-credit courses offered, the range of community activities supported by the center, and the perceived level of services provided to the community and regional high schools.

The presence of UH Hilo in this area illustrates the State's and the University's commitment to provide educational opportunities and to contribute to the economic recovery plan for the North Hawai'i region.

The Hawai'i Government Employees Association (HGEA) and the University of Hawai'i Professional Assembly (UHPA) were consulted and given the opportunity to review and comment on the proposal to establish NHERC under the administration of CCECS. Neither HGEA nor UHPA had any comments or concerns about the proposal.

**ACTION RECOMMENDED**

It is recommended that approval be granted to establish the North Hawai'i Education and Research Center under the administration of the College of Continuing Education and Community Service at the University of Hawai'i at Hilo.

Attachments:  
Current Functional Statement, UH Hilo  
Current Organizational Chart I, UH Hilo, Updated July 1, 2005  
Current Functional Statement, Office of Academic Affairs, UH Hilo  
Current Organizational Chart III, Academic Affairs, UH Hilo, Updated July 1, 2005  
Current Functional Statement, College of Continuing Education and Community Service, UH Hilo  
Current Organizational Chart IIIG, College of Continuing Education and Community Service, UH Hilo, Updated July 1, 2005  
Proposed Functional Statement, College of Continuing Education and Community Service, UH Hilo  
Proposed Organizational Chart IIIG, College of Continuing Education and Community Service, UH Hilo

c Executive Administrator and Secretary of the Board Iha  
Sam Callejo, Vice President for Administration
COLLEGE FOR CONTINUING EDUCATION AND COMMUNITY SERVICE

OFFICE OF THE DEAN

On a year-round, island-wide basis, provides overall supervision, administration and leadership of CCECS. Supervises professional staff of educational specialists, support staff and special projects personnel.

CREDIT PROGRAM

Acts as liaison with the UH Hilo College of Arts & Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka Ula O Ke'elikolani; the College of Business and Economics; and the College of Pharmacy in planning, developing, implementing and evaluating University credit courses offered through CCECS. Acts as liaison with appropriate units of UH Hilo and UH Mānoa in offering extended graduate programs.

SENIOR PROGRAM

In cooperation with senior citizens and local, state and national organizations, plans, develops, implements and evaluates programs to meet the educational needs of senior citizens.

PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAM

Plans, develops, implements and evaluates "in-service programs" for Hawaii and Maui County teachers in the State of Hawaii Department of Education system. Plans, develops, implements and evaluates personal and professional development programs for all citizens, except senior citizens.

INTERNATIONAL PROGRAM

Plans, develops, implements and evaluates international short-term Travel/Study to Hawaii Programs and the year-round Hilo Intensive Language Opportunities (H.I.L.O.) Program. Plans, develops, implements and evaluates English-as-a-Second-Language (ESL) courses.

CONFERENCE PROGRAM

Plans, develops, implements and evaluates UH and non-UH conferences, workshops, professional and academic meetings and programs. Full support services and all aspects of program coordination are included as part of program responsibilities.

NORTH HAWAII EDUCATION AND RESEARCH CENTER (NHERC)

Serves as a Distance Learning Center for the distance learning programs at the University of Hawaii at Hilo, as a base station for field research and as a community center.

Plans, develops, implements and evaluates lifelong learning programs and higher education services to the region.
MAJOR FUNCTIONS

The University of Hawai‘i at Hilo is comprised of six (6) major educational delivery units: the College of Arts and Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ke Ha‘o O Kealiau‘ili‘ili, the College of Business and Economics; College of Pharmacy; and the College of Continuing Education and Community Service. Also, there are courses and programs in West Hawai‘i offered through the University of Hawai‘i at Hilo. West Hawai‘i is managed by Hawai‘i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs, Library Services, Student Affairs, and Technology and Distance Learning. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs for the citizens of the State of Hawai‘i.

OFFICE OF THE CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai‘i, the chief executive officer of the University of Hawai‘i at Hilo provides leadership, direction and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Chancellor:

- Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai‘i at Hilo;
- Interprets the objectives and development of the University of Hawai‘i to the citizens of the County of Hawai‘i, to the alumni community, and to the students and their parents;
- Provides executive leadership in the administration of the instructional, research, and public service programs;
- Maintains effective working relationships with the Central Administration of the University of Hawai‘i, the University of Hawai‘i at Mānoa, UH-West O‘ahu and the Community Colleges;
- Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai‘i; and also assumes delegated responsibility for the coordination of the activities of the Institute for Astronomy-Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service;
- Provides, through an assistant, timely responses to information and data requests from the system, state and federal governments and the administration of programs to enhance the functions of the University;
- Oversees Institute for Agricultural Marketing and Education; and
- Provides general direction to the Office of Mauna Kea Management.
OFFICE OF ACADEMIC AFFAIRS

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i at Hilo

OFFICE OF THE VICE CHANCELLOR

Serves as the principal assistant to the Chancellor in all academic matters.

- Plans, organizes, directs coordinates and evaluates all academic programs, including student information systems and analytical studies requirements of the campus, the system-wide office and the federal government;

- Directly supervises the personnel responsible for the: the College of Agriculture, Forestry and Natural Resource Management; the College of Arts and Sciences, 'Ula O Ke'eleke'ele; the College of Business and Economics; the College of Pharmacy, the Library; and the College of Continuing Education and Community Services;

- Bears senior responsibility for the effectiveness of programs such as the Freshman Year Program and the Hawai'i Small Business Development Program; and

- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.
COLLEGE FOR CONTINUING EDUCATION AND COMMUNITY SERVICE
OFFICE OF THE DEAN

On a year-round, island-wide basis, provides overall supervision, administration and leadership of CCECS. Supervises professional staff of educational specialists, support staff and special projects personnel.

CREDIT PROGRAM

Acts as liaison with the UH-H College of Arts & Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; and the College of Pharmacy in planning, developing, implementing and evaluating University credit courses offered through CCECS. Acts as liaison with appropriate units of UH-Manoa and UH-Manoa in offering extended graduate programs.

SENIOR PROGRAM

In cooperation with senior citizens and local, state and national organizations, plans, develops, implements and evaluates programs to meet the educational needs of senior citizens.

PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAM

Plans, develops, implements and evaluates "in-service programs" for Hawai'i and Maui County teachers in the State of Hawai'i Department of Education system. Plans, develops, implements and evaluates non-credit personal and professional development programs for all citizens, except senior citizens.

INTERNATIONAL PROGRAM

Plans, develops, implements and evaluates international short-term Travel/Study to Hawai'i Programs and the year-round Hilo Intensive Language Opportunities (H.I.L.O.) Program. Plans, develops, implements and evaluates English-as-a-Second-Language (ESL) courses.

CONFERENCE PROGRAM

Plans, develops, implements and evaluates UH and non-UH conferences, workshops, professional and academic meetings and programs. Full support services and all aspects of program coordination are included as part of program responsibilities.