May 19, 1992

MEMORANDUM

TO: Tatsuki Shiramizu  
Secretary, Board of Regents

FROM: Edgar Torigoe  
Vice Chancellor, Administrative Affairs

SUBJECT: Notification of Change in Organization - University of Hawaii at Hilo, Auxiliary Services

Enclosed for the Board’s information and files is copy of the University of Hawaii at Hilo, Auxiliary Services reorganization that was approved on May 15, 1992.

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

Enclosures

c: UH-Hilo Personnel Office w/o enclosures
   √UH Budget Office w/o enclosures
May 19, 1992

MEMORANDUM

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

FROM: Edgar Torigoe  
       Vice Chancellor, Administrative Affairs

SUBJECT: Notification of Change in Organization - University of Hawaii at Hilo,  
         Auxiliary Services

Enclosed for your information and files is a copy of the University of Hawaii at Hilo,  
Auxiliary Services reorganization that was approved on May 15, 1992.

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.

Enclosures

c: UH-Hilo Personnel Office w/o enclosures  
   UH Budget Office w/o enclosures
EXECUTIVE SUMMARY

The Auxiliary Services department of the Administrative Affairs Division has three (3) Janitor III's, two (2) are for the night crew and one (1) is for the day crew at the lower campus (Manono Campus). Under current organization, each Janitor III oversees seven (7) Janitor II's. However, operationally the Janitor III at the lower campus, position no. 14737, does not supervise the Janitor II's at the main campus because they are physically apart.

Under the organizational change, a Janitor II, position no. 36751, will be reclassified to a Janitor III to provide supervision at the main campus. This will provide supervision of the Janitor II's.

On the organizational chart, all Janitor III's will be listed together and all Janitor II's will be listed together. This is due to a recent contract interpretation that UH-Hilo has shift-work, therefore, the most senior employee may choose different shifts to work every twelve weeks.

There will be no additional funds or positions required to implement this reorganization.

   a. Narrative report of the proposed change(s).

   1) Existing functions: As it exists at present, there are three (3) Janitor III's, two (2) are for the night crew and one (1) is for the day crew at the lower campus (Manono Campus). Under current organization, each Janitor III oversees seven (7) Janitor II's. However, operationally the Janitor III at the lower campus, position no. 14737, does not supervise the Janitor II's at the main campus because they are physically apart.

   2) Proposed functions: Under the proposed organizational change, a Janitor II, position no. 36751, will be reclassified to a Janitor III to provide supervision at the main campus. This will provide supervision of the Janitor II's. Also, all Janitor III's will be listed in one "box" and all Janitor II's will be listed in one "box."

   3) Principle assumptions: It is assumed that there will be continued need for janitorial services at the University of Hawaii at Hilo. It is also assumed that there will be a continuance of the separation of two distinct physical campuses.

   4) Reasons for the proposal

      a) Conditions prompting change: With the current organizational structure, there is no Janitor III supervising Janitor II's at the main campus. Due to the physical separation of the two campuses, the Janitor III, position no. 14737, at the lower campus cannot supervise the Janitor II's at the main campus. Current day crew supervision, coordination, organization and reporting of daily activities and requested repairs of the main campus are performed by the Janitor Supervisor.

         Due to an interpretation of the BU 01 agreement that there is shift-work at UH-Hilo, all BU 01 employees will have to select the shift that they would like to work every twelve (12) weeks. Therefore, each Janitor III may possibly supervise different Janitor II's every twelve (12) weeks.

      b) Why and how present organization inadequate: See a) above.

   5) Nature of proposed reorganization: The reclassification of a Janitor II position to a Janitor III position will release the Janitor Supervisor from supervising the main campus day crew. This crew should be supervised by a Janitor III. The day crew of the main campus will become more effective now that supervision is on the full day rather than spot check by the Janitor Supervisor when he has time. There will be an effective communication since one person will be responsible for the crew's responsibilities. The estimated cost of the reclassification of the Janitor II to Janitor III is $1,152 for the FY 1991-92.

         The change to list all Janitor III's together in one "box" and all Janitor II's in one "box" will now accurately indicate the possibility that a Janitor III may supervise different Janitor II's every twelve (12) weeks.

   6) Effect on classifications of positions: With the reclassification of the Janitor II position to a Janitor III position, he will spend approximately 20% of his time checking on the Janitor II's, completing work orders and other reports. No unforeseen effects are expected in the reduction of janitorial duties. There will be no additional funds or positions required to implement this reorganization.
Other alternatives: The alternative to reorganizing and reclassifying is to leave it as is. Unfortunately, this organizational structure will be incorrect in listing certain Janitor II positions under certain Janitor III positions. Due to the selection of shift by employees every twelve (12) weeks, the organizational chart may be in error. This would also require the Janitor III at the lower campus to supervise the Janitor II's at the upper campus although by locations, hard to accomplish. Or the Janitor Supervisor will need to assume the duties of the Janitor III for the Janitor II's at the upper campus. This will curtail his time in performing other duties of the Janitor Supervisor.

Approved

[Signature]

Vice Chancellor, Administrative Affairs

Date
NEW ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENTS
OFFICE OF ADMINISTRATIVE AFFAIRS

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 VICE CHANCELLOR

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, 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. Procurers 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.

THEATER

Administers and directs the theater program (productions, promotions, financial and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community and other public and private agencies.
FORMER ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENTS
OFFICE OF ADMINISTRATIVE AFFAIRS

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 VICE CHANCELLOR

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, 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.

THEATER

Administers and directs the theater program (productions, promotions, financial and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community and other public and private agencies.
August 8, 1991

MEMORANDUM

TO: Tatsuki Shiramizu
Secretary, Board of Regents

FROM: Edgar Torigoe
Vice Chancellor, Administrative Affairs

SUBJECT: Notification of Change in Organization - University of Hawaii at Hilo

Enclosed for the Board’s information is copy of the University of Hawaii at Hilo reorganization that was approved by the Board of Regents on July 19, 1991.

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

Enclosure

c: UH-Hilo Personnel Office w/o enclosure
   UH Budget Office w/o enclosure
MEMORANDUM

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

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       Vice Chancellor, Administrative Affairs

SUBJECT: Notification of Change in Organization - University of Hawaii at Hilo

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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 Budget Office w/o enclosure
MEMORANDUM TO: Dr. Kenneth N. Kato  
Chairperson, Board of Regents

FROM: Albert J. Simone  
President, University of Hawaii  
Chancellor, University of Hawaii at Manoa

SUBJECT: ADMINISTRATIVE REORGANIZATION AT THE UNIVERSITY OF HAWAII-HILO

I am transmitting the attached proposal for an administrative reorganization of the University of Hawaii at Hilo with my recommendation for its approval. The enclosed executive summary outlines the proposal while specific details of the request are described below.

ACTION REQUESTED

Board of Regents approval of an administrative reorganization of UHH to: 1) establish the positions for Vice Chancellor of Academic Affairs, Director of University Publications, Director, UH-West Hawaii, and Director of Freshmen Year Experience; and 2) to change the titles of existing positions of Director of Administrative Affairs to Vice Chancellor for Administrative Affairs and Director of the Center for Continuing Education and Community Services to Dean of the College of Continuing Education and Community Services.

IMPLEMENTATION DATE

As soon as feasible upon favorable action by the Board of Regents.

BACKGROUND

When the decision was made to have a single chancellor responsible for both the Hilo and West Oahu campuses, no provision was made for the intermediate level of academic administrative support such dual responsibilities entail. Compounding the situation has been the rapid development of what had been an outreach program in West Hawaii and which has now become a substantial component of the administrative responsibilities of the Chancellor.
To place the issue in perspective, I will address the present administrative organization structure and then move to a proposed new organization.

PRESENT ADMINISTRATIVE ORGANIZATION OF UH-HILO AND UH-WEST OAHU

UH-Hilo. The University of Hawaii-Hilo and the University of Hawaii-West Oahu are served by one Chancellor who also has direct responsibility for the UH-Hilo West Hawaii "campus." UH-West Hawaii is not presently recognized in the BOR approved organizational chart for UHH.

In the present approved administrative organization of UH-Hilo, the following positions report to the Chancellor:

Dean, College of Agriculture
Dean, College of Arts and Sciences
Director, Administrative Affairs
Director, Athletics
Director, Continuing Education and Community Services
Director, University Relations
Director, Libraries
Dean, Student Service
Affirmative Action/EEO Officer

Although not on the approved organizational chart, the following position also report to the Chancellor:

Assistant to Chancellor
Editor
Director, UHH-West Hawaii
Director, Development

The position of Assistant to the Chancellor is staffed by a professional staff member on released time on a full-time basis. The Director of Development is a UH Foundation employee who, nonetheless, operationally reports to the Chancellor.

In addition to the 13 positions reporting directly to the Chancellor, the directors of four special programs also so report:

Freshman Year Experience
Native Hawaiian Gifted and Talented Program
Hawaii Small Business Development Center
Women's Center
Dr. Kato  
Page 3  
June 14, 1991  

Three University-wide committees also report directly to the Chancellor:

- Budget/Resource Allocation  
- Space Management  
- Strategic Planning/Academic Development Plan  

West Hawaii. The present unofficial organization at UH-West Hawaii includes a Director who is a faculty member serving in the role for 80-90 percent of his time and reporting directly to the Chancellor.

West Oahu. In the present organization at UH-West Oahu, four positions report to the Chancellor:

- Dean, Faculty  
- Director, Administrative Services  
- Dean, Student Services  
- Director, Library  

In addition, the chair of the Budget/Resource Allocation Committee reports directly to the Chancellor.

Thus, in the present operation of the three units, a total of 18 line and staff positions report directly to the Chancellor (13 at UHH, 1 at UHH-West Hawaii, 4 at UHWO) in addition to the four special programs and four campus-wide committees noted above. This "flat" organization is not managerially effective and does not provide the Chancellor with the time and opportunity for more directed leadership both within the University and the community. The need for time has been increasingly critical as all three units have grown and as UHWO has been charged with planning for a considerable expansion in size and services.

The Chancellor's commitments to the System, Hilo, West Hawaii and West Oahu translate to being off the Hilo campus an average of two days each week, further circumscribing the time available to consult and otherwise be available to line officers, staff and committee chairs as well as to the Hilo community.
PROPOSED ADMINISTRATIVE ORGANIZATION AT UH-HILO

I. New Positions

I am proposing an administrative organization at UH-Hilo that would include the establishment of a Vice Chancellor for Academic Affairs and a change in title of the Director of Administrative Affairs to Vice Chancellor for Administrative Affairs, along with several other changes identified below. The symmetrical organization of two Vice Chancellors, one for academic and the other for administrative affairs, is consistent with that found on virtually all colleges and universities, both smaller and larger and UHH. With UHH's planned growth to some 3500 FTE, such an administrative structure is imperative.

1. Vice Chancellor for Academic Affairs. This position is decidedly needed to remove the Chancellor from so heavy a workload of formal academic managerial responsibilities and to assemble all academic programs under one position. In the accreditation report of the 1989 WASC team, notice was taken of the continuing absence of this position and resulted in the following recommendation:

The team unanimously and emphatically recommends that the President of the University of Hawaii obtain the appropriate approval from the University's Regents and the requisite funding from the state for the appointment of an Academic Vice Chancellor at UH-Hilo forthwith.

In the action letter of the WASC Accrediting Commission on Senior Colleges and Universities on reaffirmation of accreditation for UHH (which was based on the Visiting Team's report), the Commission has asked for (and received) a report by January 1, 1991 describing "the steps taken to secure the appointment of a Vice Chancellor of Academic Affairs, as strongly recommended by the team."

This position is also called for in the UHH Strategic Plan which is being recast into the UHH Academic Development Plan, 1991-96.
In addition to direct responsibility for the several colleges, the position would also encompass Continuing Education and Community Services, the UH-West Hawaii operation (to be renamed University of Hawaii-West Hawaii), the Library, all campus-wide educational programs such as the Freshman Year Experience and Writing Across the Curriculum, and academically-oriented federal and/or state funded programs such as the Native Hawaiian Gifted and Talented Program and the Center for Hawaiian Language Medium and Culture.

2. Director of University Publications. For the past two years, this position was filled full time by a faculty member whose teaching responsibilities were conducted by lecturers. Currently the duties have been assigned to the Public Relations Officer in addition to the regular responsibilities and without added compensation. The position is responsible for the monthly campus newsletter and bimonthly calendar update, the catalog, preparation of student recruitment and other marketing materials, the telephone directory, annual report, and other publications.

3. Director, University of Hawaii-West Hawaii. This position is currently filled by a faculty member on nearly a full-time, released-time basis, his remaining teaching responsibilities being carried by lecturers. It is rightfully a managerial position since responsibility covers supervision of all staff, of faculty assigned to teach at the unit, facilities management, budget oversight, etc. In addition, the incumbent is the public relations and point person to the community of West Hawaii.

4. Director, Freshman Year Experience. This position is currently filled by a faculty member on nearly a full-time, released-time basis, his courses being carried by lecturers. This position is responsible for the entire freshman year program inclusive of an orientation/registration session, training of a cadre of faculty who only advise freshman, overseeing and guiding the Freshman Year Experience course, facilitating the scheduling of courses largely taken by freshman, proving remedial and developmental opportunities for those in need, etc.
II. Changes in Position Titles.

1. Vice Chancellor for Administrative Affairs. As noted above, this position is a title change from that of Director of Administrative Affairs, properly reflects the scope and scale of the incumbent's responsibilities, and provides a symmetrical office to that of the Vice Chancellor for Academic Affairs consistent with national administrative patterns. The incumbent Director of Administrative Affairs would be renamed with this new title.

2. Dean of the College of Continuing Education and Community Services (CCECS). The current title is Director of the Center for Continuing Education and Community Service. The change of title and name would reflect that CCECS is in fact an academic unit offering credit and non-credit programs, including responsibility for the summer session. The changes would also be consonant with the title and organizational name of the unit on the Manoa campus.

III. Other Changes

Initially the Media Center and the Computing Center officially reported to the Chancellor but were later administratively assigned to the Director of Libraries and Director of Administrative Affairs, respectively. They have recently been officially reassigned to the referenced officers. Operationally, this is the way in which this responsibility has been assigned over the past three and a half years.

IV. Costs and Other Implications

1. The estimated costs of the proposal are as follows:

   Vice Chancellor for Academic Affairs (11 month appt)
   Continuing                          110,000

   Director of University Publications (11 month appt)
   Annual salary                      45,000

   Director, UH-West Hawaii
   Continuing Costs                    60,000

   Director, Freshman Year Experience
   Continuing Costs                    65,000
Dr. Kato  
Page 7  
June 14, 1991

The above costs include the positions of the titled functions and clerical staff. Other operational costs are already being supported from the existing budget. Modest additional costs of about $5000 are anticipated as a result of position reclassification. Therefore, the total costs of the above changes are estimated at $285,000.

Four of the positions in the proposal were funded by the 1991 Legislature. They are:

a. Vice Chancellor for Academic Affairs;
b. Secretary to the Vice Chancellor for Academic affairs;
c. Director of the Freshman Year Experience (FYE) Program;
d. Secretary of the Director of the FYE Program.

Existing positions will be utilized for the:

a. Director of University Publications;
b. Director UH-West Hawaii;
c. Secretary to the Director of UH-West Hawaii.

2. Space. All positions can be accommodated within existing space.

V. Recruitment

Vice Chancellor for Academic Affairs - national search

Director, University Publications - incumbent was selected through statewide search

Director, UH-West Hawaii - incumbent was selected through a national search

Director, Freshman Year Experience - the incumbent was selected through a campus search

VI. Consultation

The proposal was forwarded to UHPA and HGEA for comment. Their responses are attached.

Attachment
EXECUTIVE SUMMARY

PROPOSED ADMINISTRATIVE REORGANIZATION AT UHH

Currently the UHH Chancellor has a total of 18 line and staff positions reporting directly to him (13 at UHH, 1 at UHH-West Hawaii, 4 at UHWO) in addition to four special programs and four campus-wide committees. This "flat" organization is not managerially effective and does not provide the Chancellor with the time and opportunity for more directed leadership both within the two Universities and their communities.

The proposal would establish several new positions: Vice Chancellor for Academic Affairs (to which all academic units would be assigned); Director of University Publications; Director of UH-West Hawaii; and Director of Freshman Year Experience. The proposal also recognizes the establishment of the UH-West Hawaii.

The proposal would also change the titles of two existing positions: Director of Administrative Affairs to Vice Chancellor for Administrative Affairs; and Director of the Center for Continuing Education and Community Services to Dean of the College of Continuing Education and Community Services.

The total costs of these changes is estimated at $285,000.

Four of the positions in the proposal were funded by the 1991 Legislature. They are:

a. Vice Chancellor for Academic Affairs;
b. Secretary to the Vice Chancellor for Academic Affairs;
c. Director of the Freshman Year Experience (FYE) Program
d. Secretary to the Director of the FYE Program.

Existing positions will be utilized for the:

a. Director of University Publications;
b. Director UH-West Hawaii;
c. Secretary to the Director of UH-West Hawaii.
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POSITIONS  
GENERAL FUND - 17.25
MAJOR FUNCTIONS

The University of Hawaii at Hilo is comprised of five major educational delivery units: College of Arts & Sciences, Hawaii Community College, the College of Agriculture, West Hawaii Program, and the Center for Continuing Education and Community Service. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Services, Library Services, and Student Services. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs for the citizens of the State of Hawaii.

OFFICE OF THE CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawaii, the chief executive officer of the University of Hawaii at Hilo provides leadership, direction, and coordination for the students, faculty, and staff of the Hilo and West Oahu campus in their programmatic activities. More particularly, the Office of the Chancellor:

* Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawaii at Hilo;

* Interprets the objectives and development of the University of Hawaii to the citizens of the County of Hawaii and Oahu, to the alumni community, and to the students and their parents;

* Provides executive leadership in the administration of the instructional, research, and public service programs;

* Maintains effective working relationships with the Central Administration of the University of Hawaii, the University of Hawaii at Manoa, West Oahu College, and the Community Colleges; and

* Acts on behalf of the President of the University on all matters affecting the University in the County of Hawaii; and also assumes delegated responsibility for the coordination of the activities of the Cloud Physics Laboratory, the Institute of Astronomy-Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service.
COLLEGE OF AGRICULTURE

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree with emphasis in crop production, animal production, and general agriculture.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture. Directs activities and personnel of the University of Hawaii Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- Provides courses and training for students planning agricultural careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.
HAWAII COMMUNITY COLLEGE

Offers vocational-technical and general education courses and programs leading to Certificates of Achievement and the Associate of Science degrees.

OFFICE OF THE PROVOST

Directs the activities, curriculum and personnel of Hawaii Community College. This office coordinates all instructional activities to assure the orderly operation of vocational and general education programs.

- Coordinates overall instructional activity to assure that the programs meet student, Board of Regents, accreditation, community, and business needs.

- Coordinates and serves as liaison between the College and the community to assure that community and student needs and interests are met.

- Coordinates the on-going and new instructional programs of the College with the public schools, other community colleges, and the University of Hawaii system.

- Coordinates the activities of existing programs which require the supervision of appropriate liaison between the college and community such as labor unions, business associations, private and non-profit organizations and hospital and medical affiliates required for the programs. Communicates with various county and state agencies which require licensure approvals and contracts.

- Coordinates the federally funded projects with the various state, county and federal offices which manage the allocation of the funds. Each project requires separate contracts which need to be managed between the University's Contracts and Grants Office and county, state, and federal agencies.

- Coordinates the liaison between each of the twenty-four programs and their program advisory committees. The members of the committees are appointed by the College. Members meet each year to review recommendations from each program as well as consider the changing needs of the community.

- Participates and joins community and civic organizations to provide a liaison between the community in general and the College. Close working relationship between the college and community is required to provide a mechanism for mutual understanding.

- Supervises the Learning Center by ensuring that all students -- whether in Hawaii Community College or another unit in the University -- are served with quality remedial, developmental, and content tutoring programs.
OFFICE OF THE DEAN OF INSTRUCTION

Responsible for: the academic support functions including planning, supervising, coordinating, communicating, reviewing, evaluating, and making recommendations for the academic programs of the College.

- Supports staff through development of in-service training programs for new and continuing staff. Evaluations are made of faculty in their teaching and support is given to strengthen classroom instruction.

- Reviews curricular materials with faculty for clarification and development of program objectives. Provides leadership to faculty in revising curriculum and assisting in articulating curriculum between and among community colleges and other colleges of the University of Hawaii at Hilo.

- Reviews the level of instruction by faculty for appropriateness in relationship to student progress. Shares with the students their concerns over the instruction provided by faculty. Give counseling and advice to students who need additional assistance or change of majors or provide assistance in measuring academic progress.

- Assists in the development of program reviews through providing information, lending support in the assessment and writing of these reviews for all of the programs.

- Assists in the writing of project proposals with faculty and staff. Provides information to support proposals from various sources. Assists faculty in reviewing the various sources of funding for project proposals.

DISADVANTAGED/HANDICAPPED PROGRAM

Provides counseling, advising, and tutoring services for our disadvantaged and handicapped students.

- Maintains good relationship with students and faculty.

- Plans, recruits, schedules, and controls the tutorial program financed by Vocational Education funds.

- Assesses and assists in the planning of the Vocational Education proposals for disadvantaged and handicapped students.

- Communicates with students, staff, and administration clarifying, informing, and resolving issues and problems.

- Keeps a record of activities, expenditures, and submits final evaluation of the tutorial program.
Disadvantaged/Handicapped Program (continued)

- Plans, evaluates, and selects and purchases instructional materials and equipment as designated in the budget.

DIVISIONS

(General Education and Public Services, Business Education and Affiliated Programs, Trade and Industry)

Develops coherent programs among the disciplines within the respective divisions.

- Coordinates curricular offerings among the disciplines.
- Offers courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- Consults and cooperates with other divisions on curricular matters.
- Reviews and processes personnel transactions, administers student help and the operating and equipment budgets.
COLLEGE OF ARTS AND SCIENCES

Provides for baccalaureate degree programs leading to the Bachelor of Arts in the Social Sciences, the Humanities and the Natural Sciences, and the Bachelor of Business Administration.

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 and affiliate faculty.

* 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.
CENTER FOR CONTINUING EDUCATION AND COMMUNITY SERVICE

OFFICE OF THE DIRECTOR

Provides overall leadership, program direction, evaluation, and development, coordination and administration of CCECS. Supervision of coordinators, secretary and account clerk, and special project staff. Meets with individual coordinators; conducts staff meetings; oversees new program development.

* Attends meetings of statewide and community agencies in cooperative program planning; developing inter-agency linkages.

* Works on assignments made by the Chancellor for broad planning, carrying out university policies and directives, special reports, and other assigned tasks, often in cooperation with other unit heads.

* Processing official documents and forms - approval of hires for a constantly changing faculty, purchases, budgetary reports, and other administration paperwork required in the daily administration of CCECS.

* Correspondence; report-writing; grantmanship; other writing tasks.

* Supervising special grants and projects; project director's input into a variety of projects.

* Liaison with other units of the University System - Manoa: Summer Session, CCECS, CBA, College of Education, School of Social Work, etc.; Community Colleges; East-West Center; Hawaii Loa; UHH colleges.

* Solving student and faculty problems; and problems relating to coordination of University services with OSS, Business Office, etc.

* Public relations and developing community support; meeting with groups desiring University services; speaking to community organizations about CCECS; organizing publicity efforts.

CREDIT PROGRAM

Acts as liaison with UHH faculty in developing and implementing university courses offered by CCECS during Spring and Fall evening sessions and summer. Works with faculty in the development of new and different delivery systems to aid island-wide clientele attain their educational goals.
* Works to expand CCECS capabilities to produce local instructional "learning packages" for island wide distribution. Investigates ways to reach large audiences through common electronic media, e.g., radio, television, etc.

* Meets with community groups and others to discover educational needs and establish objectives and ways to attain them.

* Assists in coordination of evening and summer sessions.

* Acts as a research agent for CCECS in discovering sources of funds for community service programs. Assists individuals and groups in writing program proposal grants for federal, state, and private funding.

* Plans the establishment of "Learning Centers" in selected areas remote from the Hilo campus which CCECS students can use as a base for guided, individualized instruction.

INTERNATIONAL STUDIES/CULTURE AND ARTS PROGRAM

Plans, develops, and evaluates cultural, artistic and travel/study programs.

* Serves as liaison with community groups, culture and arts association, and other relevant entities island-wide and abroad.

* Implements programs and projects involving music, art, theater, dance, lectures and films.

* Implements travel/study programs.

* Works with other coordinators to design courses to meet expressed needs.

HUMAN SERVICES PROGRAM

Responsible for total senior citizen educational effort including the operational aspects of Statewide UH Senior Citizens Tuition Exemption program overseeing a budget of $90,000+ and serving as liaison for UHH with UH-Manoa, West Oahu College and the six community colleges. Assists in the preparation of the final narrative and budget reports as well as quarterly reports to the Executive Commission on Aging.

* Responsible for the development, implementation, coordination and evaluation of non-credit programs in personal development, credit and non-credit programs, and special programs to meet the educational needs of our growing senior citizen clientele (e.g., Crime Prevention).
* Acts as liaison between CCECS and the various public and private agencies to facilitate the cooperative utilization of UH resources to better serve the community.

* Prepares written reports on areas of responsibility and participates in the formulation of the annual budget and other long-term planning.

**IN-SERVICE EDUCATION PROGRAM**

Develops, coordinates, implements and evaluates functional aspects of educational programs for study abroad, incoming travel, women’s programs, career development, education in-service and local senior citizens to meet the needs of the community-at-large.

* Plans, supervises, and participates in programs through conducting workshops, seminars, conferences; promotes incoming and outgoing travel, women’s programs, career development, education in-service and local senior citizen programs by representing the UHH in various committees related to these programs.

* Serves as overall coordinator in above programs, prepares itineraries and budgets, leads and participates in curriculum development activities.

* Directs and coordinates conversational English programs for Japanese students; structures lecturers, cultural experiences, tour excursions, and extracurricular activities related to this program.

* Establishes and maintains liaison with directors and executives for both public and private agencies concerned, as well as private organizations.

* Updates instructional materials and organizes new lessons as the need arises.

* Interviews faculty; establishes and updates rules and regulations.

**HEALTH SERVICES/PERSONAL DEVELOPMENT PROGRAM**

Identifies, plans and develops credit and non-credit courses in Human Services and personal development.

* Administers grants from Department of Planning and Economic Development, Energy Division, BIORTA and HCEOC.

* Plans and implements a Summer Youth Program.
* Provides liaison and develops continuing education opportunities for target
groups in the health service professions.

* Cooperates with other UHH units in planning for outreach credit programs and
administers courses from the professional colleges.

* Plans programs in community applications of agricultural technology and
provides non-credit courses to complement the Culinary Arts program.

**CCECS WEST HAWAII PROGRAM**

Administration and coordinating of all University of Hawaii at Hilo continuing
education and community service programs in the districts of North and South Kona.

* Acts as liaison with UHH-CCECS divisions at the home campus in Hilo. This
includes Study Abroad, Agricultural/Vocational and Technical, Liberal Arts,
Non-credit, and Culture and Arts.

* Acts as liaison with other educational units and existing community
organizations.

* Recruitment of qualified instructors and assistance in the development of course
offerings in both academic and non-academic areas.

* Writing and dissemination of information about programs, courses, and events
sponsored by the UHH-CCECS.

* Acts as consultant and advisor to students seeking academic degrees.

**CREDIT AND EXTENDED DEGREE PROGRAM**

Academic/Program responsibility: Responsible for planning, developing,
Implementing and evaluating courses and programs for the business divisions, the UH-
Manoa Small Business Management Program, the Small Business Administration, and
various professional associations and organizations.

* Administrative/Supervisory Responsibility: Serves as acting director in his/her
absence. Administers and coordinates a broad based summer session and
evening credit program; serves as liaison with the academic units, CCECS and
the service units. Supervises the implementation of courses and the extended
degree programs in the Hilo area, as well as alternatively delivered programs
island wide. Supervises the staff of the CCECS Computer Learning Center.
Supervises the major publications for the academic sessions.
* Maintains comprehensive records of programs and prepares materials, information and reports as required for program planning and budgetary purposes. Maintains professional competencies by keeping abreast of recent trends and advances in professional areas and participates in the planning and implementation of staff training for colleagues and program personnel. Performs related work as required.
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.
OFFICE OF STUDENT SERVICES

Plans, organizes, budgets, directs, evaluates, and coordinates student services programs for students and prospective students of the University of Hawaii at Hilo.

OFFICE OF THE DIRECTOR

Plans, organizes, and directs activities related to the following:

* Recruitment, advising, counseling, evaluation, and selection of students for admission.

* Student financial aid program and financial counseling services.

* Student government and student activities, residence life, student clubs and organizations, health services, and veteran’s affairs.

* Personal, vocational and academic counseling and testing services.

* Career planning and placement services.

* Construction, maintenance, and management of residence halls and other facilities as necessary to carry out the functions of the Office of Student Services.

* Student registration, collection, and maintenance of student records, evaluation of records for graduation, and compilation, production, and presentation of analytical or related reports.

* Budgets for the expenditure of funds of the Office of Student Services.

* Diagnostic Services and instructional support services.

EDUCATIONAL ASSISTANCE CENTER

Provides diagnostic services and academic guidance to entering students who appear to be unprepared, educational counseling to students experiencing academic difficulty, and activities.

ADMISSIONS

* Handles correspondence from prospective students, gives information about the University and various programs, evaluates credentials, processes applications for admission, evaluates transfer credits, compiles admission statistics, and works with the Coordinated Admissions Program on a system-wide basis.
Adminissions (continued)

- Evaluates student's academic progress to insure proper adherence to area requirements, credits earned, degree requirements met for all degree and certificate programs at the University of Hawaii at Hilo.

- Counsels students regarding admission and academic problems. Assists in academic advising. Determines residency requirements and maintains school and college relations program.

FOREIGN STUDENT ADVISING

Advises and assists in various areas, including academic, immigration, financial and health concerns, coordinates host and group hospitality; evaluates and determines admission of foreign students; maintains liaison with the U.S. Immigration Service; works with foreign student organizations; counsels foreign students with academic, personal and special problems.

STUDENT ACTIVITIES, STUDENT GOVERNMENT, AND CAMPUS CENTER

Supervises programming, facilities management and services at the Campus Center; acts in advisory and supportive roles to the student governments at the University of Hawaii at Hilo; responsible for budgeting and fiscal planning and serves as primary University of Hawaii at Hilo liaison with Board of Publications; fulfills responsibilities in carrying out policies, rules and procedures of the Campus Center Board; coordinates the orientation activities of new and transfer students.

RECORDS AND REGISTRATION

Oversees the registration for the University of Hawaii at Hilo, including reservation of physical facilities, schedules for advising, obtaining course cards; maintains liaison with Management Systems Office and faculty in matters relating to registration, and repository for all reports emanating from Management Systems Office, as well as other computer reports generated locally.

- Prepares schedule for final examinations.

- Supervises development of a computerized system of record-keeping and registration, as well as computerization of other areas such as financial aids and housing.

- Issues transcripts, maintains academic records of all students at the University of Hawaii at Hilo, sends grade reports, certifies grade point average for good driver claimants, attendance for Social Security Administration, as well as other organizations.
Records and Registration (continued)

- Advises veterans on credits, courses and program adjustments as they relate to the various veterans' programs; certifies veterans for G.I. benefits and allowances; certifies students attendance for orphans and dependents of veterans; maintains cooperative relationships with the Veterans Administration and its local representative; and provides such other assistance as indicated.

FINANCIAL AIDS/EMPLOYMENT (ON-CAMPUS)

Handles matters involving all financial aids, including federal programs, National Direct Student Loan, Basic Economic Opportunity Grant, College Work-Study Program, Federally Insured Loan, state scholarships, and State Higher Education Loan Program, tuition waivers, general fund employment, and short term emergency loans.

COUNSELING AND TESTING

Counsels students with educational, vocational, and/or personal problems, including counseling of senior citizens and women returning to school; makes referrals to proper university of community resources as necessary; administers a variety of psychological tests and inventories; and administers the National Testing Program.

HOUSING

Coordinates the operation of the residence halls (Hale Kanilehua, Hale Kauanoe, Hale Aloha and Hale Ikena), including application and admission, setting and enforcement of policies, maintenance, budget, and supervision of the residents. Acts as liaison to off-campus housing units, including Adult Student Housing.

PLACEMENT AND CAREER DEVELOPMENT

Assists in identification of career objectives; provides employment information for use of students, faculty, and alumni; initiates program of placement services for students; assists in completing confidential vitae for use by students, sets up files and resumes for distribution, acts in liaison capacity to promote establishment of contacts between University of Hawaii at Hilo and business and governmental sectors of community; promotes employment of University of Hawaii at Hilo graduates; supervises placement of students in part-time, off-campus employment; assists former students and promotes alumni activities.

HEALTH SERVICES

Provides emergency and first aid for all students at the University of Hawaii at Hilo; provides health counseling in such areas as family planning, birth control methods, alcohol and drug abuse, mental health, etc.; referral services to other agencies as indicated. Disseminates health information, such as availability of health insurance forms, and assists in processing of applications for health insurance; scheduling of chest X-rays, evaluates health forms and determines necessary follow-up; maintains confidential health files.
NATIONAL STUDENT EXCHANGE

Facilitates the exchange of students among institutions for a short-term educational experience at reduced tuition costs. Disseminates program information, screens potential applicants, processes in-coming and out-going applications, facilitates transition of exchange participants, and communicates with NSE Consortium and member institutions.

4AR 1 5 1991
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.
OFFICE OF COLLEGE RELATIONS

As part of the Chancellor's Office, concentrates on efforts towards the development of external college relations and developing and preparing effective publications and activities to promote University of Hawaii at Hilo.

OFFICE OF THE DIRECTOR

Responsible for development and preparation of effective publications and activities to educate and foster affirmative attitudes and acceptance of UHH and its role in higher education for the state. Responsible for marketing and promotion of UH Hilo throughout the state of Hawaii, mainland United States, and Pacific Rim countries.

Responsible for composition, makeup and distribution of a wide variety of public relations materials; coordinate with respective university executives, outside agencies, media, legislators and the community to implement programs and projects; monitor and evaluate progress and assess effectiveness. Responsible for governmental relations on behalf of UH Hilo and University of Hawaii system at the state legislature, county of Hawaii and federal government.

Maintain close and effective working relations and communication with university executives, Board of Regents, legislators, community agencies, media, and faculty, staff, students to coordinate the dissemination of information relating to UHH operations, programs, and activities.
PROPOSED CHART

WOMEN'S CENTER

ASST PROF, 13, #86431S, (0.50 FTE)
EH EDUCATIONAL SP 1,POS,
#81645S, (0.75 FTE)
CLERK TYPIST II, SR08,
#43969, (0.50 FTE)

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS

JUL 9 1991
Date

POSITIONS
TEMPORARY GENERAL FUND - 1.75

STATE OF HAWAII - UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT Hilo
ORGANIZATIONAL CHART
CHART II8

WOMEN491.DWG
PROPOSED CHART

STATE OF HAWAII - UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS - VICE CHANCELLOR
POSITION ORGANIZATION CHART-CHART IIIA

ACADEMIC AFFAIRS

VICE CHANCELLOR *
PRIVATE SECRETARY I,
SR20 *

* PROPOSED POSITION

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS

JUL 19 1991

POSITIONS
GENERAL FUND - 2.00

Date

VCACAD1004.042
PROPOSED CHART

STATE OF HAWAII - UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT Hilo
HAWAII SMALL BUSINESS DEVELOPMENT CTR
POSITION ORGANIZATION CHART IIIC

*HAWAII SMALL BUSINESS
DEVELOPMENT CENTER

DIRECTOR
Kauai Director
Oahu Director
Maui Director
Hawaii Island Director

POSITIONS
* RCUH FUNDS - 5.0

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS

JUL 12 1991
Date

SMALLBUS.DWG
Positions
General Fund - 7.00

INSTRUCTION

86362 Asso, Prof. **

UH EDUCATIONAL SF III,
P09, #80006
UH STUDENT SERV SP III,
P09, #80573

INSTRUCTIONAL POSITIONS
(4.00 FTE)

FULL-TIME
#86361* 863630
865680 865770

* PROPOSED POSITION TRANSFER FROM CAS
INSTRUCTIONAL POSITIONS

 PROPOSED POSITION TRANSFER FROM HCC
INSTRUCTIONAL POSITIONS

** Proposed reclassification - Director of UH West Hawaii
(position transfer from CAS instructional positions)

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS

JUL 19 1991

Date
PROPOSED CHART

DIRECTOR, #05, #89175
SECRETARY II, SR14, #36801
ASSOCIATE DIRECTOR, INSTRUCTOR V, C5, #83826

PUBLIC SERVICES
LIBRARIAN III, B-3, #83792

CIRCULATION
LIBRARY ASST V, SR11, #27120
LIBRARY ASST IV, SR11, #44425
LIBRARY ASST IV, SR09, #31067
LIBRARY ASST III, SR07, #26707, FTE 20%
LIBRARY ASST IV, SR09, #26615, FTE 25%
LIBRARY ASST IV, SR09, #25834, FTE 25%

CATALOG
LIBRARIAN II, B2, #83652
LIBRARY ASST V, SR11, #14355
LIBRARY ASST IV, SR09, #26615, FTE 75%

REFERENCE, INSTRUCTION & SPECIAL SERVICES
LIBRARIAN II, B2, #19421
LIBRARIAN II, B2, #20221
LIBRARY TECH V, SR11, #25833
LIBRARY ASST III, SR07, #26707, FTE 26%

GOVERNMENT DOCUMENTS & PERIODICALS
LIBRARIAN III, B3, #36827
LIBRARY ASST IV, SR09, #27867, FTE 85%
LIBRARY ASST IV, SR09, #25834, FTE 85%

ACQUISITIONS & SERIALS
LIBRARY TECH VII, SR16, #12876
LIBRARY TECH VII, SR11, #26599

MEDIA SERVICES
UN EDUCATIONAL SP III, P09, #80572
UN GRAPHIC ARTIST II, P09, #15858
UN GRAPHIC ARTIST I, P01, #18881
UN ELECTRONIC TECH I, P09, #80277
AV TECHNICIAN II, W011, #24541

LIBRARY.DAG

APPROVED BY THE UNIVERSITY BOARD OF REGENTS
JUL 1991
Data

POSITIONS
GENERAL FUND - 24.00

STATE OF HAWAII - UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT Hilo
LIBRARY SERVICES
POSITION ORGANIZATION CHART-CHART IIIG
PROPOSED CHART

STATE OF HAWAII - UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT Hilo
OFFICE OF UNIVERSITY RELATIONS
POSITION ORGANIZATION CHART-CHART IV

DIRECTOR, MO6, #89265
SECRETARY II, OIT6, #35663
UN PUBLIC INFORMATION
OFF 1, POS, #30805 *

APPROVED BY THE UNIVERSITY BOARD OF REGENTS

JUL 19 1991

* Proposed reclassification - Director of University Publications

Positions
General Fund - 3.00

RELATION.WAD
<table>
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<tr>
<th>TITLE</th>
<th>POSITION NO.</th>
<th>FY 1991 BUDGETED SALARY</th>
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<td>80621</td>
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<td>43857</td>
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<td>UH Student Services Sp. II</td>
<td>80967</td>
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<td>Clerk Typist II</td>
<td>43841</td>
<td>$17,280</td>
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<td>UH Educational Sp. III</td>
<td>91605F</td>
<td>$26,720</td>
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<td><strong>Counseling</strong></td>
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<td>Jr. Specialist</td>
<td>84770</td>
<td>$26,880</td>
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PROPOSED CHART

DIRECTOR, M22, #09966
SECRETARY I, SR12
#26750
UN CERT ATH TRAINER II,
F06, #81651

GOLF
COACH - MEN
UN HEAD BASEBALL COACH,
#0615F8 (0.50)

BASEBALL
UN HEAD BASEBALL COACH,
#0613F8 (0.50)

BASKETBALL
UN HEAD BASKETBALL
COACH, #81475

VOLLEYBALL
UNIH WOMEN'S VOLLEYBALL
COACH, #81636

INTRAMURAL
UN STUDENT SERV SP II,
F06, #81558

WOMEN'S SOFTBALL
UNIH WOMEN'S SOFTBALL
COACH, #8864F8 (0.50)

POSITIONS
GENERAL FUND - 7.0

SPENDING ESTABLISHMENT

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS

JUL 9 1991
Date
PROPOSED CHART

ADMINISTRATIVE AFFAIRS

VICE CHANCELLOR *

CHART VIIA

ENVIRONMENTAL HEALTH & SAFETY

PERSONNEL

AUXILIARY SERVICES

FACILITIES PLANNING

BUSINESS MANAGEMENT

COMPUTING CENTER

THEATER

CHART VIIB

CHART VIIC

CHART VIID

CHART VIIE

CHART VIIF

CHART VIIG

CHART VIIH

* PROPOSED

ADMIN.DWG

APPROVED BY THE UNIVERSITY BOARD OF REGENTS

JUL 19, 1991

Date
PROPOSED CHART

STATE OF HAWAII - UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT Hilo
ADMIN AFFAIRS - ENVIRON HLTH & SAFETY
POSITION ORGANIZATION CHART-CHART VIIIB

ENVIRONMENTAL HEALTH & SAFETY

UN ENVIRONMENTAL SFTY
SP V, P11, #81703
CLERK TYPIST II, SROB
#42592 (0.50)*

APPROVED BY THE UNIVERSITY BOARD OF REGENTS

positions
GENERAL FUND - 1.00
TEMP GENERAL FUND - 0.50*

JUL 1991
Date

ENVRON. DOC.
PROPOSED CHART

PERSONNEL

UNIVERSITY OF HAWAII AT Hilo
ADMIN AFFAIRS - PERSONNEL
POSITION ORGANIZATION CHART - CHART VIIC

APPROVED BY THE UNIVERSITY BOARD OF REGENTS

JUL 19 1991

GENERAL FUND - 3.00

PERSONNEL.DWG
PROPOSED CHART

STATE OF HAWAII - UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ADMIN AFFAIRS - FACILITIES PLANNING
POSITION ORGANIZATION CHART-CHART VII

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<td>UN FACILITIES PLANNER 1, P12, #00707</td>
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<tr>
<td>CLERK TYPIST II, SR08, #02202 (0.5)</td>
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APPROVED BY THE UNIVERSITY BOARD OF REGENTS

JUL 9, 1991

Date

POSITIONS
GENERAL FUND - 1.00
TEMP GENERAL FUND - 1.50
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<td>CLERK STENO II, SR09, #3401</td>
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<td>UN ADMIN OFFICER II, P005, #8145</td>
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<td>UN FISCAL ACCT SP I, P003, #8075</td>
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<td>PURCHASING TECH, SR13, #13529</td>
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<tr>
<td>ACCOUNT CLERK IV, SR13, #21216</td>
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<td>CLERK IV, SR10, #24539</td>
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**POSITIONS**

- GENERAL FUND - 6.00
- TEMP GENERAL FUND - 1.00

**APPROVED BY THE UNIVERSITY BOARD OF REGENTS**

**JUL 19 1991**

**DATE**
COMPUTING CENTER

UN COMPUTER SPECIALIST V P15, #01829
UN COMPUTER SPECIALIST III, P07, #00972
UN COMPUTER SPECIALIST III, P07, #01869
UN COMPUTER SPECIALIST III, P07, #01772

PROPOSED CHART

STATE OF HAWAII - UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT Hilo
ADMIN AFFAIRS - COMPUTING CENTER
POSITION ORGANIZATION CHART-CHART VII G

APPROVED BY THE UNIVERSITY BOARD OF REGENTS

JUL 19 1989

GENERAL FUND - 4.00

Date

COMPUT.DWG
PROPOSED CHART

<table>
<thead>
<tr>
<th>THEATER</th>
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</thead>
</table>
| UH THEATER TECHNICIAN  
P07, #818896* |
| UH THEATER TECHNICIAN I  
P05, #803356* |
| CLERK TYPOST II, #0088,  
#43126 (0.50)* |

APPROVED BY THE UNIVERSITY BOARD OF REGENTS

positions
TEMP GENERAL FUND - 2.50

JUL 19, 1991

Date
MAJOR FUNCTIONS

The University of Hawaii at Hilo is comprised of four major educational delivery units: College of Arts & Sciences, the College of Agriculture, West Hawaii Program, and the Center for Continuing Education and Community Service. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Services, Library Services, and Student Services. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs for the citizens of the State of Hawaii.

OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawaii, the chief executive officer of the University of Hawaii at Hilo provides leadership, direction, and coordination for the students, faculty, and staff of the Hilo and West Oahu campuses in their programmatic activities. More particularly, the Office of the Chancellor:

* Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawaii at Hilo;

* Interprets the objectives and development of the University of Hawaii to the citizens of the County of Hawaii and Oahu, to the alumni community, and to the students and their parents;

* Provides executive leadership in the administration of the instructional, research, and public service programs;

* Maintains effective working relationships with the Central Administration of the University of Hawaii, the University of Hawaii at Manoa, West Oahu College, and the Community Colleges;

* Acts on behalf of the President of the University on all University matters affecting the University in the County of Hawaii; and also assumes delegated responsibility for the coordination of the activities of the Institute for Astronomy-Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service; and

* Provides, through an assistant, timely responses to information and data requests from the system, state, and federal governments and the administration of programs to enhance the functions of the University.
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Assures adherence to all federal, state and University of Hawaii statutes and regulations affecting recruitment, employment and continued appointment of University personnel;

Serves as grievance officer for all matters and all personnel concerning charges of discrimination and/or harassment.
WOMEN'S CENTER

Addresses concerns of women students, staff and faculty through counseling, workshops and conferences.
OFFICE OF ACADEMIC AFFAIRS

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawaii-Hilo.

OFFICE OF THE VICE CHANCELLOR

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

* Plans, organizes, directs, coordinates and evaluates all academic programs, including student information systems and analytical studies requirements of the campus, the system-wide office and the federal government.

* Directly supervises the personnel responsible for the: College of Agriculture, College of Arts and Sciences, University of Hawaii-West Hawaii, Library and College of Continuing Education and Community Services;

* Bears senior responsibility for the effectiveness of programs such as the Freshman Year Experience and the Hawaii Small Business Development Program; and

* Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.
COLLEGE OF AGRICULTURE

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree with emphasis in crop production, animal production, and general agriculture.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture. Directs activities and personnel of the University of Hawaii Hilo Agricultural Farm Laboratory.

• Coordinates instructional activities.
• Recruits and retains qualified faculty and research staff members.
• Formulates and defends financial plans.
• Allocates funds to various programs.
• Controls the expenditure of funds.
• Develops and maintains quality instructional, research, and community service programs.
• Maintains communications with agricultural governmental agencies, client groups, and the general public.

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

• Provides courses and training for students planning agricultural careers.
• Ensures that students complete a core of basic science courses and substantial courses in general education.
UNIVERSITY OF HAWAII-WEST HAWAII

Provides for delivery of academic programs from the entire University of Hawaii but with primary emphasis on associate degree programs of Hawaii Community College and baccalaureate programs from the University of Hawaii-Hilo.

OFFICE OF THE DIRECTOR

Responsible for the overall management of programs, personnel, facilities and equipment at the West Hawaii campus.

* Works collaboratively with the Hilo and Hawaii Community College campuses in the selection and supervision of full and part-time faculty assigned to the West Hawaii campus;

* Assesses educational needs in West Hawaii and arranges with the Hilo campus and Hawaii Community College (or other campuses in the system) for delivery of appropriate academic certificate and degree programs;

* Assesses facility and equipment needs for effective operation of West Hawaii programs; and

* Supervises all non-faculty personnel assigned to the West Hawaii operation.
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.
CENTER FOR CONTINUING EDUCATION AND COMMUNITY SERVICE

OFFICE OF THE DIRECTOR

Provides overall leadership, program direction, evaluation, and development, coordination and administration of CCECS. Supervision of coordinators, secretary and account clerk, and special project staff. Meets with individual coordinators; conducts staff meetings; oversees new program development.

* Attends meetings of statewide and community agencies in cooperative program planning; developing inter-agency linkages.

* Works on assignments made by the Chancellor for broad planning, carrying out university policies and directives, special reports, and other assigned tasks, often in cooperation with other unit heads.

* Processing official documents and forms - approval of hires for a constantly changing faculty, purchases, budgetary reports, and other administration paperwork required in the daily administration of CCECS.

* Correspondence; report-writing; grantmanship; other writing tasks.

* Supervising special grants and projects; project director's input into a variety of projects.

* Liaison with other units of the University System - Manoa: Summer Session, CCECS, CBA, College of Education, School of Social Work, etc.; Community Colleges; East-West Center; Hawaii Log; UHH colleges.

* Solving student and faculty problems; and problems relating to coordination of University services with OSS, Business Office, etc.

* Public relations and developing community support; meeting with groups desiring University services; speaking to community organizations about CCECS; organizing publicity efforts.

CREDIT PROGRAM

Acts as liaison with UHH faculty in developing and implementing university courses offered by CCECS during Spring and Fall evening sessions and summer. Works with faculty in the development of new and different delivery systems to aid island-wide clientele attain their educational goals.

* Works to expand CCECS capabilities to produce local instructional "learning packages" for island wide distribution. Investigates ways to reach large audiences through common electronic media, e.g., radio, television, etc.

Credit Program (continued)

* Meets with community groups and others to discover educational needs and establish objectives and ways to attain them.

* Assists in coordination of evening and summer sessions.

* Acts as a research agent for CCECS in discovering sources of funds for community service programs. Assists individuals and groups in writing program proposal grants for federal, state, and private funding.
* Plans the establishment of "Learning Centers" in selected areas remote from the Hilo campus which CCECS students can use as a base for guided, individualized instruction.

INTERNATIONAL STUDIES/CULTURE AND ARTS PROGRAM

Plans, develops, and evaluates cultural, artistic and travel/study programs.

* Serves as liaison with community groups, culture and arts association, and other relevant entities island-wide and abroad.

* Implements programs and projects involving music, art, theater, dance, lectures and films.

* Implements travel/study programs.

* Works with other coordinators to design courses to meet expressed needs.

HUMAN SERVICES PROGRAM

Responsible for total senior citizen educational effort including the operational aspects of Statewide UH Senior Citizens Tuition Exemption program overseeing a budget of $90,000+ and serving as liaison for UHH with UH-Manoa, West Oahu College and the six community colleges. Assists in the preparation of the final narrative and budget reports as well as quarterly reports to the Executive Commission on Aging.

* Responsible for the development, implementation, coordination and evaluation of non-credit programs in personal development, credit and non-credit programs, and special programs to meet the educational needs of our growing senior citizen clientele (e.g., Crime Prevention).

* Acts as liaison between CCECS and the various public and private agencies to facilitate the cooperative utilization of UH resources to better serve the community.

* Prepares written reports on areas of responsibility and participates in the formulation of the annual budget and other long-term planning.

IN-SERVICE EDUCATION PROGRAM

Develops, coordinates, implements and evaluates functional aspects of educational programs for study abroad, incoming travel, women's programs, career development, education in-service and local senior citizens to meet the needs of the community-at-large.

* Plans, supervises, and participates in programs through conducting workshops, seminars, conferences; promotes incoming and outgoing travel, women's programs, career development, education in-service and local senior citizen programs by representing the UHH in various committees related to these programs.

* Serves as overall coordinator in above programs, prepares itineraries and budgets, leads and participates in curriculum development activities.

* Directs and coordinates conversational English programs for Japanese students; structures lecturers, cultural experiences, tour excursions, and extracurricular activities related to this program.

* Establishes and maintains liaison with directors and executives for both public and private agencies concerned, as well as private organizations.
* Updates instructional materials and organizes new lessons as the need arises.
* Interviews faculty; establishes and updates rules and regulations.

**HEALTH SERVICES/PERSONAL DEVELOPMENT PROGRAM**

Identifies, plans and develops credit and non-credit courses in Human Services and personal development.

* Administers grants from Department of Planning and Economic Development, Energy Division, BIORTA and HCEOC.
* Plans and implements a Summer Youth Program.
* Provides liaison and develops continuing education opportunities for target groups in the health service professions.
* Cooperates with other UHH units in planning for outreach credit programs and administers courses from the professional colleges.
* Plans programs in community applications of agricultural technology and provides non-credit courses to complement the Culinary Arts program.

**CCECS WEST HAWAII PROGRAM**

Administration and coordinating of all University of Hawaii at Hilo continuing education and community service programs in the districts of North and South Kona.

* Acts as liaison with UHH-CCECS divisions at the home campus in Hilo. This includes Study Abroad, Agricultural/Vocational and Technical, Liberal Arts, Non-credit, and Culture and Arts.
* Acts as liaison with other educational units and existing community organizations.
* Recruitment of qualified instructors and assistance in the development of course offerings in both academic and non-academic areas.
* Writing and dissemination of information about programs, courses, and events sponsored by the UHH-CCECS.
* Acts as consultant and advisor to students seeking academic degrees.

**CREDIT AND EXTENDED DEGREE PROGRAM**

Academic/Program responsibility: Responsible for planning, developing, implementing and evaluating courses and programs for the business divisions, the UH-Manoa Small Business Management Program, the Small Business Administration, and various professional associations and organizations.

* Administrative/Supervisory Responsibility: Serves as acting director in his/her absence. Administers and coordinates a broad based summer session and evening credit program; serves as liaison with the academic units, CCECS and the service units. Supervises the implementation of courses and the extended degree programs in the Hilo area, as well as alternatively delivered programs island wide. Supervises the staff of the CCECS Computer Learning Center. Supervises the major publications for the academic sessions.
Maintains comprehensive records of programs and prepares materials, information and reports as required for program planning and budgetary purposes. Maintains professional competencies by keeping abreast of recent trends and advances in professional areas and participates in the planning and implementation of staff training for colleagues and program personnel. Performs related work as required.
OFFICE OF UNIVERSITY RELATIONS

As part of the Chancellor's Office, concentrates on efforts towards the development of external college relations and developing and preparing effective publications and activities to promote University of Hawaii at Hilo.

OFFICE OF THE DIRECTOR

Responsible for development and preparation of effective publications and activities to educate and foster affirmative attitudes and acceptance of UHH and its role in higher education for the state. Responsible for marketing and promotion of UH Hilo throughout the state of Hawaii, mainland United States, and Pacific Rim countries.

Responsible for composition, makeup and distribution of a wide variety of public relations materials; coordinate with respective university executives, outside agencies, media, legislators and the community to implement programs and projects; monitor and evaluate progress and assess effectiveness. Responsible for governmental relations on behalf of UH Hilo and University of Hawaii system at the state legislature, county of Hawaii and federal government.

Maintain close and effective working relations and communication with university executives, Board of Regents, legislators, community agencies, media, and faculty, staff, students to coordinate the dissemination of information relating to UHH operations, programs, and activities.
OFFICE OF STUDENT SERVICES

Plans, organizes, budgets, directs, evaluates, and coordinates student services programs for students and prospective students of the University of Hawaii at Hilo.

OFFICE OF THE DIRECTOR

Plans, organizes, and directs activities related to the following:

* Recruitment, advising, counseling, evaluation, and selection of students for admission.

* Student financial aid program and financial counseling services.

* Student government and student activities, residence life, student clubs and organizations, health services, and veteran's affairs.

* Personal, vocational and academic counseling and testing services.

* Career planning and placement services.

* Construction, maintenance, and management of residence halls and other facilities as necessary to carry out the functions of the Office of Student Services.

* Student registration, collection, and maintenance of student records, evaluation of records for graduation, and compilation, production, and presentation of analytical or related reports.

* Budgets for the expenditure of funds of the Office of Student Services.

* Diagnostic services and instructional support services.

EDUCATIONAL ASSISTANCE CENTER

Provides diagnostic services and academic guidance to entering students who appear to be unprepared, educational counseling to students experiencing academic difficulty, and activities.

ADMISSIONS

* Handles correspondence from prospective students, gives information about the University and various programs, evaluates credentials, processes applications for admission, evaluates transfer credits, compiles admission statistics, and works with the Coordinated Admissions Program on a system-wide basis.

* Evaluates student's academic progress to insure proper adherence to area requirements, credits earned, degree requirements met for all degree and certificate programs at the University of Hawaii at Hilo.

* Counsels students regarding admission and academic problems. Assists in academic advising. Determines residency requirements and maintains school and college relations program.
FOREIGN STUDENT ADVISING

Advises and assists in various areas, including academic, immigration, financial and health concerns, coordinates home and group hospitality; evaluates and determines admission of foreign students; maintains liaison with the U.S. Immigration Service; works with foreign student organizations; counsels foreign students with academic, personal and special problems.

STUDENT ACTIVITIES, STUDENT GOVERNMENT, AND CAMPUS CENTER

Supervises programming, facilities management and services at the Campus Center; acts in advisory and supportive roles to the student governments at the University of Hawaii at Hilo; responsible for budgeting and fiscal planning and serves as primary University of Hawaii at Hilo liaison with Board of Publications; fulfills responsibilities in carrying out policies, rules and procedures of the Campus Center Board; coordinates the orientation activities of new and transfer students.

RECORDS AND REGISTRATION

Oversees the registration for the University of Hawaii at Hilo, including reservation of physical facilities, schedules for advising, obtaining course cards; maintains liaison with Management Systems Office and faculty in matters relating to registration, and repository for all reports emanating from Management Systems Office, as well as other computer reports generated locally.

* Prepares schedule for final examinations.

* Supervises development of a computerized system of record-keeping and registration, as well as computerization of other areas such as financial aids and housing.

* Issues transcripts, maintains academic records of all students at the University of Hawaii at Hilo, sends grade reports, certifies grade point average for good driver claimants, attendance for Social Security Administration, as well as other organizations.

* Advises veterans on credits, courses and program adjustments as they relate to the various veterans' programs; certifies veterans for G.I. benefits and allowances; certifies students attendance for orphans and dependents of veterans; maintains cooperative relationships with the Veterans Administration and its local representative; and provides such other assistance as indicated.

FINANCIAL AIDS/EMPLOYMENT (ON-CAMPUS)

Handles matters involving all financial aids, including federal programs, National Direct Student Loan, Basic Economic Opportunity Grant, College Work-Study Program, Federally Insured Loan, state scholarships, and State Higher Education Loan Program, tuition waivers, general fund employment, and short term emergency loans.

COUNSELING AND TESTING

Counsels students with educational, vocational, and/or personal problems, including counseling of senior citizens and women returning to school; makes referrals to proper university of community resources as necessary; administers a variety of psychological tests and inventories; and administers the National Testing Program.
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HOUSING

Coordinates the operation of the residence halls (Hale Kanilehua, Hale Kauanoe, Hale Aloha and Hale Tkana), including application and admission, setting and enforcement of policies, maintenance, budget, and supervision of the residents. Acts as liaison to off-campus housing units, including Adult Student Housing.

PLACEMENT AND CAREER DEVELOPMENT

Assists in identification of career objectives; provides employment information for use of students, faculty, and alumni; initiates program of placement services for students; assists in completing confidential vitae for use by students, sets up files and resumes for distribution, acts in liaison capacity to promote establishment of contacts between University of Hawaii at Hilo and business and governmental sectors of community; promotes employment of University of Hawaii at Hilo graduates; supervises placement of students in part-time, off-campus employment; assists former students and promotes alumni activities.

HEALTH SERVICES

Provides emergency and first aid for all students at the University of Hawaii at Hilo; provides health counseling in such areas as family planning, birth control methods, alcohol and drug abuse, mental health, etc.; referral services to other agencies as indicated. Disseminates health information, such as availability of health insurance forms, and assists in processing of applications for health insurance; scheduling of chest X-rays, evaluates health forms and determines necessary follow-up; maintains confidential health files.

NATIONAL STUDENT EXCHANGE

Facilitates the exchange of students among institutions for a short-term educational experience at reduced tuition costs. Disseminates program information, screens potential applicants, processes in-coming and out-going applications, facilitates transition of exchange participants, and communicates with NSE Consortium and member institutions.
INTERCOLLEGIATE ATHLETICS

Plans, organizes, budgets, evaluates, and coordinates, athletic programs (intercollegiate and intramural) for UH at Hilo.

* Responsible for the general control, administration, supervision and coordination of the Athletic Department, its programs, personnel, budget and finances, facilities, equipment, publicity and public relations.

* Establishes and maintains athletic relations with other institutions.

* Advises, recommends and reports to the Chancellor all matters pertaining to athletics.
OFFICE OF ADMINISTRATIVE AFFAIRS

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 VICE CHANCELLOR

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, 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.

THEATER

Administers and directs the theater program (productions, promotions, financial and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community and other public and private agencies.