MEMORANDUM

TO:        Board Secretary Pepper Shiramizu
FROM:      Rodney Sakaguchi
SUBJECT:   NOTIFICATION OF REORGANIZATION-LEEWARD COMMUNITY COLLEGE, ADMINISTRATIVE SERVICES

Enclosed for the information of the Board of Regents is a revised copy of a reorganization approved on September 26, 1991, for the Administrative Services unit in the Leeward Community College. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please contact Senior Vice President/Chancellor Tsunoda at 956-7313 or Peggy Hong at 956-8592.

Attachment
cc:        President/Chancellor Simone
           Senior Vice President/Chancellor Tsunoda
           Peggy Hong
November 26, 1991

TO: The Honorable Benjamin J. Cayetano
   Lieutenant Governor, State of Hawaii

SUBJECT: NOTIFICATION OF REVISED APPROVED REORGANIZATION, UNIVERSITY OF HAWAI'I, LEWAND COMMUNITY COLLEGE, ADMINISTRATIVE SERVICES UNIT

Enclosed for your files is a revised copy of the reorganization which was approved on September 26, 1991. The revised organizational chart corrects the approval date from September 26, 1990 to September 26, 1991. The purpose of the reorganization is explained in the accompanying revised executive summary.

If there are any questions regarding this matter, please call Peggy S. Hong at 956-8592.

Sincerely,

Joyce S. Tsunoda
Chancellor for Community Colleges

Enclosures

cc: The Honorable Yukio Takemoto
    Director, Department of Budget and Finance
    The Honorable Sharon Miyashiro
    Director, Department of Personnel Services
    University Personnel Management Office
    University Budget Office
EXECUTIVE SUMMARY

LEEWARD COMMUNITY COLLEGE
OFFICE OF ADMINISTRATIVE SERVICES

Enclosed for your information is the approved reorganization of the Leeward Community College, Office of Administrative Services. The reorganization reflects the addition of a new UH Auxiliary and Facilities Services Officer, Pseudo Number 90758F and restructures the supervisory/subordinate relationships whereby a new supervisory level will be created.

A new UH Auxiliary and Facilities Services Officer position was authorized for the Leeward Community College by the 1990 Legislature. The new position will serve as the chief auxiliary and facilities service officer and will be responsible for supervising and providing staff support for the College's Operations and Maintenance Section which consists of maintenance and grounds, equipment, custodial, security and auxiliary services. The respective supervisor of each unit, the Building and Grounds Supervisor II, Position No. 21998, the Janitor Supervisor I, Position No. 17706, the Security Guard II, Position No. 26002, in addition to the Clerk IV, Position no. 19605 will report directly to this new supervisory position, instead of the Director of Administrative Services, Position No. 89083.

Further, the security position titles will be corrected to the official Department of Personnel Services title of Security Officer. Other than the addition of the new position, no other impact on staffing, students or financial resources (additional costs) is anticipated.
LEEWARD COMMUNITY COLLEGE

PROPOSAL FOR ORGANIZATIONAL CHANGE
ADMINISTRATIVE SERVICES DIVISION
OPERATIONS AND MAINTENANCE SECTION

Narrative Description of Proposed Organizational Change

A. Brief Description of Existing Organization

Under the present organization the Business Office, the Personnel Office, and Operations and Maintenance are consolidated within the Administrative Services Division, which is headed by the Director of Administrative Services who serves as the chief administrative officer for the College.

The Administrative Services Division provides services which include budgetary and financial management, personnel administration, procurement and property management, duplicating services, auxiliary services, physical plant operations, facilities and ground maintenance, security, and physical facilities planning of both repair and maintenance and capital improvements projects.

The Section under review is the Operations and Maintenance Branch of the Office of the Director of Administrative Services.

1. Operations and Maintenance consists of three (3) units: Maintenance and Grounds, Custodial, and Security. The respective supervisor of each unit, the Building and Grounds Supervisor II (Position No. 21998), the Janitor Supervisor I (Position No. 17706), and the Security Officer II (Position No. 26002), along with the Clerk IV (Position No. 19605), currently reports directly to the Director of Administrative Services.

2. The 1980 Legislature provided a position count and dollars for the establishment of an Auxiliary Services Officer position to provide a professional level position to coordinate and direct the college's Operations and Maintenance section and to provide technical advice and assistance to the Director of Administrative Services in all matters relating to facilities management and auxiliary services.

B. Brief Description of Proposed Organization Change

The College proposes to change, establish and formalize the organization structure to reflect the establishment of an Auxiliary Services Officer position and having the Building and Grounds Supervisor II (Position No. 21998), the Janitor Supervisor I (Position No. 17706), the Security Officer II (Position No. 26002), and the Clerk IV (Position No. 19605) report to this new Auxiliary Services Officer position rather than directly to the Director of Administrative Services.

1. The College proposes to establish and formalize the duties and supervisory responsibilities of the new Auxiliary Services Officer position. The Auxiliary Services Officer will report directly to the
Director of Administrative Services and be responsible for planning, coordinating, implementing and directing the College’s Operations and Maintenance section and to provide technical advice and assistance in all matters relating to facilities planning and management, campus security and auxiliary services. The Auxiliary Services Officer will also be responsible for revising plans and inspecting the construction of major repair and maintenance projects, as well as performing field investigations and surveys of Leeward CC facilities and inspecting facilities to assure compliance to codes and ordinances.

2. The Auxiliary Services Officer will report directly to the Director of Administrative Services and be directly responsible for the Operations and Maintenance Section. This new position will be responsible for the direction, control and supervision of the Operations and Maintenance Section with a direct reporting relationship to the Director of Administrative Services. In light of the wide span of control presently exercised by the Director of Administrative Services, the establishment of the line Auxiliary Services Officer position with the accompanying reorganization should assist the Director in the day-to-day operations and provide more efficient and timely services to the Operations and Maintenance staff.

C. Principal Assumption

The principal assumption underlying this proposal is that efficiency and effectiveness of an organization is affected by the number and variety of responsibilities delegated to the head of the section.

Furthermore, when the span of control is too wide and the variety of responsibilities is too excessive, the efficiency and effectiveness of the Director and the organization is impeded. It also results in miscommunication and/or misinterpretation of planning, coordinating, directing, implementing work projects and assignments.

D. Reasons for the Proposed Organizational Change

The proposal for establishing a new Auxiliary Services Officer position is to provide more effective coordination and direction to the operating units within the Operations and Maintenance Section. The Auxiliary Services Officer will also provide professional level expertise to the Director of Administrative Services in the critical areas of facilities planning and management and auxiliary services.

E. Explanation of the Proposed Organizational Change

The proposed change being requested for the establishment of an Auxiliary Services Officer position with the Operations and Maintenance Section is to provide for more efficient coordination of maintenance and grounds, custodial, security support services and the auxiliary services.

F. Other than the addition of the appropriated UH Auxiliary and Facilities Services Officer position, no other impact on staffing is anticipated.
G. Alternatives

1. Maintain the current structure whereby the Director of Administrative Services will continue to provide direct supervision to the Operations and Maintenance Sections. However, the current structure has resulted in miscommunication and/or misinterpretation of work projects and assignments.

2. In assessing the mission of the College and the ever growing demands on the operations and maintenance functions, the proposed structure is the most responsive and effective structure.
PRESENT ORGANIZATIONAL

CHART AND FUNCTIONAL STATEMENTS
FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF ADMINISTRATIVE SERVICES (CHART VII)

Responsible for the planning, organizing, and directing of all administrative support services required by the College. These services include, but are not limited to, overall management processes, budgetary and financial management, personnel administration, procurement, and property management, facilities maintenance, security, and physical facilities planning of both repair and maintenance and capital improvements projects.

A. BUSINESS OFFICE

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, duplicating services, payroll, etc.

B. PERSONNEL

Responsible for the College's personnel functions including the processing of personnel transactions, insuring adherence to established policies, regulations, collective bargaining agreements, etc.

C. OPERATIONS AND MAINTENANCE (CHART VII-A)

1. CUSTODIAL

Responsible for the custodial services to maintain health and sanitation standards.

2. MAINTENANCE AND GROUNDS

Responsible for the maintenance of the College's facilities and grounds including the maintaining of physical facilities, landscaped areas, roadways and parking areas, etc.

3. SECURITY

Responsible for the College's security program which provides for the protection of personnel and property.

4. CLERICAL SUPPORT

Responsible for providing clerical support to the Operations and Maintenance Branch.
**Pending establishment - UH Auxiliary & Facility Officer III P7, $90758F**
APPROVED
ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS
FUNCTIONAL STATEMENT

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3. SECURITY

   Responsible for the College's security program which provides for the protection of personnel and property.

4. CLERICAL/OTHER SUPPORT

   Responsible for providing clerical support to the Operations and Maintenance Branch. Responsible for the College's inventory management, mail services, telecommunication systems, and receiving and delivering of goods and supplies.
Clerical/Other Support
Clerk IV
SR-10, #19605

Maintenance & Grounds
Bldg & Grnds Sup II
F2-09, #21998

Maintenance
Bldg Maint Worker II
WF-09, #21997
Bldg Maint Worker I
WB-09
Total (2.0)
#21336
#17718
General Lab. I
WB-02
Total (2.0)
#21991
#22000

Grounds
Grndskpr II
WF-02
#26752
Grndskpr I
WB-02
Total (3.0)
#17709
#21589
#21588

Equipment
Equip Oper I
WB-04, #21999

Custodial
Janitor Supervisor I
Fl-02, #17706
Janitor II
Total (14.5)
WB-02
#19602, #19603
#23687, #23689
#23686, #24588
#27154, #27155
#17707, #17708
#28944, #23688
#31088, #90202(.5)
#35235 (.5)*

Security Officer II
SR-15, #26002
Security Officer I
Total (5.0)
SR-13 #17715
#21235
#25999
#26000
#25706

*Assigned to Waianae-Nanakuli Education Center

APPROVED BY: [Signature]
TITLE: Chancellor for Community Colleges
DATE: September 26, 1991