December 7, 2009

TO: The Honorable James Duke Aiona, Jr.
Lieutenant Governor, State of Hawai'i

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAI'I, OFFICE OF THE VICE PRESIDENT
FOR COMMUNITY COLLEGES

Attached for your files is a copy of the reorganization of the University of Hawai'i, Office of the Vice President for Community Colleges, which was approved on November 10, 2009. The purpose of the reorganization is explained in the attached documents.

Should you have any further questions, please contact Director Sandra Uyeno at 956-3874.

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

[Handwritten note:]

Vice President for Community Colleges John Morton
University Budget Office
University Human Resources Office
UHCC Budget Office
UHCC Human Resources Office
December 7, 2009

TO: Randy Perreira, Executive Director
    Hawai‘i Government Employees Association

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    University Budget Office
    University Human Resources Office
    UHCC Budget Office
    UHCC Human Resources Office
1) Rationale for proposed reorganization:

a) Description of conditions or factors prompting reorganization.

The purpose of the reorganization of the Associate Vice President for Administrative Affairs Unit is to streamline and create more effective and efficient functional units to meet the needs of the seven (7) community college campuses and the challenges of today’s global information technology needs. Given the current economic situation, and as a result of attrition, the office has reevaluated its organizational structure in an effort to allocate and manage its human resources to achieve the best possible outcome while delivering the highest quality of service to our campus communities and the general public and students we serve.

Over time the function of the Marketing and Communications Office has expanded significantly to include communicating vital information about all of the UHCC programs, services, events and general information in a timely and effective manner. This office is also a key component in the growth of the community college system, especially as more people rely on the internet as a source for information and a way to communicate quickly and more efficiently. In addition, the Office of the Vice President is taking on the added responsibility of coordinating the community college system-wide international education activities.

This reorganization proposal also addresses the area of Environmental Health, Safety, and Emergency Management. The health and safety of the faculty, staff, students, community and other visitors to the campuses is of the highest level of concern for the Community Colleges. Emergency response and campus security is a significant issue for each of the Community Colleges given the incidents of natural disasters and violence occurring throughout the country. Environmental health and safety is the other area of concern due to the critical nature and dire consequences of inappropriate attention and management. Under current staffing levels, issues related to the Community Colleges are not adequately being addressed. The Community Colleges currently depends on the University of Hawai‘i Environmental Health and Safety Office for support and guidance to properly address all occupational and environmental health and safety concerns. Inadequate staffing levels present a problem in addressing all areas of environmental health and safety including occupational safety and health, fire safety, hazardous material management, biological safety, and radiation safety, etc.
b) **Explanation of how the reorganization will address conditions or factors.**

Through the reallocation and redescription of a 1.00 FTE secretarial position (vacant) it is proposed that an Information Technology Specialist position be established under the Marketing Officer to support the Marketing and Communications Office. Under the current staffing levels, we have only a 1.00 Marketing Officer.

During the 2008 Legislative Session the Office of the Vice President for Community Colleges was appropriated 2.00 FTE positions to address these areas of Environmental Health and Emergency Management. Under the current staffing levels, the Community Colleges have only a 1.00 FTE Environmental Safety Specialist to provide limited direction of the occupational and environmental health and safety programs for all seven campuses of the Community Colleges.

The additional positions will provide coordination and assistance to support our marketing and communications initiatives; and our health and safety issues such as emergency response and campus security, environmental health and safety concerns.

c) **Description of how organization’s operational, organizational, functional and programmatic relationships will be affected, including impact on services to students, other target groups and relationships with other segments of the university.**

Under the proposed reorganization the Secretary III, SR 16, Position No. 01802, located in the Human Resources unit will be moved to the Marketing and Communications unit and will report to the Marketing Officer, PBB, Position No. 80490. Both positions within this unit will have their positions descriptions updated to reflect their new duties and responsibilities and submitted for classification review.

With the two additional positions appropriated by the 2008 Legislature, the first position, 99706F, will be used to establish a second Environmental Safety Specialist, within the Environmental Health and Safety Unit which will report to Registered Architect, PBC, Position No. 80793 in the Facilities and Environmental Health section. This will enable the Environmental Health and Safety unit to provide our community college campuses with additional support and assistance in managing health and safety issues including, but not limited to, occupational safety and health, fire safety, hazardous material management, biological and radiation safety, etc. Position No. 99706F will be established and submitted for classification review.
The second position, 99705F, will be established in the renamed Research & Training, Commercial Enterprises and Emergency Management unit (formerly named Research, Training and Auxiliary Enterprises). This position will report to the Commercial & Auxiliary Enterprises Officer, PBB, Position No. 80211. This unit will take on the added responsibility of providing coordination for all of the community college campuses in the area related to security and emergency preparedness and response management. In addition, the Secretary II, SR-14, Position No. 39271 will be moved to the Human Resources unit and report to the Personnel Officer, PBD, Position No. 77208. Although organizationally based in Human Resources, this position will continue to provide clerical support to the Commercial & Auxiliary Enterprises Officer and the Director of EEO/AA. All three positions, Position No. 80211, 99705F and 39271 will be updated to reflect their new duties and responsibilities and submitted for classification review.

There is no adverse impact to students or other target groups outside of the university that will be affected by this reorganization proposal.

d) Discussion of the efficiencies, service improvements or other benefits that will be achieved as a result of the reorganization.

Given the existing campus resources, the campuses don’t have the ability to manage all the issues related to marketing and communications, environmental health, security and emergency response. Having a central office coordinate the management issues of these areas will enable each campus to be better poised to effectively market each campuses’ unique characteristics and deal with incidents of natural disasters, workplace violence or environmental health issues. The units will also provide an integral part in the development of standard operating procedures in each of these key areas. Ultimately, this will ensure that the health and welfare of our faculty, staff, students, community and visitors will be served.

2) Description of the resource requirements or savings associated with the reorganization, including funding, positions, space, equipment and other resources.

Permanent position counts and all payroll and other related expenses have been appropriated by the Legislature. Any additional requirements beyond that which has been appropriated will be handled through an internal reallocation of funds.

3) Explanation of the source of the resources needed to implement the reorganization, e.g., reallocation from within the program or major unit, or new revenue.

There are none anticipated at this time.
4) Discussion of the programmatic impacts of the proposed reorganization on the University.

This reorganization proposal will enable the Marketing and Communications unit to provide the community colleges campuses with strategic communication of vital information about all of the UHCC programs, services, events and general information, in a timely and effective manner. In addition, the VP for Community Colleges Office working in conjunction with the University of Hawai‘i System Environmental Health and Safety Office and the UH Mānoa Campus Security Office, will enable each campus to be better able to respond to environmental health, security and emergency response issues such as incidents of natural disasters, workplace violence or environmental health issues.
APPROVED

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
COMMUNITY COLLEGES
OFFICE OF THE VICE PRESIDENT FOR COMMUNITY COLLEGES

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of the Vice President for Community Colleges provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the community college system and assures support for the effective operation of the community colleges with staff support by the Office of the Associate Vice President for Academic Affairs and the Office of the Associate Vice President for Administrative Affairs.

MAJOR FUNCTIONS

- Effectively represents the interests and needs of the community college system within the University system and with the external community and agencies, e.g., Accrediting Commission for Community and Junior Colleges.

- Acts as liaison between the community colleges and the Board of Regents.

- Ensures that the community college system provides effective services that support the community colleges in their missions and functions.

- Establishes a clear delineation between the operational responsibilities and functions of the community college system office and those of the community colleges and consistently adheres to this delineation in practice.

- Provides a fair distribution of resources that are adequate to support the effective operations of the community colleges.

- Ensures that the community college system effectively controls its expenditures.

- Ensures that the community college chancellors have full responsibility and authority to implement and administer delegated system policies without interference and holds the chancellors accountable for the operation of the colleges.

- Establishes effective means of communication between the Board of Regents, the University system administration, and the community colleges and assures that information is exchanged in a timely manner.

- Evaluates community college Chancellors.

- Oversees administrative affairs planning, organization, direction, evaluation and coordination for the community colleges.

- Oversees academic affairs planning, policies, procedures and coordination that impact the development and implementation of academic objectives and goals for the community colleges.
ACADEMIC AFFAIRS

This office is responsible for providing leadership in internal operational policy-making that has impact on the development and implementation of community college systemwide academic plans, goals, objectives and assessments.

- Develops a strong planning base derived from the University Strategic Plan and Master Plan, and an understanding of campus missions as articulated in the Campus Academic Development Plans.

- Provides community college systemwide coordination and leadership in academic affairs in the areas of educational programs, intercampus and interagency relations, and special needs programs.

- Provides assistance to colleges in their pursuit of their educational goals including: academic planning, program development, and institutional assessment.

- Develops curriculum and programs to fulfill community education and vocational education needs.

- Negotiates or participates in negotiating training contracts with public and private agencies.

- Works with senior systemwide and campus administrators, Board of Regents and its committees, Legislative committees and their staffs, and with City, State and Federal agencies and community groups.

- Assists campuses in program, curriculum, and course development in fulfilling agencies' training needs.

- Provides leadership and coordination for student services and continuing education planning and programming.

- Provides leadership in developing programs interlinked with private sector businesses and the national and international community.

- Creates and maintains linkages with community and governmental agencies to assess and to fulfill community education and training needs.

**Academic Support Services**

- Coordinates curriculum and program development through drafting academic policies and reviewing program proposals.

- Coordinates and facilitates inter-campus and intra-campus program articulation.

- Provides support for academic program management by reviewing program and degree proposals, assessing budget requests, and advising on academic personnel requests.

- Undertakes research on selected academic program development issues.

- Coordinates with the campuses, educational curriculum and academic programs by responding to community needs.

**Academic Planning, Assessment and Policy Analysis**

- Coordinates the development of the academic program planning process.
• Facilitates the completion of selected planning and evaluation activities including: the University Strategic Plan, community college strategic development plans, campus academic development plans, accreditation self-studies, and program reviews.

• Prepares selected reports to facilitate the management of academic programs.

• Supports program planning and evaluation by developing and maintaining an academic program database.

• Conducts selected policy analysis studies.

Career and Technical Education

• Coordinates the development of the community college federal career and technical education plan.

• Coordinates the development of federally funded career and technical educational activities and programs, and monitors their implementation.

• Facilitates the completion of the community college federal career and technical education evaluation activities.

• Prepares selected reports to facilitate the management of career and technical education programs.

• Coordinates with the campuses, the State Department of Education, and the Office of the State Director for Career and Technical Education in the development of articulated curricula.

• Conducts selected career and technical education policy analysis studies.

Student Affairs

• Develops and prepares community college systemwide policies regarding student services.

• Conducts analyses of student affairs policies and procedures to ensure programmatic consistency among campuses. Recommends resolution to identified problematic areas.

• Serves as community college resource in interpreting and applying policies and procedures in exceptional or unique student affair cases.

Workforce Development

• Identifies and develops community college linkages with private sector businesses and industries to address their workforce development and training needs.

• Develops and prepares community college systemwide policy regarding workforce development and training.

• Conducts analysis of community college policies and procedures to ensure programmatic consistency among campuses. Recommends resolutions to identified problematic areas.

• Represents the University and the community colleges on selected state and county workforce boards and councils.
ADMINISTRATIVE AFFAIRS

This office is responsible for facilitation and coordination in all aspects of administrative affairs for community colleges including budget, human resources, facilities planning and management, and equal opportunity employment/affirmative action.

- Coordinates planning and management systems to promote policy coordination among the community colleges.

- Provides centralized support services in budgeting and planning, financial management, human resources, facilities planning and management and equal opportunity employment/affirmative action.

- Participates at the policy level on collective bargaining contract negotiations and contract interpretation including the handling of grievances.

- Coordinates activities involving relationships with senior system-wide and campus administrators, BOR and its committees, legislative committees and their staffs and with City, State and Federal agencies and community groups.

- Reviews, approves, and processes delegated administrative matters; conducts management and other studies; and issues required reports. Resolves problems and issues that have systemwide or inter-campus impact.

- Coordinates all activities relating to the Capital Improvements Program (CIP), and repairs and maintenance projects of the community colleges.

- Coordinates research and training delegated functions and auxiliary enterprises operations for the Community Colleges.

- Develops and coordinates systemwide marketing and communications programs for the community colleges.

- Provides messenger and mail services to the various campuses.

Facilities and Environmental Health

- Coordinates long- and short-range physical facilities plans between community college chancellors and the Director of Capital Improvements.

- Coordinates activities with private contractors, Director of Capital Improvements, and governmental inspectors, and acts as liaison between chancellors and the Director of Capital Improvements in the preparation of plans for new construction projects and building alterations.

- Coordinates preparation of capital improvements budget for community colleges in consultation with the chancellors and Director of Capital Improvements.

- Provides occupational and environmental health and safety support for the community colleges in coordination with the University of Hawaii Environmental Health and Safety Office (EHSO) and the Director of Capital Improvements. The EHSO maintains systemwide responsibility for most of these health and safety functions.

Budget, Planning and Finance

- Coordinates, reviews, and prepares operating and CIP budgets and expenditure plans and reports required by the University, State and Federal governments.

- Develops community college systemwide program budget and allocation plans.
• Develops budgetary and control systems and procedures.

• Provides staff support in the review and analysis of organizational charts and functional statements. Coordinates the flow and approval of reorganization requests for the community colleges.

• Conducts special studies and analysis affecting the budget.

• Coordinates the integration of budget executive activities with fiscal affairs activities for the community colleges.

• Coordinates compliance with University and governmental policies and regulations on fiscal matters with systemwide implications.

• Coordinates the operating and CIP fiscal operations of the Community Colleges Systemwide Support programs.

• Provides messenger and mail services to the various campuses.

Human Resources

• Develops and directs the personnel system for the community colleges, which include reviewing proposed personnel actions, advising the campus chancellors and program directors on the course of action.

• Provides overall community college systemwide leadership in the direction and goals for the personnel program, including development of personnel rules, policies and procedures and ensures appropriate implementation.

• Serves as the Community College Chancellors' principal advisor in interpreting and administering provisions of the various collective bargaining contracts. Serves as grievance hearings officer.

• Serves as principal liaison with the University System Office of Human Resources.

• Develops, plans, and coordinates staff development activities for the community colleges with Community College Chancellors. This includes providing training to upgrade skills and developing workshops to enrich and enhance professional knowledge and abilities. Identifies community college faculty and staff goals, objectives, and directions to respond to these needs.

Equal Employment Opportunities/Affirmative Action

• Develops, coordinates and implements the equal employment opportunity and affirmative action program for the Community College System.

• Ensures compliance with Federal, State and University policies and procedures.

• Investigates grievances and complaints.

• Develops proactive programs and activities to address underutilization and to ensure the rights of protected individuals.

Research, Training, Commercial Enterprises and Emergency Management

• Coordinates research and training delegated functions, including those directly delegated to the community colleges chancellors.

• Coordinates reports and post-audits on research and training activities.
• Coordinates auxiliary enterprise activities for the community colleges, including commercial enterprise programs.
• Coordinates emergency preparedness for the Community College System.
• Provides overall community college systemwide leadership in the direction and goals for security operations.

Marketing and Communications

• Manages and coordinates systemwide marketing activities for the community colleges targeting the Hawai‘i resident, international and out-of-state resident.
• Manages and coordinates systemwide communications activities for the community colleges including public relations, government relations, media relations, events planning and community affairs.
• Coordinates the use, development and maintenance of Internet technology in marketing and communications.
• Manages the development and maintenance of the UH Community Colleges main portal websites and various microsites throughout the system.
PREVIOUS

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR
COMMUNITY COLLEGES
COMMUNITY COLLEGES ADMINISTRATIVE AFFAIR

OFFICE OF THE VICE PRESIDENT
FOR COMMUNITY COLLEGES

Vice President for Community Colleges #80457

COMMUNITY COLLEGES ADMINISTRATIVE AFFAIRS

Associate Vice President
Secretary IV, SR-18
#89140
#21236

BUDGET, PLANNING AND FINANCE

Program and Budget Manager, PBB, #77257
Secretary II, SR-14, #44309
Budget Specialist, PBB, #61762
Budget Specialist, PBB, #77305
Account Clerk IV, SR-13, #23596

HUMAN RESOURCES

Personnel Officer, PBB, #77208
Secretary III, SR-16, #01802
Personnel Officer, PBB, #60876
Personnel Officer, PBB, #01049

FACILITIES AND ENVIRONMENTAL HEALTH

Registered Architect, PBC, #60793
Secretary I, SR-12, #19016

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Director of EEO/AA, #65342

RESEARCH, TRAINING AND AUXILIARY ENTERPRISES

Commerical & Auxiliary Enterprises Officer, PBB, #60211
Secretary II, SR-14, #39271

MARKETING AND COMMUNICATIONS

Marketing Officer, PBB, #80490

CHART UPDATED

DATE: JUL 11 2013

*Excluded from position count
© 9/15/02 to be established pending reorganization
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UNIVERSITY OF HAWAI‘I
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- Oversees academic affairs planning, policies, procedures and coordination that impact the development and implementation of academic objectives and goals for the community colleges.
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- Participates at the policy level on collective bargaining contract negotiations and contract interpretation including the handling of grievances.

- Coordinates activities involving relationships with senior system-wide and campus administrators, BOR and its committees, legislative committees and their staffs and with City, State and Federal agencies and community groups.

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- Provides messenger and mail services to the various campuses.

Physical Facilities, Planning and Construction

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• Serves as principal liaison with the University System Office of Human Resources.

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**Equal Employment Opportunities/Affirmative Action**

• Develops, coordinates and implements the equal employment opportunity and affirmative action program for the Community College System.

• Ensures compliance with Federal, State and University policies and procedures.

• Investigates grievances and complaints.

• Develops proactive programs and activities to address underutilization and to ensure the rights of protected individuals.

**Research, Training and Auxiliary Enterprises**

• Coordinates research and training delegated functions, including those directly delegated to the community colleges chancellors.

• Coordinates reports and post-audits on research and training activities.
• Coordinates auxiliary enterprise activities for the community colleges, including commercial enterprise programs.

Marketing and Communications

• Coordinates systemwide marketing activities for the community colleges.

• Coordinates systemwide communications activities for the community colleges.