

Abolished

UNIVERSITY OF HAWAII
ASSOCIATE VICE PRESIDENT FOR PLANNING, POLICY AND BUDGET

Functional Statement

The Office of Planning, Policy and Budget is an academic support office that has both functional and support responsibilities. The primary purpose of the Office of Planning, Policy and Budget is to support the Office of the President and the President's line administrative officers in the areas of planning, policy, budgeting, decision support and information management.

The Office has three major subdivisions for: (1) planning, policy and institutional research; (2) management and information systems; and (3) budget preparation and execution.

The Office of Planning, Policy and Budget facilitates the work of the line officers through assistance with budget preparation and execution; provision of accurate and timely information to University decision-makers for planning and management purposes; and provision of administrative computing support services. The office is responsible for managing Universitywide planning including developing, monitoring and revising the Strategic Plan and Agenda for Action, coordinating University planning with the Hawaii State Plan, managing the State Higher Education Functional Plan, overseeing campus academic development planning, and providing planning support. In addition to these internal responsibilities, the office plays a major role in supporting Board information and policy needs.

FEB

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Revised, 2/88

PLANNING, POLICY AND INSTITUTIONAL RESEARCH OFFICE

The Planning, Policy and Institutional Research Office is a systemwide academic support office with responsibility for managing Universitywide planning, providing planning support, coordinating policy development and analysis, and providing institutional research services.

Specifically, this section of the Office of Planning, Policy and Budget has functional responsibility for:

- Managing Universitywide planning, including monitoring and revising the Strategic Plan and Agenda for Action
- Coordinating University planning with the Hawaii State Plan
- Managing the State Higher Education Functional Plan process
- Handling liaison with State planning task forces
- Overseeing the University Academic Development Planning process
- Developing and implementing an interface between the systemwide planning and budgeting processes
- Supporting planning at the campus level
- Developing and executing planning policies and guidelines
- Developing and coordinating a systematic consideration of policy
- Preparing major policy studies
- Formulating Board and Executive policies across the full array of University activities
- Providing policy interpretation and guidance
- Making accurate and timely information and data analyses relating to students, enrollments, courses, curricula, degrees, etc., available to University decision-makers for planning and management purposes
- Conducting institutional studies and preparing analytical reports on a wide range of subjects including, for example, workload, financial planning, outcomes, student progress, etc.

- Providing decision support designed to improve the integration of planning and budgeting
- Developing and utilizing computer-based analyses that facilitate timely preparation of routine reports and responses to ad-hoc queries
- Assisting users with data interpretation and manipulation
- Managing universitywide student affairs operations
- Establishing and maintaining data element definitions and policy standards

PLANNING

This function involves responsibility for directing and managing Universitywide planning; coordinating academic development planning; serving as the State Functional Plan manager and the University liaison with State planning processes; directing planning and policy initiatives that serve to link planning and budgeting; and serving as the chief planning officer responsible for University planning analyses, policy development, monitoring, refinement, etc.

This function also involves the provision of planning support essential for the development, coordination, and implementation of a universitywide planning effort under the direction of the Director of Planning and Policy. Support functions include serving as a resource person to assist campuses in the planning process; providing for training and guidance on planning to university personnel; assisting with the development of unit planning processes and guides; serving as a resource for program assessment and evaluation; supporting campus academic development planning; assisting in the development of an analytical framework that links the planning and budgeting processes and facilitates priority-setting and execution at a campuswide level. Assists with the identification, analysis, and development of responses to planning issues facing the university; provides staff support for the monitoring, reporting and revision processes associated with the Hawaii State Plan, the State Higher Education Functional Plan, the Strategic Plan and Agenda for Action.

POLICY

This function involves the analysis of University policy issues and the development and coordination of a systematic consideration of policy with the staff in the Office of Planning, Policy and Budget, the Vice Presidents, Chancellors and their staffs, and campus officers. Specific functions include conducting research and institutional comparisons; preparing background and issue papers; preparing studies, reports, legislative testimony, and briefing papers; formulating policy statements, recommendations for action, and guidelines for implementation; providing policy interpretation and guidance; and handling responses to inquiries and ad-hoc requests. This function involves the analysis of a wide variety of policy issues spanning academic affairs, budget, fiscal, and personnel matters, and in particular systemwide oversight of student affairs policies. Oversight of universitywide student affairs operations is also a functional responsibility of this officer.

INSTITUTIONAL RESEARCH

Responsible for developing and preparing institutional analyses, reports and other similar support services to the University at the direction of the Director of Planning and Policy. Generally, these services include the analysis and dissemination of informational reports and studies, special ad-hoc studies, resource needs analysis and forecasting, and analytical support for the University's academic and financial planning process.

Information Services: Major Functions

1. Developing formats, defining terms, summarizing and analyzing routinized studies, reports and information systems (such as management information reports, UH Fact Sheet, crosswalk tables and Universitywide terms and definitions) that are required for planning, analytical, and management purposes. Working with the Management Information Systems Office in developing and executing automated procedures to streamline the compilation of routine information reports.
2. Designing, researching, analyzing and using new computer systems, computational techniques and analytical methods to respond to UH and external requirements (e.g., OSHA, SHEP), national developments and internal innovations.
3. Collecting, summarizing, analyzing and responding to information needs as required by the University's planning and management policies and processes and as required by external agencies. These include comprehensive information requests (e.g., HEGIS, IPEDS), categories of information needed by campus administration, special legislative requests to the University and other University needs.
4. Conducting, coordinating and consulting for workshops, training seminars and committees to facilitate the dissemination of information and information analysis to UH administrators and campus/program directors as part of the University's overall management program.

Analytical Services: Major Functions

1. Preparing brief analyses, supported by charts and graphic displays, of the Management Information Reports.
2. Developing and utilizing analytical techniques to support the University's institutional and campus-level planning process. This may include quantitative unit activity and resource profiles, simulated resource projection models, workload indicators and analysis, enrollment projections, program efficiency measures, quantitative resource allocation measures, surveys of alumni, and student progress and outcomes analyses.

3. Developing, testing, maintaining and utilizing a variety of analytical techniques to support the integration of institutional and academic planning, with budgeting and financial planning to include cost/efficiency analyses, current service and/or workload financial projections, inflation analyses, computer plotting, historical/current/planned data displays and revenue projections.
4. Providing analytical support, training and consultation to campuses in academic and financial planning and analysis and the utilization of analytical techniques and systems.
5. Providing technical support and consultation in the training and dissemination of computer models and statistical techniques as required for operations and strategic planning.

MANAGEMENT SYSTEMS OFFICE

Revised, 7/88

The Management Systems Office is a systemwide office responsible for providing administrative data processing and information support services to both systemwide and campus administrators.

Administrative Information Services Section

- Analyzes management information requirements and develops computer program specifications.
- Recommends data definition policies and standards.
- Assists users in accessing data files and developing their own reports.

Administrative Information Systems Section

- Works with key operational units to define data processing requirements and develop solutions/plans for present/future needs.
- Provides systems analysis and feasibility studies on request.
- Designs and develops computer programs and documentation.
- Maintains EDP applications including production of routine management information reports.
- Trains users in the use of the system.
- Provides computer program maintenance.
- Provides data entry services to convert source documents into machine readable form.
- Coordinates computer report schedules.
- Secures necessary computer time and resources.
- Prepares and submits computer jobs into the computer.

Technical Support Section

- Operates and maintains minicomputer systems.
- Monitors performance of administrative computer systems and modifies configuration and workload as needed.
- Establishes computer utilization procedures and recommends policies.

- Implements and maintains computer hardware and software packages.
- Maintains central data base.
- Maintains the on-line teleprocessing environment.
- Maintains and manages machine-readable program libraries.
- Controls security of on-line systems, data bases, physical facilities and backup tapes.
- Conducts research and development of new products.
- Installs and troubleshoots computer terminals and data transmission equipment, and maintains the data communications network.
- Provides technical staff training and technical assistance to the staff and users.
- Serves as the liaison to the UH Computing Center.

User Training and Support Services

- Provides training, technical services, and a bi-monthly newsletter to a selected group of administrative users sharing a computer system.
- Assists users in reviewing their requirements and determining specific solutions which best meet their present and future needs, and recommends acquisition of new software by MSO as appropriate.
- Coordinates and conducts demonstrations and information sessions as required.
- Conducts training in the use of various minicomputer software packages and maintains training records of users and staff.
- Assists in testing software packages prior to release.
- Coordinates MSO form design and ensures standardization.
- Provides training to end users on UH-developed information systems.

UNIVERSITY BUDGET OFFICE

The University Budget Office has overall responsibility for the preparation and execution of the University's operating budget and preparation of the University's CIP budget. The office serves as staff to the President via the Associate Vice President for Planning, Policy and Budget. As such, the office advises the President on budgetary policies and issues.

Also, the office serves as budget staff to those vice presidents with operational responsibilities over UH Manoa. The office assists the vice presidents in such matters as evaluating budget requests and evaluating expenditure plans and variance reports.

Functions of the office are grouped generally into budget preparation and budget execution.

BUDGET PREPARATION

- Works with planning staff in preparing biennial BOR/Executive Budget objectives. Prepares similar objectives for the preparation of the supplemental budget as appropriate.
- Prepares and recommends for approval by the President, Biennial and Supplemental Budget Preparation Policies and Instructions.
- Administers a system for the evaluation of campus operating and capital improvement budgets by appropriate academic administrators.
- Coordinates the formal documentation of the BOR approved budget request.
- Coordinates the presentation and justification for the BOR approved budget request and budget ceilings before the Department of Budget and Finance and the Governor.
- Prepares legislative testimony in support of the University's budget request as approved by the Governor. Monitors the progress of the budget through the Legislature and recommends follow up action as appropriate.
- Works with campus fiscal personnel in preparing and updating budgetary details in support of the budget request and in support of the budget as approved by the Legislature.
- Coordinates the preparation of the University's variance report.

BUDGET EXECUTION

- Develops and recommends for President's approval, policies and instructions for the allocation and expenditure of appropriated funds.
- Defends University allotment ceilings before the Department of Budget and Finance and the Governor.
- Develops and recommends for approval by the President, expenditure allocations for UHM, the Community Colleges, and Hilo/West Oahu College, taking into consideration legislative add-ons, legislative reductions, executive restrictions, and presidential and BOR policies.
- Develops and recommends for approval by vice presidents with UHM operational responsibilities, expenditure allocations for UHM operating units.
- Monitors expenditures at the school, college, and institute levels for UHM and at the appropriation level for the remainder of the University, on a quarterly basis for compliance with statutory requirements, legislative intent, and executive, presidential and BOR policies.
- Coordinates the preparation and submittal of all University quarterly allotment requests in accordance with law. Prepares quarterly allotment requests for UH Manoa programs.
- Review proposals for reorganization. Recommend organizational changes as appropriate.