MEMORANDUM

TO: Dr. Kenneth Kato
Chairman, Board of Regents

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, UNIVERSITY OF HAWAII, KAUAI COMMUNITY COLLEGE, OFFICE OF ADMINISTRATIVE SERVICES

Attached for the Board's information is a copy of the reorganization and functional statements approved on December 10, 1990, for Kauai Community College, Office of Administrative Services. (See Executive Summary for details)

If you have any questions, please feel free to call me at 956-7313.

Joyce S. Tsunoda
Chancellor for Community Colleges

PSH/bj
Attachments
cc: Provost David Iha
EXECUTIVE SUMMARY

KAUAI COMMUNITY COLLEGE
OFFICE OF ADMINISTRATIVE SERVICES

Enclosed for your information is the reorganization of Kauai Community College, Office of Administrative Services. The reorganization reflects the addition of a new UH Personnel Officer position, expansion of the programmatic responsibilities, and retitling of the Personnel Office to Human Resources.

As part of the 1990 Legislature, a new UH Personnel Officer position was appropriated to Kauai CC. The new position will be responsible for the full range of professional level duties and responsibilities in the human resources program. With the addition of the new position, the functions of the section will expand from a personnel technical and recordkeeping function to include classification and pay administration, recruitment and employment, EEO/AA, training and staff development, and workers' compensation.

Further, in keeping with the reorganization, the personnel section will be retitled to Human Resources to reflect the professional level support which will be provided to the college.

The Human Resources section will consist of one (1) existing Personnel Clerical position and the one (1) new UH Personnel Officer position. Other than the addition of the new position, no other impact on staffing is anticipated.

Attachments:
Current Organizational Chart and Functional Statements
New Organizational Chart and Functional Statements
PRESENT ORGANIZATIONAL

CHART AND FUNCTIONAL STATEMENTS
The Office of the Director of Administrative Services is responsible for supervision of budget preparation and control, financial management, administration of non-academic personnel, plan for and management of facilities, and the provision of auxiliary services to the extent that these activities are within the purview of the college.

- Prepares the college's operating and capital improvements budget and administers the approved budget, including the maintenance of position control.
- Supervises the Business Office of the purchasing of necessary supplies, equipment, and services.
- Coordinates all personnel matters with the University Personnel Office and faculty and staff.
- Supervises the repair, maintenance, and the cleaning of the college's facilities and grounds.
- Provides administrative support for the food service, parking, mail, telephone, and transportation activities.
- Coordinates the Administrative computing services for the College, including hardware and software data base management and campus-wide networking.

**Business Office**

This office is responsible for the acquisition of services needed by the college in fulfilling its educational mission:

- Assists all program units in purchasing supplies, equipment, and services.
- Maintains and accounts for equipment.
- Controls all expenditures of college funds.
- Receives and deposits all cash collected by the college.
- Maintains accounting records and financial reports of the college.
Location and Maintenance

This office is responsible for the cleaning, repair and maintenance of all grounds and facilities on campus.

Buildings

- Responsible for cleaning all building facilities.

Grounds

- Responsible for cleaning and maintaining all grounds on the college campus.

Maintenance/Security/Parking

- Responsible for the operation of the sewage treatment plant.
- Responsible for the college parking program.
- Responsible for college security program.
- Responsible for maintaining the electrical, plumbing, and air-conditioning systems of the college.

Personnel Unit

- Responsible for procedural aspects of personnel transactions and operations.
APPROVED
ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS
KAUAI COMMUNITY COLLEGE
OFFICE OF THE DIRECTOR OF ADMINISTRATIVE SERVICES

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Operations and Maintenance

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Human Resources

This office is responsible for the administration of the following personnel matters:

- Responsible for training and staff development.
- Responsible for the personnel recordkeeping and transactions.
- Maintains information on working conditions, salaries and fringe benefits, and employee benefits.
- Responsible for classification, pay administration and contract interpretations.
- Responsible for Worker's Compensation claims.