MEMORANDUM

April 19, 1994

TO: Rodney Sakaguchi, Director
    UH Budget Office

SUBJECT: REORGANIZATION OF THE HAWAII COMMUNITY COLLEGE - LEARNING CENTER

I am attaching the updated charts for Hawaii Community College - Learning Center approved by Senior VP/Chancellor Tsunoda on March 17, 1994 for your files.

If there are any questions, please feel free to call Director Hong at 956-3874.

Joyce S. Tsunoda
Senior Vice President and
Chancellor for Community Colleges

Attachment

c: Director James Takushi
March 3, 1994

TO: Rodney Sakaguchi
    UH Budget Office

SUBJECT: PROPOSED REORGANIZATION OF HAWAII COMMUNITY COLLEGE, LEARNING CENTER

Attached is a request to reorganize the Learning Center at Hawaii Community College.

Provost Sandra Sakaguchi is requesting approval to move one (1) vacant faculty Position No. 84380 from Instruction, General Education and Public Service to Academic Support Learning Center.

Position No. 84380 is a vacant 9-month faculty position currently located in the General Education and Public Service Division of the Instructional Unit. The position was formally assigned as the Learning Center Coordinator prior to the formal establishment of the Learning Center at Hawaii Community College.

The Learning Center organization currently is under the supervision of an APT position, UH Educational Specialist II, P06, Position No. 80021. The only other position is a Clerk-Stenographer II, SR-09, Position No. 47357.

The reorganization is necessary in order to reassign a faculty position to supervise and provide direction for the Learning Center at Hawaii CC. This organization would be consistent with the operations of the other community college campuses. The faculty position would provide the needed academic leadership to develop, evaluate, and implement the remedial, development and tutorial programs for students at Hawaii CC and UH at Hilo.
If there are any questions, please call Director Peggy S. Hong at 956-3874.

Joyce S. Tsunoda
Senior Vice President and
Chancellor for Community Colleges

Attachments

c: Provost
   Director Hong
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES SYSTEM
HAWAII COMMUNITY COLLEGE

INTRODUCTION

Hawaii Community College is requesting approval to move one (1) vacant faculty Position No. 84380 from Instruction, General Education and Public Service to Academic Support, Learning Center. The reorganization will provide for the proper organizational location of the subject position.

PRESENT ORGANIZATION

Position No. 84380 is a 9-month position currently located in the General Education and Public Service Division of the Instructional Unit. The position (which is currently vacant) was informally assigned as the Coordinator of the Learning Center prior to the official establishment as a separate Learning Center at Hawaii CC.

The Learning Center organization is under the supervision of an APT position, UH Educational Specialist II, P06, Position No. 80021. The only other position is a Clerk-Stenographer II, SR-09, Position No. 47357 which provides the clerical support.

PROPOSED REORGANIZATION

In order to provide appropriate management and development of the Learning Center, it is critical that the faculty Position No. 84380 be officially reorganized as the Coordinator of the Learning Center. The position will be responsible for providing the needed academic leadership that is consistent with the other community college campuses in coordinating the educational services for students for both Hawaii CC and University of Hawaii at Hilo. The faculty position will develop, evaluate and implement the remedial developmental and tutorial programs for students who require additional assistance in their classes. In order to perform these duties, the subject faculty position must work with other faculty in the academic disciplines to identify the student needs, develop the academic support activities, develop, teach, and evaluate the learning programs, classes and workshops for students, develop satellite learning centers; develop curriculum materials to assist instructions; and serve as the expert in providing the leadership to fully develop the Learning Center to respond to the student needs.
The existing UH Educational Specialist II, Position No. 80021 and the Clerk-Stenographer II, SR-09, Position No. 47357 will both report directly to the faculty position.

**IMPACT ON STAFFING**

Upon approval of the reorganization, the classification of the UH Educational Specialist II, Position No. 80021 will be reviewed.

No change in classification is anticipated for the Clerk-Stenographer II, Position No. 47357 or the faculty Position No. 84380.

No additional impact on funding (additional funds), students, resources or staff is anticipated.

**Attachments:**
- Present Charts and Functional Statement
- Proposed Charts and Functional Statement
PRESENT

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
ACADEMIC SUPPORT

Dean of Instruction, B-06, 80108

LEARNING CENTER

UM Education Spec. II, P0-6, 80021 #
Clark Steno II, 18-05, 47307 #

LIBRARY

Faculty, 87075 *
Librarian Tech., 46250 *

* ACADEMIC COMPUTING

General Funds 2.03 #
2.08 *
4.00

* Duties to be performed on a rotating basis by existing faculty.
# Position to be transferred to Hawaii CC from Community College Systemwide Support.
* Position to be transferred to Hawaii CC from UH Mānoa.
PROPOSED

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
INSTRUCTION
Dean of Instruction, H-06, B5108

PROPOSED
STATE OF HAWAII
UNIVERSITY OF HAWAI'I
HAWAII COMMUNITY COLLEGE
INSTRUCTION

Position Organization
Chart
Chart IIIa

GENERAL EDUCATION
AND PUBLIC SERVICE
Chairperson*
Secretary II, SR-14, 22234
Clerk Steno II, SR-09, 42458
Faculty: (34.00)
82435 83717 86093
82521 84967 86694
82609 84968 86695
82812 86377 86696
82851 86378 86733
82972 86380 86985
83045 86562 87197
83202 86563 86984
83257 86564 86988
83420 86566 86985
83622 86691
83623 86692

TRADE AND INDUSTRY
Chairperson*
Secretary II, SR-14, 22236
Clerk Steno II, SR-09, 44169
Faculty: (24.00)
82442 83538 84515
82527 83701 84296
82699 83704 84328
83030 83774 84331
83047 83771 84366
83076 83973 84374
83143 84085 84600
83550 84140 84624

BUSINESS EDUCATION AND
AFFILIATED PROGRAMS
Chairperson*
Secretary II, SR-14, 25059
Clerk Steno, SR-09, 42647
Faculty: (16.00)
82108 83059 84135
82236 83156 84647
82362 83209 84664
82451 83312 84960
82703 83531
82785 83809

NURSING PROGRAM
Chairperson*
Secretary II, SR-14, 26806
Faculty: (16.00)
82700 83741 86568
83348 84001 86571
83535 84174
83664 86567

COOPERATIVE VOCATIONAL
EDUCATION
Faculty-Coordinator 04622
Clerk Steno II, SR-09, 25060 (.50)

Approved by:
Joyce S. Tignoda
Title: Senior Vice President & Chancellor for Community Colleges
Date: March 17, 1994

* Chairperson is appointed from among instructional positions within department.
PROPOSED
STATE OF HAWAII
UNIVERSITY OF HAWAII
HAWAII COMMUNITY COLLEGE
ACADEMIC SUPPORT

Position Organization
Chart
Chart IIIb

ACADEMIC SUPPORT
Dean of Instruction, M-06, 89108

LEARNING CENTER
Faculty, 04500
OH Education Spec. II, PO-6, 00021
Clerk Steno II, SR-09, 47357

LIBRARY
Faculty, 07075
Librarian Tech., 46258

* ACADEMIC COMPUTING

General Funds 5.00

* Duties to be performed on a rotating basis by existing faculty.

Approved by: [Signature]
Joyce S. Iwado
Title: Senior Vice President & Chancellor for Community Colleges
Date: March 17, 1994
INSTRUCTION

The purpose of instruction is to offer courses to meet the major needs of academic programs in each division and the needs of general education and lower division students.

General Education and Public Service, Trade and Industry, Business Education and Affiliated Programs, Nursing Program

Under the general supervision of the Dean of Instruction, the four Divisions develop coherent programs among the disciplines within the respective divisions. The divisions each:

* Coordinate curricular offerings among the disciplines.
* Offer courses to meet the specific degree requirements of major programs and the needs of general education and lower division students.
* Consults and cooperates with other divisions on curricular matters.
* Recommends personnel transactions, administers annual operating and equipment budgets necessary to deliver the instructional programs.

Cooperative Vocational Education

The purpose of cooperative vocational education is to enrich the quality and scope of post-secondary education through educationally-related work experiences which afford students an opportunity to earn funds needed for their education, while enabling them to become better prepared to achieve their educational or career objectives. Instructors collaborate with local training station sponsors to assure that the educational objectives of the work laboratory are attained.
ACADEMIC SUPPORT

Academic support services provide assistance to students outside the formal classroom environment. These services complement instruction, assist students who need additional help, and educate students on resources available to them to support their classroom learning.

The Learning Center

The Learning Center coordinates four primary services:

1. Academic tutoring in basic skills and content area subjects.
2. Computer-assisted instructional programs.
3. Instruction utilizing self-paced audio visual kits and print media.
4. Non-credit basic skills and literacy training.

The Learning Center also serves students in the University of Hawaii at Hilo by offering the same services noted above.

Library

The Library coordinates library services for community college students with the University of Hawaii at Hilo's Library. In conjunction with academic units, conducts instruction for students and faculty in the use of the libraries within the University System and the State of Hawaii System and assists community college faculty with library needs.

Academic Computing

The Academic Computing program coordinates and supervises computer labs designated for student use as classrooms and open lab arrangements and coordinates services for both Hawaii Community College and University of Hawaii at Hilo students.
December 20, 1993

MEMORANDUM

TO: Board Secretary Pepper Shiramizu
FROM: Rodney Sakaguchi

SUBJECT: NOTIFICATION OF REORGANIZATION FOR THE ADMINISTRATIVE SERVICES OFFICE, HAWAII COMMUNITY COLLEGE

Enclosed for the information of the Board of Regents is a reorganization approved on December 13, 1993, for the Administrative Services Office in the Hawaii 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

c: Senior Vice President/Chancellor Tsunoda
    Director Peggy Hong
MEMORANDUM

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

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION -
   HAWAII COMMUNITY COLLEGE, ADMINISTRATIVE SERVICES

Enclosed for your files is a copy of the reorganization and functional
statements which was approved on December 13, 1993. The purpose of the
reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Director
Peggy S. Hong at 956-3874.

[Signature]
Joyce S. Tsunoda
Senior Vice President and
Chancellor for Community Colleges

Enclosures

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

HAWAII COMMUNITY COLLEGE
OFFICE OF ADMINISTRATIVE SERVICES

Enclosed for your information is the approved reorganization of the Hawaii Community College, Office of Administrative Services. The reorganization reflects the addition of a human resources program and a new UH Personnel Officer, Pseudo No. 94725F. In addition, the reorganization reflects the addition of a new UH Administrative Officer, Pseudo No. 94726F, and expanded programmatic responsibilities.

Human Resources

A new UH Personnel Officer position was authorized for Hawaii Community College by the 1993 Legislature. The new position will be responsible for the complete range of professional level duties and responsibilities in the human resources program. With the addition of the new position, the functions of the section will include personnel technical and recordkeeping functions as well as classification and pay administration, recruitment and employment, EEO/AA, fringe benefits, and workers’ compensation activities.

Further, the unit will be designated as the Human Resources Section to reflect the professional level support which will be provided to the college. The Human Resources Section will consist of the new UH Personnel Officer position.

Other than the addition of the new position, no other impact on staffing, students or financial resources (additional costs) is anticipated. $30,768 was appropriated by the 1993 Legislature to fund the position.

Business Office

The 1993 Legislature appropriated a new UH Administrative Officer, Pseudo No. 94726F, position to address Hawaii CC’s need to provide the full range of professional level duties and responsibilities in the fiscal and business management program. The reorganization, with the additional new position, will allow the campus to develop and administer an independent fiscal and budget program.

Other than the addition of the new positions, no other impact on staffing, students, or financial resources (additional costs) are expected. $30,768 was appropriated by 1993 Legislature to fund the position.
PROPOSAL FOR REORGANIZATION

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

Hawaii Community College
Administrative Services

PRESENT ORGANIZATION:

The Office of Administrative Services for Hawaii Community College is responsible for the overall direction of the following programmatic areas: finance and budget; personnel; operations and maintenance, including janitorial, maintenance, groundskeeping; security, inventory and safety; and auxiliary services including parking lot service, food service, vending machines; communication, mail and messenger service.

Business Office:

The Business Office of Hawaii Community College is responsible for the College’s fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc. Presently, there is a half-time position assigned to the section: Position No. 81784, UH Administrative and Fiscal Support Specialist, P01. This position is assigned exclusively to the College’s Job Training Partnership Act (JTPA) program. It reports directly to the Director of Administrative Services, Position No. 89324.

All other finance and fiscal operations are coordinated through the University of Hawaii at Hilo.

Human Resources:

Hawaii Community College does not have its own Human Resources Office. The UH Hilo Personnel Office supports the College in its personnel functions. The Community College Chancellor’s Office provides the College with guidance, training, and assistance relating to the substantive portions of the human resources program.

PROPOSED ORGANIZATION:

Business Office:

The 1993 Legislature authorized a UH Administrative Officer, Pseudo No. 94726F, position for Hawaii Community College. This position will be responsible for performing the full range of professional level duties and responsibilities in the fiscal
and business management program and supervising the operations of the section. With the addition of the professional position, the functions of the section will be expanded from fiscal support of the JTPA program to the full range of professional support for the College’s fiscal and business operations.

Position No. 81734, UH Administrative and Fiscal Support Specialist, P01, shall report directly to the new UH Administrative Officer.

**Human Resources:**

The 1993 Legislature authorized a UH Personnel Officer position, Pseudo No. 94725F, for Hawaii Community College. This position will be responsible for performing the full range of professional level duties and responsibilities in the human resources program and supervising the operations of the section. With the addition of the professional position, the functions of the section shall include classification and pay administration; recruitment and employment; contract interpretation; EEO/AA; training and staff development; and workers’ compensation.

The equal employment opportunity/affirmative action activities are currently assigned on an ad hoc basis to faculty members on overload or assigned time. With faculty needed back in the classrooms and funding resources limited, it is not appropriate to maintain faculty away from the classrooms. In addition, there are no other positions in the current organization which can assume this function. Therefore, at this time, the EEO/AA function will be assigned to the Human Resources Unit.

**ALTERNATIVES:**

**Business Office:**

1. Maintain the current structure with no recognition of the need for an expanded function of the Business Office. However, the current structure does not enable the College to offer the expanded range of fiscal and business management services.

2. In assessing the mission of the College and the ever growing demands on the fiscal and business management function, the proposed structure is the most responsive and effective structure.

**Human Resources:**

1. Maintain the current structure with no recognition of the need for the function of the Human Resources Office. However, the current structure does not enable the College to offer its own personnel resources management services.
2. In assessing the mission of the College and the ever growing demands on the personnel management function, the proposed structure is the most responsive and effective structure.

**IMPACT ON STAFFING:**

**Business Office:**

Other than the addition of the newly authorized UH Administrative Officer position, no other impact on students, staffing, or financial resources (additional funds) are anticipated. $30,768 was appropriated by the 1993 Legislature to fund this position.

**Human Resources:**

Other than the addition of the newly authorized UH Personnel Officer position, no other impact on students, staffing, or financial resources (additional funds) are anticipated. $30,768 was appropriated by the 1993 Legislature to fund this position.

**Attachments**

Current Organizational Chart and Functional Statement  
Proposed Organizational Chart and Functional Statement
PREVIOUS ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENT
OFFICE OF THE CHANCELLOR

OFFICE OF THE PROVOST
CHART II

INSTRUCTION
CHARTS III, IIIa, IIIb, IIIc

STUDENT SERVICES
CHART IV

ADMINISTRATIVE SERVICES
CHART V

CHART UPDATED

General Funds: $101,30
Positions to be transferred: $19,00
Total General Funds: $120,30
APPROVED
ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE SYSTEM
HAWAII COMMUNITY COLLEGE
FUNCTIONAL STATEMENTS

OFFICE OF ADMINISTRATIVE SERVICES

The Office of the Director for Administrative Services provides for the various administrative support services and activities of the College which generally include personnel, administrative management, budget and fiscal services, and operations and maintenance. This operation:

* Insures the College operates within Federal and State statutes, established policies and procedures of the University of Hawaii, and educates the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks.

* Reviews and assists in the preparation of the College's long and short term educational plans, accreditation self-studies, program reviews, special studies, etc.; makes corrections and recommendations for improvement; prepares and implements the short and long range plans for the Business Office and the Operations and Maintenance Programs, in coordination with the University of Hawaii at Hilo.

* Performs and/or participates in special studies of interest or concern; making recommendations, offering alternatives, correcting problems, discussing the facts, etc., as appropriate.

* Monitors all aspects of the activities of extramurally-funded projects including critically reviewing the proposal, ensuring the activities can be performed with available resources and time frame, monitoring progress, and following-up on reporting requirements.

* Responds to request for information, especially from systemwide offices, State agencies, and legislators.

* Coordinates the budgeting for the College, including the biennium budget requests, six-year operating budget plan, the Capital Improvements Program (CIP) projects, and the Special Repairs and Maintenance Programs in coordination with the University of Hawaii at Hilo.

* Works with University of Hawaii at Hilo to see that proper maintenance and care of all physical facilities and properties of the College is performed, including adequate security of the premises; prepares short and long range plans and implements them within the resources available; monitors CIP, energy conservation, Special R&M and other campus projects.

Business Office

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

Works with University of Hawaii at Hilo to insure that the fiscal and business services clerical functions relating to the above operations are maintained.

Human Resources:

Responsible for the College's human resources operations including classification and pay administration; recruitment and employment; contract interpretation; EEO/AA; training and staff development; and workers' compensation.

Works with University of Hawaii at Hilo to insure that the human resources clerical functions relating to the above operations are maintained.