MEMORANDUM

November 30, 1988

TO: Rodney T. Sakaguchi, Director
    UHM Budget Office

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION,
    UNIVERSITY OF HAWAI'I, MAUI COMMUNITY COLLEGE,
    OFFICE OF ADMINISTRATIVE SERVICES

Attached for your information is a copy of the reorganization of
Maui Community College Office of Administrative Services, which
incorporates the computing services and operations into the Office of
Administrative Services (see Executive Summary for details).

Feel free to call Peggy S. Hong, Director of Personnel and
EEO/AA, at 948-8592 if there are any questions regarding this matter.

Joyce S. Tsunoda
Chancellor for Community Colleges

Encls.

cc: Provost Alma Henderson
EXECUTIVE SUMMARY

REORGANIZATION OF THE UNIVERSITY OF HAWAII, MAUI COMMUNITY COLLEGE,
OFFICE OF ADMINISTRATIVE SERVICES

Enclosed for your information is the reorganization of Maui Community College, Office of Administrative Services. The reorganization incorporates the computing services and operations into the Office of Administrative Services at Maui Community College.

As part of the 1987 Legislative session, 1.5 new positions in computer support services were provided to Maui Community College. The additional computing function is now centralized under the Director of Administrative Services. The two positions are:

   Computer Specialist, Psuedo No. 98852F, 100%
   Clerk-Stenographer, Psuedo No. 98303F, 50%

There was previously no function within the existing administrative structure to provide for these positions. As such, a change in organization and function of the Administrative Services was necessary.

With the approval of the reorganization, the 1.5 new positions will be established and classified.
can be performed with available resources and time frame, monitoring progress, and following-up on reporting requirements.

- Responding to requests for information, especially from systemwide offices, State agencies, and legislators.

- Coordinating the budgeting for the College, including the biennium budget requests, six-year operating budget plan, the Capital Improvements Program projects, and the Special Repairs and Maintenance Program requests; preparing the budget requests for the Business Office and Operations & Maintenance Programs.

- Responsible for the Business Office functions of procurement, personnel, payroll, cashiering, financial management, cash controls, telephone switchboard, campus mail, and budget execution.

- Responsible for the proper maintenance and care of all physical facilities and properties of the College, including adequate security of the premises; prepares short and long-range plans and implements them within the resources available; monitors CIP, energy conservation, Special R&M and other campus projects.

- Coordinating the computing services for the College, including hardware operations, data base management, and network communications.