MEMORANDUM

TO: Virginia S. Hinshaw
Chancellor

VIA: Peter Quigley
Interim Vice Chancellor for Academic Affairs

FROM: Macnette Benham, Dean
Hawai‘inuiākea School of Hawaiian Knowledge

SUBJECT: Approval of Minor Reorganization

SPECIFIC ACTION REQUESTED:

We request approval of a minor reorganization of the Dean’s Office for Hawai‘inuiākea School of Hawaiian Knowledge. The reorganization adds two positions to the Administrative Office of the School, a personnel officer and an administrative officer (for Kamakahōkūkalani Center for Hawaiian Studies), under the supervision of the School’s Administrative Officer.

RECOMMENDED EFFECTIVE DATE:

Upon approval.

ADDITIONAL COST:

The salary for the Personnel Officer position is projected at $51,600; the Administrative Officer position’s salary is projected at $42,984. Since the new administrative officer position will replace a temporary (funded) Administrative Officer position, no additional costs are associated for that position. Consequently, the only additional cost for the request is for the personnel officer position ($51,600). Funding for this position was allocated to the School in the 2007-2009 biennium.

PURPOSE:

The reorganization will strengthen the management infrastructure in the Dean’s Office to insure organizational effectiveness and efficiency.
BACKGROUND:

The Administrative Office in the Dean’s Office of Hawai‘inuiākea School of Hawaiian Knowledge currently consists of a single Administrative Officer who is responsible for managing the fiscal and personnel matters for the School. It has become increasingly difficult to attend to the important tasks of personnel/human resources and budgeting, procurement, and fiscal planning across a growing new school and its three centers with a single Administrative Officer. The School is in dire need of skilled expertise in human resources to insure that personnel actions across the school are carefully and comprehensively attended to in a timely manner. The addition of a personnel officer to the Administrative Office will insure that the human resources needs of the School are met. It will also allow the Administrative Officer to devote the appropriate attention to fiscal operations of the School.

The FTE and funding for the positions in the requested reorganization have already been allocated to the School. In the 2007-2009 biennium budget, the Legislature approved funding for two academic advisor positions for Hawai‘inuiākea. That biennium budget request was submitted to the Legislature in anticipation of the establishment of the School, which was approved by the Board of Regents effective July 1, 2007. When the funding for the positions was released to the School in late Fall 2007, the School’s need to build its administrative support infrastructure by adding a personnel officer became a priority. It was proposed to use one of the two new biennium positions to create the personnel officer position. The proposed change was discussed with and approved by the Aha Kuhina, the Hawai‘inuiākea governing council.

The 2007-2009 biennium budget also allocated to the School 5.00 FTE for graduate assistant positions. However, funding was allocated for only 2.50 FTE. The School proposes using one of these “unfunded” FTE to create the permanent administrative officer position. The School is currently funding a temporary administrative officer position (0077061T). Funding from the temporary position will be used to fund the new permanent position.

The requested organizational changes fall under the “delegated authority” provided in APM A3.101: Organizational and Functional Change. There is no impact on BOR policy and/or laws. The change does not create, eliminate, or significantly change the responsibilities of the programs that report directly to the BOR. The proposed change does not incur significant additional expenses and there is no significant programmatic impact on the University.

The proposal has been reviewed by the OVCAA, the OVCAFO, the Mānoa Budget Office, Mānoa Finance and Accounting, and Mānoa Human Resources. The proposal was submitted to HGEA for input with a request for a response by November 24, 2008. No response has been received.
ACTION RECOMMENDED:

We request your approval of the reorganization of the Dean's Office of Hawaiʻinuiākea School of Hawaiian Knowledge that will add a Personnel Officer and an Administrative Officer to the Administrative Office of the School, effective upon approval.

Attachments

[Signature]

Virginia S. Hinshaw
Chancellor

1-29-09

Date
Proposed
State of Hawai‘i
University of Hawai‘i
University of Hawai‘i at Mānoa
Hawai‘i ʻUl来电 School of Hawaiian Knowledge
Dean's Office
Organizational Chart
Chart II

General Funds 9.50

*new position, position number and classification to be determined.

Approved:

Virginia S. Hinshaw
Chancellor

Date 1-29-09

Administrative Office
Administrative Officer PBB, #78539
Personnel Officer PBA, #98527F
Administrative Officer PBA, #78890
State of Hawaii
University of Hawaii at Manoa
Hawai‘inuiākea School Of Hawaiian Knowledge

Functional Statement

No Changes
STATE OF HAWAI’I
UNIVERSITY OF HAWAII AT MĀNOA
HAWAI’I/INUIKEA SCHOOL OF HAWAIIAN KNOWLEDGE

FUNCTIONAL STATEMENT

The mission of the Hawai‘i/Inuikea School of Hawaiian Knowledge is to pursue, perpetuate, research, and revitalize all areas and forms of Hawaiian knowledge, including its language, origins, history, arts, sciences, literature, religion, and education; its time and society; its political, medical, and cultural practices; as well as all other forms of knowledge. We recognize the unique status of the Native Hawaiian people and their various contributions to these forms of knowledge by encouraging, supporting, facilitating, and ensuring the incorporation of Native Hawaiian knowledge at all levels of the university. We seek to accomplish this mission with a Native Hawaiian perspective that recognizes and respects the different aspects of this knowledge, its diversity, and the importance of practical applications. Our mission is to apply this knowledge to provide service and support to the Hawaiian community, as well as extending this knowledge outward from the academy and the community, into the Pacific and other international domains.

The School offers Bachelor’s and Master’s degrees in Hawaiian and Hawaiian Studies and a certificate in Hawaiian Language. In addition, it operates the Ke Pauahi Kīhaua Cultural Garden.

A. Office of the Dean

The Dean’s Office will serve an administrative head of Hawai‘i/Inuikea School of Hawaiian Knowledge, working in consultation with the Aha Kūhina in all of the following functions:

- Plans, organizes, directs, and co-coordinates the activities, curriculum, personnel, and budget affairs of the school and its auxiliary support components including budget and personnel management, staff supervision, community relations, publications and litigation, and travel.
- Advises and convenes faculty, staff, students, and others the school’s vision, direction and goals, and develops and implements policies governing the activities of the school.
- Manages the day-to-day operations of the school and represents the school within the university and to the local, national, and international community.

The Aha Kūhina is the primary advisory council to the Office of the Dean. It is more traditional Hawaiian administration or governing council. The Aha Kūhina will be made up of ten members: the Dean, the Director and three faculty from Hawai‘i/Inuikea Center for Hawaiian Studies, the Director and three faculty from the Hawai‘i/Inuikea Center for Hawaiian Language, and the Director of Ke Pauahi Kīhaua Cultural Garden. The Aha Kūhina will work closely with the Dean as advisors on and members of naming committees on houses pertaining to the administration of the school, including budget, curricula, funding, research, grants, organizing conferences, student services, etc. The Aha Kūhina will also advise on issues regarding hiring and other personnel matters, except those matters that will be decided by the Personnel Committee, as defined by the Board of Regents and union contracts.

B. Hawai‘i/Inuikea Center for Hawaiian Studies

Hawai‘i/Inuikea offers both Bachelor and Master degrees in Hawaiian Studies. The center creates and teaches undergraduate and graduate courses in Hawaiian area and ethnic studies that focus on history and literature, traditional Hawaiian agriculture, forestry and aquatic environment, the environment and natural resource management, Native Hawaiian rights and Western law, land tenure in Hawai‘i, Hawaiian herbal medicine, social, economic, and political issues, performing and visual arts, and comparative Polynesian studies. The center offers students resources including computers and a library.

Hawai‘i/Inuikea promotes and conducts research in its curriculum’s subject areas, workshops and seminars, grants, and research projects. These include the Hawai‘i/Inuikea Center for Hawaiian Studies Research Project and the Hawai‘i/Inuikea Center for Hawaiian Studies Research Project.

Hawai‘i/Inuikea provides the university and the wider community with higher education, research, and cultural awareness through educational activities, workshops, and seminars on issues pertinent to Hawaiian studies, Hawaiian history, and culture and practices, and the observance of Hawaiian holidays and festivities.

C. Hawai‘i/Inuikea Center for Hawaiian Language

Hawai‘i/Inuikea offers Bachelor and Master degrees in Hawaiian and an undergraduate certificate. The center conducts research in relevant fields of study and offers four years of language study as well as coursework in immersion education, curriculum development, and topics of relevant Hawaiian cultural content.

In partnership with the College of Education (COE), Hawai‘i/Inuikea trains teachers for Hawaiian immersion schools, public schools with Hawaiian language courses, Hawaiian charter schools, and the UH Mānoa program.

The faculty and staff of Hawai‘i/Inuikea create and implement projects and programs that promote Hawaiian language, culture, history, and traditions such as: Kā Hōkū Hānau, Hālauhale Institute for Native Hawaiian and Indigenous Education, Hālauhale Program, Hawai‘i/Inuikea University, Hawai‘i/Inuikea, Ke Aina, Kū ‘i Kea Lone, Kā‘uehe Kā‘uehe, Ke Kōkua e Ke Aho, and Oia na’ulu.
D. Ka Papa Lo‘i o Kīnau Cultural Garden

Ka Papa Lo‘i o Kīnau Cultural Garden assists in and supports educational research and curriculum development while fully embracing the traditional Hawaiian values and practices that tend to the historic land of Kīnau. Kīnau is a refuge to all who come to partake of the resources, be they educational groups, classes, or community entities seeking information and knowledge through tours or hands-on experience. By providing cultural education ranging from abstractions of traditional resource management, Hawaiian agricultural tenure, maka‘ainana leaves and water concepts, to the application of traditional Hawaiian values in caring for the lo‘i and garden on a daily basis.

As the foremost "hill bank" in Kīnau, Kīnau provides consultation, assistance and assistance to other kalo farmers through the information gathered in its research studies.