STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
HAWAII INSTITUTE OF MARINE BIOLOGY

MAJOR FUNCTIONS

Director
Directs research activities, curricula support and maintenance operations, and personnel in the Institute of Marine Biology (HIMB), which has facilities located on Coconut Island, Kaneohe, the Mariculture Research and Training Center, Hakipuu, and on the UHM campus. HIMB has an international reputation in the areas of coral reef biology, tropical aquaculture, behavior of marine animals, and management of tropical near-shore ecosystems. The director coordinates the research, teaching and service activities of the staff, and performs a myriad of tasks that relate to the University and State, national and international research programs. HIMB administers a satellite unit (Hawaii Cooperative Fisheries Unit) in Edmondson Hall on the Manoa Campus and it has a Cooperative Research Support Program with the University of the Philippines.

Coordination of Instructional Activities - Although the Hawaii Institute of Marine Biology does not itself give degrees, its overall goal is to support the educational process at the University. Ten faculty members and more than thirty graduate students from various Manoa departments use the HIMB as a research base without occupying assigned positions or being fiscally affiliated with the Institute.
The Institute carries on research in marine biological sciences, including applied areas such as aquaculture and fisheries resource management, and provides facilities for faculty members, graduate and undergraduate students, and visiting scientists. Furthermore, it affords instructional facilities for introductory and advanced courses throughout the University system on Oahu. From 1983 it has been the site of a graduate research and training summer program in selected topics. Though much of HIMB's activities are largely based on Coconut Island, and secondly at the MRTC, Hakipuu facility, it also maintains a small office in the Marine Science Building and has close interaction with facilities such as: Waikiki Aquarium, Pacific Biomedical Research Center, Look Laboratory, East-West Center, Bishop Museum, Oceanic Institute, Natural Energy Laboratory of Hawaii, and state and federal agencies with common interests.

**Office Functions** - Administrative support relative to the operation of the Hawaii Institute of Marine Biology which currently has a composite operational budget of approximately 2.3 million dollars annually and involves over 100 people and approximately $1.5 million in research grants and contracts.

**Chart V** - The overall organization of the laboratory is shown relating the research program to the administrative/support elements.
Chart VA - Administrative/logistical and technical support for ongoing scientific activity within the Hawaii Institute of Marine Biology which includes, but is not limited to: fiscal management of state, federal funds, and private funds, clerical support, i.e., typing maintaining records and proposals, preparation of budgets and fiscal reports, reception, switchboard, duplicating, procurement (purchasing/disbursing), and mail handling. It also includes general maintenance of facility and equipment, i.e., laboratory buildings, docks, ponds, tanks, equipment and supplies, vehicles, boats, and coordination of scientific efforts. It is noted that HIMB is largely an independent off-campus facility on an off-shore island and is excluded from many of the services of the Facilities Management Department.

Changes in Functional Plan - HIMB will be expanding research in Coral Biology and Fisheries in the 1987-89 Biennium. In order to provide a timely start in this direction, a civil service Personnel Clerk position, vacated by retirement, was converted to two, half-time research BOR positions, one in Coral Biology and the other in Fisheries. Personnel functions have been assumed by our Administrative Officer and Clerk-Stenographer staff.