MEMORANDUM

TO:       Board Secretary Daniel Ishii
FROM:     Rodney Sakaguchi

SUBJECT:  NOTIFICATION OF REORGANIZATION FOR THE HAWAI’I COMMUNITY COLLEGE

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on October 6, 1997 for the Office of Continuing Education and Training in the Hawai‘i Community College. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please contact Director Deborah Nakagawa at 956-5148.

Attachment

c:       Senior Vice President/ Chancellor Joyce Tsunoda (w/o attachment)
          Director Deborah Nakagawa (w/o attachment)
MEMORANDUM

October 6, 1997

TO: The Honorable Mazie K. Hirono
Lieutenant Governor, State of Hawai‘i

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION - UNIVERSITY OF HAWAI‘I, HAWAI‘I COMMUNITY COLLEGE (CC), OFFICE OF CONTINUING EDUCATION AND TRAINING (CET)

Attached for your files is a copy of the reorganization which was approved on October 6, 1997 for University of Hawai‘i, Hawai‘i CC, CET. The purpose of the reorganization is explained in the accompanying Executive Summary.

Should you have any questions, please call Director Deborah Nakagawa at 956-5148.

Joyce S. Tsunoda
Senior Vice President, University of Hawai‘i
and Chancellor for Community Colleges

Attachments

The Honorable Earl I. Anzai
Director, Department of Budget and Finance
The Honorable James Takushi
Director, Department of Human Resources Development
University Budget Office
University Office of Human Resources
UHCC Provost Sandra Sakaguchi
UHCC Vice Chancellors
UHCC Budget Office
UHCC Human Resources Office

reorgfinal-kg
EXECUTIVE SUMMARY

Hawai'i Community College
Office of Continuing Education and Training

Attached is the approved reorganization of Hawai'i Community College's Office of Continuing Education and Training (CET). The reorganization established the CET as a separate unit under the Provost of Hawai'i Community College and reallocated resources to meet the growing continuing education and training needs of the Big Island.

The CET, formerly Community Services Office, has grown from 169 students in FY 1993 to 2,156 in FY 1996 and 4,823 in FY 1997. In addition, program revenues have increased from $7,200 in FY 1993 to $406,209 in FY 1996 and $767,629 in FY 1997. The program is projecting revenues of more than $1 million per year within the next two years. Since the unit was formed in 1991, new programs such as basic skills, workforce development, employment preparation, international programs, and Intensive English Program have been added.

The CET had two functional areas that were staffed by a 1.00 faculty position in its Apprenticeship Program and 2.00 staff positions in its Special Programs and Community Services. These positions reported to the Dean of Instruction. Additionally, 1.50 clerical positions provided support to the unit. Beginning July 1, 1997, a 1.00 position count was transferred from Honolulu Community College and will be established as the Director of CET. Hawai'i Community College has internally reallocated funds for the salary of the director.

Under the reorganization, the Director becomes the administrator of the unit and reports to the Provost. The two functional areas in the unit are the Apprenticeship Program, coordinated by the faculty position, and Non-Credit Programs, coordinated by the 2.00 staff positions. The latter was renamed to more accurately reflect the unit's non-credit workforce training activities.

In order to provide adequate clerical support to the CET, a .50 Clerk Steno II position was reassigned from Instruction, Cooperative Vocational Education, and combined with the .50 Clerk Steno II position in the Apprenticeship Program. This full-time position has been assigned to the Director. The Clerk Steno II position will be redescribed to accurately reflect its duties and responsibilities and may be reclassified to Secretary II. This action is expected to cost approximately $2,520 each year and funds will be permanently reallocated from other current expenses. The clerical duties for the Cooperative Vocational Education program will be reassigned to student assistants and other clerical personnel in the Instructional unit.
III. Background/Nature of the Proposed Reorganization


Several new programs have been added since the unit was established and these include: basic skills program, employment preparation program, Intensive English Program, international programs, and workforce development programs.

The Non-Credit and Summer Session programs have grown dramatically. Factors contributing to this include the: (1) downsizing of UH-Hilo CCECS; (2) offering of non-credit remedial programs; (3) converting of the federal Job Training Partnership Act Program to a tuition basis; and (4) offering of workforce development training for new visitor industry programs.

From 1991 to 1994, the program operated with a faculty member on assigned time. Subsequently in FY 1995, the Dean of Instruction was administratively reassigned to duties in community services, outreach, and distance education. This action was necessary to allow the college to respond to critical needs on a timely basis with the closing of the Hamakua and Ka'ū sugar plantations.

IV. Reason for Proposing the Reorganization

With the significant increase and projected continued growth in enrollment, activities, and revenues, the time has come for the program to be taken to the next level of achievement. Under the proposed reorganization, the Director's position will provide the necessary leadership and management of the program.

In addition, the establishment of a Secretarial Services unit will provide the Director with a complete office support environment. The consolidating of the Clerk Steno II position within the CET and moving the Clerk Typist II position to this new unit will provide a more efficient utilization of staff, coordination of work, and stabilize the office functions in such areas as fiscal, personnel, and program support.

The proposed organization does not change the basic functions of the Instruction and Academic Support programs under the Dean of Instruction.
In summary, the program is projecting revenues of more than $1 million per year within the next two years. This reorganization is essential to establish a solid foundation to meet the existing and future education and training needs of the Island of Hawai‘i.

V. Alternatives Considered

An alternative is to keep the CET under the Dean of Instruction. However, the existing organizational structure will not provide Hawai‘i CC with the resources and organizational structure to meet the Big Island’s current and future demand for continuing education and training.
PREVIOUS

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
Organization Chart

Chart I

OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR FOR COMMUNITY COLLEGES

OFFICE OF THE PROVOST

INSTRUCTION

STUDENT SERVICES

ADMINISTRATIVE SERVICES

UNIVERSITY OF HAWAII CENTER, WEST HAWAII

CHART III

CHART IV

CHART V

CHART VII

Note - Break in sequence, Chart VI reserved for Continuing Education & Training

Perm | Temp
--- | ---
134.50 | 5.00
1.00 | 0.00
As a result of the FB 1997-99 budget process and effective 7/1/97, position 93651F (1.00), Admin. Asst. was transferred from Honolulu CC. The position must still be established and classified.
FUNCTIONAL STATEMENTS

Provides a comprehensive post-secondary instructional program including outreach education, career education, and general education courses. Career education programs lead to certificates and Associate of Science degrees, and are designed to prepare the graduate for entry-level employment. General education courses may lead to the Associate of Arts degree and may also transfer to Baccalaureate degree programs offered on the four-year campuses. At present, this College provides the following programs:

- Accounting
- Administration of Justice
- Agriculture
- Auto Body Repair and Painting
- Automotive Mechanics Technology
- Carpentry
- Data Processing
- Diesel Mechanics
- Drafting and Engineering Aide
- Early Childhood Education
- Electrical Installation and Maintenance technology
- Electronics Technology
- Fashion Technology
- Fire Science
- Food Service
- General Clerical
- Hotel Operations
- Human Services
- Liberal Arts
- Machine Technology
- Nursing
- Office Administration and Technology
- Sales and Marketing
- Science
- Welding and Sheet Metal

Structured non-credit instruction is offered through the Apprenticeship Training and Job Training Partnership Act (JTPA) programs. The Continuing Education and Training program also provides non-credit training related to the College’s credit programs and general interest programs.

The College provides a wide range of student support services to meet the needs of a diverse student body.

Through its University of Hawaii, West Hawaii Center, the College provides West Hawaii communities with outreach services and access to programs offered elsewhere in the UH system. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University’s accredited institutions.
OFFICE OF DEAN OF INSTRUCTION

The Office of the Dean of Instruction is responsible for directing all instructional programs, Academic Support and Continuing Education and Training. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit and non-credit instruction, the Office:

* Supervises and participates in delivering programs and curriculum development, off campus credit and non-credit programs; reviews instructional programs and coordinates programs and course revisions as needed.

* Supervises and coordinates the activities of division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; coordinating facility usage for instruction.

* Assesses resource and staffing needs, prepares biennium budget for the instructional, academic support and continuing education and training.

* Recommends to the Provost personnel transactions which relate to hiring, tenure, leaves, promotions, and terminations.

* Plans, budgets, organizes, implements, and evaluates a staff in-service training program.

* Prepares grant applications; operationalizes plans to carry out various federally-funded programs.

* Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.

* Coordinates the development of the College's vocational education state plan, and all accreditation reports.

* Supervises and coordinates special programs such as non-credit, apprentice training programs, community service activities, externally-funded instructional programs and short-term training programs.
Hawaii Community College
Functional Statements
Page 6

CONTINUING EDUCATION AND TRAINING

Under the Dean of Instruction, this functional area offers non-credit training on-and off-campus and delivers special programs to the community.

Special Programs and Community Services

Offers to the community non-credit programs related to on-campus curricular programs and facilitates the delivery of credit programs using interactive television, cable access, and on-site methodology. Partnerships with business and secondary education will enhance outreach to all population groups and geographic areas of the island.

Apprenticeship Program

Provides evening and weekend courses for apprenticeship training in the fields of carpentry, electricity, heavy equipment mechanics, masonry, painting, plumbing, and sheet metal. Training may be offered in other fields if there is a demand. The programs meet the requirement of the State of Hawaii Apprenticeship Law and enable an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.
APPROVED

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
#To be resubmitted and submitted for classification action

As a result of the FB 1997-99 budget process and effective 7/1/97, position 93631F (1.00) was transferred from HnCC and must still be established and classified.
Provides a comprehensive post-secondary instructional program including outreach education, career education, and general education courses. Career education programs lead to certificates and Associate of Science degrees, and are designed to prepare the graduate for entry-level employment. General education courses may lead to the Associate of Arts degree and may also transfer to Baccalaureate degree programs offered on the four-year campuses. At present, this College provides the following programs:

Accounting, Administration of Justice, Agriculture, Auto Body Repair and Painting, Automotive Mechanics Technology, Carpentry, Data Processing, Diesel Mechanics, Drafting and Engineering Aide, Early Childhood Education, Electrical Installation and Maintenance Technology, Electronics Technology, Fire Science, Food Service, Hotel Operations, Human Services, Liberal Arts, Nursing, Office Administration and Technology, Sales and Marketing, Welding and Sheet Metal

The College provides a wide range of student support services to meet the needs of a diverse student body.

The College also provides a summer session and an extensive array of non-traditional and non-credit programs.

Through its University of Hawaii, West Hawaii Center, the College provides West Hawaii communities with outreach services and access to programs offered elsewhere in the UH system. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.
OFFICE OF DEAN OF INSTRUCTION

The Office of the Dean of Instruction is responsible for directing all instructional and academic support programs. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve ongoing certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit instruction, the office:

* Supervises and participates in delivering programs and curriculum development, off-campus credit programs; reviews instructional programs; and coordinates program and course revisions as needed.

* Supervises and coordinates the activities of division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; and coordinating facility usage for instruction.

* Assesses resource and staffing needs and prepares biennium and supplemental budgets for the instructional and academic support programs.

* Recommends to the Provost personnel transactions which relate to hiring, tenure, leaves, promotions, and terminations.

* Plans, budgets, organizes, implements, and evaluates a staff in-service training program.

* Prepares grant applications and operationalizes plans to carry out various federally-funded programs.

* Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.

* Coordinates the development of the College's vocational education state plan and all accreditation reports.

* Coordinates externally-funded instructional programs.
CONTINUING EDUCATION AND TRAINING

Under the Director of the Office of Continuing Education and Training (CET), the function of this organizational unit is to administer all non-traditional programs, including apprenticeship programs and non-credit instructional programs and activities. The latter includes: seminars, lectures, and workshops for the general public and special interest groups of the community; cultural programs; international programs; Intensive English Program; and the regular credit summer session.

Apprenticeship Program

The Apprenticeship Program provides evening and weekend courses for apprenticeship training in such fields as carpentry, electricity, heavy equipment mechanics, masonry, painting, plumbing, and sheet metal. Training may be offered in other fields if there is a demand. The program meets the requirement of the State of Hawai‘i Apprenticeship Law and enables an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.

Non-Credit Programs

The Non-Credit Program offers to the community programs related to on-campus curricular programs, employment preparation programs, basic skills programs, the Intensive English Program, and workforce development programs. Partnerships with businesses and secondary education institutions will enhance outreach to all population groups and geographic areas of the Island.

*If the reorganization is approved, a renumbering of the pages will be required as page 6, Community Services, will be deleted.
MEMORANDUM

TO: Senior Vice President and Chancellor Joyce Tsunoda

FROM: Rodney Sakaguchi

SUBJECT: COPY OF APPROVED REORGANIZATION FOR UNIVERSITY CENTER AT WEST HAWAI'I, HAWAI'I COMMUNITY COLLEGE

Enclosed for your information and files is a copy of the reorganization approved by the Board of Regents on May 16, 1997 to establish a University Center at West Hawai'i within the Hawai'i Community College. Please ensure that copies of this reorganization are distributed to the agencies specified in Administrative Procedure A3.101, University of Hawai'i Organizational and Functional Changes. A copy of this reorganization has been sent to Interim Senior Vice President and Chancellor William Pearman.

Attachment

c: Director Deborah Nakagawa (w/o attachment)
MEMORANDUM

June 24, 1997

TO: The Honorable Mazie K. Hirono
    Lieutenant Governor, State of Hawai‘i

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION, UNIVERSITY OF HAWAI‘I, HAWAI‘I COMMUNITY COLLEGE (CC), AND UH-HILO

Attached is Hawai‘i CC’s and UH-Hilo’s reorganization which was approved on May 16, 1997 that incorporates the University of Hawai‘i Center, West Hawai‘i into Hawai‘i CC and deletes the West Hawai‘i Education Center from UH-Hilo. The purpose of the reorganization is explained in the accompanying Executive Summary.

Should you have any questions, please call Director Deborah Nakagawa at 956-5148.

Joyce S. Tsunoda
Senior Vice President, University of Hawai‘i
and Chancellor for Community Colleges

Attachments

The Honorable Earl I. Anzai
    Director, Department of Budget and Finance
The Honorable James Takushi
    Director, Department of Human Resources
✓University Budget Office
University Office of Human Resources
Interim Sr. VP/Chancellor William Pearman
UHCC Provost Sakaguchi
UHCC Vice Chancellors
UHCC Budget Office
UHCC Human Resources Office
Reorganization of the University of Hawai‘i Center at West Hawai‘i, Hawai‘i Community College

Senior Vice President Imai requested approval to reorganize Hawai‘i Community College (HCC) to include the organizational structure and functions of the University of Hawai‘i Center at West Hawai‘i (UHCHWH). In addition, this reorganization deletes the UH-Hilo West Hawai‘i Educational Center from the organization of the University of Hawai‘i at Hilo (UHH).

This reorganization conforms with the recent action by the Board of Regents to place the University of Hawai‘i Center at West Hawai‘i under the management of the Hawai‘i Community College. Related to that action is the proposed transfer of nine permanent and four temporary positions, as well as general funds in the amount of $925,319 from the UHH to HCC. This transfer would be effective as of July 1, 1997. The total estimated annual cost to operate the UHCHWH is $1,134,611. Eight of the positions would be assigned to the UHCHWH while the other five positions would be assigned within HCC instruction. In addition to the eight positions assigned to UHCHWH, temporary positions for a Center Director, Secretary to the Center Director, and a Library Technician would be established.

Funding for the UHCHWH Director, Secretary to the Director, and Library Technician is not available within HCC’s current services base. As such, permanent position counts and funds will be obtained through the reallocation of resources within the University. Should higher position classifications result because of this reorganization, funds will be reallocated within the University system for this purpose.

The University of Hawai‘i Professional Assembly, the Hawai‘i Government Employees’ Association, and the United Public Workers have been consulted on this proposal, and all of their questions and concerns have been addressed.

Regent Blanco moved to approve the reorganization of the University of Hawai‘i Center at West Hawai‘i, Hawai‘i Community College, subject to existing University policies and procedures, effective July 1, 1997, as presented in President’s Memorandum No. 47 (Agenda), Item A-7, dated May 16, 1997. Regent Ramos seconded the motion which was carried unanimously.

Gifts, Grants, and Contracts

Senior Vice President Smith recommended the acceptance of research and training grants and contracts which embody 96 awards with a total value of $11,104,969. The University’s performance in attracting extramural research and training support continues to outpace last year’s figure by 5.6%. This success continues to lie in the research component, which is 9% larger than last year. The non-research component is about the same as last year but still lags comparable values from previous years. This is attributed to a drop in State funding for training programs.
UNIVERSITY OF HAWAI‘I

MEMORANDUM

TO: The Honorable Mazie K. Hirono
    Lieutenant Governor, State of Hawai‘i

FROM: Eugene S. Imai
    Senior Vice President for Administration

SUBJECT: CLARIFICATION OF APPROVED ORGANIZATIONAL CHARTS FOR THE REORGANIZATION ESTABLISHING THE UNIVERSITY OF HAWAI‘I CENTER AT WEST HAWAI‘I, HAWAI‘I COMMUNITY COLLEGE

July 14, 1997

Please replace the approved organizational charts in your file for the reorganization which establishes the University Center at West Hawai‘i in the Hawai‘i Community College with the enclosed charts. Although action to approve this reorganization was taken by the University Board of Regents on May 16, 1997, the actual effective date of this reorganization is July 1, 1997. The organizational charts previously sent to you only reflect the May 16, 1997 date this approval action was taken. In order to preclude any confusion regarding this matter, a footnote has been added to the approved organizational charts to explain the July 1, 1997 effective date of the reorganization.

Should you have any questions regarding these organizational charts, please call the University Budget Office at 956-8472.

Attachments (seven charts)

c: The Honorable Earl Anzai, Director of Finance
    The Honorable James Takushi, Director, Department of Human Resources Development
    Systemwide Director of Human Resources Peggy Hong
    Senior Vice President/Chancellor Joyce Tsunoda
    UHCC Budget and Planning Office
    Interim Senior Vice President/Chancellor William Pearman
    Interim Vice Chancellor for Administrative Affairs Kerwin Iwamoto
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT Hilo
ACADEMIC AFFAIRS
POSITION ORGANIZATION CHART
CHART III

OFFICE OF THE SENIOR VP
& CHANCELLOR

ACADEMIC AFFAIRS
VICE CHANCELLOR
CHART IIIA

FRESHMAN YEAR
PROGRAM
CHART IIIB

HAWAII SMALL BUSINESS
DEVELOPMENT CENTER
CHART IIIC

COLLEGE OF
AGRICULTURE
CHART IIID

COLLEGE OF
ARTS & SCIENCES
CHART IIIE

LIBRARY
CHART IIIF

COLLEGE OF CONT.
EDUC. & COMM. SERV.
CHART IIIG

COLLEGE OF
PROFESSIONAL STUDIES
CHART IIIH

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS
MAY 16 1997

Date

EFFECTIVE DATE OF REORGANIZATION JULY 1, 1997.

ACADEMIC AFFAIRS
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF CONT. EDUC. & COMM. SERVICE
POSITION ORGANIZATION CHART
CHART IIIG

APPROVED PURSUANT TO BOR ACTION:

WILLIAM PEARLMAN
INTERIM SENIOR VICE PRESIDENT AND
CHANCELLOR
UNIVERSITY OF HAWAII AT HILO

DATE: MAY 16, 1997

EFFECTIVE DATE OF REORGANIZATION JULY 1, 1997.

CREDIT PROGRAM
UH EDUC SPEC II, P6 #80570

SENIOR PROGRAM
UH EDUC SPEC II, P6 #80501*

PERSONAL & PROFESSIONAL DEVELOPMENT PROGRAM
UH EDUC SPEC #92811F*@

INTERNATIONAL PROGRAM
UH EDUC SPEC IV, P12, #80571
UH EDUC SPEC, #92602F*@
INSTRUCTOR, #92605F*@

CONFERENCE PROGRAM
UH EDUC SPEC, #92640F*@
UH EDUC SPEC, #92610F*@
UH EDUC SPEC, #92607F*@
UH EDUC SPEC, #92603F*@

POSITIONS
GENERAL FUND - 4.00
SPECIAL FUND - 12.00*
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF PROFESSIONAL STUDIES
POSITION ORGANIZATION CHART
CHART III-H

ACADEMIC AFFAIRS
VICE CHANCELLOR, M10, #89319

COLLEGE OF PROF STUDIES
DEAN*

SECRETARY*

BUSINESS ADMINISTRATION
AND ECONOMICS DIVISION
CHAIR (APPOINTED FROM,
INSTRUCTIONAL POSITIONS)
SECRETARY II, SR14,
#26667

INSTRUCTIONAL POSITIONS
(17.00 FTE)
FULL-TIME: #82063 82303
82311 82702 82775
82831 83229 83259
83350 83555 83749
83971 84284 84510
86487 86361@ 86362@

EDUCATION
DIVISION
CHAIR (APPOINTED FROM
INSTRUCTIONAL POSITIONS)
CLERK STENO II, SR9,
#42269
INSTRUCTIONAL POSITIONS
(6.00 FTE)
FULL-TIME: #82654 83049
83596 86364 86365
86366

NURSING
DIVISION
CHAIR (APPOINTED FROM
INSTRUCTIONAL POSITIONS)
CLERK TYPIST II, SR8, #47400
INSTRUCTIONAL POSITIONS
(5.0 FTE)
FULL-TIME: #86437 86441
85480 86485 86486

APPROVED PURSUANT TO BOR ACTION:

WILLIAM PEARMAN
INTERIM SENIOR VICE PRESIDENT AND
CHANCELLOR
UNIVERSITY OF HAWAII AT HILO
DATE: MAY 16 1997


POSITIONS
GENERAL FUND - 31.00

* Proposed position subject to classification

@ Positions located in West Hawaii

PROOF STUDY COPY
OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR FOR COMMUNITY COLLEGES

OFFICE OF THE PROVOST
   CHART II

INSTRUCTION
   CHART III

STUDENT SERVICES
   CHART IV

ADMINISTRATIVE SERVICES
   CHART V

UNIVERSITY OF HAWAII CENTER, WEST HAWAII
   CHART VII

APPROVED BY THE UNIVERSITY BOARD OF REGENTS
MAY 16, 1997

DATE

General Education & Public Service

Social Science & Humanities
Chairperson**
UH Educational Spec II, PO-6, 800137*
UH Educational Spec I, PO-3, 807257*
Faculty: (11.00)
Full-time: 82521, 83059, 83202, 83257, 83420, 86691,
86693, 86696, 86698, 87107
Part-time: 86986 (.50), 87008 (.50)

Math/Natural Sciences
Chairperson**
Faculty: (12.00)
Full-time: 88451, 82972, 83045, 83717, 84378, 86368 @
84278, 85562, 86560, 86695, 86945

Arts & Humanities
Chairperson**
Faculty: (15.00)
Full-time: 84453, 82609, 82812, 83622, 83623, 84967,
84968, 84377, 86380, 86562, 86564, 86577 @
86692, 86733, 87109

General Education, Clerical Staff***
Secretary II, SR-14, 22234
Clerk Steno II, SR-09, 42458, 42647

Trade and Industry
Chairperson**
Secretary II, SR-14, 22236
Clerk Steno II, SR-09, 44169
Faculty: (20.00)
Full-time: 82557, 82889, 83030, 83047, 83076, 83143,
83300, 83338, 83701, 83704, 83774, 83871,
83973, 84140, 84151, 84206, 84328, 84331,
84356, 84520, 84624, 86352 @
Part-time: 84019 (.50), 87452 (.50)

Business Education & Affiliated Programs
Chairperson**
Secretary II, SR-14, 25359
Faculty: (14.00)
Full-time: 82108, 82226, 82262, 82451, 82703, 82785,
83305, 83312, 83331, 83389, 84126, 84647,
84664, 84969

Nursing
Chairperson**
Secretary II, SR-14, 22806
Faculty: (12.00)
Full-time: 82780, 83348, 83535, 83664, 83741, 84001,
84774, 844752, 84576 @, 8567, 85668, 85671

Approved Pursuant to BOR Action:

Joyce Tsunoda
Senior Vice President and Chancellor,
For Community Colleges

Date: May 16, 1997

Note: Approval action taken May 16, 1997.
Effective date of reorganization July 1, 1997.

*Temporary Position
**Chairperson is appointed from among faculty positions within department.
***Secretarial and Clerical staff serves all three General Education Departments.
@Position located at University of Hawaii Center, West Hawaii.
UNIVERSITY OF HAWAII CENTER, WEST HAWAII
Director of University Center

SECRETARIAL SERVICES
Secretary
Clerk Typist II, SR06, 37127*

STUDENT SERVICES
Student Services Specialist II, PO6, 80571, 80573

ADMINISTRATIVE SERVICES
UH Administrative Officer I, PO6 81527*
Library Technician V, SR11, 40785***

OPERATIONS AND MAINTENANCE
Janitor II, BC02, 45116

ACADEMIC SUPPORT
Librarian II, BE, 80458
UH Educational Specialist IV, 80906

APPROVED BY THE UNIVERSITY BOARD OF REGENTS
MAY 16 1997

*Temporary Position
**Temporary Position to be established
***4675 Library Tec V SR11 to be reclassified

EFFECTIVE DATE OF REORGANIZATION JULY 1, 1997.

Perm. Tmp.
General Fund 6.00 2.00
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HAWAII COMMUNITY COLLEGE
STUDENT SERVICES

Petition Organization Chart

Chart IV

APPROVED PURSUANT TO BOR ACTION:

JOYCE TSUNODA
SENIOR VICE PRESIDENT AND CHANCELLOR,
FOR COMMUNITY COLLEGES

DATE: May 16, 1997

EFFECTIVE DATE OF REORGANIZATION JULY 1, 1997
MEMORANDUM

TO: Ms. Lily K. Yao
Chairperson, Board of Regents

FROM: Kenneth P. Mortimer
President, University of Hawai‘i and
Chancellor, University of Hawai‘i at Manoa

SUBJECT: PROPOSED REORGANIZATION FOR THE UNIVERSITY OF HAWAI‘I CENTER AT WEST HAWAI‘I, HAWAI‘I COMMUNITY COLLEGE

SPECIFIC ACTION REQUESTED

Approval of the Board of Regents is requested to reorganize the Hawai‘i Community College (HCC) to include the organizational structure and functions of the University of Hawai‘i Center at West Hawai‘i (UHCWH) in the HCC organizational structure. In addition, this reorganization deletes the UH Hilo West Hawai‘i Educational Center from the organization of the University of Hawai‘i at Hilo (UHH).

RECOMMENDED EFFECTIVE DATE

It is requested that the proposed organizational changes be effective as of July 1, 1997.

PURPOSE/NATURE OF THE PROPOSAL

This reorganization conforms with the recent action by the Board of Regents to place the University of Hawai‘i Center at West Hawai‘i under the management of the Hawai‘i Community College.

Related to this reorganization is the proposed transfer of nine permanent and four temporary positions, as well as general funds in the amount of $925,319 from the UHH to HCC. If approved by the legislature, this transfer would be effective as of July 1, 1997. The total estimated annual cost to operate the UHCWH is $1,134,611.

Eight of the above positions will be assigned to the UHCWH while the other five positions will be assigned within HCC instruction. In addition to the eight positions assigned to the UHCWH, temporary positions for a Center Director, Secretary to the Center Director, and a Library Technician will be established.

IMPACT ON STAFFING AND RESOURCES

Funding for the UHCWH Director, Secretary to the Director, and Library Technician are not available within Hawai‘i CC’s current services base. As such, permanent position counts and funds will be obtained
through the reallocation of resources within the University. Should higher position classifications result because of this reorganization, funds will be reallocated within the University system for this purpose.

CONSULTATION WITH EXCLUSIVE EMPLOYEE BARGAINING REPRESENTATIVES AND OTHER ORGANIZATIONS

Consultation with the University of Hawai‘i Professional Assembly, the Hawai‘i Government Employees’ Association, and the United Public Workers has been completed and their questions have been addressed.

RECOMMENDED ACTION

Approval of the Board of Regents is requested for this reorganization which reflects the UHCWH within the Hawai‘i Community College organization and abolishes the UH Hilo West Hawai‘i Educational Center in the UH Hilo organization.

Attachment

C: Board Secretary Daniel Ishii (w/attachment)
   Senior Vice President Eugene Imai (w/attachment)
   Senior Vice President/Chancellor Joyce Tsunoda (w/attachment)
   Interim Senior Vice President/Chancellor William Pearman (w/attachment)
   Director Rodney Sakaguchi (w/attachment)
MEMORANDUM

TO:       Interim Senior Vice President and Chancellor William Pearman

FROM:    Rodney Sakaguchi

SUBJECT: ORGANIZATIONAL CHARTS APPROVED BY THE BOARD OF REGENTS

Enclosed for your files is a copy of the University of Hawai‘i at Hilo (UHH) organizational
chart which was approved by the Board of Regents (BOR) on May 16, 1997 for the
reorganization to establish the HCC University Center at West Hawai‘i. Please be advised
that some of the organizational charts in the proposal were not actually approved by the
BOR because they were not included in BOR agenda item A-7.

The BOR normally approves only summary organizational charts and usually does not
approve position organizational charts. As such, your approval of the two enclosed UHH
position organizational charts with a May 16, 1997 effective date is required.

Please sign and return the two charts to us so that we may distribute the complete
reorganizational proposal to you and Senior Vice President/Chancellor Tsunoda.

Attachment

c:      Interim Vice Chancellor Kerwin Iwamoto (w/o attachments)
PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT Hilo
ACADEMIC AFFAIRS
COLLEGE OF PROFESSIONAL STUDIES
POSITION ORGANIZATION CHART
CHART III-H

ACADEMIC AFFAIRS
VICE CHANCELLOR, M10, #89319

COLLEGE OF PROF STUDIES
DEAN*

SECRETARY*

BUSINESS ADMINISTRATION AND ECONOMICS DIVISION
CHAIR (APPOINTED FROM INSTRUCTIONAL POSITIONS)
SECRETARY II, SR14, #26667
INSTRUCTIONAL POSITIONS (17.00 FTE)
FULL-TIME: #82063 82303
82311 82702 82775
82831 83229 83259
83350 83555 83749
83971 84284 84510
86487 86381@ 86362@

EDUCATION DIVISION
CHAIR (APPOINTED FROM INSTRUCTIONAL POSITIONS)
CLERK STENO II, SR9, #42269
INSTRUCTIONAL POSITIONS (6.00 FTE)
FULL-TIME: #82654 83049
83596 86364 86365
86366

NURSING DIVISION
CHAIR (APPOINTED FROM INSTRUCTIONAL POSITIONS)
CLERK TYPIST II, SR8, #47400
INSTRUCTIONAL POSITIONS (5.0 FTE)
FULL-TIME: #86437 86441
86480 86485 86486

* Proposed position subject to classification

APPROVED PURSUANT TO BOR ACTION:

WILLIAM A. PEARMAN
INTERIM SENIOR VICE PRESIDENT AND CHANCELLOR
UNIVERSITY OF HAWAII AT Hilo
DATE: MAY 16, 1997

POSITIONS
GENERAL FUND - 31.00

@ Positions located in West Hawaii

PROF STUD OPA
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF CONT. EDUC. & COMM. SERVICE
POSITION ORGANIZATION CHART
CHART II G

APPROVED PURSUANT TO BOR ACTION:

William A. Pearson
INTERIM SENIOR VICE PRESIDENT AND
CHANCELLOR
UNIVERSITY OF HAWAII AT HILO
DATE: MAY 16, 1997

ACADEMIC AFFAIRS
VICE CHANCELLOR, M10, #89319
COLL OF CONT ED & COMM SERV
DEAN, M6, #89057

STAFF SERVICES SUPV II,
SR16, #29853
ACCOUNT CLERK III, SR11,
#25234
CLERK TYP/ST II, SR8,
#25886
CLERK STENO II, SR9,
#32509

CREDIT PROGRAM
UH EDUC SPEC II, P6
#80570

SENIOR PROGRAM
UH EDUC SPEC II, P6
#80501*

PERSONAL & PROFESSIONAL
DEVELOPMENT PROGRAM
UH EDUC SPEC #92611F*

INTERNATIONAL PROGRAM
UH EDUC SPEC IV, P12, #80571
UH EDUC SPEC, #92602F*
INSTRUCTOR, #92605F*
INSTRUCTOR, #92606F*

CONFERENCE PROGRAM
UH EDUC SPEC, #92609F*
UH EDUC SPEC, #92610F*
UH EDUC SPEC, #92607F*
UH EDUC SPEC, #92608F*

POSITIONS
GENERAL FUND - 4.00
SPECIAL FUND - 12.00*

Pending Establishment
MEMORANDUM

TO:         President/Chancellor Kenneth P. Mortimer

VIA:        Senior Vice President Eugene Imai

FROM:       Rodney Sakaguchi

SUBJECT:    PROPOSED REORGANIZATION FOR THE UNIVERSITY OF HAWAII CENTER AT WEST
HAWAII, HAWAII COMMUNITY COLLEGE

Senior Vice President and Chancellor Joyce Tsunoda has submitted a proposal to reorganize the Hawaii Community College (HCC) to reflect the inclusion of the staff and functions for the University of Hawaii Center at West Hawaii (UHCWH). This reorganization also reflects other positions in the HCC instructional program which are in the process of being transferred from the University of Hawaii at Hilo (UH-H) to the HCC. Also, this reorganization deletes the UH Hilo West Hawaii Educational Center from the organization of the UHH.

This reorganization is in accordance with the decision of the Board of Regents to transfer administrative responsibility of the University Center at West Hawaii to the HCC effective July 1, 1997.

The transfer of nine permanent and four temporary positions, as well as $925,319 in general funds from the UHH to HCC is pending approval by the legislature. Also, it is estimated by the Community Colleges that $1,134,811 will be required annually to operate the center.

Eight of the above positions proposed for transfer will be assigned to the UHCWH. In addition to these eight positions, temporary positions for a Center Director, Secretary to the Center Director, and a Library Technician will be established. Since funding for these positions in not available within the Hawaii CC's current services base, permanent position counts and funds for these positions will be obtained through the reallocation of resources within the University. Should higher position classifications result from this reorganization, funds for this purpose will be obtained in this same manner.

Due to time constraints, as of the date of this memorandum, consultation with the exclusive employee bargaining representatives has not been completed. This proposal is being forwarded to you in anticipation of the completion of this consultation by the Community Colleges.

A memorandum to Chairperson Yeo requesting approval of this reorganization is enclosed for your review and consideration.

Attachment
EXECUTIVE SUMMARY

UNIVERSITY OF HAWAI’I - COMMUNITY COLLEGES

HAWAI’I COMMUNITY COLLEGE
UNIVERSITY OF HAWAI’I CENTER, WEST HAWAI’I

Enclosed is a reorganization that transfers the management of the University of Hawai’i at Hilo’s (UH-Hilo) West Hawai’i Educational Center program and selected faculty and staff positions and funds to Hawai’i Community College (CC). The transfer is effective July 1, 1997 and the program will be renamed the University of Hawai’i Center, West Hawai’i (Center).

The economic downturn that Hawai’i has been experiencing since the early 1990’s has compelled the University to seek and explore alternative means of meeting student needs throughout the State. In this effort, the UH determined that providing classes and degrees through University Centers was a more economical, viable, and flexible means of meeting students’ needs than building and staffing four-year campuses on Kaua’i, Maui, and in West Hawai’i. This reorganization addresses the official Board of Regent action that established the University Centers as the preferred alternative.

The Center establishes a permanent University of Hawai’i (UH) presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to other UH campuses can enroll in courses or credential programs offered by one or more of the University’s accredited institutions. This center is expected to meet the continuous and lifetime nature of higher education by providing increased course offerings in credit and non-credit programs and degrees granted. The Center will also provide students with a convenient location and accessibility as well as more comprehensive services.

This action involves the transfer of general funded operating and 8.00 non-instructional and 5.00 instructional positions (budgeted and unbudgeted) and related funds. During FY 1996, funds and position counts for a 1.00 non-instructional and 1.00 instructional positions were transferred from UH-Hilo to Hawaii CC and are included in the Center’s staffing plan.

The reorganization will require the creation of 3.00 temporary positions, (Center director, secretary, and library technician) to provide a minimum level of administrative and academic support services at the Center. Funds and position counts for the three positions are not available within Hawai’i CC’s current services base. However, the position counts and funds will be provided through the
reallocation of resources within the University. The annual operating cost of the Center is approximately $1.1 million that will be funded through a combination of general funds and tuition and fees special funds.

Positions remaining with UH-Hilo include 2.00 permanent and 2.00 temporary instructional general funded positions that will be incorporated into the appropriate UH-Hilo instructional Unit. Additionally, a special funded Clerk-Steno II position will remain with UH-Hilo and will be incorporated into the College of Continuing Education and Community Services section.
REORGANIZATION PROPOSAL REQUEST

Hawai‘i Community College
University of Hawai‘i at Hilo
University of Hawai‘i Center, West Hawai‘i

I. Present Organization

Hawai‘i Community College (CC) is organizationally within the Community Colleges System of the University of Hawai‘i (UH). The following programs are organizational sections within Hawai‘i CC: Instruction, Student Services, and Administrative Services. Under the Dean of Instruction are the Instruction, Academic Support, and Community Services units.

The Board of Regents (BOR) of the UH approved the separation of Hawai‘i CC from the University of Hawai‘i at Hilo (UH-Hilo) effective July 1, 1991. This separation was based on the need to establish a community college on the island of Hawai‘i and to establish clear missions and identities for both UH-Hilo and Hawai‘i CC. Selected positions and funds for the Hawai‘i CC were transferred from UH-Hilo. Auxiliary services and operations and maintenance resources, including positions as well as salary and operating funds, remained with UH-Hilo. Also, Hawai‘i CC and UH-Hilo share facilities such as the library and the farm. As such, these arrangements continue to exist to preclude duplication and to minimize additional costs. Likewise, the funding, position counts, and programs for West Hawai‘i remained under UH-Hilo’s jurisdiction and management.

A. There are currently 17.00 general fund positions at West Hawai‘i, funded through UH-Hilo. These include:

1. 8.00 Non-Instructional Positions:

   Administrative Officer I, #81502T (temporary budgeted)
   Student Services Specialist II, #80371
   Clerk Typist II, #37127 (temporary budgeted)
   Instructor (Librarian II), #86436
   Library Technician V, #46785
   Clerk Typist II, #45122 (temporary unbudgeted)
   Janitor II, #45116
   UH Educational Specialist IV, #80906
In FY 1996, two positions, the Student Services Specialist II (#80573) and the Instructor in Food Services (#86363), were transferred from UH-Hilo to Hawai‘i CC. The Student Services Specialist II position was transferred as it provides the primary support services to approximately 400 Hawai‘i CC students, or 80 percent of the students, attending the Center. The transfer of the Food Services faculty position was necessary because Hawai‘i CC could not commit to tenure an eligible faculty until the faculty position was budgeted and formalized on the Hawai‘i CC organizational chart.

2. 9.00 Faculty Positions:

Instructor Business, #86361
Instructor Business Administration, #86362
Instructor Sociology, #86498T (temporary unbudgeted)
Instructor English, #86501T (temporary unbudgeted)
Instructor Math, #86368
Instructor Nursing, #86475
Instructor Nursing, #86476
Instructor History, #86496T (temporary unbudgeted)
Instructor English, #86577

a. Faculty Position No. 86362 functions as the operational head of the UH-Hilo West Hawai‘i Educational Center. The UH-Hilo non-instructional positions and UH-Hilo faculty positions (#86361, 86498T, and 86501T) report to this position.

b. The Hawai‘i CC faculty (#86368, 86475, 86476, 86496T, and 86577) report to a faculty coordinator (#83156) who is temporarily assigned to the UH-Hilo West Hawai‘i Educational Center. Position #83156 is reflected as an instructor position on the current Hawai‘i CC organization charts.

B. The Clerk-Steno II position (#32509 special fund) is the sole non-general funded position assigned to the Center.
Hawai‘i Community College  
University of Hawai‘i at Hilo  
University of Hawai‘i Center, West Hawai‘i  
Page 3

II. Proposed Organization

A new direction has been established for outreach services for the UH System. Effective July 1, 1997, the UH-Hilo West Hawai‘i Educational Center will become the University of Hawai‘i Center, West Hawai‘i. The BOR action also reassigned the management of the Center from UH-Hilo to Hawai‘i CC.

Attached is a table that summarizes the effect of the reorganization on various positions.

As such, the proposed organizational changes, include the following:

A. University of Hawai‘i Center, West Hawai‘i

1. A temporary Director of University Center position will be established. The Director position will report to the Provost of Hawai‘i CC. Responsibilities of this Director will be operational management, coordination of services, academic liaison, public relations, and needs assessment.

2. The 8.00 non-instructional positions to be transferred from UH-Hilo will be under the management of the Director of University Center. These positions are:

   Administrative Officer I, #81502T (temporary budgeted)  
   Student Services Specialist II, #80371  
   Clerk Typist II, #37127 (temporary budgeted)  
   Instructor (Librarian II), #86436  
   Library Technician V, #46785  
   Clerk Typist II, #45122 (temporary unbudgeted)  
   Janitor II, #45116  
   UH Educational Specialist IV, #80906

   a. A temporary Administrative Officer I position (#81502T) will undergo reclassification review after the reorganization. This will result in appropriate coverage of fiscal support services while ensuring that there is adequate separation of duties between positions to meet audit compliance requirements.
b. The UH Student Services Specialist II position (#80573) which was transferred from UH-Hilo to Hawai‘i CC in FY 1996, is assigned to the West Hawai‘i Center and currently reports to the Hawai‘i CC Dean of Student Services. This position will report to the Director of University Center and will provide student services to University Center students rather than only to Hawai‘i CC students. Likewise, the UH Student Services Specialist II position (#80371), will report to the Director of University Center and assist University Center students.

c. The Library Technician V position (#46785), which is currently vacant, will be redescribed to an Account Clerk position. This position will enable the Administrative Services unit to have a check and balance system to meet financial audit requirements. The position variance of this authorized permanent position is essential to ensure a stable fiscal system to manage resources with accountability. As the Account Clerk position is considered a high priority, the permanent position count from the Library Technician position will be used.

In turn, a temporary Library Technician V position will be established to provide the required support as discussed in #3 below.

d. The UH Educational Specialist IV position (#80906) will also undergo reclassification review after the reorganization. This will allow the Center to provide adequate academic support services to the Center.

3. The following temporary positions will be established: Director of University Center, Secretary (to the Director of University Center), and Library Technician to provide adequate administrative and academic support services at the University of Hawai‘i Center, West Hawai‘i.
Funds for these positions are not available within Hawai‘i CC’s current services base. However, permanent position counts and funds will be funded through reallocation of resources within the University. Additionally, if the classification reviews mentioned above result in higher classifications, funds will be reallocated within the UH system.

B. Hawai‘i CC

1. The 5.00 Hawai‘i CC faculty positions (#86368, 86475, 86476, 86496T, and 86577) will be assigned to their appropriate instruction division within Hawai‘i CC Instruction section and will be supervised by the chair who is appointed from among the faculty positions within the respective division.

2. The on-going, life-long, nature of higher education and the value placed on the availability of both credit and non-credit programs need to be met. Convenience and location, as well as the timing of offerings are important considerations for students. As such, the establishment of the University of Hawai‘i Center, West Hawai‘i is expected to benefit students and the community by providing more comprehensive services and increased breadth of course offerings and degrees granted.

3. An Outreach functional area will be added under the Office of the Dean of Instruction. Previously, this unit was named Cooperative Vocational Education and will be renamed Outreach to more appropriately reflect the function of the unit. This functional area will include 2.00 faculty positions:

a. Cooperative Vocational Education Coordinator (#84622), and

b. West Hawai‘i Coordinator (#83156).

This position will serve as the coordinator for faculty and lecturers assigned to the University of Hawai‘i Center, West Hawai‘i and will report to the Dean of Instruction. Also, this Coordinator will consult and coordinate with Hawai‘i CC division chairs on curricular offerings and
handle academic matters for Hawai‘i CC at the Center. This coordinator will oversee and participate in advising students and resolving student complaints. Additionally, this coordinator will be assigned to teach courses in his discipline and coordinate non-credit offerings for workforce training. The position description will be updated to reflect these changes.

C. UH-Hilo

1. Faculty positions #s 86361, 86362, 86498T, and 86501T will remain with UH-Hilo. As such, these faculty positions will be incorporated into the appropriate UH-Hilo instructional unit and report to the chair (appointed from among the instructional positions).

2. The Clerk Steno II position (#32509 special fund), will also be incorporated into the College of Continuing Education and Community Service chart and will be supervised by the Staff Services Supervisor II position (#23663).

3. UH-Hilo’s Chart III F relating to West Hawai‘i will be deleted. Accordingly, the remaining charts will be appropriately renumbered.

III. Background/Nature of the Proposed Reorganization

The University of Hawai‘i Center, West Hawai‘i was established by BOR action in June, 1996. The Center establishes a permanent UH presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to other UH campuses can enroll in courses or credential programs offered by one or more of the University’s accredited institutions.

While the primary purpose of the University of Hawai‘i Center, West Hawai‘i is instructional, it may also serve as the receiving site for various research and/or public service programs. University of Hawai‘i Centers are assigned for administrative purposes to existing University campuses. While University of Hawai‘i Centers are not separately accredited, their program
offerings derive accredited status because they are provided by accredited UH campuses.

IV. Reasons for Proposing the Reorganization

The proposed reorganization is necessary because the University of Hawai‘i Center, West Hawai‘i was administratively assigned to Hawai‘i CC by BOR action in November 1996. As a result of this change in management, selected positions and funds (see II. Proposed Organization) will be transferred effective July 1, 1997. A Governor’s message was sent to the 1997 Legislature to transfer 9.00 permanent and 4.00 temporary positions and general funds of $925,319 from the UH-Hilo (UOH 200) to UH-CC (UOH 800). This transfer of positions and funds, pending before the 1997 Legislature, will be effective on July 1, 1997. It is estimated that the total cost to operate the Center will be $1,134,611. This includes $925,319 (general funds), $108,000 (tuition and fees revenue), and $101,292 (Director of University Center, Secretary, and Library Technician temporary positions to be established and funding source to be determined at a later date).

V. Alternatives Considered

The economic downturn that Hawai‘i has been experiencing since the early 1990’s has forced the University of seek and explore alternative means of meeting student needs throughout the State. In this effort, it was determined that providing classes and degrees through University Centers was a more economical, viable, and flexible means of meeting students’ needs than building and staffing four-year campuses on Kaua‘i, Maui, and in West Hawai‘i. This reorganization addresses the official BOR action which established the University Centers as the preferred alternative.
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Hawai‘i Community College

PRESENT

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
GENERAL EDUCATION & PUBLIC SVC
Social Science & Humanities
Chairperson**
- UH Educational Spec II, PO-6, 80013T*
- UH Educational Spec I, PO-3, 80735T*
Faculty (11.00)
Full-time: 82521, 83059, 83202, 83257, 83420
86691, 86695, 86696, 86988, 87107
Part-time: 86986 (.50), 87008 (.50)
Math/Natural Sciences
Chairperson**
Faculty (11.00)
Full-time: 82851, 82972, 83045, 83717, 84374
86378, 86562, 86566, 86693, 86694
86985
Art & Humanities
Chairperson**
Faculty (14.00)
Full-time: 82435, 82609, 82812, 83622, 83623
84967, 84968, 86377, 86380, 86563
86564, 86692, 86733, 87109
General Education, Clerical Staff****
Secretary II, SR-14, 22234
Clerk Steno II, SR-09, 42458

TRADE AND INDUSTRY
Chairperson**
Secretary II, SR-14, 22236
Clerk Steno II, SR-09, 44169
Faculty: (23.00)
82527 83701 84296
82889 83704 84328
83030 83774 84331
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83076 83972 84620
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83550 84140 86363
83638 84151

BUSINESS EDUCATION & AFFILIATED PRGMS
Chairperson**
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NURSING
Chairperson**
Secretary II, SR-14, 26806
Faculty: (10.00)
82780 83741 86368
83348 84001 86571
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83664 86567

COORDINATIVE VOC ED
Faculty-Coordinator 84622
Clerk Steno II, SR-09, 25060 (.50)

CHART UPDATED
DATE JUN 30 1996

* Temporary Position
** Chairperson is appointed from among faculty positions within department.
**** Secretarial and Clerical staff serves all three General Education Departments.

Perm Temp
General Funds 92.50 2.00
COUNSELING AND STUDENT LIFE
Faculty, 82442
Faculty, 84770
Faculty, 87044
UH Student Services Spec. II, PO-6, 81714
Counseling & Student Life Clerical Staff*
  Clerk Typist II, SR-08, 46931

ENROLLMENT SERVICES
UH Student Services Spec. II, PO-6, 81687
  Clerk Typist II, SR-08, 43657
  Clerk Typist II, SR-08, 46930
UH Student Services Spec. III, PO-9, 80967
  Clerk Typist II, SR-08, 43841
  UH Student Services Spec. II, PO-6, 80573

* Clerical staff serves entire Counseling and Student Life Department

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HAWAII COMMUNITY COLLEGES
STUDENT SERVICES

Position Organization Chart
Chart IV

[Diagram showing organizational structure]
Provides a comprehensive post-secondary instructional program including outreach education, career education, and general education courses. Career education programs lead to certificates and Associate of Science degrees, and are designed to prepare the graduate for entry-level employment. General education courses may lead to the Associate of Arts degree and may also transfer to Baccalaureate degree programs offered on the four-year campuses. At present, this College provides the following programs:


Structured non-credit instruction is offered through the Apprenticeship Training and Job Training Partnership Act (JTPA) programs. Community services provides non-credit training related to the College's credit programs and general interest programs.

The College provides a wide range of student support services to meet the needs of a diverse student body.
The Dean of Instruction is responsible for directing all instructional programs, Academic Support and Special Programs and Community Services. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit and non-credit instruction, the Dean:

* Supervises and participates in delivering programs and curriculum development, off campus credit and non-credit programs; reviews instructional programs and coordinates programs and course revisions as needed.

* Supervises and coordinates the activities of division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; coordinating facility usage for instruction. Assesses resource and staffing needs, prepares biennium budget for the instructional, academic support and special programs and community services areas.

* Recommends to the Provost personnel transactions which relate to hiring, tenure, leaves, promotion, and terminations.

* Plans, budgets, organizes, implements, and evaluates a staff in-service training program.

* Prepares grant applications; operationalizes plans to carry out various federally-funded programs.

* Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.

* Coordinates the development of the College's vocational education state plan, and all accreditation reports.

* Supervises and coordinates special programs such as non-credit, apprentice training programs, community service activities, externally-funded instructional programs and short-term training programs.
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.
OFFICE OF STUDENT SERVICES

The purpose of this office is to provide all the necessary and complementary services related to the needs of students which are not directly instructional. The services are to better enable students to succeed in their learning experiences, adjust to the College and seek future goals in a more orderly fashion.

Counseling and Student Life

* Provides qualified, professional counseling services including assistance with career/life planning, establishing educational goals, adjusting to college life, developing job search skills, and job placement.

* Disseminates information about services available on campus, college transfer information, occupational exploration, and labor market trends, and provide referral services to community resources for specific services and information not available on campus.

* Coordinates assistance for students with disabilities and other groups in need of special assistance.

* Conducts orientation and provides workshops and classes on student development topics such as, career/life planning, decision making, goal setting, time management, and self-knowledge.

* Implements student center programs and other co-curricular activities and advises student government and other major student organizations.

Enrollment Services

* Provides information about the College to the general public and selected special target populations, and implements recruitment strategies for the College.

* Provides pre-admissions counseling services including clarification of career/educational goals and workshops on preparing for college, and assistance in applying for financial aid.

* Delivers timely financial aid services to meet the needs of entering and enrolled students, including coordination of all Federal and State student financial aid programs.

* Delivers an efficient and flexible registration system for credit and non-credit programs, and assures that student academic records are properly maintained and made available to students.

* Provides enrollment certification for students receiving veterans' benefits, financial aid, and other such benefits.

Joint Services

In cooperation with the University of Hawaii at Hilo, coordinates student housing for Hawaii CC students in residence halls; coordinates health services; coordinates sharing of campus center facilities; and coordinates services for international students.
Hawai‘i Community College

PROPOSED

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HAWAII COMMUNITY COLLEGE
INSTRUCTION

Position Organization Chart
Chart Illa

INSTRUCTION

OUTREACH
Faculty (Cooperative Vocational Education Coordinator), 84622
Clack-Steno II, SR-09, 25560 (.50)
Faculty (West Hawaii Coordinator), 831568

TRADE AND INDUSTRY
Chairperson**
Secretary II, SR-14, 22325
Clack-Steno II, SR-09, 44169

Chairperson**
Secretary II, SR-14, 25560

BUSINESS EDUCATION
& AFFILIATED PROGRAMS
Chairperson**
Secretary II, SR-14, 25560

NURSING
Chairperson**
Secretary II, SR-14, 26806

SOCIAL SCIENCE & HUMANITIES
Chairperson**
UH Educational Spoo II, PO-6, 800137*
UH Educational Spoo I, PO-3, 807337*

Math/Science
Chairperson**
Faculty: (11.00)
Full-time: 82521, 83059, 83202, 83257, 83420, 86691
86695, 86696, 86998, 87107
Part-time: 86996 (.50), 87058 (.50)

Math/Natural Sciences
Chairperson**
Faculty: (12.00)
Full-time: 82851, 82972, 83045, 83177, 84374, 85666@ 86378, 86562, 86566, 86693, 86994, 86985

Art & Humanities
Chairperson**
Faculty: (15.00)
Full-time: 82435, 82699, 82812, 83622, 83623, 84967
84968, 85377, 86380, 86563, 86564, 85577@ 86692, 86733, 87109

General Education, Clerical Staff****
Secretary II, SR-14, 22324
Clack-Steno II, SR-09, 42458, 42647

* Temporary Position
**Chairperson is appointed from among faculty positions within department.
****Secretarial and Clerical staff serves all three General Education Departments.
@Position located at University of Hawaii Center, West Hawaii.

APPROVED PURSUANT TO BOR ACTION:

JOYCE TSUNODA
SENIOR VICE PRESIDENT AND CHANCELLOR,
FOR COMMUNITY COLLEGES

DATE: May 16, 1997
EFFECTIVE DATE OF REORGANIZATION JULY 1, 1997.

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STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HAWAII COMMUNITY COLLEGE
STUDENT SERVICES

Position Organization Chart

Chart IV

APPROVED PURSUANT TO BOR ACTION:

JOYCE TSUNODA
SENIOR VICE PRESIDENT AND CHANCELLOR,
FOR COMMUNITY COLLEGES

DATE: May 16, 1997

EFFECTIVE DATE OF REORGANIZATION JULY 1, 1997

STUDENT SERVICES
Dean of Student Services, M63-M, 89333

SECRETARIAL SERVICES
Secretary II, SR-14, 46216

COUNSELING AND STUDENT LIFE
Faculty, 82442, 84770, 87044
Clerk Typist II, SR-08, 46931****
UH Student Services Specialist II, PO6, 81714

ENROLLMENT SERVICES
UH Student Services Specialist II, PO6, 81687
Clerk Typist II, SR08, 43857, 46930
UH Student Services Specialist III, PO9, 80967
Clerk Typist II, SR-08, 43841

****Clerk Typist reports to the Senior Faculty Position of Counselor & Student Life.
Provides a comprehensive post-secondary instructional program including outreach education, career education, and general education courses. Career education programs lead to certificates and Associate of Science degrees, and are designed to prepare the graduate for entry-level employment. General education courses may lead to the Associate of Arts degree and may also transfer to Baccalaureate degree programs offered on the four-year campuses. At present, this college provides the following programs:


Structured non-credit instruction is offered through the Apprenticeship Training and Job Training Partnership Act (JTPA) programs. Community services provides non-credit training related to the College's credit programs and general interest programs.

The College provides a wide range of student support services to meet the needs of a diverse student body.

Through its University of Hawaii, West Hawaii Center, the College provides West Hawaii communities with outreach services and access to programs offered elsewhere in the UH system. Qualified students who are unable to travel to a UH campus enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.
The Dean of Instruction is responsible for directing all instructional programs, Academic Support, and Special Programs and Community Services. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs; develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit and non-credit instruction, the Dean:

* Supervises and participates in delivering programs and curriculum development, off campus credit and non-credit programs; reviews instructional programs and coordinates programs and course revisions as needed.

* Supervises and coordinates the activities of division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; coordinating facility usage for instruction. Assesses resource and staffing needs, prepares biennium budget for the instructional, academic support and special programs and community services areas.

* Recommends to the Provost personnel transactions which relate to hiring, tenure, leaves, promotion, and terminations.

* Plans, budgets, organizes, implements, and evaluates a staff in-service training program.

* Prepares grant applications; operationalizes plans to carry out various federally-funded programs.

* Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.

* Coordinates the development of the College's vocational education state plan, and all accreditation reports.

* Supervises and coordinates special programs such as non-credit, apprentices training programs, community service activities, externally-funded instructional programs and short-term training programs.
INSTRUCTION

The purpose of instruction is to offer courses to meet the specific degree major requirements 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 their respective divisions. The divisions:

* 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.

* Consult and cooperate with other divisions on curricular matters.

* Recommend personnel transactions and administer annual operating and equipment budgets necessary to deliver the instructional programs.

Outreach

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.

West Hawaii Center

The purpose of the Center is to coordinate instructional activities at the University of Hawai‘i Center, West Hawaii.

* Coordinate curricular offerings among the disciplines.

* Offer courses to meet the specific degree requirements of major academic programs and the needs of general education and lower division students.

* Consult with other divisions on curricular matters.
PROPOSED

UNIVERSITY OF HAWAI'I CENTER, WEST HAWAI'I

The University of Hawai‘i Center, West Hawai‘i establishes a permanent University of Hawai‘i (UH) presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to a specific UH campus can enroll in courses or credential programs that are offered by one or more of the University's accredited programs.

While the primary purpose of the University of Hawai‘i Center, West Hawai‘i is instructional, it may also provide for various research and/or public service programs. The Center:

- Ascertains community needs in West Hawai‘i; identifies the UH campus that is responsible for and capable of responding to those needs; and facilitates the delivery of all levels of outreach credit and non-credit instruction to meet those needs. The methods of delivering instruction include the use of the Hawai‘i Interactive Televison System (HTIS), compressed video, satellite TV, and the World Wide Web.

- Reviews and analyzes community needs and coordinates the creation and updating of a multi-year plan to reflect community needs and available resources.

- Determines the appropriate courses and programs to be offered at the University of Hawai‘i Center, West Hawai‘i; with the various UH campuses and other UH education centers, develops a schedule of future offerings; and determines the specific facilities and academic support requirements for each program to be offered.

- Provides access to a library with a basic collection suitable for the programs being offered; operates and maintains computing resources consistent with program requirements; establishes and maintains suitable telecommunications resources that include the use of the telephone, FAX, connectivity to HTIS, compressed video, satellite TV, electronic mail, and the World Wide Web.

- Distributes and collects student applications for program admission and financial aid; develops and operates an on-site registration process for all admitted students; and provides general academic information, financial aid information, counseling and guidance services to students and prospective students.

- Provides for the collection, accounting, and appropriate disbursement of tuition and fees, state general funds, and other monies according to established University policies; secures and maintains suitable instructional and administrative facilities that include office space, classrooms, and other work areas; and provides for appropriate security of the Center’s facilities.

- Collects student, class, and enrollment data; prepares and publishes a summary report of the Center’s activities; and prepares assessment reports to meet University and Western Association of Schools and Colleges (WASC) requirements as needed.
University of Hawai‘i - Hilo

PRESENT

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT Hilo
ACADEMIC AFFAIRS
WEST HAWAII
POSITION ORGANIZATION CHART
CHART III F

ACADEMIC AFFAIRS
VICE CHANCELLOR, M10, #89319

WEST HAWAII
PROFESSOR, #86362**

CLERK STENO II, SR9, #32509*

UH EDUCATIONAL SP IV, P*2,
#80906
JANITOR II, WB02,#45116
UH STUDENT SERV SP II, P6,
#80371
LIBRARIAN II, S2, #86436
LIBRARY TECH V, SR11, #46785

INSTRUCTIONAL POSITIONS
(5.00 FTE)
FULL-TIME:
86361 86368 86577
86475 86476

** Proposed reclassification - Director of UH West Hawaii

CHART UPDATED
DATE JUN 30 1996

POSITIONS
GENERAL FUND - 11.00
SPECIAL FUND - 1.00*

WEST HAWAII OP F
ACADEMIC AFFAIRS
VICE CHANCELLOR, M10, #89319

COLL OF CONT ED & COMM SERV
DEAN, M5, #89057

STAFF SERVICES SUPV II,
SR16, #23653
ACCOUNT CLERK III, SR11,
#25234*
CLERK TYPIST II, SR8,
#25886*

CREDIT PROGRAM
UH EDUC SPEC II, P6
#80570

SENIOR PROGRAM
UH EDUC SPEC II, P6
#80501*

PERSONAL & PROFESSIONAL DEVELOPMENT PROGRAM
UH EDUC SPEC #92611F*@  

INTERNATIONAL PROGRAM
UH EDUC SPEC IV, P12, #80571
UH EDUC SPEC, #92602F*@  
INSTRUCTOR, #92605F*@  
INSTRUCTOR, #92606F*@  

CONFERENCE PROGRAM
UH EDUC SPEC, #92609F*@  
UH EDUC SPEC, #92610F*@  
UH EDUC SPEC, #92607F*@  
UH EDUC SPEC, #92608F*@  

@ Pending Establishment

Approved:

Title: Senior V.P. & Chancellor

Date: July 1, 1996

CURRENT
MAJOR FUNCTIONS

The University of Hawai‘i at Hilo is comprised of five major educational delivery units: College of Arts & Sciences, the College of Agriculture, West Hawai‘i Program, the Center for Continuing Education and Community Service, and the College of Professional Studies. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs, 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 Hawai‘i.

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 Hawai‘i, the chief executive officer of the University of Hawai‘i 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 Senior Vice-President and Chancellor:

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

* Interprets the objectives and development of the University of Hawai‘i to the citizens of the County of Hawai‘i 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 Hawai‘i, the University of Hawai‘i at Manoa, UH-West Oahu, and the Community Colleges;

* Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai‘i; and also assumes delegated responsibility for the coordination of the activities of the Institute of 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.
As part of the Senior Vice-President and Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai‘i-Hilo

Serves as the principle assistant to the Senior Vice-President and 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 Hawai‘i-West Hawai‘i, Library, College of Continuing Education and Community Services and the College of Professional Studies;

* Bears senior responsibility for the effectiveness of programs such as the Freshman Year Program and the Hawai‘i Small Business Development Program; and

* Serves as Acting Senior Vice-President and Chancellor in the absence of the Senior Vice-President and Chancellor with all the authority and responsibility pertaining thereto.
CURRENT UNIVERSITY OF HAWAI'I - WEST HAWAI'I

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

OFFICE OF THE DIRECTOR

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

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

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

* Assesses library services needs for the effective management and operation of library services;

* Assesses facility and equipment needs for effective operation of West Hawai'i programs; and

* Supervises all non-faculty personnel assigned to the West Hawai'i operation.
CURRENT

COLLEGE OF PROFESSIONAL STUDIES

(No Change)

Provides for baccalaureate degree programs in the Business Administration, Economics, and Nursing and the 4th year and 5th year certificate in Education.

OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Professional Studies.

* Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.

* Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors, Vice Chancellors and Senior Vice-President and Chancellor.

* Responsible for overall curriculum development and long-range planning.

DIVISIONS

(Business Administration and Economics, Education and Nursing)

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.

* Consult and cooperate with other divisions on curricular matters.

* Review and process personnel transactions, administer student help and the operating and equipment budgets.
University of Hawai‘i - Hilo

PROPOSED

ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HIKO
ACADEMIC AFFAIRS
COLLEGE OF CONT. EDUC. & COMM. SERVICE
POSITION ORGANIZATION CHART
CHART IIIG

APPROVED PURSUANT TO BOR ACTION:

WILLIAM PEARSON
INTERIM SENIOR VICE PRESIDENT AND
CHANCELLOR
UNIVERSITY OF HAWAI'I AT HIKO

DATE: MAY 16, 1997

EFFECTIVE DATE OF REORGANIZATION JULY 1, 1997.

POSITIONS
GENERAL FUND - 4.00
SPECIAL FUND - 12.00*
The University of Hawai‘i at Hilo is comprised of four major educational delivery units: College of Arts and Sciences, the College of Agriculture, the Center for Continuing Education and Community Service, and the College of Professional Studies. Also, there are courses and programs in West Hawai‘i offered through the University of Hawai‘i Center, West Hawai‘i managed by Hawai‘i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs, 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 Hawai‘i.

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 Hawai‘i, the chief executive officer of the University of Hawai‘i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Senior Vice President and Chancellor:

Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai‘i at Hilo.

Interprets the objectives and development of the University of Hawai‘i to the citizens of the County of Hawai‘i, 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 Hawai‘i, the University of Hawai‘i at Mānoa, UH West O‘ahu, and the Community Colleges.

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

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.
As part of the Senior Vice-President and Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i-Hilo

Serves as the principle assistant to the Senior Vice-President and 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, Library, College of Continuing Education and Community Services and the College of Professional Studies;

- Bears senior responsibility for the effectiveness of programs such as the Freshman Year Program and the Hawai'i Small Business Development Program; and

- Serves as Acting Senior Vice-President and Chancellor in the absence of the Senior Vice-President and Chancellor with all the authority and responsibility pertaining thereto.