MEMORANDUM

TO: Senior Vice President and Chancellor Rose Tseng

FROM: Rodney Sakaguchi

SUBJECT: COPY OF APPROVED REORGANIZATION FOR THE OFFICE OF MAUNA KEA MANAGEMENT, UNIVERSITY OF HAWAI’I AT HILO

Enclosed for your information and files is a copy of the reorganization approved by the Board of Regents on June 16, 2000 to establish the Office of Mauna Kea Management as part of the organizational structure of the University of Hawai’i at Hilo. It is our understanding that the functional statements for this office will be finalized at a later date. 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.

Attachment

c: Personnel Officer Kerwin Iwamoto
MEMORANDUM

TO: Mr. Donald C. W. Kim
Chairperson, Board of Regents

VIA: Kenneth P. Mortimer
President, University of Hawai‘i and
Chancellor, University of Hawai‘i at Mānoa

VIA: Eugene S. Imai
Senior Vice President for Administration

FROM: Rose Tseng
Senior Vice President, University of Hawai‘i
and Chancellor, University of Hawai‘i at Hilo

SUBJECT: REQUEST TO ESTABLISH THE OFFICE OF MAUNA KEA MANAGEMENT
WITHIN THE UNIVERSITY OF HAWAI‘I AT HILO (UHH)

SPECIFIC ACTION REQUESTED

Approval of the Board of Regents is requested to establish the Office of Mauna Kea Management (OMKM) as part of the organizational structure of the UHH. This recommendation supersedes the organization proposed in my memorandum of April 28, 2000.

RECOMMENDED EFFECTIVE DATE

It is requested that this reorganization be effective upon approval by the Board of Regents.

Office of the Chancellor

200 W. KAWILI STREET
HILO, HAWAI‘I 96720-4991
PHONE: (808) 974-7444
FAX: (808) 974-7622

An Equal Opportunity/Affirmative Action Institution
CURRENT ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
MAJOR FUNCTIONS

The University of Hawai‘i at Hilo is comprised of four (4) major educational delivery units: the College of Arts and Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka ‘Ula O Ke‘elikōlani; and the College of Continuing Education and Community Service. 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; and

• Oversees Institute for Agricultural Marketing and Education.
PROPOSED ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
**Final classifications to be determined, vacant positions to be identified for six proposed positions.**

**APPROVED BY THE UNIVERSITY BOARD OF REGENTS**

JUN 16 2000

Date
DIRECTOR OF MAUNA KEA MANAGEMENT

This is administrative and management work in the overall management, development and direction of a comprehensive integrated management system of the Mauna Kea Science Reserve, Summit Road and Hale Pohaku. The position in this class is responsible for Mauna Kea Science Reserve master plan which involves protecting the historic/cultural resources; assessing the impact of the current practice on the historic sites and natural resources; protecting the natural resources; protecting and enhancing education and research in the areas of astronomy, Hawaiian language and culture, archaeology, ecology, geology, etc.; protecting and enhancing recreational opportunities such as hiking, skiing, etc.; and promoting public safety. The position must integrate the various interests and balance the natural, cultural, educational/research, and recreational use and management of Mauna Kea that provides for responsible stewardship of the resources. Work also includes administrative management involving the fiscal planning including expenditures and accounting of funds and fees; preparation of budgets and budgetary testimonies; preparation and defense of capital improvement requests; overseeing human resources management; procurement activities; and coordination and development of the maintenance and physical facilities upkeep, leases, sub-leases, permits, etc. In addition, critical to the functioning of the position in this class is serving as the lead coordinator and public point of contact to address concerns, inquiries, and issues and to ensure that problems are addressed or brought to the attention of the appropriate and responsible agency, through the provision of insightful and innovative leadership and in support of the Mauna Kea Science Reserve, Summit Road, and Hale Pohaku.

Work is performed with a wide latitude for the exercise of independent professional judgment, discretion and initiative, with work reviewed by the Senior Vice President and Chancellor at the University of Hawai‘i at Hilo and the President for the accomplishment of goals and objectives. The work requires considerable contacts with a wide range of organization groups, individuals, federal, state and county agencies and the general public; and the ability to establish and maintain positive and effective working relationships with a wide range of constituencies.

The establishment of the managerial class, Director of Mauna Kea Management, is effective

____________________________________
Senior Vice President for Administration

____________________________________
Date
INTRODUCTION

The Director of the Office of Mauna Kea Management (MKM) serves under the general direction of the Senior Vice President, University of Hawai‘i and Chancellor, University of Hawai‘i at Hilo (UHH) and has overall day-to-day management responsibility for the Office of the MKM which is responsible for the comprehensive integrated management of the Mauna Kea Science Reserve, Summit Road and Hale Pohaku. The comprehensive integrated management plan for the Mauna Kea Science Reserve involves protecting historic/cultural resources; assessing the impact of current practices on historic sites and natural resources; protecting natural resources; protecting and enhancing education and research such as in the areas of astronomy, Hawaiian language and culture, archaeology, ecology, geology; protecting and enhancing recreational opportunities such as hiking, snow play and skiing; and promoting public safety resulting from the growing numbers of visitors and vehicles. The Director of Mauna Kea Management collaborates with the Chancellor, UHH in the development and maintenance of facilities, utilities and infrastructure that support the Science Reserve facilities and resources as well as of plans, policies and procedures for the use and management of the Science Reserve facilities and resources. The Director of Mauna Kea Management serves as the focal point and liaison with various agencies, organizations, and community on the use and management of the resources and operations of the Mauna Kea Science Reserve.

DUTIES AND RESPONSIBILITIES

Planning and Program Development: 40%

In collaboration with the Chancellor, UHH and in accordance with specific decisions/directives of the President of the University of Hawai‘i:

1. Develops and implements short and long range plans, policies and priorities to integrate and balance the natural, cultural, educational/research and recreational use and management of Mauna Kea that provides for responsible stewardship of the resources.

2. Directs the operating and program activities of the Office of Mauna Kea Management. Serves as the representative of the Office of MKM and liaison between the general public and tenants’ organizations on Mauna Kea.

3. Develops and implements policies and procedures governing public access including vehicles to the summit; registration and permits; use and restriction of shuttle service, helicopters, private vehicles, horses, motorcycles, snow mobiles, bicycles and other means.
Works in coordination with other agencies to develop policies and to oversee the physical maintenance and operational support for the Science Reserve, Summit Road and Hale Pohaku including the Visitor Information Station (VIS), the Hale Pohaku Mid-Elevation facilities, Subaru Cabins/Construction Camp, Stone Cabins, roads, parking areas, and trails. Oversees the development and maintenance of facilities, utilities and infrastructure in coordination with other federal, state and private agencies that support the Science Reserve facilities; oversees the development and maintenance of the Summit Road, construction of new buildings, trash and solid waste disposal, safety, security, etc.; oversees permitting and compliance activities for uses on the mountain in areas under the University's jurisdiction; maintains support facilities; and oversees property management.

4. Develops policies and programs that support educational and research activities of Mauna Kea. Educational and research activities may call for the integrated use of the facilities and resources, development of new support facilities which would require permitting, construction funds, and operations and maintenance support. Develops educational policies and procedures to accommodate and encourage educational use of the mountain, and to develop policies that inform visitors of the cultural, spiritual, historic and archaeological values of Mauna Kea. Reviews current and recommends new activities, programs and policies to support cultural programs.

5. Works in partnership with various organizations and agencies to provide facility and resource support; manages the permit and use of facilities, resources for various functions such as commercial sightseeing tours, movies and commercial productions, concessions, special events, eco-educational tours, cabin/room rentals.

6. Works in close coordination with the Institute for Astronomy and the other organizations comprising the Mauna Kea observatories to manage the use of Mauna Kea for astronomy.

Financial and Administrative Management 30%

1. Administers and manages the Office of MKM. Provides overall direction and coordination in fiscal planning including expenditures and accounting of funds and fees; preparation of budgets and budgetary testimony, capital improvement requests. Oversees the human resources management of employees, procurement activities, organization and staffing of the MKM.

2. Reviews projects to ensure conformance with and to implement the concepts, themes, and standards that support the Mauna Kea Master Plan; determines whether projects are to be considered major or minor for processing and approval purposes; approves or denies requests for extension of the use for temporary facilities; reviews exempt actions which do not require plan amendments; monitor compliance of certain sub-leases. Facilitates the tracking and administering of permits and sub-leases.
1. Serves as the lead agency coordinator and public point of contact to address concerns, inquires, programs and to ensure these problems are addressed or brought to the attention of the responsible agency.

2. Exercises leadership in providing coordination, focus, visibility and support for the management of the Mauna Kea Science Reserve. Establishes and maintains contact with a wide variety of state, federal, private agencies, organizations, and community groups.

3. Serves on various committees involved in the management of Mauna Kea.
Qualification requirements

Education: general, special or professional

Bachelor’s degree from an accredited college or university.

Experience: quantity and quality

5 years experience in the management of an organization with responsibility in one or more of the following areas: policy development, budgeting, human resources, purchasing, contract administration, capital improvement projects, development of infrastructure support, facilities management, program planning, and/or fund-raising.

Knowledge, abilities and skills

Knowledge of Hawaiian cultural issues and natural resource management issues.
Knowledge of good business practices, long range planning, and management practices.
Familiarity with Hawaiian cultural practices and historic sites on Mauna Kea.
Possess strong organizational and leadership skills.
Ability to plan and supervise the work of others.
Ability to communicate effectively, both orally and in writing.
Ability to develop and maintain effective working relationships with various government, private and community organizations/groups.
Knowledge of observational astronomy.
CURRENT ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
STATE OF HAWAI‘I  
UNIVERSITY OF HAWAI‘I  
UNIVERSITY OF HAWAI‘I AT HILO

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PROPOSED ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
** Final classification to be determined, pos. no. 89295 currently classified as Associate Dean, Arts & Sciences.
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO

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- 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;
- Oversees Institute for Agricultural Marketing and Education; and
- Provides general direction to the Office of Mauna Kea Management.
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
MAJOR FUNCTIONS

OFFICE OF MAUNA KEA MANAGEMENT

Manages the Mauna Kea Science Reserve, Summit Road, and Hale Pohaku.

Establishes and enforces management policies.

Serves as the focus of contact for the public and tenant organizations on the mountain.

Manages a program for the physical maintenance of the Mauna Kea Science Reserve, Summit Road, and Hale Pohaku.

Functions as a referral and facilitative agency for issues that are outside its authority but related to the mountain.

Oversees permitting as well as requests and scheduling for use of facilities and support services.

Addresses other requests including requests for information, and grievances.

Oversees educational and resource management programs.

Coordinates monitoring programs and databases.

Develops and maintains safety and security plans.