TO: Mr. Rodney Sakaguchi
   Director, Budget Office
FROM: Ralph T. Horii, Jr.
   Vice President for Finance and Operations
SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION OF
   THE UNIVERSITY OF HAWAII, CASHIER'S OFFICE

Enclosed for your files is a copy of the recorganization approved by the University of Hawaii for the Cashier's Office.

Also enclosed is an Executive Summary describing the circumstances and specific organizational changes.

Please replace the organization chart on file with the new material. The functional statement remains unchanged.

If you have any questions, please call Burt Okihara at 948-8526.

Enc.
UNIVERSITY OF HAWAII
Treasury and Logistical Operations

MINOR REORGANIZATION OF THE
OFFICE OF THE VICE PRESIDENT FOR
FINANCE AND OPERATIONS

University of Hawaii
Treasury and Logistical Operations
Cashier's Office

Executive Summary
February 9, 1989

On February 7, 1989, the Vice President for Finance and Operations approved a minor reorganization of the Treasury and Logistical Operations, Cashier's Office.

The reorganization accomplished the following:

1. The Clerical Supervisor II will directly supervise all four of the office's clerical staff.

2. A position variance is being requested to reclassify the Clerical Supervisor II to a UH Administrative and Fiscal Support Specialist, an Administrative, Professional, and Technical position.

The previous organizational structure had the Clerical Supervisor II supervising the two Clerk IV's in the Registration Section. The other two clerical staff members in the Receiving Section reported directly to the UH Fiscal Accounting Specialist V.

The reorganization placed the Clerical Supervisor II as the supervisor of all four clerical staff. A position variance request to reclassify the Clerical Supervisor II to a UH Administrative and Fiscal Support Specialist is currently being proposed.

The new organization and reclassified position will provide the UH Fiscal Accounting Specialist V with a management team to more efficiently and effectively manage a complex operation.
University of Hawaii at Manoa

Manoa Cashier’s Office
2532 Correa Road • Bldg. 37, Rm. 101
Honolulu, Hawaii 96822

February 3, 1989

TO: Mr. Ralph T. Hori Jr.
   Vice President for Finance and Operations

FROM: Burt H. Okihara
       Director
       Treasury and Logistical Operations

       Wendall K.H. Ho
       University Cashier
       Cashier’s Office

SUBJECT: Proposed reorganization of the Cashier’s Office

   In accordance with President Simone’s memoranda of May 2, 1986 regarding the
delegation of authority for organizational and functional changes and Administrative Procedure
A9.040, “University of Hawaii Organizational and Functional Changes”, we respectfully submit this
proposal to reorganize the Cashier’s Office.

Current Organization

   The present Cashier’s Office organizational structure places two operational
sections under the responsibility of the UH Fiscal Accounting Specialist V who, in turn, reports to
the Director, Treasury and Logistical Operations. The operational sections are (1) Registration and
(2) Receiving.

   The Registration Section is responsible for the collecting, billing, and refunding of
tuition and fees for the Manoa Campus.

   The Receiving Section is responsible for the receipting and recording of all
departmental deposits into the UH General Account, processing of dishonored checks and
maintenance of the delinquent financial obligation file.

Proposed Organization

   This proposal requests:

1. The Civil Service position, Clerical Supervisor II, SR-12, #19654, be reclassified to an Administrative, Professional and Technical (APT) position of UH Administrative and Fiscal Support Specialist, F01. A position variance will be requested upon approval of this proposal.
2. The reclassified position will then directly supervise all four of the office's clerical staff. This reorganization will create a better management team in the day-to-day operations of a complex organization.

**Principal assumptions**

This proposal is being submitted with the following assumptions:

1. **Student needs and interests should be served in a timely, responsive and efficient manner.**

2. **The organization should facilitate sound management practices with emphasis on planning, coordinating, communicating and staff and program evaluation.**

3. **The organization should provide the Cashier with an effective and efficient management team.**

**Reasons for the Proposal**

With emphasis to efficiently provide services to students, this proposal focuses on the development of a management team to better serve students and the University community.

The conversion from a manual registration system to a highly complex computerized system requires additional administrative assistance. The reclassification of position no. 19654 from a civil service to an APT position will allow the incumbent to assume more responsibilities related to the student registration process.

The position will be delegated the authority to make routine operational decisions, freeing the UH Fiscal Accounting Specialist V to concentrate on management and policy issues.

**Explanation of the Proposed Reorganization**

The proposed reorganization reflects the need for an administrative assistant in dealing with the daily activities of the registration and receiving process.

1. **The reclassification of the civil service position to that of APT and under the direct supervision of the Cashier will provide for a more efficient and effective management team.**

2. **The delivery of services will be provided in a more expeditious manner due to further delegation of responsibility and authority.**

3. **The ability to provide continuous and undisrupted service is enhanced.**

4. **Based on current collective bargaining agreements, the reclassification will cost $78 a month which will be absorbed in the current budget allocation.**
Effect on Classification

Position no. 19654 will be transferred from the Registration Section and be placed under the UH Fiscal Accounting Specialist V. A request to reclassify the Clerical Supervisor II, SR12 to a UH Administrative and Fiscal Support Specialist, P01 will be submitted upon the approval of this reorganization. No other positions will be affected.

Alternative Course of Action

There is no alternative course of action. The major option is to maintain the status quo.

Organization Charts and Functional Statements

Attachment I: Current Organization
Attachment II: Proposed Organization
Attachment III: Current Functional Statement - No change

Approved/Disapproved:

Ralph T. Horii, Jr.
Vice President for
Finance and Operations
State of Hawaii
University of Hawaii
Vice President for Finance
and Operations
Office of the Director of Treasury
and Logistical Operations

Chart III
Current

Vice President
Finance & Operations

Treasury & Logistical Operations
Director of Treasury, W06-MM, #89264
Secretary III, SR14, #11939

Logistical Services
*Director of Non-Academic
Personnel & Logistical Services, M04, #89162

Cashier's Office
UH Fiscal Accounting Spec. V
P11, #81626

Treasury Office
UH Fiscal Accounting Spec. V
P11, #89432
Cashier II, SR12, #111223
Cashier I, SR10, #18022

Receiving
Cashier I, SR10, #13713
Clerk IV, SR10, #35076

Registration
Clerical Supervisor II
SR12, #19654
Clerk IV, SR10, #35137
Clerk IV, SR10, #12846

*To be redescribed and reclassified.
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, pre-audits 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. Inputs UHGA returned checks 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, and receipts all departmental collections for deposit, all tuition and fees collections, and records all collections into the Central Accounting System for the Manoa Campus. Disburses all checks, warrants and refund checks to students.

Receiving Section

1. Receives all departmental collections. Pre-audits deposits and transports collection via armored car to bank. Controls departmental receipt data input to Central Accounting System.

2. Coordinates daily campus security and armored car pick-ups 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.

3. Assists all departments and organizations on cash collections and charge card program. Disseminates internal policies and procedures on collections, deposits, refunds and reimbursements.

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

5. Responsible for the operation, accounting and annual report of the three Cashier's Office Suspense Accounts:
   a. Suspense account for temporary deposits.
   b. Suspense account for returned items for all returned tuition and fee payment checks.
   c. Suspense account for dishonored credit card payment for credit card use in payment of tuition and fees.
Registration Section

1. Responsible for the control and coordination with other departments, the fiscal aspects of the "Integrated Student Information System," ISIS, registration process. Controls the processing of:

   a. The fiscal portion of all registration material.
   b. Receipts all tuition and fees collection via the ISIS fee collection module.
   c. Maintains an accounts receivable file for all third party tuition and fee billing.
   d. Issues official receipts to disburse all tuition and fee collections to the proper funds and departments.

2. Disburses all Financial Aid checks, warrants and other cash awards to financial aid recipients.

3. Pre-audits all tuition and fee refunds, issues check after checking for financial obligation clearance.

4. Operates Imprest Checking Account to issue tuition and fees refund checks only.

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.
MEMORANDUM TO: Rodney Sakaguchi  
Director, Budget Office  
FROM: Ralph Horii  
SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION OF THE UNIVERSITY OF HAWAII BOOKSTORES FUNCTIONS

Please find attached a copy of the Bookstores reorganization which was approved by the University.

Feel free to call Wayne Fujishige at 948-8252 if there are any questions regarding this matter.

Attachment
UNIVERSITY OF HAWAII BOOKSTORES
Manoa Campus Bookstore

July 20, 1988

MEMORANDUM

TO: Ralph T. Horii, Jr.
Vice President for Finance and Operations

FROM: Wayne Fujishige

SUBJECT: Proposed Reorganization of Bookstore Administrative Support Functions

In accordance with President Simone’s memorandum of May 2, 1986 regarding the delegation of authority for organizational and functional changes and Administrative Procedures A9.040, we submit this proposal to reorganize the Bookstore’s Administrative Support functions.

Existing Functions:

The University of Hawaii Bookstore system is a self-supporting unit, responsible for an annual budget of over $13 million and 64 full-time positions and over 120 part-time student assistant positions. The President’s delegation of authority for budgetary and personnel administrative actions of 1986 has made it extremely difficult for one person to handle both areas effectively and efficiently.

Fiscally we’ve grown in the last five years from a budget of $9.6 million dollars to over $13 million. In the area of personnel, we are responsible for essentially all matters pertaining to personnel management.

The Manager of the University Bookstores, position number 80137, P13, was upgraded to Director of University Bookstores at a managerial level of M05. The position of Director was filled by the Administrative Officer IV, position number 80204.

Current functional requirements of fiscal and personnel management are incorporated into the Administrative Officer’s position description.
Proposed Functions:

This proposal is a request to reorganize the administrative services functions of the University of Hawaii Bookstore System into three distinctly separate functional divisions as follows:

- Fiscal Accounting Specialist (Fiscal, procurement, and budgeting)
- Personnel Officer (Personnel administration)
- Computer Specialist (Electronic Data Processing)

Principle Assumptions:

This proposal is submitted with the following assumptions:

1. The organization will serve the Bookstore system's needs in a more timely and efficient manner.

2. The organization will allow us to maximize our limited resources and will give us the maximum level of expertise in trying to maintain a self-supporting operation.

Reasons for the Proposal:

The reasons for this proposal are:

1. To accommodate the expanded scope of personnel matters, the increased necessity to maintain timely budget and fiscal information and the growing demands by our branch operations for automated systems make the administration of these matters impossible to manage under one Administrative Officer.

2. To distribute the work of these three functional areas to a specialist in their field of expertise.

The Bookstore's position of Administrative Officer is currently vacant and the existing workload and the increased demands of the position, especially in the area of personnel management, is far too heavy a demand for one person to handle effectively.
Evaluation of the Proposed Reorganization:

The proposed reorganization will segregate the three distinct functional areas of fiscal management, personnel, and data processing management and allow for more direct reporting to the Director of University Bookstores. The separation of functions will also allow for quicker decision making and monitoring of the specific areas of responsibility by the specific division heads. Operationally, managers will be able to get expert advice and immediate action from the specific areas in question. This will also promote more meaningful and productive relationships outside the Bookstore because the various division heads will be experts in the field they cover in our operations.

The proposed organization results in a cost savings of approximately $4,700 per year.

Effect on Classification or Status of Position:

The position of Administrative Officer VI, position number 80204, is currently vacant and we plan to redescribe the UH Fiscal Accounting Specialist II, position number 80857, to reflect the added responsibilities. Revised position descriptions have been prepared and are pending final action on the reorganization.

Alternative Course of Action:

Retaining the existing organization is not a viable alternative. The added responsibilities and growing complexity of our operations require direct and expert handling in the areas of fiscal, personnel and data processing management. The best alternative is to divide the functional responsibilities between three positions and have them report directly to the Director of University Bookstores.

Organizational Charts and Functional Statements:

Attachment I: Current Organization Chart
Attachment II: Proposed Organization Chart
Attachment III: Current Functional Statement
Attachment IV: Proposed Functional Statement

Approved/Disapproved

Ralph T. Horii, Jr. Date
Vice President for Finance and Operations
MINOR REORGANIZATION OF THE OFFICE OF
THE VICE PRESIDENT FOR FINANCE AND OPERATIONS

University of Hawaii Bookstores

Executive Summary

September 27, 1988

On September 20, 1988, the Vice President for Finance and Operations approved a minor reorganization of the University of Hawaii Bookstores. The reorganization separated the administrative support area into three functional divisions reporting directly to the Director of University Bookstores and they are:

1. Fiscal, Procurement and Budget
2. Personnel Administration
3. Electronic Data Processing

The previous organizational structure had fiscal, procurement, budget, personnel administration and electronic data processing all under the currently vacant, Administrative Officer IV, position number 80204. To accommodate the expanded scope of personnel matters, the increased necessity to maintain timely budget and fiscal information and the growing demands for automated systems, a reorganization was proposed and approved.

The reorganization segregated the three distinct functional areas of fiscal management, personnel, and data processing management and allows for quicker decision making and monitoring of the specific areas of responsibility. Operationally, managers will be able to get expert advice and immediate action from the specific areas in question. This will also promote more meaningful and productive relationships outside the Bookstore because the various division heads will be experts in their field of operations. Thus, the reorganization provides the Director with a staff of professional team members to better manage a complex organization.
**Vice President**  
Finance and Operations  

**UH BOOKSTORES**  

**Director of Univ Bks Ret** M05 #89251  
Secretary III SR14 #13644  
Clerk-Stenc II SR09 #15538  

**Administrative Support**  
UH Computer Sp III P07 #81378  

**Fiscal Support**  
Fiscal Acctg Sp V P11 #80857  
Account Clerk IV SR13 #17652  
Account Clerk IV SR13 #14867  
Account Clerk II SR08 #15070  
Account Clerk II SR08 #10425  
Account Clerk II SR08 #35072  

**Administrative Support**  
Personnel Officer II P05 #80204  

**Operations Department**  
UH Bks Ret Ops Off P07 #80136  

**Textbook Department**  
UH Bks Ret Dept Mgr P07 #80125  
UH Bks Ret Mgr I P05 #80128  
Cl Supv III SR14 #13065  
Clerk IV SR10 #15833  
Clerk III SR08 #11089  
Clerk III SR08 #12626  
Clerk II SR06 #10587  
Clerk II SR06 #13643  
Clk-Typist III SR10 #13842  

**Tradebook Department**  
UH Bks Ret Dept Mgr P07 #80126  
UH Adm & Fisc Sup Spec P01 #80427  
Clerk IV SR10 #17362  
Clerk III SR08 #14988  
Clerk III SR08 #17360  
Clerk III SR08 #32675  
Clk-Typist II SR08 #22931  

**Supplies Department**  
UH Bks Ret Dept Mgr P07 #80127  
Clerk V SR12 #17357  
Clerk IV SR10 #24637  
Clerk III SR08 #66801  
Clerk III SR08 #13945  
Clerk III SR08 #27843  
Clk-Typist II SR08 #17361  
Clk-Typist II SR08 #27887  

**Community College Bookstores**  
Chart VI-A  

*Budgeted Positions*  

**Warehousing & Receiving**  
Storekeeper SR13 #15539  
Warehouseman WB04 #19066  
Stores Clerk SR08 #17651  

**Clerical Department**  
Clerical Supv III SR14 #17356  
Clerk V SR12 #10424  
Clerk IV SR10 #17359  
Clerk IV SR10 #17358  
Clerk IV SR10 #24959  
Clerk IV SR10 #27876  

**Custodial**  
Janitor II WB02 #13645  

**STATE OF HAWAII**  
**UNIVERSITY OF HAWAII**  
**VICE PRESIDENT FOR FINANCE AND OPERATIONS**  
**UNIVERSITY BOOKSTORE**  

**CHART VI**  
**PROPOSED**
STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE & OPERATIONS
UNIVERSITY OF HAWAII BOOKSTORE

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 service 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.
- 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 tradebooks.
- 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 merchandise.

- 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.

- 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 sales 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.
Fiscal 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 Bookstores system.
- Procures all non-routine supplies, equipment, and services.
- Establishes and enforces security controls and procedures for cash.
- Monitors departmental and branch purchases of resale merchandise.
- Operates imprest fund accounts and processes all payments to be made via the University's Disbursing Office.
- Articulates stores accounting on the retail method with University and State accounting systems.
- Maintains fiscal records and files.
- Makes periodic profit-and-loss reports, balance sheets, and fiscal analyses.
- Monitors factors critical to retail operations such as margins, markups, markdowns, overhead costs, etc.
- Invests available cash.
- Coordinates audit activities within the Bookstores system.
PROPOSED 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.

. 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 reorders 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 tradebooks.
- 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.
- Orient 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 merchandise.

- 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.

- 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 sales 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.

- 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.
Administrative Services

Fiscal Operations

Responsible for fiscal controls, financial operations/reporting, procurement and budgeting.

- Prepares long-range, biennial, and annual budget for all stores.
- Supervises all bookkeeping and accounting operations in Bookstores system.
- Procures all non-routine supplies, equipment, and services.
- Establishes and enforces security controls and procedures for cash.
- Monitors departmental and branch purchases of resale merchandise.
- Operates imprest fund accounts and processes all payments to be made via the University's Disbursing Office.
- Articulates stores accounting on the retail method with University and State accounting systems.
- Maintains fiscal records and files.
- Makes periodic profit-and-loss reports, balance sheets, and fiscal analyses.
- Monitors factors critical to retail operations such as margins, markups, markdowns, overhead costs, etc.
- Invests available cash.
- Coordinates audit activities within the Bookstores system.

Personnel Management

Responsible for all matters related to personnel recruitment, processing of documentation, grievance, record keeping, training, classification, and management support.

- Conduct all personnel recruitment in accordance with University policies and procedures and State and Federal laws.
Conducts investigations and prepares the necessary claims for all workers' compensation and temporary disability claims.

Handles all grievance matters with University departments, unions and State agencies.

Maintains personnel records and transactions.

Coordinates and conducts training and development programs.

Handles all classification and maintains position inventory control.

Maintains updated Policies and Procedures Manuals.

Provides management support in all areas of personnel management, organizational structure, staffing analysis, and changes in staffing requirements.

Electronic Data Processing

Responsible for the system development and maintenance, operations, technical support and management support in all areas of electronic data processing for the Bookstore system. Areas of responsibility include the following: Point of Sales, Inventory Systems, General Ledger, Accounts Payable, Bar Coding Systems, Office Automation, Electronic Mail, and Automated Cash Register Systems.

- Performs systems analysis, design, tests, installation, and maintenance.

- Develops and controls all production schedules for all computer related operations.

- Provides technical assistance and conducts periodic training to all users in the Bookstore system

- Provides management and administrative support for all data processing related activities.
MEMORANDUM

TO: Mr. Rodney Sakaguchi
   Director
   University Budget Office

FROM: Ralph T. Horii, Jr.
   Vice President for Finance and Operations

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, UNIVERSITY OF HAWAII AUXILIARY SERVICES

Attached for the Board's information is a copy of the Auxiliary Services reorganization which was approved by the University. It reflects the realignment of responsibilities among the various units of Auxiliary Services.

Feel free to call Micheal Yano at 948-7971 if there are any questions regarding this matter.

Attachment
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
VICE PRESIDENT FOR FINANCE AND OPERATIONS
CAMPUS OPERATIONS
AUXILIARY SERVICES
Chart V-C

CAMPUS OPERATIONS

OFFICE OF THE DIRECTOR
OF AUXILIARY SERVICES
* Director M7  #89030
Secretary II, SR-12  #13575
Clerk-Steno II, SR-09  #14181

COMMUNICATIONS

FACULTY HOUSING
&
FOOD SERVICES
CHART V-C2

PARKING, CAMPUS SECURITY
&
TRANSPORTATION
CHART V-C3

* To be redescribed.

APPROVED BY: [Signature]
TITLE: Vice President for Finance & Operations
DATE: 8/9/88
OFFICE OF THE DIRECTOR
OF AUXILIARY SERVICES

COMMUNICATIONS
* UH AUXILIARY & FACILITIES
SERVICES OFFICER V
P11  #80500

<table>
<thead>
<tr>
<th>TELECOMMUNICATIONS</th>
<th>DUPLICATING SERVICES</th>
<th>CAMPUS MAIL SERVICES</th>
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<tr>
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<td>* Clerical Supv II, SR-12 #469</td>
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* To be redescribed.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
VICE PRESIDENT FOR FINANCE AND OPERATIONS
CAMPUS OPERATIONS
AUXILIARY SERVICES
Chart V-C1

APPROVED BY: [Signature]

TITLE: Vice President for Finance & Operations

DATE: [Date]
OFFICE OF THE DIRECTOR
OF AUXILIARY SERVICES

FACULTY HOUSING &
FOOD SERVICES

*UH AUXILIARY & FACILITIES
SERVICES OFFICER IV
PO9 #80754
Clerk IV, SR 10 #19118

FACULTY HOUSING

Bldg. Maint. Worker I
WS-09 #12979

FOOD SERVICES

Formal Contract

*To be redescribed.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
VICE PRESIDENT FOR FINANCE AND OPERATIONS
CAMPUS OPERATIONS
AUXILIARY SERVICES
CHART V-C2

APPROVED BY: [Signature]
TITLE: Vice President for Finance & Operations
DATE: 8/4/99
## OFFICE OF THE DIRECTOR
### OF AUXILIARY SERVICES

### PARKING, CAMPUS SECURITY
#### & TRANSPORTATION SERVICES

UH Auxiliary & Facilities Services Off. V, Pl1 #80756
UH Auxiliary & Facilities Services Off. IV, P09 #80001
Clerk-Typist II, SR-08 #40070

---

### PARKING SERVICES

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### CAMPUS SECURITY

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</tbody>
</table>

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**APPROVED BY:**

**TITLE:** Vice President for Finance & Operations

**DATE:** 8/9/84
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, Telecommunications, Duplicating Services, Campus Mail Services, Food Services, Transportation Services, Parking Operations, and Campus Security.

FACULTY HOUSING

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

Major Functions

1. Operate and maintain the Waahila Faculty Housing with sixty-seven (67) apartment units.

2. Provide for the acceptance, evaluation, and processing of requests for housing; review and approve assignments of leases in accordance with University policies.
3. Conduct preventive maintenance program, major renovations, and replacement of furniture and equipment, and custodial and grounds maintenance to improve the physical quality of faculty housing; and provide security of the apartments in order to make the faculty housing complex safe and livable.

4. Conduct survey and evaluation of new faculty needs to determine future development of additional faculty housing units, and develop long-range plans for capital improvement projects. Provide faculty housing assistance programs to assist the faculty in acquiring alternative accommodations.

**FOOD SERVICE**

The function of this division is to satisfy the nutritional needs of the University community by providing choices of products at the lowest cost, high in quality, and with the best possible services.

**Major Functions**

1. Administer the food service contract for the Manoa campus. Develop contract specifications focusing on the quality of menus, the manner of service, the economy of prices and merchandising that provide the customer with options that are attractive, enjoyable, interesting, and nutritious.

2. Monitor the food service contractor to insure the delivery of service, the quality and quantity of food, food products, hours of operation, maintenance and replacement of equipment, the management of personnel, safety and sanitation, improvements to the University facilities are in compliance with the provisions of the contract and applicable codes and ordinances.

3. Conduct evaluation on the use of the food service facilities, customer traffic on campus, and develop alternative food service locations. Insure that contractor conducts a food survey at least once a year to evaluate customer satisfaction with respect to all aspects of the food service program. Initiate new programs, including food preparation, new formats, menu variations, decor and ambiance to enhance the overall food service operation. Plan and construct new food service facilities to replace Hamilton Snack Bar.
TELECOMMUNICATIONS

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 objective of teaching, research, and public service.

Major Functions

1. Provide an effective and cost-efficient telecommunications system for Manoa campus.

2. Evaluate future requirements for telecommunications systems and develop long-range plans for system enhancement, cost control, and capital improvement projects.

3. Maintain inventory of the telephone system and related equipment including cable plant facilities.

4. Monitor repair and maintenance program to maintain an efficient telecommunications system.

5. Evaluate the quality control measures and trouble reports in order to implement corrective actions to guarantee the satisfaction of the users.

6. Conduct and prepare cost analysis of telephone system, including all pricing structures for services provided.

7. Implement chargeback systems and process monthly billing documents to appropriate users.

8. Maintain constant contact with related industries to ensure the most efficient and effective technologies.

9. Coordinate and assist users with all telecommunications requirement to meet their needs.

10. Provide operator services and assistance to the campus.

11. Provide radio transmission and service to the campus parking and security operations.

12. Administer the contract for the telecommunications system and related facilities management.
CAMPUS MAIL SERVICES

The function of this division is to provide a campus mail pick up and delivery services daily to Manoa campus departments and insure that proper safeguards are provided for the efficient and timely delivery of mail and telex messages.

Major Functions

1. Provide campus pick up and delivery of intra-campus and metered mail.
2. Provide outgoing metered and accountable mail service.
3. Receive and deliver incoming telexes to appropriate departments.
4. Maintain communication with the United States Postal Service regarding operational procedures and up-to-date technologies.
5. Evaluate operations to improve current services and plan for future requirements and services.

CENTRAL DUPLICATING SERVICES

The function of this division is to provide rapid and efficient reprographic services at a low cost per copy while maintaining quality reproduction and services; further, this division’s function is to provide and maintain a centralized copy machine service for the campus.

Major Functions

1. Provide 24-hour duplicating services to campus users.
2. Provide a centralized service for copy machine, maintenance, and supply acquisition.
3. Maintain sufficient inventory of reprographic supplies to guarantee continuous operation of the printshop and copy machines on campus.
4. Monitor and maintain preventive maintenance contracts for all reprographic equipments.
5. Issue, evaluate, and control department allocations for usage of reprographic services.

6. Evaluate department requirements for copy machines to ensure cost-effective placements and purchases.

7. Maintain and control issuance of auditron keys to manage usage by departments.

8. Evaluate future requirements for replacement of equipment to maintain standard of services provided.

9. Maintain constant contact with related industries to ensure the usage of equipment and standards of latest technologies.

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 and vehicle replacement program.

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. Purchasing and installation of various replacement parts for vehicles.

6. Administer billing procedure for all services incurred by the various department.
PARKING OPERATIONS

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

Major Functions

1. Develop policies and procedures to manage the allocation of available campus 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.

3. Provide for the sale of various parking permits and scripts, accounting of daily entry fees, collection of fines, and maintenance of permit and citation records.

4. Assist the Facilities Planning Management Office in the long-range planning of additional and improvements to existing parking lots on campus.

5. Develop and enforce parking rules and regulations for all types of vehicles entering campus.

6. Supervise the daily operations of contracted parking officers that patrol the various parking lots on campus.

7. Provide and manage an appeals process for people contesting parking citations for violating parking rules and regulations 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 throughout the year.
Major Functions

1. Provide foot and major 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 and maintain law and order on campus.

3. Monitor the security of buildings and the protection of its contents; conduct search for buildings and grounds in the event of a bomb threat; and report health and safety hazards to the appropriate departments.

4. Provide escort services for students and staff during the hours of darkness.

5. Provide crowd control during special events.

6. Provide crime prevention programs and maintain liaison with the various departments, including the Honolulu Police Department, to improve security on campus.

7. Administer the after-hour emergency telephone program.

8. Maintain records on all security reports received by the Security Office.
UNIVERSITY OF HAWAII
Vice President for Finance and Operations

August 10, 1988

MEMORANDUM TO: Rodney Sakaguchi
Director of Budget

FROM: Ralph T. Horii, Jr.
Vice President for Finance and Operations

SUBJECT: NOTIFICATION OF THE APPROVED REORGANIZATION
TO REASSIGN THE OFFICE OF THE INTERNAL AUDITOR

Attached for your files is a copy of the reorganization proposal which I have approved to transfer the Office of Internal Auditor from the Office of Vice President for Administration to the Office of Vice President for Finance and Operations. Please call me should there be any questions on this matter.

Attachment
PROPOSAL FOR THE UNIVERSITY OF HAWAII REORGANIZATION
TO REASSIGN THE OFFICE OF INTERNAL AUDITOR
July 25, 1988

INTRODUCTION

A reorganization is proposed for the University of Hawaii systemwide offices of Vice President for Administration and Vice President for Finance and Operations. The reorganization centers on the reassignment of the Office of Internal Auditor from the Office of Vice President for Administration (OVPA) to the Office of Vice President for Finance and Operations (OVFPO).

Since January 1, 1987, the position of Vice President for Administration has been vacant while its incumbent remains on leave from the University to work in the Office of the Governor. In the interim, the Internal Auditor reports administratively to the Office of the President (Assistant to the President, Position No. 89172).

EXISTING FUNCTIONS AND ORGANIZATION

1. Vice President for Administration. The Vice President for Administration is responsible for directing and coordinating the University's personnel management, collective bargaining, and internal audit functions; and for serving as liaison with the Office of the State Attorney General on legal matters. As such, the line offices reporting to the OVPA include the Personnel Management Office and the Office of Internal Auditor (see Attachment A).

2. Office of Internal Auditor. The Internal Auditor is charged with planning, supervising, and coordinating all aspects of the University's audit function, including matters related to internal control, compliance with appropriate financial rules and regulations, and the procurement of external auditing services (see Attachment A). As mentioned above, the Internal Auditor officially reports to the Vice President for Administration.

3. Vice President for Finance and Operations. The Vice President for Finance and Operations is responsible for the general control and coordination of all aspects of the University's administrative and support functions including fiscal, procurement, financial, physical planning and management, and auxiliary services. The line offices reporting to the VPFPO are: Fiscal Services Office, Treasury and Logistical Operations, Procurement and Property Management Office, (Manoa) Campus Operations, and University Bookstores (see Attachment B).
PROPOSED FUNCTIONS AND ORGANIZATION

It is proposed that the Office of Internal Auditor be reassigned from the Office of Vice President for Administration to the Office of Vice President for Finance and Operations. The VPFO would therefore assume oversight responsibility for the internal audit function which was previously included among the responsibilities of the VPA.

The Office of the Internal Auditor would continue to perform its functions as a line operation, only now reporting to the VPFO. This proposed organizational change is reflected in the organization charts and functional statements appended hereto as Attachment C (Vice President for Administration), and Attachment D (Vice President for Finance and Operations).

REASON FOR PROPOSED ACTION

In January 1988, the Legislative Auditor issued the results of a followup review of the University's administrative reorganization which had been initiated on January 1, 1986. Essentially, the Legislative Auditor found that the internal audit function is now assigned to the president's administrative assistant who has no background relating to internal auditing. The Legislative Auditor expressed concern that a more appropriate organizational focus be given to this critical function.

Following a review of the matter, the University finds that under the organization model prevalent at most universities, the Internal Auditor reports to a high-level administrative authority who has the responsibility of overseeing university business and financial affairs. In this model, the Internal Auditor is also available to the governing Board for special projects. This organizational model should not impair the independence of the Internal Auditor who may at times be requested to examine the financial operations of the university official to whom he reports.

Accordingly, it is proposed that the current University organization be amended so that the Internal Auditor will report to the Vice President for Finance and Operations, and be available to assist the Board of Regents in carrying out its fiduciary responsibilities with respect to the financial affairs of the University.

EFFECTS ON STAFFING

The Office of Internal Auditor is staffed by a Managerial-level Director of Internal Audit (Position No. 89218), and a Secretary II (Position No. 21969). The proposed reorganization should have no impact on staffing, as the
entire office will be reassigned intact from the Office of Vice President for Administration to the Office of Vice President for Finance and Operations.

ALTERNATIVE COURSES OF ACTION

1. **Report to the Office of the President.** To maintain the reporting relationship between the Internal Auditor and the Office of the President in the absence of the Vice President for Administration would invite further criticism from the Legislative Auditor for lack of a high-level University official with a financial orientation to provide proper attention and direction for the internal audit function. The status quo is therefore not an acceptable alternative to the proposed reorganization.

2. **Report to the Board of Regents.** Still another option would be the placement of the Internal Auditor under the Board of Regents Office. However, this option was not selected for the reason that the governing board is a policy-making body with limited staffing, and with all its attendant functions would not be able to devote adequate time to the functions of the Office of Internal Auditor.

SUMMARY

It is proposed that the Office of Internal Auditor be transferred from the Office of Vice President for Administration to the Office of Vice President for Finance and Operations. This organizational structure would not only provide for the necessary top-level attention to the internal audit function, but would still permit independent reviews necessary to assist the Board of Regents in executing its fiduciary responsibilities.

APPROVED BY:

Ralph T. Horii, Jr.
Vice President for Finance and Operations

Date: 8/10/0
MEMORANDUM TO: Vice President Ralph Horii  
FROM: Rodney Sakaguchi  
SUBJECT: REASSIGNMENT OF THE INTERNAL AUDITOR'S OFFICE

July 12, 1988

The Board of Regents has accepted a recommendation from its Ad Hoc Committee on Internal Auditor to reassign the Internal Auditor's Office from the Vice President for Administration to your operations. Copies of the memorandum and committee report received from the Board Secretary are attached for your information. Please initiate action to formally amend the appropriate organizational charts and functional statements for your office. I would appreciate it if your staff could also amend the charts and functional statements for the Office of the Vice President for Administration. Board approval will not be required for the reorganization since the request is originating from that office. For your convenience, we are attaching working copies of the charts and functional statements which are to be amended.

If you or your staff have any questions or require additional information, please contact Nadine Shiroma at 948-8472.

Attachment
MEMORANDUM

TO:       President Simone
FROM:     Pepper Shiramizu
          Secretary of the Board

SUBJECT:  Report of the Ad Hoc Committee on Internal Auditor

The report of the Regent's Ad Hoc Committee on Internal Auditor (attached), has been distributed and accepted by the Board. Therefore, it would be appreciated if you would make the necessary organizational changes to reflect recommendation #1 relative to the organization and function of the University's Internal Auditor.

The functions of the Regent's Committee on Finance will not require any amendments since the Committee currently oversees the University's internal and external audits.

If you have any questions, please call me.

attachment

PS:mo

cc: Chairman Brandt
    Regent Stephenson
    Regent Ushijima
Report of the Ad Hoc Committee on Internal Auditor

The Ad Hoc Committee on Internal Auditor was established to look into whether the University's Internal Auditor should have a direct reporting relationship to the Board of Regents. Presently, the office of the Internal Auditor reports to the Assistant to the President. Its primary responsibilities are to develop long-range audit plans, review completed audit reports, conduct petty cash, imprest fund and cash receipt reviews and performs special assignments requested by the university administration. It should be noted that the Internal Auditor performs financial and compliance reviews and does not review and assess academic programs.

The organization model prevalent at most universities has the Internal Auditor reporting to a high level administrative authority, who has the responsibility of overseeing the university business and financial affairs. In this model, the Internal Auditor is also available to the Board for special projects. This organizational model should not impair the independence of the Internal Auditor who may at times, be requested to examine the financial operations of the university official it reports to.

Accordingly, the Committee, upon review of the organizational models related to the Internal Auditor, recommends the following:
Report of the Ad Hoc Committee
on Internal Auditor
April 5, 1988
Page 2

1. That the current university organization be amended so that the Internal Auditor report to the Vice President for Finance & Operations with access to the Board to assist the Board in its fiduciary responsibilities.

2. That the Regents' Committee on Finance which exercises general oversight and policy directions over the University's external and internal audit program, be advised that it should meet with the internal and external auditors as necessary.

/s/ H. Howard Stephenson

H. Howard Stephenson

/s/ John T. Ushijima

John T. Ushijima

PS: lh
STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE-PRESIDENT FOR ADMINISTRATION
Internal Auditor
Position Organization Chart
Chart E
(Current)

OFFICE OF THE VICE-PRESIDENT
FOR ADMINISTRATION

INTERNAL AUDITOR

Director of Internal Audit,
M05-MH, #89210
Secretary II, SR12,
#21960

CHART UPDATED
DATE: JUL 1967
Office of the Vice-President for Finance and Operations

Vice President for Finance and Operations
HL3-NE, #89094
Private Secretary I, SR18, #16966

CHART I
(Current)

Bond System Operations
- UH Program Budget Sp III P11, #80154

Fiscal Office
- UH Administrative Off VI P13, #80173
  Secretary II
  SR12, #22222
  UH Ada & Fiscal Support Sp P01, #81173

Fiscal Services Chart II
Treasury and Logistical Operations Chart III
Procurement and Property Management Chart IV
Campus Operations Chart V
Bookstores Chart VI

1/ See Chart I-A.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE-PRESIDENT FOR ADMINISTRATION

MAJOR FUNCTIONS

Exercises general direction, control and coordination over the University's personnel management, collective bargaining, and internal audit functions.

- Directs and coordinates all personnel matters, including employee safety, benefits, training, classification, visa, and other employee services.

- Oversees negotiation and administration of the collective bargaining contracts; consults with the respective employee representatives on major or significant matters affecting employee relations; resolves conflicts through informal meetings, grievance and arbitration procedures and as necessary through the Hawaii Labor Relations Board and the courts.

- Supervises all University auditing activities.

- Acts as liaison with the Office of the Attorney General on legal matters.
STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE-PRESIDENT FOR ADMINISTRATION
INTERNAL AUDITOR

MAJOR FUNCTIONS

Plans, supervises, and coordinates all aspects of the University's audit function.

+ Provides advice and assistance to the President and Vice-President for Administration on auditing, internal control, and other financial management matters.

+ Plans, supervises and coordinates teams of internal auditors in performing cyclical audits of selected University examinees.

+ Develops and administers comprehensive statewide internal auditing to report on:
  - quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities
  - adequacy of safeguards of assets
  - detection of variations or deficiencies for early corrective action
  - extent of compliance to internal and external audit recommendations accepted by the University.

+ Provides advice and assistance to various University offices (as requested) in evaluating and reporting on:
  - economy and efficiency in the use of resources
  - accomplishment of established objectives and goals for operations and programs
  - detection of unmet needs
  - extent of compliance to policies, procedures, statutes, rules, regulations, etc.

+ Develops and administers comprehensive statewide procurement and coordination of external auditing and consulting services to report on:
  - reliability of financial statements of examinees
  - quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities
  - extent of reliability of the University's administrative system, organization, etc.
  - extent of reliability of the University's accounting and reporting system.

+ Represents the University in dealing with external auditors and audit agencies.
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.
State of Hawaii
University of Hawaii
Systemwide Administration
Vice President for Finance & Operations
Internal Auditor
Chart VII

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND OPERATIONS

INTERNAL AUDITOR

Director of Internal Audit
M05-NM, #9218
Secretary II, SR12, #21969

Approved by:
Albert J. Simone, President
SEP 28 1988
Date:_________________
OFFICE OF THE VICE PRESIDENT FOR FINANCE AND OPERATIONS

Vice President for Finance and Operations, M13-NE, #89094
Private Secretary I, SR19, #16966

BOND SYSTEM OPERATIONS

UH Program Budget Sp III
P11, #80154

FISCAL OFFICE

UH Administrative Off VI
P13, #80173
Secretary II, SR12, #22222
UH Adm & Fiscal Support Sp
P01, #81173

Fiscal Services Chart II
Treasury and Logistical Operations Chart III
Procurement and Property Management Chart IV
Campus Operations Chart V
Bookstores Chart VI
Internal Auditor Chart VII

1/ See Chart I-A.
OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION

Vice-President, W13-H2, #80056
Private Secretary I, SN-16, #11413

Deputy Attorney General

Personnel Management Office
Chart F

Approved by:
Albert J. Shimana, President
SEP 28 1988
Date: _______________
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.
- Directs and coordinates all University auditing activities.
MAJOR FUNCTIONS

Exercises general direction, control and coordination over the University's personnel management, collective bargaining, and internal audit functions.

- Directs and coordinates all personnel matters, including employee safety, benefits, training, classification, visa, and other employee services.

- Oversees negotiation and administration of the collective bargaining contracts; consults with the respective employee representatives on major or significant matters affecting employee relations; resolves conflicts through informal meetings, grievance and arbitration procedures and as necessary through the Hawaii Labor Relations Board and the courts.

- Acts as liaison with the Office of the Attorney General on legal matters.