MEMORANDUM

TO:       Board Secretary Pepper Shiramizu
FROM:     Rodney Sakaguchi
SUBJECT:  NOTIFICATION OF APPROVED REORGANIZATION FOR THE STUDENT ACTIVITIES UNIT, OFFICE OF STUDENT SERVICES, UNIVERSITY OF HAWAI'I AT HIKO (UHH)

October 14, 1993

Endorsed for the information of the Board of Regents is a copy of a reorganization approved on September 22, 1993, for the Student Activities unit, Office of Student Services, UHH. Included in the attachments is a memorandum from Vice Chancellor Edgar Torigoe which is addressed to you. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please contact Senior Vice President and Chancellor Kenneth Perrin at 933-3444 or Vice Chancellor Torigoe at 933-3446.

Attachments

c:       Senior VP/Chancellor Perrin
              Vice Chancellor Torigoe
MEMORANDUM

TO: The Honorable Benjamin Cayetano
Lt. Governor, State of Hawai‘i

FROM: Edgar Torigoe
Vice Chancellor, Administrative Affairs

SUBJECT: Notification of Change in Organization - University of Hawai‘i at Hilo,
Office of Student Services, Student Activities

Enclosed for your information and files are copies of the executive summary and
organizational chart of the above-mentioned reorganization that was approved by the Senior
Vice President and Chancellor on September 22, 1993. The functional statement for this
division did not change.

Please replace the respective organization chart on file with the new material.

If you have any questions, please call us at 933-3446.

Encs.

c: UH-Hilo Personnel Office w/o encs.
   UH Budget Office w/o encs.
EXECUTIVE SUMMARY
UNIVERSITY OF HAWAI'I AT HILO
OFFICE OF STUDENT SERVICES
STUDENT ACTIVITIES

REORGANIZATION REQUEST

Since its opening in 1976, the Campus Center of the University of Hawai'i at Hilo (UHH) has been assigned only one professional staff person. Increasing programs, services and facility use has led to several consultant and accreditation reports that have clearly stated a need for more staff. The Association of College Unions - International guidelines for staffing of operations similar to the UHH's shows that we have been severely understaffed.

Due in large part to student lobbying efforts, the 1993 Hawai'i State Legislature authorized the University to add a UH Student Services Specialist to the Campus Center staff. The UH Student Services Specialist will have direct responsibility to provide training, support and advisory assistance to all chartered student organizations - University of Hawai'i at Hilo Student Association (UHHSA), Student Activities Council (SAC), Board of Student Publications (BOSP) and its student publications. In addition, the new position will be responsible for student leadership development programs. This critical aspect of student life has been neglected while other daily needs and crisis are dealt with by this position's supervisor, the UH Student Services Specialist III (Campus Center Coordinator).

The current OSS organizational chart does not include any professional position under the Campus Center Coordinator. This request for reorganization is to reflect the intent of everyone involved in creating this new position to provide additional staff to the Campus Center to provide more effective service to UHH students.

Funding for this position comes from State G-funds. No additional funding will be required to fund this position. Office space is available in the Campus Center with basic office equipment also provided.
UNIVERSITY OF HAWAII AT HILO
REORGANIZATION OF THE OFFICE OF STUDENT SERVICES
STUDENT ACTIVITIES

I. Introduction

Student Activities (Campus Center) is one unit of the University of Hawai‘i at Hilo’s (UHH) Office of Student Services. The Campus Center is represented by a facility as well as programs and services.

The facility, a focal point for the UHH, consists of large and small meeting rooms, lounges and open lobbies, an art gallery, a game room, an information booth, a dining hall, and outdoor lanais. Year-round, students, faculty, staff and the general community are regular users of the facility. The Campus Center also houses Campus Health Services, the Women’s Center, Career Placement and, Arts and Sciences General Advising. These programs are independent of the Campus Center.

The programs and services offered by the Campus Center include the UHH Student Association, the Student Activities Council, the Ke Kalahea (student newspaper), the Kanilehua (student literary and arts magazine), the Gallery, intramurals and clubs and organizations.

It is the purpose of the Campus Center to provide a place and programs to enhance the campus' student life. These programs provide students with an opportunity to practice and experience social, communication, problem solving and leadership concepts and theories learned in the classroom.

II. Existing functions and organizations.

The current organization of the Campus Center, under OSS, has one full-time professional staff person, UH Student Services Specialist III, hereafter referred to as Campus Center Coordinator, position no. 80880. In addition, there is one full-time temporary clerical position, Clerk Typist II, position no. 45197.

The Dean of the Office of Student Services, position no. 89134, supervises the Campus Center Coordinator.

This one professional staff person is responsible for the following programs:
- University of Hawai‘i at Hilo Student Association (UHHSA)
- Student Activities Council (SAC)
- Board of Student Publications (BOSP)
  - Ke Kalahea (student newspaper)
  - Kanilehua (student literary & arts magazine)
- Registered clubs and organizations

Responsibilities include:
- Facility management
- Mandatory student fees funds principal investigator
- Student Life program development
- Health and wellness programming
- General administration

III. Proposed Functions and Organization

The proposed reorganization adds one full-time UH Student Services Specialist, hereafter referred to as the Student Life Programmer, to be under the supervision of the Campus Center Coordinator.

The following program responsibilities, currently assigned to the Campus Center Coordinator will be reassigned to the new Student Life Programmer:

- Student leadership development
- Intramural coordination
- Health and wellness
- Leisure programs
The following administrative responsibilities, currently assigned to the Campus Center Coordinator will be reassigned the new Student Life Programmer:

- Resident life programming liaison
- Updating and monitoring registered clubs and organizations policies/procedures/regulations

IV. Principal assumptions

The UHH has been designated as the primary residential undergraduate campus of the UH system. As such, it is essential that a stimulating and attractive student life program exists to complement the student’s academic life. Studies have indicated that an active student life program can lead to increased student retention.

The University, as part of its mission, seeks to develop more than the academic potential of a student. It is the intent of the UH and any higher education institution to promote learning and experiences that will enable students to participate fully and positively in society to maintain, strengthen and improve our democracy. Student life programs enable the university to provide a laboratory for that learning and experience for its students.

V. Reasons for the proposed reorganization

a) Conditions or factors prompting the change in organization

The 1993 Hawai’i State legislature approved and funded a new position, UH Student Services Specialist (Student Life Programmer). This reorganization is required to place the position in its intended place, under the Campus Center Coordinator, within Student Activities, Office of Student Services. There is no professional position currently supervised by the Campus Center Coordinator.

b) Why and how the present organization is inadequate to meet the new requirements and program demands

The current organization places an impossibly high level of responsibilities and tasks on one person. The Campus Center Coordinator, regardless of who has filled the position, has had to make hard choices of which responsibilities and tasks to fulfill. Inevitably, the Campus Center Coordinator has attempted to carry it all out and spread himself or herself too much with program effectiveness being jeopardized and staff frustration continually occurring.

The system’s focus on developing a larger resident student population, together with an increasingly older, demanding student community creates a greater need to get beyond basic leadership development and to provide more sophisticated student activity programming. Additional professional staff is required to meet these needs.

The present organization does not reflect the current demands that must be met by student life programs and services.

VI. Nature of the proposed reorganization

a) Division and/or redistribution of functions

The primary responsibility for student leadership development will be transferred from the Campus Center Coordinator (existing position) to the Student Life Programmer (new position). Further, the Student Life Programmer will provide the support currently provided by the Campus Center Coordinator for UHHSA, SAC, and the BOSP and its publications.
This position will assist the Campus Center Coordinator with administrative duties related to day-to-day facility, fiscal, and personnel functions. Responsibilities will be divided to increase the Campus Center Coordinator's ability to focus more on planning, policy and procedures development and meeting long term needs and/or special needs of the Campus Center and student life.

b) Benefits to be realized in effectiveness and efficiency

The current assignment of responsibilities and tasks to one person is ineffective and inefficient. In attempting to meet the daily requirements and the special needs that occur throughout the day, much energy and long hours are expended to keep from falling too far behind.

With the addition of this new position, the UHH will benefit by increased:
- timeliness of response to student, staff, faculty and community needs;
- accuracy in carrying out administrative directives;
- staff vitality;
- development of new student life programs to enhance campus life; and
- resources for student life programs.

c) Clarification of operational relationships

Since the current organizational chart of the UHH-OSS does not reflect this position, this request for reorganization, placing the position as intended under the Campus Center Coordinator, ensures a clear definition of the position's functions and relationships within the student life unit of OSS.

d) Estimated cost of the proposal

Annual personnel cost: $29,892.

e) Space/equipment availability

Sufficient office space is available in the Campus Center for this new position. The space is located next to the Campus Center Coordinator's office.

Basic office equipment has been provided by legislative funding.

A computer system has been transferred to the Campus Center inventory for the programmer's use.

VII. Estimated effect on classification or status of positions

No effect on other positions within OSS.

VIII. Alternative courses of action

No other alternative course of action is appropriate. The legislative and institutional intent in supporting creation of this position is to increase the Campus Center's functional ability to serve students. This reorganization is required to meet that intent.

APPROVED:

Edgar Toriooe
Vice Chancellor for Administrative Affairs
FORMER ORGANIZATIONAL CHARTS
AND
CURRENT FUNCTIONAL STATEMENTS
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
OFFICE OF STUDENT SERVICES
STUDENT ACTIVITIES
CHART VE
CURRENT

STUDENT SERVICES
DEAN, M6, #89134

STUDENT ACTIVITIES
UH STUDENT SERV SP III,
P9, #80880

CHART UPDATED
DATE JUN 30 1993

POSITIONS
GENERAL FUND - 1.0

STUD-ACT-CPW
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.
HOUSING

Coordinates the operation of the residence halls (Hale Kanilehua, Hale Kauanoe, Hale Aloha, Hale Kehau 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.
NEW ORGANIZATIONAL CHART