STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE-PRESIDENT FOR FINANCE AND OPERATIONS

Major Functions

Exercises general control and coordination over all aspects of the University's administrative and support functions, including fiscal, finance, physical planning and management, and auxiliary services.

- Directs and coordinates the fiscal services of the University, including accounting, treasury, cashiering, and disbursing services.
- Directs and coordinates all University contracting, procurement and property management activities.
- Directs and coordinates the planning and construction activities for the University.
- Directs and coordinates the maintenance activities for the Manoa Campus.
- Directs the food services and bookstore operations of the University.
- Directs and coordinates the functions and activities of the University of Hawaii Bond Fund projects.
The University Revenue Undertakings Fund or University Bond System (UBS) is a special fund created in the Treasury of the State of Hawaii pursuant to Chapter 306-10, HRS.

UBS objectives are consistent with the instructional, research and public service mission of the University of Hawaii. These objectives encompass a broad spectrum--generation of revenue, marketing, sales, quality of service, employee relations and social responsibility.

UBS is comprised of the following projects:

1. Manoa Student Housing  
2. Hilo Student Housing  
3. Faculty Housing  
4. Manoa Campus Center  
5. University Bookstores  
6. Parking Operations  
7. Mauna Kea Mid-Level Fac.  
8. Mauna Kea Power Line  
9. Maui CC Student Housing

- Provides executive leadership to the projects in (1) budget preparation, (2) generation and accounting of revenues, (3) expenditure control and (4) develops and implements an investment strategy to ensure maximum yield.

- Provides guidance to project directors in resolving major management issues and problems.

- Develops and implements policies, rules and procedures to ensure the self-financing concept of the projects.

- Prepares prospectus, financing models, compiles and analyses financial data in connection with the sale of revenue bonds.
Plans, coordinates and controls the financial accounting and reporting activities for the University system.

Supervises and directs the systemwide accounting, disbursing and contracts and grants activities.

Plans and directs the analysis, design, development, implementation and revision of the University systemwide accounting and reporting system.

Represents the University in Statewide accounting and reporting projects conducted by the State.

Organizes and coordinates the fiscal year-end closing for the University.

Writes or directs the writing and issuance of the Administrative Procedures Manual instructions setting forth systemwide accounting policies and procedures.
General

The Contracts and Grants Office is a systemwide office, responsible for the review, approval, execution, fiscal management, reporting requirements of all extramural contracts and grants and resolution of disputes and related issues arising therefrom. This involves negotiating terms and drafting as appropriate contracts, subcontracts, specifications, agreements, and other pertinent business and legal forms; investigating and advising on all health, safety, and legal risk factors of proposed contracts and grants; developing and disseminating systemwide administrative procedures as appropriate including formulating fiscal policies and compliance plans; negotiating with sponsoring agencies all audit disallowances; and providing consultation on contracts, grants, and fiscal matters to principal investigators, program directors and administrative staff. It also acts as the central record and depository for contract and grant documents. It is responsible for planning, organizing and administering the fiscal reporting and billings on most contracts and grants at the University, preparing various cost studies, negotiating with the cognizant government agency the final overhead rates and coordinating the overall structuring of account codes for the University system to meet cost studies, Federal cost principles, and management requirements. Periodic reviews are made to determine ways of improving the current structure in order to satisfy internal as well as external requirements. This office serves as liaison between the University and Federal or other sponsoring agencies and between the University and Federal auditors. In order to carry out its responsibilities, the office is divided into five functional units:

1. Contracts and Grants Administration Section.
2. Systemwide Vocational Education and Financial Aid Programs.
3. Cost Study Section.
4. Accounting and Reporting Section.
5. Federal Compliance Section.

The responsibilities of each of the different areas are described in the following sections.
ADMINISTRATION SECTION

- Develops, implements and coordinates controls for contracts and grants administration.
- Reviews fiscal reports for accuracy and completeness before signature.
- Reviews various fiscal reports for follow-up of receipts, deficits, and fiscal reporting.
- Prepares and upkeeps budget for the Contracts and Grants Office.
- Assists on purchasing, property management and personnel administrative matters.
- Keeps abreast of Federal policy changes and procedures and promulgates changes as necessary.
- Prepares complex fiscal reports for certain programs, such as Sea Grant and Water Resources.

SYSTEMWIDE VOCATIONAL EDUCATION/FINANCIAL AID PROGRAMS

- Directs and coordinates fiscal reporting of systemwide Vocational Education and Financial Aid programs.
- Reviews fiscal reporting of BECG, SECG, NDSL, and Work Study programs as prepared by the campuses.
- Provides assistance to insure compliance with applicable laws, rules, and regulations according to report requirements above.
- Prepares reports to DHEW, Departmental Federal Assistance Financing System.
- Assists with special projects.
- Reviews and monitors Community Colleges sponsored project accounts.
COST STUDY SECTION

• Prepares annual indirect cost rate study.
• Prepares instructional unit cost study.
• Prepares EWC Cost of Education study and submits related billings.
• Analyzes rates used within the University system such as computer center, cancer center computer and others as requested.
• Reviews contracts and grants when necessary before signature by the Director, Contracts & Grants Administration.
• Coordinates and monitors Budget Status Reports and Cost Sharing systems.
• Reviews requests for indirect cost adjustments or waivers from principal investigators, directors or deans.

ACCOUNTING AND REPORTING SECTION

• Prepares and processes financial reports required by the granting agencies.
• Prepares and submits billings as required for contracts and grants.
• Prepares final closing documents for contract closeout.
• Monitors propriety of expenditures.
• Responds to inquiries from fiscal officers on project costs.
• Assists in setting up fiscal controls.
• Assists fiscal officers on preparation of certain documents.
• Initiates adjusting and closing documents.
• Reviews and calculates final overhead on grants and contracts according to established procedures.

-3-
• Drafts correspondence when necessary.
• Submits quarterly expenditure reports and cash request statements according to grantors' specifications.
• Reviews requests for establishment of account numbers.
• Supervises and trains students as necessary.

COMPLIANCE SECTION

• Conducts operational reviews of field records to determine that fiscal officers are complying with federal and state requirements.
• Assists administrators to better understand government regulations and procedures.
• Develops adequate follow-up procedures to ascertain that discrepancies are rectified.
Coordinates and is responsible for the prompt and accurate payment, reimbursement or transfer of all University obligations from either State of Hawaii appropriation or funds assigned directly to the University of Hawaii.

Pre-audits encumbrance and disbursement documents for compliance with statutes, policies, rules and regulations, and contractual obligations before processing payments.

Encumbers appropriate funds in the University system and DABS to support commitments made by authorized agencies.

Records all encumbrances with DABS yearly at fiscal year end.

Conducts research/analysis and responds to State and University vendor inquiries and complaints with respect to payments.

Prepares vouchers with supporting documentation for submission to the Department of Accounting and General Services.

Files requests for, and completes preparation of USGA checks by affixing authorized signature, distributes warrants and checks to individuals, vendors, departments and campuses.

Controls reports on encumbrance extensions, insufficient funds and accounts payable.

Coordinates the preparation and distribution of Federal and State income tax information forms 1099 and W-2.

Maintains imprest checking account for certain Manoa and Systemwide activities.

Develops policies/procedures for the establishment and control of imprest fund.

Instructs custodians and fiscal offices of the policies/procedures for the use and control of their funds.

Acts as the University's central office for the pre-audit of payroll source documents and input of information into both the University and State system.

Controls the distribution of all payroll checks.

Coordinates the input of Student/Casual Payroll scan sheets and the distribution of these documents between the various University agencies and the Computing Center.
General Office Functions

The functions of the Central Accounting Office (CAO) are to maintain accounting controls over all funds of the University, in accordance with college and university and governmental accounting principles, University policies, and principles of internal control; prepare financial reports; maintain accounting liaison with the State Department of Accounting and General Services; provide direction and assistance in accounting matters to fiscal officers, independent auditors, and others; perform accounts receivable and student loan collection; monitor endowment investments; provide assistance and/or information to the Director of Finance and other officers of the University.

Major Functions - Current, Plant and Agency Fund Groups

Set up and maintain the systemwide classification structure for the capturing of accounting data in accordance with college and university and governmental accounting principles, State and Federal laws and regulations and University organizational structure; assure integrity of the Account Master File for accuracy of account codes and related fund group classification, assignment of fiscal responsibility and functional codes for reporting purposes.

Develop and maintain the system processes and procedures for the capturing of accounting data on the cash, as well as accrual basis, utilizing current technology to improve overall efficiency and effectiveness.

Coordinate and maintain the interface of budgetary transaction data with the State Department of Accounting and General Services (DABS) and reconciliation of records between the University and DABS.

Perform the bank reconciliation of the University of Hawaii General Account (UHGA) and follow up on outstanding checks; monitor system for unauthorized bank accounts.

Set up and maintain control over the University's accounting entries, assuring accuracy of the general ledger balances to the subsidiary ledger details, including reconciliation of the equipment and other fixed assets accounts of the plant fund groups.

Develop the procedures and monitor the input of journal voucher entries to insure the integrity of data.
classifications and accounting controls.

Assist in the planning and monitoring of procedures related to the budget execution phase of the funding cycle. Develop and coordinate the systemwide accounts receivable accounting and collection procedures utilizing collection agencies as necessary.

Prepare trial balances and related schedules for the University's General audit and financial reports; coordinate and assist in the preparation of departmental trial balances for audit purposes; design and reconcile operational and managerial reports for internal operations; and accounting and other statistical reports to DAGS and other external users on a regular basis.

Major Functions - Loan and Endowment Fund Groups

Accounting and Reporting Section

Maintain accounting controls over the endowment funds in accordance with State and University policies and donors' requirements; analyze investment results and prepare performance evaluation of investment managers for management review; deposit monies into authorized depositories and perform reconciliations thereof.

Set up and maintain the overall student loan system processes and procedures to capture and account for student loan transactions both internally, at the University, and externally, with the service bureau (AFSA), collection agencies, and the State for the tax offset program.

Prepare and process the necessary journal vouchers to record accounting entries and payment documents to allocate costs, refund collections, and pay service bureau fees.

Prepare trial balances and schedules for audit purposes, reports for management and campus financial aid offices, and fiscal operation reports for the U.S. Department of Education, and compile data for other statistical reporting.

Assure accuracy of the general balances to the subsidiary details of the Loan and Endowment Fund Groups; maintain the Student Loan Master File.

Loan Collection Section

Contact delinquent borrowers through communication by telephone and written correspondence to determine the reason for nonpayment and advise borrowers of the appropriate action required to bring their accounts to
current status: provide financial counseling necessary to assist borrowers on public assistance or financial hardship in meeting their financial obligations.

Coordinate skip-tracing activities to locate “lost” borrowers through contacts with Federal, State, and City agencies; perform address search, utilizing cross-reference directories and information services of various cities throughout the continental U.S.; access borrowers’ credit profile through credit bureau organizations and update debtor information as needed; communicate with financial aid officers, borrowers’ relatives and friends to solicit assistance in locating “lost” borrowers.

Perform litigation action on delinquent accounts after all other collection efforts have failed. Litigation activities include preparing and filing complaints in the Small Claims Civil Division; initiating and following up on delivery of court summons and documents to defendants by the Sheriff’s Office and the U.S. Postal Service; preparing demands upon defendant borrowers such as depositions, interrogatories, and admissions and filing same with the court; attending all hearings to represent the interest of the plaintiff, the University of Hawaii, and presenting all motions, arguments and defenses for the plaintiff; filing appropriate documents for and attending post-judgment hearings on motions for examination, motions in garnishee summons and motions for execution of property; following up and reviewing all settlements and rescheduled repayments plans arising out of student loan litigation, and reviewing adherence to the negotiated arrangements and receipt of timely payments.

Coordinate the billing and collection activity performed by private collection agencies and the University’s billing and loan servicing agency (AFSA).

Coordinate the State Income Tax Offset Program for the recovery of delinquent student loan receivables; review delinquent accounts for input on DADS computer; review debtors’ complaints and requests for hearings on contested claims; review, revise and draft policies, procedures, and guidelines for statewide application of the State Income Tax Offset Program.

Advise fiscal and financial aid officers of other statewide offices on student loan management and collection procedures; instruct financial aid officers and others on student loans matters at workshops.
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
DIRECTOR OF TREASURY AND LOGISTICAL OPERATIONS

STATEMENT OF FUNCTIONS

Director

Responsible for directing the activities of the Treasury Office, including cash management, the Cashier’s Office, and Logistical Services.

Treasury Office

1. Receives, preaudits and records all cash collection data of the University system and coordinates the quarter and year-end closing to ensure proper recording of cash receipts data.

2. Reconciles cash collections with deposits appearing in daily UHGA bank statements and follows up on unrecorded deposits for all campuses.

3. Prepares State of Hawaii Treasury Deposit Receipt forms for state collections and transmits funds to State via UHGA checks.

4. Develops and disseminates internal policies/procedures on collections and deposits.

5. Administrates and controls all temporary cash advances.

6. Manages the short-term investment program of the University of Hawaii by monitoring current market conditions and the University’s cash flow and invests funds determined to be in excess of current obligations.

7. Input UHGA returned check into the University system.

8. Maintains inventory control over supply of UHGA and Imprest checks.

9. Maintains a change fund that services various systemwide departments.

10. Maintains and controls the “Treasury Office Suspense Account.”

Cashier’s Office

Collects, receives, receipts all departmental collections for deposit, all tuition and fees collections, and record all collections into the Central Accounting System for the Manoa Campus. Disburse all checks, warrants and refund checks to students.

1. Receives all departmental collections. Pre-Audit deposits and transship collection via armored car to bank. Control departmental receipt data input to Central Accounting System.
2. Responsible, controls and coordinates with other departments, the fiscal aspects of the "Integrated Student Information System," ISIS, registration process. Controls the processing:
   a. The fiscal portion of all registration material.
   b. Receipt all tuition and fees collection via the ISIS fee collection module.
   c. Maintain an accounts receivable file for all third party tuition and fee billing.
   d. Issue official receipt(s) to disburse all tuition and fee collections to the proper fund(s) and department(s).

3. Disburse all Financial Aid checks, warrants and other cash awards to financial aid recipients.

4. Pre-audits all tuition and fee refunds, issues check, release refund check after a financial obligation clearance.

5. Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates all special pick-ups at the Registration Cashier's site or any department requesting special armored car service.

6. Assist all departments and organizations on cash collections and the charge card program. Disseminates internal policies procedures on collections, deposits, refunds and reimbursements.

7. Responsible for issuing and deleting security codes to department(s) to access the financial obligation file. Control all input and deletions to the central financial obligations file under the ISIS Program to ensure that there is a "Hold" on all:
   a. Registrants.
   b. Application(s) for transcript.
   c. Applications for short-term loan(s).
   d. Financial aid awards.
   e. Tuition and all other refunds.

8. Responsible for the operation, accounting and annual reporting of the three Cashier's Office (CO) Suspense Accounts.
   a. CO Suspense Account for temporary deposits.
   b. CO Suspense Account for Returned Items for all returned tuition and fee payment checks.
   c. CO Suspense Account for Dishonored Credit Card Payment for credit card use in payment of tuition and fees.

9. Performs the following services:
   a. Operates CO Imprint Checking Account to issue tuition and fees refund checks only.
b. Maintains Petty Cash Fund to reimburse Manoa Campus personnel and departments for small cash purchases.

c. Maintains a change fund to service various departments with change and cash for departmental petty cash custodian's reimbursement checks.

**Logistical Services**

1. Serves as the principal staff officer for administering and implementing the non-faculty personnel affairs for the Vice President for Finance and Operations, including the Workers' Compensation cases.

2. Attends to the usual duties related to an administrative position, including supervision of staff, correspondence, processing inquiries, telephone communication, writing internal memorandum, initiating and reviewing policy and procedural proposals.


4. Serves as the Civil Defense Coordinator for the University System.
STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
PROCUREMENT AND PROPERTY MANAGEMENT OFFICE

FUNCTIONAL STATEMENTS

DIRECTOR

- Plans, organizes, directs, and controls procurement and property management activities for the University system.

- Responsible for the acquisition of goods and services through the University’s centralized-decentralized procurement system, concession contracting, effecting agreements, and the administration of real and personal property assets.

- Formulates University procurement and property management policy and procedure based on applicable State statutes, Federal laws and regulations, Board of Regents Bylaws and State policy and monitors effectiveness and compliance through records review and staff visits.

- Executes contractual and real property documents in accordance with delegated authority.

- Acts as University contact for Federal agencies in the areas of subcontracting and property administration under Federal prime contracts and grants.

- Provides a public relations program to optimize relations with the commercial public and civic organizations.

- Performs as the University central project officer on large and complex procurement projects that require extensive coordination, attention to detail and follow-up actions.

- Assists the State Attorney General in legal actions involving University contractual matters.

- Plans and supervises the University fiscal officer training program and provides specialized training in procurement and property administration.

- Provides advice and guidance to University personnel on the ethics of public procurement.

- Establishes internal operating policies and procedures for the Procurement and Property Management Office.
. Approves sole source purchase utilizing federal funds.

. Prepares legislation relating to competitive bidding and other procurement and property management matters, and either testifies or assists in testimony on the same before the Legislature.

. Administration of patents and copyrights

. Administration of licensing agreements
ASSISTANT DIRECTOR

- Reviews and processes all documents relating to the acquisition or conveyance of real property or any interest therein, including leases, revocable permits, licenses, easements, rights-of-entry, and deeds. Maintains repository for land documents.

- Provides risk management services, including guidance on liability and the acquisition of insurance for the University and Board of Regents.

- Prepares briefs and studies on subjects pertaining to procurement and risk management for the University administration and either testifies or assists in testimony on same before boards, committees, departments, investigators, etc.

- Serves as University small business specialist as required by Public Law 95-507. Develops policies and procedures, contract clauses, and reports concerning small business utilization. Advises small businesses on how to do business with the University.

- Serves as University Records Officer and provides guidance to University personnel on records management.

- Assists the State Attorney General in tort cases involving University real property by conducting investigations and preparing reports to support legal actions.

- Assists the Director in planning, organizing, directing, and controlling the University’s Procurement and Property Management Office.

- Acts as Director, signs contractual and property documents as authorized during absence of Director.

- Assists Director in resolution of unique procurement problems, contract disputes, and in making complex procurement decisions.

- Performs special tasks in complex acquisitions and provides contract administration as assigned.
ADMINISTRATIVE SUPPORT

- Provides centralized administrative support to the two operating sections, support to the Director and Assistant Director and policy and procedure dissemination to departments and fiscal officers.

- Types and compiles bid packages consisting of specifications, general conditions and special provisions and advertisements for tenders in accordance with established procedures.

- Types purchase orders for issuance.

- Maintains register of contract status and insures that proper and timely actions are taken.

- Types contracts, and forwards contract to vendor for signatures, bonds, approvals, etc., and distributes contract documents.

- Releases bid results to vendors, commercial associations and other agencies, when requested.

- Encumbers contracts at Department of Accounting and General services.

- Compiles periodic lists and descriptions of contracts in accordance with Article V of the University bylaws for review by the Board of Regents.

- Formulates routine correspondence.

- Maintains general files and contract files (ten years) and records disposition program.

- Receives and distributes mail and maintains an action suspense system.

- Types reports required by the University, State agencies and Federal agencies.

- Administers the student help program.

- Receives visitors and arranges appointments for them.

- Maintains supply of forms for use throughout the University system.
REAL PROPERTY AND INVENTORY

- Maintains a computerized personal property accounting system as required by law and grant or contract provisions.

- Prepares reports on property as required by law, contract, grant or as requested.

- Provides warehousing facilities for storage, transfer and disposal of personal property.

- Prepares regulatory policies and procedures on inventory of personal property and real property.

- Trains fiscal officers in property administration.

- Accounts for all personal property and real property for the University of Hawai‘i system.

- Advises and participates in the acquisition, disposition and exchange of lands necessary to the physical development of University campuses, research centers and other components.

- Advises and participates in the preparation of land use and zoning studies, appraisal reports, research and evaluation studies on site selections.

- Assists in maintaining an inventory of University lands for planning purposes.

- Advises, prepares and reviews environmental assessments and impact statements for new campuses, master plans and all University projects, responsible for University environmental policy and all documents in compliance with rules and regulations of the Environmental Quality Commission.

- Maintains liaison and represents the University dealing with private and public agencies on matters relating to University lands and environmental concerns.

- Drafts conveyance documents, e.g., deeds, leases, easements, rights of way and licenses, relating to University interests in real property.

- Coordinates with university departments involved in or affected by a particular conveyance.

- Processes conveyance documents for execution by parties.

- Records/registers conveyance documents, as necessary, with the Bureau of Conveyances or Land Courts.

- Maintains official files for all University interests in real property.
. Monitors official files to process necessary changes to terms and conditions of the conveyance documents, e.g., extensions of lease, adjustments to rent, insurance renewals, etc.

. Processes short term lease requests (30 days or less/under $4,000).

. Processes fiscal services accounting forms for payments relating to conveyance documents.

. Investigates and gathers information for tort claims involving University real property.
PROCUREMENT SECTION

- Effects formal contracts (over $4,000), specialized informal contracts and consultant and services contracts.

- Evaluates departmental requirements for acquisition and writes bid specifications.

- Advertises for bid in accordance with State law, grant or contract terms and Board of Regents policy.

- Justifies sole source procurement in accordance with law.

- Evolves contract terms and provisions.

- Awards contracts.

- Administers open-end contracts.

- Provides contract administration services over and beyond routine actions.

- Prepares bid packages consisting of specifications, general provisions and special provisions and advertisement for tenders in accordance with Section 103-22 and Chapter 102, H.R.S., in the name of the Board of Regents.

- Prepares and awards contracts.

- Controls or performs the University purchasing function, mostly $4,000 and under, by the purchase order and informal contract methods; acquires insurance, provides customs clearance, provides freight specialist services, foreign purchase assistance, handling of licenses, damage claims, and hazardous materials and alcohol acquisitions.

- Obtains necessary quotations.

- Awards high dollar purchase orders.

- Monitors decentralized procurement activities (other campuses and departments).

- Provides advice and assistance to using agencies.

- Effects informal contracts.

- Trains fiscal officers and assistants.

- Handles sales of excess property.

- Develops regulatory policies and procedures.
- Provides purchasing forms to departments.
- Provides vendor information.
DIRECTOR OF CAMPUS OPERATIONS

. Provides administrative support to the Vice President of Finance and Operations by planning, developing and directing the activities relating to Auxiliary Services, Facilities Planning and Management, Buildings and Grounds Management and Environmental Health and Safety operations.

. Provides guidance to the respective directors in resolving issues and problems. Develops and effectuates major policies, rules, regulations and procedures. Identifies issues and develops courses of action.

. Monitors and evaluates effectiveness and efficiency of programs relating to Campus Operations.

. Approves budgets, programs, financial plans, personnel requirements and actions relating to Campus Operations.

. Plans and effectuates personnel development activities relating to Campus Operations.

. Directs the development of long-range physical plans for the University of Hawaii Manoa, Hilo and West Oahu campuses.

. Conducts analyses of institutional support policies, rules and regulations as requested.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
DEPARTMENT OF ADMINISTRATIVE SERVICES

MAJOR FUNCTIONS

DIRECTOR

Directs personnel to provide fiscal, personnel management, procurement and property management, and computer-related support services to Facilities Planning and Management, Auxiliary Services, Buildings and Grounds Management, and Environmental Health and Safety. Further, the Administrative Services Department will provide assistance to the Director of Campus Operations in the planning, development, management and implementation of finances, personnel management, budget formulation and execution, and research and analysis capabilities.

PERSONNEL & COMPUTER

1. This section is responsible for the processing of personnel action forms for temporary assignments, overtime pay, student help appointments, vacation and leave forms, payroll documents, development of position descriptions, job assignments, and personnel recordkeeping.

2. Provide advice to the departments and personnel on personnel policies and interpretation and other
personnel-related functions.

3. Provide assistance to the departments in the formulation, development, installation and implementation of computerized systems.

4. Provide training for personnel in the use of the computer system.

FISCAL

1. Provide assistance in the development of financial plans, budget allocation, financial and cost accounting and financial reporting.

2. Provide analysis of expenditure transaction, certify availability of funds, monitor job under reimbursement system, maintain cost accounting information systems, and other related fiscal responsibilities.

PROCUREMENT

1. Provide assistance in the procurement of specialized supplies, equipment, motor vehicles and other services for minor repair activities.

2. Provide technical assistance for the departments in the preparation of specifications, and volume purchasing of day to day supplies and specialty items.
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA

INSTITUTIONAL SUPPORT
DEPARTMENT OF FACILITIES PLANNING AND MANAGEMENT

MAJOR FUNCTIONS

DIRECTOR

Directs activities and personnel in the Facilities Planning and Management Department. The major function of the department is to utilize available resources to create, maintain and operate a safe and healthy physical environment conducive to learning and research; and the planning, budgeting and construction program of physical facilities for UH Manoa and Hilo/West Oahu campuses. In pursuit of this function, the department is divided into the following divisions: Work Control Division, Space Management Division, Facilities Planning Division, and the Repair and Maintenance Division.

WORK CONTROL DIVISION

The function of this division is to provide design and coordination of contract maintenance specifications, major repairs and all alteration renovation projects of a non-CIP nature to meet the space and modernization requirements of campus facilities. In addition, the design section provides architectural, mechanical and electrical design capabilities and coordination of projects; provide periodic inspections of
the physical plant, develop and monitor preventive maintenance schedules; and develop and monitor energy conservation policies, procedures and measures for campus-wide utility systems. To accomplish this function, the division is divided into two functional sections: Work Coordination Center and Design Section.

**Major Functions**

1. Prepares architectural, mechanical, electrical and utility distribution system designs for alteration and renovation projects performed by the Repair and Maintenance Division and private contractors; prepares specifications and bidding requirements for projects to be performed by private contractors; coordinate and inspect construction projects until it is fully completed and accepted for occupancy.

2. Develops and schedules preventive maintenance programs for campus mechanical and electrical equipment, building exterior and interiors, and roof. Conducts periodic inspection of the physical plant to insure that the proper repair and maintenance is performed; recommends timely upgrading and replacement of equipment to improve the efficiency and cost effectiveness of the system.

3. Maintains liaison with departments to identify areas that require maintenance attention.

4. Provides construction and renovation design assistance to departments; determines type of service or maintenance attention required, estimated time to complete project, alternative approaches, and estimated cost of project.

5. Reviews service work request, confers with departments regarding request, prepares cost estimate of required work.
prepares labor and material requirements, assigns request to Repair and Maintenance Division; and coordinates and conducts inspection of project.

6. Maintains campus building and utility distribution system campus chart and plan master file, updates file as required; administers and monitors campus energy conservation program. Maintains cost control on utility distribution system.

7. Maintains departmental emergency radio call system; establishes and maintains campus keying system; distributes and maintains control of keys.

8. Schedules and coordinates support services for special events.

**SPACE MANAGEMENT**

The function of this division is to establish and maintain an inventory of the physical facilities of the campus, to allocate facilities for departmental use, and coordinate the movement of personnel and equipment on campus. Further, this division is responsible to assess the current space utilization and project the future facilities requirements.

**Major Functions**

1. Establishes and maintains a facilities inventory system containing selected information regarding the historical and environmental context of the facility, existing component systems, and current space utilization.

2. Allocate facilities for departmental use, and to coordinate the movement of personnel and equipment on campus as expeditiously and conveniently as possible.
3. Develops and maintains institutional studies; prepares offices, classroom and laboratory utilization reports.

4. Develops and maintains policies and procedures, standards and allowances to facilitate the allocation and use of space.

5. Conducts qualitative analysis with department project coordinators and planning division to identify deficiencies in the physical condition of the space, and identify deficiencies in the quality of space.

6. Updates the academic scheduled use of the facilities by time patterns, classrooms, auditoriums and laboratory usage to insure efficient and cost effective utilization of campus facilities.

7. Reviews and evaluates the after-hour use of facilities by departments to determine efficiency and cost effectiveness.

FACILITIES PLANNING DIVISION

The function of this division is to plan, program, design, construct and equip physical facilities for the University of Hawaii at Manoa and University of Hawaii, Hilo/West Oahu campuses.

Major Functions

1. Prepares and maintains long-range physical development plans for the University of Hawaii at Manoa and Hilo/West Oahu campuses by translating academic program requirements into buildings and structures, develop and evaluate land use and area requirements, and develop architectural and
aesthetic standards.

2. Prepares and recommends the multi-year and biennial Capital Improvements Program and the annual expenditure plans, including the preparation of cost estimates, determining of priorities, phasing and scheduling of projects to effectuate the timely execution of master plans.

3. Develops individual projects and coordinates all phases of work: from preparation of architectural programs, through design, construction and equipping of physical facilities.

4. Prepares applications to Federal and private agencies for loans and grants for construction of facilities.

5. Conducts studies and prepares reports as requested in connection with the University of Hawaii at Manoa and Hilo/Waikiki campuses CIP.

6. Coordinates the planning and construction of physical facilities authorized by the Legislature and the Governor; maintains liaison with various government agencies and private groups to expedite planning and construction.

7. Develops and maintains physical planning standards for use by architects, engineers, space planners and programmers, and campuses.

8. Analyzes studies on space utilisations, enrollments and cross-over trends to determine project priorities.

9. Coordinates the preparation of proposals for capital improvements funds from Federal and other extramural sources.
REPAIR/MAINTENANCE DIVISION

The function of this division is to perform repair and maintenance programs and minor alterations to the buildings, facilities, equipment and utility distribution system. To fulfill this function, the division is divided into six functional shops: Carpenter, Air Conditioning, Electrical, Plumbing and Painting.

Major Functions

1. Performs the preventive maintenance programs and renovations to campus structures, air conditioning, electrical and plumbing systems in accordance with the project design and specifications.

2. Performs emergency and corrective work as the need arises; reports any deficiency identified that requires immediate attention not covered in the work order.

3. Performs minor alteration/renovation projects when maintenance workload permits.

4. Performs routine repairs and maintenance to campus structures, building hardware, equipment and utility distribution systems.

5. Assists project coordinators in the inspection of maintenance work performed by private contractors.
STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
AUXILIARY SERVICES

MAJOR FUNCTIONS

DIRECTOR

Directs activities and personnel in the Auxiliary Services Department. The major function of this department is to formulate and direct the planning, policy development, personnel management, and administration of the Auxiliary Services and institutional support programs on the Manoa Campus. In pursuit of this function, the department is divided into the following divisions: Faculty Housing, Telephone & Radio Services, Duplicating Services, Mail Service, Food Services, Transportation Services, Parking Operations, and Campus Security.

FACULTY HOUSING SERVICES

The function of this division is to provide a self-sustaining faculty housing program to assist new faculty members during the period of adjustment to local economic conditions.

Major Functions

1. Operate and maintain the Wahi'ula Faculty Housing with sixty-seven (67) apartment units.
performed.

3. Evaluate request for housing and insure that assignments are in accordance with University policies.

**TELEPHONE AND RADIO SERVICE**

The function of this division is to provide an efficient and economical voice telecommunication system that supports the University community in the pursuit of its objectives of teaching, research and public service.

**Major Functions**

1. Provide cost efficient and effective voice telecommunication system for the Manoa Campus.

2. Evaluate future requirements for telecommunication systems and develop long-range plans for capital improvement projects.

3. Maintain repair and maintenance program for the telecommunication system.

4. Evaluate the quality control measures and trouble reports; implement corrective actions to the satisfaction of the users.

**MAIL SERVICE**

The function of this division is to provide a campus mail pickup and delivery service each work day to on-campus and off-campus locations and insure that proper safeguards are provided for the current and timely delivery of mail and messages.
Major Functions

1. Provide campus mail pickup and delivery service to on-campus and off-campus locations.

2. Provide outgoing metered and accountable mail service.

3. To receive, call and deliver cablegrams to addressees.

Duplicating Services

The function of this division is to provide rapid and efficient duplicating and photocopy services at a low cost per copy while maintaining quality reproductions; further, this division's additional function is to provide centralized copying equipment and supplies for the campus.

Major Functions

1. To provide a 24-hour duplicating and photocopy service to our campus administration and faculty.

2. To provide centralized copying equipment and supplies for the campus.

3. To maintain sufficient inventory of copying supplies and to replenish departments' supplies on a timely basis.

4. Insure preventive maintenance program for copying equipment.

Food Services

The function of this division is to provide a food service program for the University community.
**Major Functions**

1. Administer the contract for food service and vending operation on the Manoa Campus.

2. Review the delivery of food services to the University community; insure that contractor provides program as provided in agreement.

3. Evaluate the contractor’s responsibility in maintaining University property and equipment.

**TRANSPORTATION SERVICES**

The function of this division is to provide a vehicle fleet management program and other related transportation activities for the University. This division is responsible for the purchasing, disposition, licensing, insuring, safety inspection, preventive maintenance and repair of motor vehicles.

**Major Functions**

1. Operate the central motor pool and garage on campus.

2. Prepare the vehicle specifications and bid proposals for the purchase of motor vehicles based on users' requirements.

3. Ensure that all vehicles are properly licensed, insured, safety inspected, prior to being assigned to a department.

4. Conduct preventive maintenance and repairs on vehicles.
5. Administer the contract for parking control.

PARKING OPERATIONS

The function of this division is to provide for orderly parking on the campus in accordance with the applicable rules and regulations and to expedite the traffic flow.

Major Functions

1. Develop and provide an adequate number of parking spaces and allot parking spaces to various users on an equitable basis.

2. Repair and maintain parking areas, control access into the campus and control vehicular traffic on the campus during the daylight hours.

3. Provide for the sale of parking permits and scripts, collection of fines, maintenance of permit records and the enforcement of parking rules and regulations.

4. Provide for the long-range planning of parking lots on campus.

CAMPUS SECURITY

The function of this division is to provide protection and security of personnel and property on the Manoa Campus 24 hours a day, 7 days a week, 52 weeks of the year.

Major Functions

1. Provide foot and motor vehicle patrol throughout the campus to watch for fires, trespassers, prevent acts of theft or
vandalism, or other irregularities.

2. Investigate and report suspicious persons or unusual incidents; maintain law and order on the campus.

3. Check the security of buildings, materials and equipment; conduct search of buildings and grounds for bomb threats, report fire hazards.

4. Provide escort service during the hours of darkness, provide crowd control during special events.

5. Provide crime prevention programs and maintain liaison with the departments to improve the security on campus.

6. Administer the after-hour emergency telephone program.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
BUILDINGS AND GROUNDS MANAGEMENT

The function of this division is to contribute to the educational process by maintaining the cleanliness of the campus buildings and grounds and by improving the aesthetic qualities of the campus for the protection of the health, safety and morale of the campus community. To carry out this function, the division is divided into three sections: Custodial, Landscaping, and General Maintenance and Trucking.

Major Functions

1. Preserves, maintains and enhances existing landscape; conducts regular scheduled grounds maintenance such as mowing, hedge and tree trimming, herbiciding, aerating, fertilizing and watering.

2. Maintains a campus beautification program of planting trees, shrubs and grassing of above areas; and initiating a low maintenance and cost effective landscaping program.

3. Conducts regular custodial maintenance to classrooms, laboratory, auditorium, offices, restrooms and corridors.

4. Opens and secures buildings as scheduled.

5. Collects, compacts and transports building refuse to off-campus dump sites.
6. Maintains the campus roads and parking lots.

7. Provides trucking service for moving of office equipment or the delivery of materials and supplies.

8. Provides demolition service for small structures.

9. Administers job training courses to increase efficiency and effectiveness of personnel.

10. Ensures that safety and health standards are maintained.
The University of Hawaii has a fundamental obligation to safeguard the health, safety and welfare of its students, personnel, and the visiting public whenever they participate in an official campus activity. To fulfill this obligation, it is the policy of the University to provide for and maintain, through the implementation of the campus environmental health and safety program, conditions and practices that will provide a safe and healthy campus environment.

The Office of Environmental Health and Safety under the general direction of the Director of Campus Operations will coordinate and regulate the campus-wide health and safety program and will provide staff and technical assistance to the University campus.

**Major Functions**

1. Administer a campus-wide program that monitors department compliance with the State of Hawaii, Department of Labor and Industrial Relations, Division of Occupational Safety and Health (DOSH), Occupational Safety and Health Standards.
2. Administer the Radiological Safety program as required by the Nuclear Regulatory Commission (NRC) and the University's Radiation Safety Manual.

3. Administer a campus-wide program to control the use, storage and disposal of hazardous materials to meet applicable Department of Transportation and Environmental Protection Agency regulations.

4. Administer fire safety program to ensure compliance with applicable fire regulations. Coordinate fire extinguisher inspection and maintenance program.

5. Review plans for all new construction and renovation projects for compliance with applicable health and safety standards.
STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE & OPERATIONS
UNIVERSITY OF HAWAII BOOKSTORES

MAJOR FUNCTIONS

Support the academic community throughout the University system by operating a store on each campus to sell books, other classroom necessities, and convenience items. Stores located to serve the Hilo College and community college campuses are branches of the Manoa campus store. Management, accounting, and some procurement are centralized in the interest of economy and efficiency. The system of bookstores is self-supporting. Specific functions, as appropriate to each of the campuses, are:

- To have the right textbooks available at the right time in the right quantity.

- To offer general books and magazines for enrichment, technical, supplementary, recreational, and escape reading.

- To make a wide variety of classroom, laboratory, studio, and office supplies available.

- To carry health and comfort items, sundries and souvenirs, greeting cards, sports clothing, cameras, electronic items, etc.

-1-
To perform services such as film developing, special orders, and sale of gift certificates.

Textbook Department

Provides for the timely sale of text materials prescribed by faculty.

- Plans ordering and sales cycle in accordance with academic schedules.

- Obtains requirement data from faculty, compares with stock on hand and estimated quantities to be bought back from students, searches used book sources, and orders remainder of requirement from publishers or distributors.

- Maintains liaison with faculty to facilitate planning and problem-solving.

- Publishes book list in various sequences and furnishes it to branch stores.

- Verifies accuracy of order-filling, prices books, and displays them in a manner conducive to easy shopping by customers.

- Provides special-order service or re-orders in quantity in "sold-out" situations.
Returns overstock to sources when possible, except when there will be a demand in immediate future.

Sells books for off-campus programs in a similar manner, arranging also for delivery or on-site sale.

Tradebook Department

Offers for sale University catalogs and a variety of trade (general interest) books and magazines for technical, supplementary, and recreational reading.

Keeps abreast of market information on trade books.

Develops sources of information on local reading interests.

Provides a special order service.

Follows merchandising principles to promote sales and maintain appropriate level of turnover.

Orients stock to the academic community by carrying technical, issue-oriented, and enrichment books and journals.

Maintains a strong Hawaii-Pacific section in recognition of our location.
Carries best-sellers, mass-market paperbacks, magazines, and other literature for sale as escape reading.

Stocks a variety of study aids and review materials.

**Supplies Department**

Makes classroom, office, art, and laboratory supplies available for sale, in addition to sundry/souvenir items, novelties, and personal conveniences.

Responds to faculty requests for availability of specific classroom, laboratory, and studio supplies.

Maintains a representative stock of supplementary materials such as notebooks and pencils.

Carries merchandise in response to customer demand.

Carries health, comfort, and convenience items to obviate need for leaving campus on personal errands.

Promotes sale of items with sufficient markup to ensure store's self-sufficiency.
Offers services, such as film development.

Controls inventory to achieve appropriate turnover rate and prevent unnecessarily tying up cash.

Uses appropriate marketing and merchandising techniques to accomplish the foregoing.

**Operations Department**

Supports merchandising and administrative operations and provides general services.

Provides for receiving, verifying, and pricing of incoming merchandising.

Stores merchandise in warehouse and peripheral areas pending display or sale.

Performs miscellaneous services such as cap and gown rental, arrangements for used-book buy-back, delivery of merchandise to University departments and branch stores, etc.

Operates check out stations for merchandise, verifies and cashes checks, makes refunds, balances cash, provides security for cash, and makes deposits.
-6-

. Maintains cleanliness and good appearance of store, makes minor repairs, and arranges floor plans.

. Maintains security against theft through a program of training, security procedures, entry/exit regulations, surveillance of tales floor and of entries and exits, and mechanical or electronic devices as appropriate.

. Provides planning, supervision, and logistical support for off campus selling operations.

. Conducts a program of advertising and public relations through the use of show windows, ads in Ka Leo, posters, flyers, catalogs, correspondence, visits, special events, and such other means as may be appropriate.

**Branch Stores**

Provide textbooks, tradebooks, and supplies on Hilo and Community College campuses in a manner similar to that of the Manoa store, but adapted to the size and special characteristics of the individual campuses.

. Perform marketing and merchandising functions, and respond to academic community needs and desires, in a manner similar to that described for the Manoa store.
. Obtain technical assistance from Manoa department managers.

. Take advantage of centralized purchasing power of Manoa store wherever possible.

. Submit fiscal data to Manoa store on a timely basis.

. Process payments, as well as store supply, equipment and service procurement, through Manoa store.

Secretarial Staff

Provides administrative, secretarial, and clerical support to the Bookstores.

. Processes all personnel and payroll forms.

. Advises store personnel on State and University personnel policies and procedures.

. Arranges meetings, transportation, and travel for managers.

. Makes all routine purchases of supplies and equipment for main store.
Processes and distributes mail.

Takes dictation, types outgoing correspondence.

Types reports (including statistical and financial reports), newsletters, brochures, and similar documents; arranges for reproduction and distribution. Verifies calculations in financial reports prior to typing and reproduction.

Originates routine correspondence.

Manages internal routing of correspondence.

Performs normal secretarial duties.

Maintains filing system.

Financial Operations

Responsible for budget, financial operations, fiscal controls, and financial reporting.

Prepares long-range, biennial, and annual budget for all stores.

Supervises all bookkeeping and accounting operations in the Bookstores System.
-9-

1. Procures all non-routine supplies, equipment, and services.

2. Establishes and enforces security controls and procedures for cash.

3. Monitors departmental and branch purchases of resale merchandise.

4. Operates imprest fund accounts and processes all payments to be made via the University’s Disbursing Office.

5. Articulates stores accounting on the retail method with University and State accounting systems.

6. Maintains fiscal records and files.


8. Monitors factors critical to retail operations such as margins, markups, markdowns, overhead costs, etc.

9. Invests available cash.

10. Coordinates audit activities within the Bookstores system.