MEMORANDUM

TO:       Board Secretary Pepper Shiramizu
FROM:     Rodney Sakaguchi
SUBJECT:  NOTIFICATION OF REORGANIZATION FOR THE OFFICE OF STUDENT SERVICES, KAUAI COMMUNITY COLLEGE

Enclosed for the information of the Board of Regents is a reorganization approved on January 28, 1993, for the Office of Student Services in the Kauai Community College. The purpose of this reorganization is explained in the accompanying executive summary.

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

Attachment
cc:       Interim President/Chancellor Yuen
          Senior Vice President/Chancellor Tsunoda
          Director Peggy Hong
MEMORANDUM

January 26, 1993

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

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION, KAUAI COMMUNITY
          COLLEGE, OFFICE OF STUDENT SERVICES

Enclosed for your files is a copy of the reorganization which was
approved on January 28, 1993 for Kauai Community College, Office of Student
Services. The purpose of the reorganization is explained in the accompanying
executive summary.

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

Joyce S. Tsunoda, Senior Vice President
and 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

KUAUI COMMUNITY COLLEGE
OFFICE OF STUDENT SERVICES

Enclosed for your information is the approved reorganization of the Kauai Community College, Office of Student Services. The reorganization reflects the transfer of Clerk-Stenographer II, Position No. 27978 to the Counseling and Testing Unit. The assignment of this position to the Counseling and Testing Unit will allow faculty members in the unit to receive direct clerical support and will enable the clerical work to be performed without unnecessary delays or conflict of priorities.

Under the previous organizational structure, the Clerk-Stenographer II, Position No. 27978 reported directly to the Secretary II, Position No. 21282. Clerical support was provided to the Counseling and Testing Unit through a secretarial services section. Requests for clerical support were routed through the Secretary II, Position No. 21282 and then assigned to the Clerk-Stenographer II, Position No. 27978.

The only additional cost of the reorganization will be the upward reallocation of the Clerk-Stenographer II, Position No. 27978 to Clerk-Stenographer III, which is estimated to be $828. This reallocation is subject to classification reviews. The additional cost will be funded through an internal reallocation and will not require additional funding in the future.
Kauai Community College would like to request a reorganization of its Office of Student Services, Counseling and Testing Unit. It is proposed that the Clerk-Stenographer II, SR-09, Position No. 27978 be transferred to the Counseling and Testing Unit.

**Present Organizational Structure**

The Office of Student Services consists of the following three units: Admissions, Counseling and Testing, and Financial Aids. Under the present organization, the Clerk-Stenographer II, Position No. 27978 reports directly to the Secretary II, Position No. 21282. The Clerk IV, Position No. 24421 and Clerk-Typist II, Position No. 34728, located in the Admissions Office provides direct clerical support to this unit. The Clerk III, Position No. 42109, located in the Financial Aids Office, provides direct support to this unit.

Clerical support is provided to the Counseling and Testing Unit through a secretarial services section. Currently, there are eight full-time faculty members (five on general funds and three on federal funds). Requests for clerical support must be routed through the Secretary II, Position No. 21282 and then assigned to the Clerk-Stenographer II, Position No. 27978.

The lack of direct clerical support to the Counseling and Testing Unit has resulted in delays in the performance of the work and confusion relative to the work to be performed.

**Proposed Organization**

The proposed reorganization would transfer the Clerk-Stenographer II, Position No. 27978 to the Counseling and Testing Unit so that the faculty members will receive direct clerical support. The assignment of this position to provide support to the faculty members will enable the clerical work to be performed without unnecessary delays or conflict of priorities.

This reorganization proposes that the Counseling and Testing Unit be supervised by a Coordinator, who will be named from among the faculty members.

**Background/Nature of the Proposed Reorganization**

A. Conditions/Factors Prompting the Proposed Reorganization

The Counseling and Testing Unit performs important functions to meet the needs of students which are not directly related to instruction. Some
Administrative Procedures Manual.

B. Reasons for Proposing the Reorganization and Why This Organizational Solution is Being Advocated.

As previously discussed, the existing organization requires that clerical support to the faculty members be provided centrally under the supervision and coordination of the Secretary II, Position No. 21282. The unintended consequence of this structure has been delays in providing services to students and less than optimal coordination of counseling programs and services. This proposed reorganization is being advocated in order to streamline communication between the faculty members and the clerical support staff, thereby allowing the faculty members to set and implement priorities which will improve the overall quality of services to students.

C. Explanation of How the Conditions Which Exist Will Be Improved Upon and Why the Existing Organization is Inadequate

By eliminating an unnecessary level of supervision, it will reduce the delay of services provided to students. The existing organizational structure is inadequate because it does not allow the faculty members to have their own clerical support staff which is needed to provide the quality of counseling and other services students need and deserve. Counseling and advising students requires a great deal of flexibility to address the rapidly changing needs and situations.

D. Discussion of the Benefits and Desired Results Which Will Be Achieved By Reorganizing

Briefly, the benefits and desired results that will be achieved through reorganizing include: (1) improved student services program responsiveness and flexibility to students, and (2) better quality counseling services to students. By enabling one clerical support staff person to work exclusively with the faculty members and the Coordinator, that person can become extremely familiar with the program offerings and provide clerical support services for the entire office.

Other Alternatives Discussed

There are no viable alternatives to this proposal. Most of the other community college campuses have already established an organizational structure similar to the one proposed by assigning at least one clerical support staff person directly to the counseling office. The Secretary II, Position No. 21282, will continue to provide personal assistance to the Dean of Student Services.
PREVIOUS ORGANIZATIONAL

CHART AND FUNCTIONAL STATEMENTS
KAUAI COMMUNITY COLLEGE

OFFICE OF THE DEAN OF STUDENT SERVICES

The function of this office is to provide the necessary services related to the needs of students which are not directly instructional. The Office of the Dean of Student Services plans, coordinates, and supervises student recruitment, testing, guidance, and placement. The office is responsible for student governance, graduation, and student activities.

. Provides all services related to student records.
. Assists students at the college to adjust and solve problems.
. Coordinates all financial assistance to students.
. Maintains a program of counseling and guidance so that students will receive the maximum benefit from their college experience.
. Responsible for services to special groups of students such as the disadvantaged, handicapped, veterans, immigrants, and others in need of special help.

Admissions and Registration

The function of this office is to keep all records on every student who applies to the college, enrolls, and leaves the college.

. Supervises all activities relating to the admission of all students to the college.
. Coordinates all student information within the University Student Information System.
. Responsible for properly registering all students who have been accepted for admission to the college.
. Prepares and disseminates information to all prospective students.
. Assures all grades which have been issued by instructors are properly recorded and that all students are so notified of their grades.
Counseling and Testing

The function of this office is to assist students in their educational experiences at the college using individual and group counseling, advising, directing and disseminating information.

- Assists students in adjusting to college requirements.
- Provides counseling and testing services to assist students in their career goals.
- Coordinates services of other agencies to assist students in attaining their goals.

Financial Aids

This office is directly responsible for the student financial aids function of the College. This includes the following:

- Supervising and managing the delivery of financial aids services to students seeking such assistance.
- Maintaining accurate records of financial aid transactions.
- Reviewing and disseminating information to prospective students while complying with federal and State statutes affecting same.
- Providing on-campus student employment services.

Student Activities

The purpose of this office is to assist students in activities which are extracurricular in nature.

- Coordinates club and athletic activities.
- Assists in the development of activities for student participation.
- Assists the Student Association in the conduct of their activities.
- Disseminates information to the college community regarding guest speakers, and other student activities such as the May Day program, picnics, and special entertainment.
APPROVED
ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS
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