March 19, 1990

MEMORANDUM

TO: Rodney Sakaguchi  
    Director, University Budget Office

FROM: Edgar Torigoe  
    Director, Administrative Affairs

SUBJECT: Notification of Change in Organization, University of Hawaii at Hilo’s Administrative Services and Library Services

Enclosed for your files are copies of the reorganization approved by the University of Hawaii for the Administrative Services and Library Services Divisions.

Please replace the organization charts and functional statements on file with the new material.

If you have any questions, please call me at 933-3446.

Enclosure

   c: UH-Hilo Personnel Office w/o enclosure  
       UH Personnel Management Office (Classification) w/o enclosure

Received copies of all transmitted memoranda. Informed Kerwin that only 1 is necessary.
EXECUTIVE SUMMARY

The Computing Center and Media Services departments were both reporting directly to the Chancellor under the previous organization. Reduction of the number of areas reporting directly to the Chancellor was needed. With reorganization, these two departments now report to the senior staff managers, the Director of Administrative Affairs and the Director of the Library respectively. The organizational changes were due to the delegation of day-to-day management and supervision of these departments to the senior staff managers.
NARRATIVE REPORT OF PROPOSED CHANGES
COMPUTING CENTER

As it exists currently, the Computing Center reports directly to the Chancellor, position number 89064.

The proposed change will position the Computing Center under the direction and supervision of the Director of Administrative Affairs, position number 89098.

With eleven divisions reporting to the Chancellor, the time constraints of the top administrator is limited. The Chancellor of the University of Hawaii at Hilo is responsible for providing executive leadership in long range planning, development and coordination of UH-Hilo.

The day-to-day management and supervision is delegated to senior management staff. The Computing Center serves as an administrative service center for centralized computer services, and therefore would operate more efficiently and effectively under the management and supervision of the Director of Administrative Affairs.

This reorganization will not create any additional costs.

No positions will be added or deleted. The Computer Specialist V, position number 81829 will report to the Director of Administrative Affairs, instead of the Chancellor.

Alternatively, the organization could be left as is. However, the proposed reorganization will function more efficiently.
OFFICE OF ADMINISTRATIVE SERVICES

As part of the Chancellor’s Office, provides the business and managerial leadership required to support the administrative needs of the University of Hawaii at Hilo.

OFFICE OF THE DIRECTOR

Serves as the principal assistant to the Chancellor in all non-academic matters.

Plans, organizes, directs, coordinates and evaluates all of the business, budgeting, personnel, financial, administrative, computing and CIP activities, including management systems and analytical studies requirements of the campus and the system wide office.

ENVIRONMENTAL HEALTH & SAFETY

Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, hazardous waste, chemical safety, etc.

PERSONNEL

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, etc.

AUXILIARY SERVICES

Administers the repair and maintenance of the campus buildings and grounds, campus security, campus communication, food service, inventory, safety program, and parking.

FACILITIES PLANNING AND CONSTRUCTION

Administers the CIP program (planning, design, construction) repairs and maintenance projects, facilities use program, space utilization programs and facilities inventory management.

BUSINESS MANAGEMENT

Prepares, administers, and audits budget and financial transactions of the UHH, including maintenance of position controls. Procures all goods and services, receipts and disburses all University of Hawaii at Hilo funds, and maintains accounting and financial records.

COMPUTING CENTER

Plans, organizes, directs and coordinates the functions of the Computing Center to serve the instructional programs, administrative programs, and research activities.
LIBRARY SERVICES

ADMINISTRATION

Directs all library and media activities, services and personnel for the University of Hawaii at Hilo.

* Directs the development of library services, collections, and facilities.
* Responsible for fiscal planning and management to insure the efficient operation and development of the UHH Library.
* Provides for staff development and training to insure an adequate level of library services.
* Directs the evaluation, acquisition and processing of library services.
* Provides for special collections and services in response to curriculum, academic, and community needs.

MAIN LIBRARY

Public Services:

* Provides informational and reference services.
* Responsible for the selection and development of the reference collection.
* Supervises activities in circulation.
* Circulates all library materials to faculty, students and the community, including films and reserve books.
* Provides for stack maintenance for the collection.
* Provides for automated data base searching for faculty.
* Supervises operation of special collections.
* Provides access to Hawaii newspapers through the Big Island Newspaper Indexing Project.
* Works with faculty in the coordination, evaluation and selection of library materials.
Catalog:

* Responsible for all cataloging and materials processing procedures.
* Responsible for developing a data base of machine readable records which will be the basis for the Library's on-line catalog.
* Responsible for handling the receipt and processing of gift materials.

Government Documents and Periodicals:

* Provides check-in, claiming and binding of periodicals and newspapers.
* Responsible for the selection, acquisition, processing and development of the U.S. documents collection.
* Provides reference information services for U.S. documents.

Acquisitions, Serials, and Interlibrary Loan:

* Responsible for the ordering of all library materials.
* Receives and processes library materials including serials and prepares invoices for payment.
* Maintains budget control over the materials budget.
* Provides interlibrary loan services for faculty, staff, and students.

MEDIA

Provides support services and resources for the faculty and staff to improve the efficiency and effectiveness of the learning process for all students.

* Provides production, audio-visual, reprography and curriculum development services.
* Responsible for the purchase, inventory, repair and maintenance of all media equipment.
* Explores curriculum problems with the faculty, staff development, delivery systems, utilization of equipment, scheduling and production.
September 29, 1989

MEMORANDUM

TO: Mr. Kenneth Kato
Chairman, Board of Regents

FROM: Edgar Torigoe
Director, Administrative Affairs

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, UNIVERSITY OF HAWAII OF HAWAII AT HILO'S ADMINISTRATIVE SERVICES FUNCTIONS

Enclosed for the Board's information is a copy of Administrative Services Division reorganization which was approved by the University. It reflects the creation of the Environmental Health and Safety Office.

If you have any question, please call me at 933-3446.

Enclosures

c: UH-Hilo Personnel Office w/o enclosure
   UH Personnel Management Office (Classification) w/o enclosure
   UH Budget Office w/o enclosure
OFFICE OF ADMINISTRATIVE SERVICES

As part of the Chancellor's Office, provides the business and managerial leadership required to support the administrative needs of the University of Hawaii at Hilo.

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Administers the repair and maintenance of the campus buildings and grounds, campus security, campus communication, food service, inventory, safety program, and parking.

BUSINESS MANAGEMENT

Prepares, administers, and audits budget and financial transactions of the UHH, including maintenance of position controls.

Procurrs all goods and services, receipts and disburses all University of Hawaii at Hilo funds, and maintains accounting and financial records.

ENVIRONMENTAL HEALTH & SAFETY

Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, hazardous waste, chemical safety, etc.

FACILITIES PLANNING AND CONSTRUCTION

Administers the CIP program (planning, design, construction) repairs and maintenance projects, facilities use program, space utilization programs and facilities inventory management.

PERSONNEL

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, etc.
MEMORANDUM TO: Chancellor Edward Kormondy  
FROM: Rodney Sakaguchi  
SUBJECT: APPROVED ORGANIZATIONAL CHARTS, HAWAII SMALL BUSINESS DEVELOPMENT CENTER

Attached is a signed copy of the UH Hilo College of Arts and Sciences' organizational chart and functional statement. The documents have been amended to include the newly established Hawaii Small Business Development Center (HSBDC) which was approved by the Board of Regents on July 21, 1989. To facilitate the establishment of the HSBDC director's position, a copy of the approved chart and statement will be transmitted today to the Personnel Management Office. Please distribute copies of the charts and functional statements to the appropriate employee organizations and State or University offices. Transmittal memoranda should be prepared in accordance with the University's "Guidelines for Processing Organizational and Functional Changes."

If there are any questions, please contact Nadine Shiroma at extension 8472.

Attachments - chart w/ orig. signature
UNIVERSITY OF HAWAII • HONOLULU, HAWAII 96822

July 10, 1989

TO:      Gladys Brandt
         Chair, Board of Regents

FROM:    Albert J. Simone
         President U.H.- Manoa

SUBJECT: Establishment of the Hawaii Small Business Development Center (HSBDC)

I am pleased to forward to the Board the following proposal to establish a Hawai‘i Small Business Development Center (HSBDC). The HSBDC will be headquartered at the University of Hawaii at Hilo with satellite centers at U.H. Manoa, Maui Community College and Kauai Community college.

RECOMMENDATION

I recommend the establishment of the HSBDC to help the small business community by using all available resources, including the SBA, the University system (both four-and two-year institutions), state and local governments and the private sector, to improve the operations of existing small businesses and to assist in the formation of new small businesses.

RECOMMENDED EFFECTIVE DATE

Upon favorable acceptance by the Board of Regents the effective date will be July 1, 1989 or as soon thereafter as practicable.

PURPOSE

The purpose of the HSBDC is to enable the University of Hawaii to provide individual consultation to small businesses. Services to be provided by the HSBDC will include business skills assessment, local, national and international market development, economic and business data analysis, financial analysis, assistance with process and facilities design, technology transfer, planning and loan packaging, and business law referral. Training and educational programs will also be provided.
OBJECTIVES OF HAWAII SBDC

The primary objective of the HSBDC will be to coordinate all available resources, both public and private, to help improve the operations of existing small businesses and to assist in the formation of new small businesses. Specifically, the objectives for the HSBDC will be to:

1. Strengthen Hawaii's economic base by developing the management knowledge and skills of the small business owner/operator, which in turn will facilitate economic stability and growth, and employment opportunities within the economy.

2. Increase the opportunities for socially and/or economically disadvantaged business entrepreneurs to become a part of the State's economy through an organized outreach program.

3. Assist small business in the development of efficient marketing and distribution channels. An emphasis will be specifically placed on expanding the size and scope of Hawaii's international exports.

4. Increase the productivity of small businesses through the use of modern technology.

5. Provide a readily available source of economic and business information which will assist small business owners/operators in their decision making capability.

6. Provide continuing education programs for new and existing business owners/operators.

7. Establish a comprehensive small business library which will contain periodicals pertaining to small businesses as well as training materials, and state and local regulations.

HAWAII'S PROPOSED DELIVERY SYSTEM

Hawaii's population distribution is characterized by the existence of distinct and dispersed island counties. To insure that small businesses in each of the counties, and in particular in those counties outside the Honolulu metropolitan area, have access to program assistance, the U.S. Congress, through the initiative of Senator Daniel Inouye, authorized the location of the HSBDC on the University of Hawaii at Hilo campus. The Center has been designed with satellite centers at the University of Hawaii at Manoa, Kauai Community College, and Maui Community College.
The delivery system will also be structured in such a manner as to insure that minority segments of the population have access to program assistance. Locating the HSBDC on the Big Island, and having satellite centers on community college campuses on the islands of Kauai and Maui, will insure the delivery of the program to areas of the state traditionally lacking such services. To assist minority and women-owned businesses, the HSBDC will make its services known by publicizing its services to local ethnic and professional organizations and will cooperate with state and county agencies which also serve these populations. There is a recognized need for specific outreach programs in Hawaii; therefore, during the initial two-year phase-in, the HSBDC will address specific groups with special marketing programs. The HSBDC will develop a cooperative working relationship with veterans' groups, women's organizations, and minority specific organizations such as ALU LIKE, Inc. Specific marketing programs will be developed for these groups. In addition, the HSBDC will assist these groups in advertising their own small business related programs.

ORGANIZATIONAL STRUCTURE OF THE HAWAII HSBDC

The HSBDC State Director's office will be located at the University of Hawaii at Hilo (UHH) on the Island of Hawaii. Satellite centers directly servicing small business clients will be established at UHH, Kauai Community College, Maui Community College, and the Pacific Business Center within the School of Business at UH-Manoa. Based upon the advice of other SBDCs and SBA representatives, it was decided to implement the HSBDC as a phased-in program over a two-year period. The state director's office and Hilo satellite center will begin operations in July 1989. In February 1990, the Maui satellite center at Maui Community College will open. The other two satellite centers at Oahu and Kauai will start operation in July 1990. This phased-in program will allow the Maui, Kauai, and Oahu satellite centers to benefit from the start-up experience of the program on the Big Island.

SUPPORT

The HSBDC has been widely endorsed by various business groups, community organizations, and government offices throughout Hawaii. Example letters of support are included in Appendix D of the HSBDC proposal (starting on page 92).

FACILITIES

Office facilities will be provided for the HSBDC state director's office and Big Island satellite center at UHH. At UHM, the satellite center will be provided space in the Pacific Business
Center. The Maui and Kauai satellite centers will be located at Maui Community College and Kauai Community College, respectively.

FUNDING

Funding for the HSBDC will come both from state sources and the U.S. Small Business Administration. Details of the budget requirements from each source for fiscal years 1989-90 and 1990-91 are given in the proposal document. Copies of pertinent budget tables are enclosed with this memo. The 1989 Legislature appropriated the requested amounts for the state cash match, i.e., $115,329 in FY 1989-90 and $246,731 in FY 1990-91.

Federal funding for the HSBDC has previously been appropriated. We are expecting SBA's approval of the proposal this summer.

Attachment

cc: Board Secretary Shiramizu
    Chancellor Kormondy
    Chancellor Tsunoda
    Director Sakaguchi
    Director Sathre
A PROPOSAL FOR THE CREATION 
OF A 
SMALL BUSINESS DEVELOPMENT CENTER 
IN THE 
STATE OF HAWAI'I

Submitted by
The University of Hawaii at Hilo

February 1989
HIGHLIGHTS OF THE PROPOSED HAWAII SMALL
BUSINESS DEVELOPMENT CENTER (HSBDC)

Hawaii, one of the most unique states in the country, has aggressive plans to diversify and expand its economic base. There exists a need to provide assistance to the many new, small businesses being created through this expansion.

Hawaii proposes to help the small business community by using all available resources, including the SBA, the University system (including four-and two-year institutions), state and local governments and the private sector, to improve the operations of existing small businesses and to assist in the formation of new small businesses.

Individual consultation will be provided without charge to small businesses by the proposed HSBDC if these businesses cannot afford to otherwise purchase these services. Services to be provided by the proposed HSBDC include business skills assessment, local, national and international market development, economic and business data analysis, financial analysis, assistance with process and facilities design, technology transfer, planning and loan packaging, and business law referral. Training and educational program will also be provided.

To insure geographic coverage to all islands, the HSBDC will be headquartered at the University of Hawaii at Hilo with satellite centers at the University of Hawaii at Manoa, Maui Community College, and Kauai Community College.
## Personnel Budget - Fiscal Year 1989-90

### Positions by Office

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<th>Month</th>
<th>Position</th>
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<th>Cash</th>
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### Satellite Center Total |

| | $57,627 | $2,579 | $60,205 |

### Total Statewide |

| | $94,377 | $68,040 | $164,995 |

### QPE @ 25% (1% Student Empl.) |

| | | | $38,204 |

### Total Personnel Costs |

| | | | $203,199 |
## Personnel Budget - Fiscal Year 1990-91

### Positions by Office

<table>
<thead>
<tr>
<th>Positions by Office</th>
<th>SBA</th>
<th>Cash</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>Part-Time Student Empl.</td>
<td>$5,513</td>
<td>$5,513</td>
<td>12</td>
<td>100%</td>
<td>$5,513</td>
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<tr>
<td><strong>Sub-Total</strong></td>
<td>$91,866</td>
<td>$34,015</td>
<td>$32,493</td>
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<tr>
<td><strong>Oahu Satellite Center</strong></td>
<td></td>
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<tr>
<td>Dir./Bus. Analyst</td>
<td>$35,377</td>
<td>$35,377</td>
<td>12</td>
<td>100%</td>
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<tr>
<td>Sec/Recep.</td>
<td>$19,845</td>
<td>$19,845</td>
<td>12</td>
<td>100%</td>
<td>$19,845</td>
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</tr>
<tr>
<td>Part-Time Student Empl.</td>
<td>$5,513</td>
<td>$5,513</td>
<td>12</td>
<td>100%</td>
<td>$5,513</td>
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<tr>
<td><strong>Sub-Total</strong></td>
<td>$60,735</td>
<td>$35,377</td>
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<tr>
<td><strong>Satellite Center Total</strong></td>
<td>$81,587</td>
<td>$133,664</td>
<td>$32,493</td>
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<td>$247,744</td>
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</tbody>
</table>

### Total Statewide

- **OPE @ 25% (1% Student Empl.)**
- **Total Personnel Costs**
COLLEGE OF ARTS AND SCIENCES

Provides for baccalaureate degree programs leading to the Bachelor of Arts in Social Sciences, the Humanities, the Natural Sciences, and the Bachelor of Business Administration. Also provides public service activities in which the College has special competence.

OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences.

- Responsible for faculty personnel actions, faculty recruitment, affiliate faculty, and other support staff of the College.
- Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors and Chancellor.
- Responsible for overall curriculum development and long-range planning.

DIVISIONS (Business Administration and Economics, Humanities, Social Sciences, and Natural Sciences)

Develop coherent programs among the disciplines within the respective divisions.

- Coordinate curricular offerings among the disciplines.
- Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- Consult and cooperate with other divisions on curricular matters.
- Review and process personnel transactions, administer student help and the operating and equipment budgets.
- Provides services in which the faculty or divisions have special competence as appropriate.
### HAWAII SMALL BUSINESS DEVELOPMENT CENTER

**Director**

### BUS ADMIN & ECON DIVISION

**Chair (appointed from instructional positions)**

- **Secretary II, Sr-12**
  - #26667

**Instructional Positions**

- **(16.00 FTE)**
  - Full-time: #28511 82934
  - 82831 82702
  - 86510 83749
  - 82303 85971
  - 83259 82863
  - 83329 82775
  - 83350 83555
  - 86561 85262

### HUMANITIES DIVISION

**Chair (appointed from instructional positions)**

- **Secretary II, Sr-12**
  - #21531
- **Clerk-Senio I, Sr-09**
  - #28618

**Instructional Positions**

- **(31.00 FTE)**
  - Full-time: #82801 82553
  - 84499 82312 82563
  - 84509 82562 83505
  - 82809 82632 83514
  - 82853 83168 83555
  - 82852 83178 83705
  - 84267 83528 83590
  - 82754 84038 84233
  - 83158 84511 83223
  - 82577 82438 82678
  - 82717 82900
  - 99602 99603

### SOCIAL SCIENCES DIVISION

**Chair (appointed from instructional positions)**

- **Secretary II, Sr-12**
  - #18559
- **Clerk-Senio I, Sr-09**
  - #25623

**Instructional Positions**

- **(36.00 FTE)**
  - Full-time: #82789 85190
  - 83908 84205 84242
  - 82199 84198 82509
  - 83112 82868 83166
  - 82548 82314 84475
  - 84593 82556 84885
  - 82654 83255 82905
  - 83283 83648 83107
  - 82847 82899 83791
  - 85297 83365 83636
  - 86564 82527 82942
  - 83549 83596 83929
  - 84485

### NATURAL SCIENCES DIVISION

**Chair (appointed from instructional positions)**

- **Secretary II, Sr-12**
  - #22408
- **Clerk-Senio I, Sr-09**
  - #28522

**Instructional Positions**

- **(31.25 FTE)**
  - Full-time: #82111 82322
  - 82909 83424 83643
  - 83703 84663 82358
  - 82433 82551 82833
  - 82915 83157 82381
  - 84668 84654 83933
  - 83815 84204 82569
  - 82949 82211 83531
  - 82901 87564 87551
  - 86373 86902 86903
  - 83926 85382

**Part-time: #82709 (0.25)**

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**Positions**

**General Fund - 127.25**