

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE-PRESIDENT FOR FINANCE AND OPERATIONS

Major Functions

Exercises general control and coordination over all aspects of the University's administrative and support functions, including fiscal, finance, physical planning and management, and auxiliary services.

- . Directs and coordinates the fiscal services of the University, including accounting, treasury, cashiering, and disbursing services.
- . Directs and coordinates all University contracting, procurement and property management activities.
- . Directs and coordinates the planning and construction activities for the University.
- . Directs and coordinates the maintenance activities for the Manoa Campus.
- . Directs the food services and bookstore operations of the University.
- . Directs and coordinates the functions and activities of the University of Hawaii Bond Fund projects.
- . Directs and coordinates all University auditing activities.

FUNCTIONAL STATEMENT

The University Revenue Undertakings Fund or University Bond System (UBS) is a special fund created in the Treasury of the State of Hawaii pursuant to Chapter 306-10, HRS.

UBS objectives are consistent with the instructional, research and public service mission of the University of Hawaii. These objectives encompass a broad spectrum-- generation of revenue, marketing, sales, quality of service, employee relations and social responsibility.

UBS is comprised of the following projects:

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|-----------------------------|-------------------------|
| 1. Manoa Student Housing | 2. Hilo Student Housing |
| 3. Faculty Housing | 4. Manoa Campus Center |
| 5. University Bookstores | 6. Parking Operations |
| 7. Mauna Kea Mid-Level Fac. | 8. Mauna Kea Power Line |
| 9. Maui CC Student Housing | |

COMPTROLLER

- o Provides executive leadership to the projects in (1) budget preparation, (2) generation and accounting of revenues, (3) expenditure control and (4) develops and implements an investment strategy to ensure maximum yield.
- o Provides guidance to project directors in resolving major management issues and problems.
- o Develops and implements policies, rules and procedures to ensure the self-financing concept of the projects.
- o Prepares prospectus, financing models, compiles and analyses financial data in connection with the sale of revenue bonds.

STATE OF HAWAII
UNIVERSITY OF HAWAII

VICE-PRESIDENT FOR FINANCE AND OPERATIONS
FISCAL SERVICES OFFICE

MAJOR FUNCTIONS

Plans, coordinates and controls the financial accounting and reporting activities for the University system.

Supervises and directs the systemwide accounting, disbursing and contracts & grants activities.

Plans and directs the analysis, design, development, implementation and revision of the University systemwide accounting and reporting system.

Represents the University in Statewide accounting and reporting projects conducted by the State.

Organizes and coordinates the fiscal year-end closing for the University.

Writes or directs the writing and issuance of the Administrative Procedures Manual instructions setting forth systemwide accounting policies and procedures.

Exercises oversight of University compliance with laws, rules and administrative procedures pertaining to financial accounting, disbursing and contracts and grants activities.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
FISCAL SERVICES OFFICE

CONTRACTS AND GRANTS MANAGEMENT OFFICE

MAJOR FUNCTIONS

General

The Contracts and Grants Management Office (CGMO) is responsible for the systemwide review, approval, execution, financial management, accounting/reporting, and administration of all extramurally financed contracts/grants and non-financial agreements entered into by the University of Hawaii.

CGMO's responsibilities include the administrative review/approval of all proposal applications and offerers to extramural sponsors and the execution of grants, contracts, subcontracts, cooperative agreements, and other non-financial/affiliation agreements; the negotiation of contract/grant terms and conditions, and the resolution of disputes and other related issues with sponsoring agencies; the development and dissemination of systemwide administrative and financial management directives and procedures including the formulation of administrative and financial policies relating to extramurally financed programs/activities; the review of departmental, campus-wide, and systemwide office operating procedures, internal controls, and records to insure compliance with applicable federal, state, and University policies, procedures, regulations, and directives; the coordination and resolution of audits and cost disallowances with sponsoring agencies; the provision of counsel and guidance to campus administrators, Deans/Directors, principal investigators, and departmental administrative staff on financial and administrative matters relating to extramural programs including the interpretation of contract/grant terms and conditions; the issuance of financial reports, billings and vouchers to sponsors;

the preparation of various cost studies including indirect overhead and the negotiation of overhead rates with cognizant federal agency; the development of required accounting systems to insure compliance with federal cost principles and financial management standards and to meet the administrative/management needs of the University; and the overall coordination/liaison of extramurally financed activities with federal, state, and other sponsoring agencies. CGMO also serves as the University's central recorder and depository of contracts, grants, and cooperative agreements. CGMO's organizational structure is divided into three (3) functional sections:

1. Contracts and Grants Administration
2. Federal Compliance and Audit Coordination
3. Accounting, Reporting, and Cash Management

Contracts and Grants Administration

Responsible for the overall administration and management of all extramurally financed contracts, grants, and cooperative agreements through its various phases of pre-award, post-award, and close-out. Including the development, implementation, and maintenance of system controls for the administrative management of extramurally financed agreements; the issuance and updating of systemwide administrative procedures manual relating to contracts and grants management; and the conducting of workshops and information sessions to familiarize appropriate University personnel on procedure changes and to discuss and resolve problem areas.

Pre-award Phase

- Provide guidance and assistance in the review, processing, and submission of proposals, offerers, and non-financial/affiliation agreements for faculty members including the preparation of necessary certifications and assurances required by sponsoring agencies.
- Review, negotiate, and recommend acceptance of contracts/grants, and cooperative agreements; and insure the timely processing and execution of new contract/grant awards, renewals, and extensions from sponsoring agencies.

Post-award Phase

- Review, evaluate, and recommend approval/disapproval of temporary account establishment/advance funding requests, RCUH service orders and revolving fund requests, sponsors prior approval systems (OPAS and IPAS) and indirect cost adjustments.
- Provide counsel and guidance to P.I.'s and F.O.'s on program administrative matters including the interpretation of contract/grant terms and conditions relating to the reprogramming of project funds, allowability of costs, and the transfer or subcontracting of project scope to another College/University.

Close-out Phase

- Monitor and coordinate the administrative close-out process of extramurally financed research and training contracts/grants and insure timely submission of required management reports, patent/copyright reports, property inventory reports, scientific/technical reports, and other special reports required by sponsoring agencies.

Cost Studies

Conduct and coordinate analytical studies relating to the computation of federal indirect cost rates, user charges for specialized service facilities, vacation reserve fund requirements, and other special studies as required.

Indirect Cost Study

- Develop, improve, and revise, as necessary, cost accounting systems, management information systems, allocation methods, and compilation techniques used in the development of indirect cost rates for federally sponsored agreements.
- Compile and allocate pool costs to various major functions of the University and insure data compilation, allocation

techniques, and methodologies are consistent with approved memorandum of understanding between the University and the Federal government and applicable federal regulations.

- Prepare annual indirect cost rate proposal to cognizant federal agency; coordinate the audit review process by Defense Contract Audit Agency (DCAA) and assist in the negotiations of rates.
- . Analyze rates for user charges for specialized service facilities and other recharge centers.
 - Apply cost accounting techniques in the review and analysis of proposed user charges.
 - Assure rate development process is sound, equitable, and in compliance with applicable federal regulations and directives.
 - Review, analyze, and coordinate the submission of annual financial reports and proposed rate schedules to cognizant federal agency for review and approval; and coordinate the audit review process by DCAA.
 - Review and analyze vacation reserve requirements for collective bargaining personnel under federally sponsored agreements and compute annual vacation accumulation fringe benefit rate.
- . Federal Compliance and Audit Coordination
 - Review personnel, procurement and property management, insurance/risk management, accounting and financial reporting, research administration, patents and copyrights, EEO, and other related University business systems. Ascertain the adequacy of the University's financial management systems, internal controls and procedures, and insure strict compliance with federally imposed standards and requirements.

- Review departmental and systemwide office records to insure policies and procedures are adequate to provide reasonable and reliable internal controls of assets, liabilities, revenues, and expenses. Identify deficiencies and corrective measure necessary to improve effectiveness and efficiency.
- . Coordinate all functional reviews and audit examinations of federally sponsored programs conducted by DCAA and independent public accounting firm. Review and evaluate audit findings, coordinate the implementation of necessary corrective actions by appropriate campuses and departments, recommend improvements to established systems and procedures and coordinate the preparation and submission of audit responses.
- . Coordinate with the University's internal auditor to insure external audit requirements imposed by the federal government are met.

Financial Accounting, Reporting, and Cash Management

Coordinate the financial reporting/accounting, record maintenance, and cash management requirements of extramurally financed contracts/grants and cooperative agreements.

- . Financial Accounting/Reporting and Record Maintenance
 - Develop necessary accounting systems to accommodate financial reporting requirements imposed by the Federal government and to provide meaningful financial data for the review and evaluation of the financial status of federally sponsored programs; responsible for the maintenance of account master files and insure proper coding and deletion of inactive and terminated accounts; and review and approve requests for establishment of accounts and provide assistance to fiscal officers in setting up accounting systems and fiscal controls.

- Review and monitor Research and Training Budget Status Reports and insure expenditure compliance within funding limitations; review and approve cost transfers and adjustments; and prepare and process financial reports and billings/vouchers in accordance with contract/grant provisions specified by sponsoring agency.
- Review and calculate final indirect cost charges for contracts/grants; initiate adjusting and closing entries and prepare final closing documents.
- Maintain contracts/grants and cooperative agreement files including original award agreement, correspondences and related documents.

Cash Management

- Review, analyze, and project cash requirements for all extramurally financed research and training contracts/grants and determine necessary cash drawdown requirements for letter of credit and advance funding agreements.
- Coordinate and process monthly cash advance requests and reimbursements for RCUH service order projects including the reconciliation of cash advances with actual expenditures.
- Coordinate specific investments with UH Treasury Office and insure interest earnings are properly credited to appropriate accounts.
- Review and monitor overhead income accounts and initiate periodic payments to State Budget and Finance, and UH Research and Training Revolving Fund account.
- Maintain and reconcile accounts receivables and advance from sponsors, and prepare fiscal year-end closing and adjusting entries.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
FISCAL SERVICES OFFICE
DISBURSING AND PAYROLL OFFICE

FUNCTIONAL STATEMENTS

Coordinates and is responsible for the prompt and accurate payment, reimbursement or transfer of all University obligations from either State of Hawaii appropriations or funds assigned directly to the University of Hawaii.

Pre-audits and verifies encumbrance and disbursement documents for compliance with statutes, policies, rules and regulations, and contractual obligations before processing payments on UHGA checks.

Performs final pre-audit function activities with respect to the legality, proprietary, and proper authority on all expenditures; including payroll expenditures.

Encumbers appropriate funds in the University system to support commitments made by authorized agencies.

Records and reconciles all encumbrances with DAGS yearly at fiscal year end.

Maintains and reconciles monthly prior year blanket encumbrances with DAGS.

Conducts research/analysis and responds to State and University vendor or employee inquiries and complaints with respect to vendor or employee payments.

Prepares Summary Warrant Vouchers for reimbursement, and bond payment with supporting documentation for submission to the Department of Accounting and General Services.

Post audits UHGA checks for completeness, affixes authorized signature; sorts and distributes UHGA checks to individuals, vendors, departments and campuses.

Controls, edits, and monitors reports on encumbrance extensions, insufficient funds and accounts payables.

Coordinates the preparation and distribution of Federal and State income tax information form W-2, and prepares and distributes the Federal form 1099.

Maintains imprest checking account.

Develops policies/procedures for the establishment and control of petty cash funds and imprest checking funds.

Instructs and trains custodians and fiscal officers of the policies/procedures for the use and control of their funds.

Acts as the University's central office for the pre-audit of payroll source documents and input of information into both the University and State system, including pre-auditing and processing priority payroll checks, lump sum vacation and temporary disability payments.

Responsible for the distribution of all payroll checks.

Coordinates the input and edit of Student/Casual Payroll Scan sheets and the distribution of these documents between the various University agencies and the Computing Center.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
FISCAL SERVICES OFFICE
CENTRAL ACCOUNTING OFFICE

STATEMENT OF FUNCTIONS

General Functions

1. Oversee accounting of all funds of the University
2. Prepare the University's financial statements
3. Provide the accounting liaison with the State Department of Accounting and General Services
4. Advise fiscal administrators in accounting matters
5. Assist internal and external auditors
6. Prepare special reports for management, the State and outside users
7. Distribute interest income of the pool and interest bearing accounts
8. Assist in the recordkeeping, collecting and writing-off of accounts receivables
9. Perform recordkeeping and collection of student notes receivables
10. Monitor and account for the endowment funds

Description of General Functions

1. Oversee accounting of all funds of the University
 - a. Design, monitor and update the classification structure as follows:
 - (1) Monitor the establishment of account codes and the related assignment of fund groups, funds, appropriations, major organizations and fund sub-designation codes
 - (2) Monitor accounting entries by controlling updates to the matrix index table and other programs which provide computerized controls over all accounting entries

- b. Perform monthly reconciliations as follows:
 - (1) Reconcile the University's bank account
 - (2) Reconcile the subsidiary reports to each other, and to the general ledger
 - (3) Reconcile the University's records to those of the State
 - c. Perform the recordkeeping/accounting for accounts receivable, notes receivable and endowment transactions
 - d. Keep abreast of changes in college and university accounting, governmental accounting, State/Federal Laws and University policies; and promulgate administrative procedures, modify programs and adjust procedures as necessary to implement changes
2. Prepare the University's financial statements
- a. Coordinate the capturing of all accounting data on the accrual basis
 - b. Prepare the University's trial balances
 - c. Record adjusting entries as necessary
 - d. Assist in the general audit of the University
 - e. Provide the State a copy of the Financial Report by August 31; typeset and publish the summary Financial Report which includes Balance Sheet, Statements of Changes in Fund Balances and Statements of Current Funds Revenues, Expenditures and Other Changes
 - f. Publish the Detailed Financial Report comprised of over 350 pages of official accounting data
3. Provide the accounting liaison with the State Department of Accounting and General Services
- a. Reimburse the State semi-monthly for payroll costs from funds held at the University
 - b. Report cash receipts, disbursements and balances:
 - 1) quarterly for funds held at the University and
 - 2) annually for special and revolving funds
 - c. Request, as necessary, all new appropriation codes and source/object codes
 - d. Maintain updates to the State Accounting Manual for accounting matters

- e. Compute and pay Act 34 assessment charges
 - f. Interface by tape or manually by journal voucher all general, special and bond fund journal entries
 - g. Annually, provide audited financial report for inclusion in the State's financial report
4. Advise fiscal administrators in accounting matters
- a. Preparation of journal vouchers to record accounting entries on a cash basis, accrual data and adjustments as necessary
 - b. Proper usage of classification codes
 - c. Preparation of trial balances
 - d. Reconciliation of central records with departmental records
5. Assist internal and external auditors
- a. Prepare trial balances, schedules and related worksheets
 - b. Schedule the audit function to meet deadlines
 - c. Brief auditors on accounting and fiscal systems procedures and organizational structure, and respond to any inquiries or audit findings
 - d. Evaluate adjusting entries if any and record them if material
 - e. Coordinate the review of the financial statements and footnotes and make changes as necessary before finalizing the report for publication
6. Prepare special reports for management, the State and outside users
- a. General fund results of the total encumbrance and expenditures over the allocation
 - b. Default rates of the student notes receivable programs, FISAP report to the Federal Department of Education
 - c. Usage of the quasi-unrestricted endowment monies
 - d. Ten-year projections of the quasi-endowment funds and distribution requirements
 - e. Annual NACUBO endowment surveys
 - f. Other special studies as requested

7. Distribute interest income of interest-bearing accounts
 - a. Determine average cash balances of programs participating in the pooled interest income
 - b. Determine 'float' of the general, special and federal funds
 - c. Allocate interest income accordingly by journal voucher
8. Assist in the recordkeeping, collecting and writing-off of accounts receivables
 - a. Perform recordkeeping for the smaller departments
 - b. Recommend procedures on the follow-up by departments of outstanding debts
 - c. Coordinate the use of collection agencies on bad debts
 - d. Request write-offs by the Attorney General's Office
9. Perform recordkeeping and collection of student notes receivables
 - a. Coordinate the input of all notes receivables with Wachovia, the University's billing agency
 - b. Perform the due diligence steps for collection, using collection agencies, tax-offset programs, skip-tracing, credit bureaus, litigation, and assignment to the Department of Education
 - c. Consolidate and standardize forms and procedures among the campuses; conduct training of financial aids employees
10. Monitor and account for the endowment funds
 - a. Receipt and record all monies applicable to the endowment fund group
 - b. Compute and distribute monies in accordance with donors' wills and University policy
 - c. Maintain accounting records with the University's service bureau, Business Economics
 - d. Monitor all purchases and sales transactions of the endowment fund
 - e. Reconcile investment managers' and custodians' monthly statements with University records

UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
DIRECTOR OF TREASURY AND LOGISTICAL OPERATIONS

STATEMENT OF FUNCTIONS

Director

Responsible for directing the activities of the Treasury Office, including cash management, the Cashier's Office, and Logistical Services.

Treasury Office

1. Receives, pre-audits and records all cash collection data of the University system and coordinates the quarter and year-end closing to ensure proper recording of cash receipts data.
2. Reconciles cash collections with deposits appearing in daily UHGA bank statements and follows up on unrecorded deposits for all campuses. Also follows up on wire transfers and UHGA debit and credit memos.
3. Prepares State of Hawaii Treasury Deposit Receipt forms for state collections and transmits funds to State via UHGA checks.
4. Deposits State of Hawaii reimbursements to the University of Hawaii into the UHGA to assure immediate interest earnings.
5. Writes receipts for funds credited to the UHGA from federal agencies.
6. Develops and disseminates internal policies/procedures on collections and deposits.
7. Responsible for the approval/disapproval of request which includes establishment, decrease/close, permanent/temporary increase, change in custodian and or alternate custodian of change funds. Reviews and authorizes all action requests and reviews all incidents of change fund overages and shortages.
8. Administrates and controls all temporary cash advances for registration purposes.
9. Manages the short-term investment program of the University of Hawaii by monitoring current market conditions and the University's cash flow and invests funds determined to be in excess of current obligations. Monitors collaterals assigned to the

University by financial institutions for the security of UH funds.

10. Work closely with fiscal officers and the State of Hawaii Treasury in the investment of Special Funds of the University.
11. Responsible for the charge card program of the University of Hawaii. Includes the review and change, if necessary, of technical specifications of new contract for charge card and lockbox transactions.
12. Inputs UHGA returned checks into the University system.
13. Maintains inventory control over supply of UHGA and Imprest checks.
14. Maintains and controls the "Treasury Office Suspense Account."

Cashier's Office

Collects, receives, and receipts all departmental collections for deposit, all tuition and fees collections, and records all collections into the Central Accounting System for the Manoa Campus. Disburses all checks, warrants and refund checks to students.

Receiving Section

1. Receives all departmental collections. Pre-audit deposits and transships collection via armored car to bank. Controls departmental receipt data input to Central Accounting System.
2. Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates all special pick-ups at the Registration Cashier's site or any department requesting special armored car service.
3. Assists all departments and organizations on cash collections and charge card program. Disseminates internal policies and procedures on collections, deposits, refunds and reimbursements.
4. Responsible for issuing and deleting security codes to department(s) to access the financial obligation file. Controls all input and deletions to the central financial obligations file under the ISIS

Program to ensure that there is a "Hold" as necessary on all:

- a. Registrants.
 - b. Application for transcript.
 - c. Application for short-term loans.
 - d. Financial aid awards.
 - e. Tuition and all other refunds.
5. Responsible for the operation, accounting and annual reporting of the Cashier's Office Suspense Accounts:
- a. Suspense account for temporary deposits.
 - b. Suspense account for returned items for all returned tuition and fee payment checks.

Registration Section

1. Responsible for the control and coordination with other departments, the fiscal aspects of the "Integrated Student Information System," ISIS, registration process. Controls the processing of:
 - a. The fiscal portion of all registration material.
 - b. Receipts all tuition and fees collection via the ISIS fee collection module.
 - c. Maintains an accounts receivable file for all third party tuition and fee billing.
 - d. Issues official receipts to disburse all tuition and fee collections to the proper funds and departments.
2. Disburses all Financial Aid checks, warrants and other cash awards to financial aid recipients.
3. Pre-audits all tuition and fee refunds, issues check after checking for financial obligation clearance.
4. Operates Imprest Checking Account to issue tuition and fees refund checks only.

Logistical Services

1. Serves as the principal staff officer for administering and implementing the non-faculty personnel affairs for the Vice President for Finance and Operations, including the Workers' Compensation cases.
2. Attends to the usual duties related to an administrative position, including supervision of staff, correspondence, processing inquiries, telephone communication, writing internal memorandum,

initiating and reviewing policy and procedural proposals.

3. Responsible for the maintenance and custody of the Administrative Procedures Manual and Executive Policies.
4. Serves as the Civil Defense Coordinator for the University System.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE AND OPERATIONS
PROCUREMENT AND PROPERTY MANAGEMENT OFFICE

FUNCTIONAL STATEMENTS

DIRECTOR

- . Plans, organizes, directs, and controls procurement and property management activities for the University system.
- . Responsible for the acquisition of goods and services through the University's centralized-decentralized procurement system, concession contracting, effecting agreements, and the administration of real and personal property assets.
- . Formulates University procurement and property management policy and procedure based on applicable State statutes, Federal laws and regulations, Board of Regents Bylaws and State policy and monitors effectiveness and compliance through records review and staff visits.
- . Executes contractual and real property documents in accordance with delegated authority.
- . Acts as University contact for Federal agencies in the areas of subcontracting and property administration under Federal prime contracts and grants.
- . Provides a public relations program to optimize relations with the commercial public and civic organizations.
- . Performs as the University central project officer on large and complex procurement projects that require extensive coordination, attention to detail and follow-up actions.
- . Assists the State Attorney General in legal actions involving University contractual matters.
- . Plans and supervises the University fiscal officer training program and provides specialized training in procurement and property administration.
- . Provides advice and guidance to University personnel on the ethics of public procurement.
- . Establishes internal operating policies and procedures for the Procurement and Property Management Office.

- . Approves sole source purchase utilizing federal funds.
- . Prepares legislation relating to competitive bidding and other procurement and property management matters, and either testifies or assists in testimony on the same before the Legislature.
- . Administration of patents and copyrights
- . Administration of licensing agreements

ASSISTANT DIRECTOR

- . Reviews and processes all documents relating to the acquisition or conveyance of real property or any interest therein, including leases, revocable permits, licenses, easements, rights-of-entry, and deeds. Maintains repository for land documents.
- . Provides risk management services, including guidance on liability and the acquisition of insurance for the University and Board of Regents.
- . Prepares briefs and studies on subjects pertaining to procurement and risk management for the University administration and either testifies or assists in testimony on same before boards, committees, departments, investigators, etc.
- . Serves as University small business specialist as required by Public Law 95-507. Develops policies and procedures, contract clauses, and reports concerning small business utilization. Advises small businesses on how to do business with the University.
- . Serves as University Records Officer and provides guidance to University personnel on records management.
- . Assists the State Attorney General in tort cases involving University real property by conducting investigations and preparing reports to support legal actions.
- . Assists the Director in planning, organizing, directing, and controlling the University's Procurement and Property Management Office.
- . Acts as Director, signs contractual and property documents as authorized during absence of Director.
- . Assists Director in resolution of unique procurement problems, contract disputes, and in making complex procurement decisions.
- . Performs special tasks in complex acquisitions and provides contract administration as assigned.

ADMINISTRATIVE SUPPORT

- . Provides centralized administrative support to the two operating sections, support to the Director and Assistant Director and policy and procedure dissemination to departments and fiscal officers.
- . Types and compiles bid packages consisting of specifications, general conditions and special provisions and advertisements for tenders in accordance with established procedures.
- . Types purchase orders for issuance.
- . Maintains register of contract status and insures that proper and timely actions are taken.
- . Types contracts, and forwards contract to vendor for signatures, bonds, approvals, etc., and distributes contract documents.
- . Releases bid results to vendors, commercial associations and other agencies, when requested.
- . Encumbers contracts at Department of Accounting and General Services.
- . Compiles periodic lists and descriptions of contracts in accordance with Article V of the University bylaws for review by the Board of Regents.
- . Formulates routine correspondence.
- . Maintains general files and contract files (ten years) and records disposition program.
- . Receives and distributes mail and maintains an action suspense system.
- . Types reports required by the University, State agencies and Federal agencies.
- . Administers the student help program.
- . Receives visitors and arranges appointments for them.
- . Maintains supply of forms for use throughout the University system.

REAL PROPERTY AND INVENTORY

- . Maintains a computerized personal property accounting system as required by law and grant or contract provisions.
- . Prepares reports on property as required by law, contract, grant or as requested.
- . Provides warehousing facilities for storage, transfer and disposal of personal property.
- . Prepares regulatory policies and procedures on inventory of personal property and real property.
- . Trains fiscal officers in property administration.
- . Accounts for all personal property and real property for the University of Hawaii system.
- . Advises and participates in the acquisition, disposition and exchange of lands necessary to the physical development of University campuses, research centers and other components.
- . Advises and participates in the preparation of land use and zoning studies, appraisal reports, research and evaluation studies on site selections.
- . Assists in maintaining an inventory of University lands for planning purposes.
- . Advises, prepares and reviews environmental assessments and impact statements for new campuses, master plans and all University projects, responsible for University environmental policy and all documents in compliance with rules and regulations of the Environmental Quality Commission.
- . Maintains liaison and represents the University dealing with private and public agencies on matters relating to University lands and environmental concerns.
- . Drafts conveyance documents, e.g., deeds, leases, easements, rights of way and licenses, relating to University interests in real property.
- . Coordinates with University departments involved in or affected by a particular conveyance.
- . Processes conveyance documents for execution by parties.
- . Records/registers conveyance documents, as necessary, with the Bureau of Conveyances or Land Courts.
- . Maintains official files for all University interests in real property.

- . Monitors official files to process necessary changes to terms and conditions of the conveyance documents, e.g., extensions of lease, adjustments to rent, insurance renewals, etc.
- . Processes short term lease requests (30 days or less/under \$4,000).
- . Processes fiscal services accounting forms for payments relating to conveyance documents.
- . Investigates and gathers information for tort claims involving University real property.

PROCUREMENT SECTION

- . Effects formal contracts (over \$4,000), specialized informal contracts and consultant and services contracts.
- . Evaluates departmental requirements for acquisition and writes bid specifications.
- . Advertises for bid in accordance with State law, grant or contract terms and Board of Regents policy.
- . Justifies sole source procurement in accordance with law.
- . Evolves contract terms and provisions.
- . Awards contracts.
- . Administers open-end contracts.
- . Provides contract administration services over and beyond routine actions.
- . Prepares bid packages consisting of specifications, general provisions and special provisions and advertisement for tenders in accordance with Section 103-22 and Chapter 102, H.R.S., in the name of the Board of Regents.
- . Prepares and awards contracts.
- . Controls or performs the University purchasing function, mostly \$4,000 and under, by the purchase order and informal contract methods; acquires insurance, provides customs clearance, provides freight specialist services, foreign purchase assistance, handling of licenses, damage claims, and hazardous materials and alcohol acquisitions.
- . Obtains necessary quotations.
- . Awards high dollar purchase orders.
- . Monitors decentralized procurement activities (other campuses and departments).
- . Provides advice and assistance to using agencies.
- . Effects informal contracts.
- . Trains fiscal officers and assistants.
- . Handles sales of excess property.
- . Develops regulatory policies and procedures.

- . Provides purchasing forms to departments.
- . Provides vendor information.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
OFFICE OF THE DIRECTOR OF CAMPUS OPERATIONS

- . Provides administrative support to the Vice President of Finance and Operations by planning, developing, and directing the activities related to Auxiliary Services, Facilities Planning and Management, Buildings and Grounds Management, and Environmental Health and Safety operations.
- . Provides guidance to the respective directors in resolving issues and problems. Develops and effectuates major policies, rules, regulations, and procedures. Identifies issues and develops courses of action.
- . Monitors and evaluates effectiveness and efficiency of programs relating to Campus Operations.
- . Approves budgets, programs, financial plans, personnel requirements, and actions relating to Campus Operations.
- . Plans and effectuates personnel development activities relating to Campus Operations.
- . Directs the development of long-range physical plans for the University of Hawaii Manoa, Hilo, and West Oahu campuses.
- . Conducts analyses of institutional support policies, rules, and regulations as requested.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
DEPARTMENT OF ADMINISTRATIVE SERVICES

MAJOR FUNCTIONS

DIRECTOR

Directs personnel to provide fiscal, personnel management, procurement and property management, and computer-related support services to Facilities Planning and Management, Auxiliary Services, Buildings and Grounds Management, and Environmental Health and Safety. Further, the Administrative Services Department will provide assistance to the Director of Campus Operations in the planning, development, management and implementation of finances, personnel management, budget formulation and execution, and research and analysis capabilities.

PERSONNEL & COMPUTER

1. This section is responsible for the processing of personnel action forms for temporary assignments, overtime pay, student help appointments, vacation and leave forms, payroll documents, development of position descriptions, job assignments, and personnel recordkeeping.
2. Provide advice to the departments and personnel on personnel policies and interpretation and other

personnel-related functions.

3. Provide assistance to the departments in the formulation, development, installation and implementation of computerized systems.
4. Provide training for personnel in the use of the computer system.

FISCAL

1. Provide assistance in the development of financial plans, budget allocation, financial and cost accounting and financial reporting.
2. Provide analysis of expenditure transaction, certify availability of funds, monitor job under reimbursement system, maintain cost accounting information systems, and other related fiscal responsibilities.

PROCUREMENT

1. Provide assistance in the procurement of specialized supplies, equipment, motor vehicles and other services for minor repair activities.
2. Provide technical assistance for the departments in the preparation of specifications, and volume purchasing of day to day supplies and specialty items.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
DEPARTMENT OF FACILITIES PLANNING AND MANAGEMENT

MAJOR FUNCTIONS

DIRECTOR

Directs activities and personnel in the Facilities Planning and Management Department. The major function of the department is to utilize available resources to create, maintain and operate a safe and healthy physical environment conducive to learning and research; and the planning, budgeting and construction program of physical facilities for UH Manoa and Hilo/West Cahu campuses. In pursuit of this function, the department is divided into the following divisions: Work Control Division, Space Management Division, Facilities Planning Division, and the Repair and Maintenance Division.

WORK CONTROL DIVISION

The function of this division is to provide design and coordination of contract maintenance specifications, major repairs and all alteration renovation projects of a non-CIP nature to meet the space and modernization requirements of campus facilities. In addition, the design section provides architectural, mechanical and electrical design capabilities and coordination of projects; provide periodic inspections of

the physical plant, develop and monitor preventive maintenance schedules; and develop and monitor energy conservation policies, procedures and measures for campus-wide utility systems. To accomplish this function, the division is divided into two functional sections: Work Coordination Center and Design Section.

Major Functions

1. Prepares architectural, mechanical, electrical and utility distribution system designs for alteration and renovation projects performed by the Repair and Maintenance Division and private contractors; prepares specifications and bidding requirements for projects to be performed by private contractors; coordinate and inspect construction projects until it is fully completed and accepted for occupancy.
2. Develops and schedules preventive maintenance programs for campus mechanical and electrical equipment, building exterior and interiors, and roof. Conducts periodic inspection of the physical plant to insure that the proper repair and maintenance is performed; recommends timely upgrading and replacement of equipment to improve the efficiency and cost effectiveness of the system.
3. Maintains liaison with departments to identify areas that require maintenance attention.
4. Provides construction and renovation design assistance to departments; determines type of service or maintenance attention required, estimated time to complete project, alternative approaches, and estimated cost of project.
5. Reviews service work request, confers with departments regarding request, prepares cost estimate of required work,

prepares labor and material requirements, assigns request to Repair and Maintenance Division; and coordinates and conducts inspection of project.

6. Maintains campus building and utility distribution system campus chart and plan master file, updates file as required; administers and monitors campus energy conservation program. Maintains cost control on utility distribution system.
7. Maintains departmental emergency radio call system; establishes and maintains campus keying system; distributes and maintains control of keys.
8. Schedules and coordinates support services for special events.

SPACE MANAGEMENT

The function of this division is to establish and maintain an inventory of the physical facilities of the campus, to allocate facilities for departmental use, and coordinate the movement of personnel and equipment on campus. Further, this division is responsible to assess the current space utilization and project the future facilities requirements.

Major Functions

1. Establishes and maintains a facilities inventory system containing selected information regarding the historical and environmental context of the facility, existing component systems, and current space utilization.
2. Allocate facilities for departmental use, and to coordinate the movement of personnel and equipment on campus as expeditiously and conveniently as possible.

3. Develops and maintains institutional studies; prepares offices, classroom and laboratory utilization reports.
4. Develops and maintains policies and procedures, standards and allowances to facilitate the allocation and use of space.
5. Conducts qualitative analysis with department project coordinators and planning division to identify deficiencies in the physical condition of the space, and identify deficiencies in the quality of space.
6. Updates the academic scheduled use of the facilities by time patterns, classrooms, auditoriums and laboratory useage to insure efficient and cost effective utilization of campus facilities.
7. Reviews and evaluates the after-hour use of facilities by departments to determine efficiency and cost effectiveness.

FACILITIES PLANNING DIVISION

The function of this division is to plan, program, design, construct and equip physical facilities for the University of Hawaii at Manoa and University of Hawaii, Hilo/West Oahu campuses.

Major Functions

1. Prepares and maintains long-range physical development plans for the University of Hawaii at Manoa and Hilo/West Oahu campuses by translating academic program requirements into buildings and structures, develop and evaluate land use and area requirements, and develop architectural and

aesthetic standards.

2. Prepares and recommends the multi-year and biennial Capital Improvements Program and the annual expenditure plans, including the preparation of cost estimates, determining of priorities, phasing and scheduling of projects to effectuate the timely execution of master plans.
3. Develops individual projects and coordinates all phases of work from preparation of architectural programs, through design, construction and equipping of physical facilities.
4. Prepares applications to Federal and private agencies for loans and grants for construction of facilities.
5. Conducts studies and prepares reports as requested in connection with the University of Hawaii at Manoa and Hilo/West Oahu campuses CIP.
6. Coordinates the planning and construction of physical facilities authorized by the Legislature and the Governor; maintains liaison with various government agencies and private groups to expedite planning and construction.
7. Develops and maintains physical planning standards for use by architects, engineers, space planners and programmers, and campuses.
8. Analyzes studies on space utilizations, enrollments and cross-over trends to determine project priorities.
9. Coordinates the preparation of proposals for capital improvements funds from Federal and other extramural sources.

REPAIR/MAINTENANCE DIVISION

The function of this division is to perform repair and maintenance programs and minor alterations to the buildings, facilities, equipment and utility distribution system. To fulfill this function, the division is divided into six functional shops: Carpenter, Air Conditioning, Electrical, Plumbing and Painting.

Major Functions

1. Performs the preventive maintenance programs and renovations to campus structures, air conditioning, electrical and plumbing systems in accordance with the project design and specifications.
2. Performs emergency and corrective work as the need arises; reports any deficiency identified that requires immediate attention not covered in the work order.
3. Performs minor alteration/renovation projects when maintenance workload permits.
4. Performs routine repairs and maintenance to campus structures, building hardware, equipment and utility distribution systems.
5. Assists project coordinators in the inspection of maintenance work performed by private contractors.

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
AUXILIARY SERVICES

MAJOR FUNCTIONS

DIRECTOR

Directs activities and personnel in the Auxiliary Services Department. The major function of this department is to formulate and direct the planning, policy development, personnel management, and administration of the Auxiliary Services and institutional support programs on the Manoa Campus. In pursuit of this function, the department is divided into the following divisions: Faculty Housing, Telecommunications, Duplicating Services, Campus Mail Services, Food Services, Transportation Services, Parking Operations, and Campus Security.

FACULTY HOUSING

The function of this division is to provide a self-sustaining faculty housing program to assist new faculty members with low cost temporary housing during the period of adjustment to the local economic condition.

Major Functions

1. Operate and maintain the Waahila Faculty Housing with sixty-seven (67) apartment units.
2. Provide for the acceptance, evaluation, and processing of requests for housing; review and approve assignments of leases in accordance with University policies.

3. Conduct preventive maintenance program, major renovations, and replacement of furniture and equipment, and custodial and grounds maintenance to improve the physical quality of faculty housing; and provide security of the apartments in order to make the faculty housing complex safe and livable.
4. Conduct survey and evaluation of new faculty needs to determine future development of additional faculty housing units, and develop long-range plans for capital improvement projects. Provide faculty housing assistance programs to assist the faculty in acquiring alternative accommodations.

FOOD SERVICE

The function of this division is to satisfy the nutritional needs of the University community by providing choices of products at the lowest cost, high in quality, and with the best possible services.

Major Functions

1. Administer the food service contract for the Manoa campus. Develop contract specifications focusing on the quality of menus, the manner of service, the economy of prices and merchandising that provide the customer with options that are attractive, enjoyable, interesting, and nutritious.
2. Monitor the food service contractor to insure the delivery of service, the quality and quantity of food, food products, hours of operation, maintenance and replacement of equipment, the management of personnel, safety and sanitation, improvements to the University facilities are in compliance with the provisions of the contract and applicable codes and ordinances.
3. Conduct evaluation on the use of the food service facilities, customer traffic on campus, and develop alternative food service locations. Insure that contractor conducts a food survey at least once a year to evaluate customer satisfaction with respect to all aspects of the food service program. Initiate new programs, including food preparation, new formats, menu variations, decor and ambiance to enhance the overall food service operation. Plan and construct new food service facilities to replace Hamilton Snack Bar.

TELECOMMUNICATIONS

The function of this division is to provide an efficient and economical voice telecommunication system that supports the University community in the pursuit of its objective of teaching, research, and public service.

Major Functions

1. Provide an effective and cost-efficient telecommunications system for Manoa campus.
2. Evaluate future requirements for telecommunications systems and develop long-range plans for system enhancement, cost control, and capital improvement projects.
3. Maintain inventory of the telephone system and related equipment including cable plant facilities.
4. Monitor repair and maintenance program to maintain an efficient telecommunications system.
5. Evaluate the quality control measures and trouble reports in order to implement corrective actions to guarantee the satisfaction of the users.
6. Conduct and prepare cost analysis of telephone system, including all pricing structures for services provided.
7. Implement chargeback systems and process monthly billing documents to appropriate users.
8. Maintain constant contact with related industries to ensure the most efficient and effective technologies.
9. Coordinate and assist users with all telecommunications requirement to meet their needs.
10. Provide operator services and assistance to the campus.
11. Provide radio transmission and service to the campus parking and security operations.
12. Administer the contract for the telecommunications system and related facilities management.

CAMPUS MAIL SERVICES

The function of this division is to provide a campus mail pick up and delivery services daily to Manoa campus departments and insure that proper safeguards are provided for the efficient and timely delivery of mail and telex messages.

Major Functions

1. Provide campus pick up and delivery of intra-campus and metered mail.
2. Provide outgoing metered and accountable mail service.
3. Receive and deliver incoming telexes to appropriate departments.
4. Maintain communication with the United States Postal Service regarding operational procedures and up-to-date technologies.
5. Evaluate operations to improve current services and plan for future requirements and services.

CENTRAL DUPLICATING SERVICES

The function of this division is to provide rapid and efficient reprographic services at a low cost per copy while maintaining quality reproduction and services; further, this division's function is to provide and maintain a centralized copy machine service for the campus.

Major Functions

1. Provide 24-hour duplicating services to campus users.
2. Provide a centralized service for copy machine, maintenance, and supply acquisition.
3. Maintain sufficient inventory of reprographic supplies to guarantee continuous operation of the printshop and copy machines on campus.
4. Monitor and maintain preventive maintenance contracts for all reprographic equipments.

5. Issue, evaluate, and control department allocations for usage of reprographic services.
6. Evaluate department requirements for copy machines to ensure cost-effective placements and purchases.
7. Maintain and control issuance of auditron keys to manage usage by departments.
8. Evaluate future requirements for replacement of equipment to maintain standard of services provided.
9. Maintain constant contact with related industries to ensure the usage of equipment and standards of latest technologies.

TRANSPORTATION SERVICES

The function of this division is to provide a vehicle fleet management program and other related transportation activities for the University. This division is responsible for the purchasing, disposition, licensing, insuring, safety inspection, preventive maintenance, and repair of motor vehicles.

Major Functions

1. Operate the central motor pool and garage on campus.
2. Prepare the vehicle specifications and bid proposals for the purchase of motor vehicles based on users' requirements and vehicle replacement program.
3. Ensure that all vehicles are properly licensed, insured, safety inspected, prior to being assigned to a department.
4. Conduct preventive maintenance and repairs on vehicles.
5. Purchasing and installation of various replacement parts for vehicles.
6. Administer billing procedure for all services incurred by the various department.

PARKING OPERATIONS

The function of this division is to provide for orderly parking on the Manoa campus in accordance with the applicable rules and regulations and to expedite the traffic flow.

Major Functions

1. Develop policies and procedures to manage the allocation of available campus parking spaces to various users on an equitable basis.
2. Repair and maintain parking areas, control access into the campus, and control vehicular traffic on the campus.
3. Provide for the sale of various parking permits and scripts, accounting of daily entry fees, collection of fines, and maintenance of permit and citation records.
4. Assist the Facilities Planning Management Office in the long-range planning of additional and improvements to existing parking lots on campus.
5. Develop and enforce parking rules and regulations for all types of vehicles entering campus.
6. Supervise the daily operations of contracted parking officers that patrol the various parking lots on campus.
7. Provide and manage an appeals process for people contesting parking citations for violating parking rules and regulations on campus.

CAMPUS SECURITY

The function of this division is to provide protection and security of personnel and property on the Manoa campus 24-hours a day throughout the year.

Major Functions

1. Provide foot and major vehicle patrol throughout the campus to watch for fires, trespassers, prevent acts of theft or vandalism, or other irregularities.
2. Investigate and report suspicious persons or unusual incidents and maintain law and order on campus.
3. Monitor the security of buildings and the protection of its contents; conduct search for buildings and grounds in the event of a bomb threat; and report health and safety hazards to the appropriate departments.
4. Provide escort services for students and staff during the hours of darkness.
5. Provide crowd control during special events.
6. Provide crime prevention programs and maintain liaison with the various departments, including the Honolulu Police Department, to improve security on campus.
7. Administer the after-hour emergency telephone program.
8. Maintain records on all security reports received by the Security Office.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
BUILDINGS AND GROUNDS MANAGEMENT

The function of this division is to contribute to the educational process by maintaining the cleanliness of the campus buildings and grounds; contributing to the aesthetic qualities of the campus; providing improvements to the grounds and facilities which would enhance the academic atmosphere and insuring the protection of the health, safety and morale of the campus community. To accomplish this function, the division is divided into three sections: Custodial, Landscaping and General Maintenance and Trucking.

Major Functions

1. Preserves, maintains and enhances existing landscape; conducts regular scheduled grounds maintenance such as mowing, hedge and tree trimming, herbiciding, aerating, fertilizing and watering.
2. Maintains a campus beautification program of planting trees, shrubs, grassing and various other floral and ground cover material; continues to expand the low maintenance and cost effective landscaping program; provides improvements including repair and installation of irrigation systems, sidewalks, planter areas and recreational areas.
3. Conducts regular custodial maintenance to classrooms, laboratories, auditoriums offices; restrooms and corridors including sweeping, mopping, stripping and waxing, shampooing of rugs and carpets, window cleaning and minor repairs.

4. Opens and secures buildings as scheduled. Conducts inspections and reports damages and incidents.
5. Collects, compacts and transports refuse generated by buildings and grounds to off-campus dump sites.
6. Maintain the campus roads and parking lots. Assists in the cleaning and minor repair and renovation of the roads, parking lots and structures.
7. Provides trucking services for moving of office equipment or the delivery of materials and supplies.
8. Provides demolition services for small structures.
9. Administers registration class application for the University of Hawaii System. Recruits qualified applicants, conducts interviews, maintains applicant pool and provides University departments with list of candidates for registration class positions.
10. Administers job training courses to increase efficiency and effectiveness of personnel.
11. Ensures that health and safety standards are maintained.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

INSTITUTIONAL SUPPORT
ENVIRONMENTAL HEALTH AND SAFETY OFFICE

Major Functions

1. Develop programs to ensure a healthy and safe campus environment and to ensure compliance with applicable Federal, State, and County rules and regulations relating to environmental and occupational health and safety.
2. Administer the Radiological Safety program as required by the U.S. Nuclear Regulatory Commission and the University's Radiation Safety Manual.
3. Administer the Diving Safety program to ensure compliance with the University's Standards for Scientific Diving and Operation of Scientific Diving Programs and applicable State of Hawaii, Occupational Safety and Health Standards (HOSHS).
4. Administer a program that monitors departmental compliance with the State of Hawaii, Occupational Safety and Health Standards (HOSHS). This area includes:

A Laboratory Safety program to monitor conditions within campus laboratories and ensure healthy and safe working conditions.

A program to control the use, storage, and disposal of hazardous materials to meet applicable U.S. Environmental Protection Agency (EPA) and U.S. Department of Transportation regulations.

A Farm Safety program to ensure compliance with EPA and State of Hawaii, Department of Agriculture requirements.
5. Administer a Biological Safety program to ensure compliance with HOSHS and the National Institutes of Health's Guidelines for Research Involving Recombinant DNA Molecules.
6. Administer a campuswide Fire Safety program to ensure compliance with applicable fire regulations. Coordinate inspection and maintenance programs for campus fire suppression equipment, such as fire extinguishers and sprinkler systems.
7. Administer an Accident Investigation program to document circumstances related to campus accidents and to institute corrective and/or preventive measures.
8. Review plans for all new construction and renovation projects for compliance with applicable health and safety standards.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

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INSTITUTIONAL SUPPORT
ENVIRONMENTAL HEALTH AND SAFETY OFFICE

Major Functions

1. Administer a campuswide program that monitors department compliance with the State of Hawaii, Department of Labor and Industrial Relations, Division of Occupational Safety and Health (DOSH), Occupational Safety and Health Standards.
2. Administer the Radiological Safety program as required by the Nuclear Regulatory Commission (NRC) and the University's Radiation Safety Manual.
3. Administer a campuswide program to control the use, storage, and disposal of hazardous materials to meet applicable Department of Transportation and Environmental Protection Agency regulations.
4. Administer a campuswide Fire Safety program to ensure compliance with applicable fire regulations. Coordinate fire extinguisher inspection and maintenance program.
5. Administer the Diving Safety program to ensure compliance with DOSH requirements and the University's Standards for Scientific Diving and Operation of Scientific Diving programs.
6. Administer a Biological Safety program to ensure compliance with DOSH requirements and the National Institutes of Health's guidelines for Research Involving Recombinant DNA Molecules.
7. Review plans for all new construction and renovation projects for compliance with applicable health and safety standards.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE & OPERATIONS

UNIVERSITY OF HAWAII BOOKSTORE

MAJOR FUNCTIONS

Support the academic community throughout the University system by operating a store on each campus to sell books, other classroom necessities, and convenience items. Stores located to serve the University of Hawaii at Hilo and community college campuses are branches of the Manoa campus store. Management, accounting, and some procurement are centralized in the interest of economy and efficiency. The system of bookstores is self-supporting. Specific functions, as appropriate to each of the campuses, are:

- . To have the right textbooks available at the right time in the right quantity.
- . To offer general books and magazines for enrichment, technical, supplementary, recreational, and escape reading.
- . To make a wide variety of classroom, laboratory, studio, and office supplies available.
- . To carry health and comfort items, sundries and souvenirs, greeting cards, sports clothing, cameras, electronic items, etc.
- . To perform services such as film developing, special orders, and sale of gift certificates.
- . To offer a variety of computer hardware, software and peripherals to meet the academic needs and promote computer literacy throughout the University system.

UH Manoa Bookstore

Textbook Department

Provides for the timely sale of text materials prescribed by faculty,

- . Plans ordering and sales cycle in accordance with academic schedules.
- . Obtains requirement data from faculty, compares with stock on hand and estimated quantities to be bought back from students, searches used book sources, and orders remainder of requirement from publishers or distributors.

- . Maintains liaison with faculty to facilitate planning and problem-solving.
- . Publishes book list in various sequences and furnishes it to branch stores.
- . Verifies accuracy of order-filling, prices books, and displays them in a manner conducive to easy shopping by customers.
- . Provides special-order service or reorders in quantity in "sold-out" situations.
- . Returns overstock to sources when possible, except when there will be a demand in immediate future.
- . Sells books for off-campus programs in a similar manner, arranging also for delivery or on-site sale.
- . Arranges for used book buy-back, where students can sell books back at the end of each semester and the beginning of the Fall and Spring terms.

Tradebook Department

Offers for sale a variety of trade (general interest) books and magazines for technical, supplementary, and recreational reading as well as the University catalogs.

- . Keeps abreast of market information on tradebooks.
- . Develops sources of information on local reading interests.
- . Provides a special order service.
- . Follows merchandising principles to promote sales and maintain appropriate level of turnover.
- . Orients stock to the academic community by carrying technical, issue-oriented, and enrichment books and journals.
- . Maintains a strong Hawaii-Pacific section in recognition of our location.
- . Carries best-sellers, mass-market paperbacks, magazines, and other literature for sale as escape reading.
- . Stocks a variety of study aids and review materials.

Supplies Department

Makes classroom, office, art, and laboratory supplies available for sale, in addition to sundry/souvenir items, novelties, and personal conveniences.

- . Responds to faculty requests for availability of specific classroom, laboratory, and studio supplies.
- . Maintains a representative stock of supplementary materials such as notebooks and pencils.
- . Carries merchandise in response to customer demand.
- . Carries health, comfort, and convenience items to obviate need for leaving campus on personal errands.
- . Promotes sale of items with sufficient markup to ensure store's self-sufficiency.
- . Offers services, such as film development.
- . Controls inventory to achieve appropriate turnover rate and prevent unnecessarily tying up cash.
- . Uses appropriate marketing and merchandising techniques to accomplish the foregoing.

Computer Sales

Offers a variety of computer hardware, software and peripherals to meet the academic needs and support the computer literacy program throughout the University of Hawaii System.

- . Conducts various computer hardware sale programs, such as IBM, Macintosh, Zenith, and Hewlett Packard.
- . Configures systems to best suit the requirements of the prospective customers.
- . Plans special events such as computer fairs and special sales promotions.
- . Maintain an inventory to meet the demands and not be overloaded to restrict cash flow and cause inventory to be dated.
- . Makes available a trained staff to answer technical questions regarding personal computer hardware, software and peripherals.

Operations Department

Supports merchandising and administrative operations and provides general services.

- . Provides for receiving, verifying, and pricing of incoming merchandise.
- . Stores merchandise in warehouse and peripheral areas pending display or sale.
- . Performs miscellaneous services such as the sale of commencement cap and gowns, graduation announcements, delivery of merchandise to University departments and branch stores, etc.
- . Operates check out stations for merchandise, verifies and cashes checks, makes refunds, balances cash, provides security for cash, and makes deposits.
- . Maintains cleanliness and good appearance of store, makes minor repairs, and arranges floor plans.
- . Maintains security against theft through a program of training, security procedures, entry/exit regulations, surveillance of sales floor and of entries and exits, and mechanical or electronic devices as appropriate.
- . Provides planning, supervision, and logistical support for off campus selling operations.

Branch Stores

Provide textbooks, tradebooks, and supplies on University of Hawaii at Hilo and Community College campuses in a manner similar to that of the Manoa store, but adapted to the size and special characteristics of the individual campuses.

- . Perform marketing and merchandising functions, and respond to academic community needs and desires, in a manner similar to that described for the Manoa store.
- . Obtain technical assistance from Manoa department managers.

- . Take advantage of centralized purchasing power of Manoa store wherever possible.
- . Submit fiscal data to Manoa store on a timely basis.
- . Process payments, as well as store supply, equipment and service procurement, through Manoa store.

Secretarial Staff

Provides administrative, secretarial, and clerical support to the Bookstores.

- . Arranges meetings, transportation, and travel for managers.
- . Makes all routine purchases of supplies and equipment for main store.
- . Processes and distributes mail.
- . Types outgoing correspondence.
- . Types reports (including statistical and financial reports), newsletters, brochures, and similar documents; arranges for reproduction and distribution. Verifies calculations in financial reports prior to typing and reproduction.
- . Originates routine correspondence.
- . Manages internal routing of correspondence.
- . Performs normal secretarial duties.
- . Maintains filing system.

Administrative Services

Fiscal Operations

Responsible for fiscal controls, financial operations/reporting, procurement and budgeting.

- . Prepares long-range, biennial, and annual budget for all stores.

- . Supervises all bookkeeping and accounting operations in Bookstores system.
- . Procures all non-routine supplies, equipment, and services.
- . Establishes and enforces security controls and procedures for cash.
- . Monitors departmental and branch purchases of resale merchandise.
- . Operates imprest fund accounts and processes all payments to be made via the University's Disbursing Office.
- . Articulates stores accounting on the retail method with University and State accounting systems.
- . Maintains fiscal records and files.
- . Makes periodic profit-and-loss reports, balance sheets, and fiscal analyses.
- . Monitors factors critical to retail operations such as margins, markups, markdowns, overhead costs, etc.
- . Invests available cash.
- . Coordinates audit activities within the Bookstores system.

Personnel Management

Responsible for all matters related to personnel recruitment, processing of documentation, grievance, record keeping, training, classification, and management support.

- . Conduct all personnel recruitment in accordance with University policies and procedures and State and Federal laws.
- . Conducts investigations and prepares the necessary claims for all workers' compensation and temporary disability claims.
- . Handles all grievance matters with University departments, unions and State agencies.
- . Maintains personnel records and transactions.
- . Coordinates and conducts training and development programs.
- . Handles all classification and maintains position inventory control.
- . Maintains updated Policies and Procedures Manuals.

- . Provides management support in all areas of personnel management, organizational structure, staffing analysis, and changes in staffing requirements.

Electronic Data Processing

Responsible for the system development and maintenance, operations, technical support and management support in all areas of electronic data processing for the Bookstore system. Areas of responsibility include the following: Point of Sales, Inventory Systems, General Ledger, Accounts Payable, Bar Coding Systems, Office Automation, Electronic Mail, and Automated Cash Register Systems.

- . Performs systems analysis, design, tests, installation, and maintenance.
- . Develops and controls all production schedules for all computer related operations.
- . Provides technical assistance and conducts periodic training to all users in the Bookstore system
- . Provides management and administrative support for all data processing related activities.

Advertising

Supports the advertising and public relations efforts of the Bookstore through various media, coordinating promotional activities

- . Conducts a program of advertising and public relations through the use of show windows, ads in Ka Leo, posters, flyers, catalogs, correspondence, visits, special events, and such other means as may be appropriate.
- . Coordinate with various company representatives when promoting products.
- . Monitor and make recommendations for the use of COOP advertising funds.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR FINANCE & OPERATIONS

UNIVERSITY OF HAWAII BOOKSTORE

*Revised per mrg
10/24/89*

MAJOR FUNCTIONS

Support the academic community throughout the University system by operating a store on each campus to sell books, other classroom necessities, and convenience items. Stores located to serve the Hilo College and community college campuses are branches of the Manoa campus store. Management, accounting, and some procurement are centralized in the interest of economy and efficiency. The system of bookstores is self-supporting. Specific functions, as appropriate to each of the campuses, are:

- . To have the right textbooks available at the right time in the right quantity.
- . To offer general books and magazines for enrichment, technical, supplementary, recreational, and escape reading.
- . To make a wide variety of classroom, laboratory, studio, and office supplies available.
- . To carry health and comfort items, sundries and souvenirs, greeting cards, sports clothing, cameras, electronic items, etc.
- . To perform services such as film developing, special orders, and sale of gift certificates.

Textbook Department

Provides for the timely sale of text materials prescribed by faculty,

- . Plans ordering and sales cycle in accordance with academic schedules.
- . Obtains requirement data from faculty, compares with stock on hand and estimated quantities to be bought back from students, searches used book sources, and orders remainder of requirement from publishers or distributors.
- . Maintains liaison with faculty to facilitate planning and problem-solving.

- . Publishes book list in various sequences and furnishes it to branch stores.
- . Verifies accuracy of order-filling, prices books, and displays them in a manner conducive to easy shopping by customers.
- . Provides special-order service or reorders in quantity in "sold-out" situations.
- . Returns overstock to sources when possible, except when there will be a demand in immediate future.
- . Sells books for off-campus programs in a similar manner, arranging also for delivery or on-site sale.

Tradebook Department

Offers for sale University catalogs and a variety of trade (general interest) books and magazines for technical, supplementary, and recreational reading.

- . Keeps abreast of market information on tradebooks.
- . Develops sources of information on local reading interests.
- . Provides a special order service.
- . Follows merchandising principles to promote sales and maintain appropriate level of turnover.
- . Orients stock to the academic community by carrying technical, issue-oriented, and enrichment books and journals.
- . Maintains a strong Hawaii-Pacific section in recognition of our location.
- . Carries best-sellers, mass-market paperbacks, magazines, and other literature for sale as escape reading.
- . Stocks a variety of study aids and review materials.

Supplies Department

Makes classroom, office, art, and laboratory supplies available for sale, in addition to sundry/souvenir items, novelties, and personal conveniences.

- . Responds to faculty requests for availability of specific classroom, laboratory, and studio supplies.

- . Maintains a representative stock of supplementary materials such as notebooks and pencils.
- . Carries merchandise in response to customer demand.
- . Carries health, comfort, and convenience items to obviate need for leaving campus on personal errands.
- . Promotes sale of items with sufficient markup to ensure store's self-sufficiency.
- . Offers services, such as film development.
- . Controls inventory to achieve appropriate turnover rate and prevent unnecessarily tying up cash.
- . Uses appropriate marketing and merchandising techniques to accomplish the foregoing.

Operations Department

Supports merchandising and administrative operations and provides general services.

- . Provides for receiving, verifying, and pricing of incoming merchandise.
- . Stores merchandise in warehouse and peripheral areas pending display or sale.
- . Performs miscellaneous services such as cap and gown rental, arrangements for used-book buy-back, delivery of merchandise to University departments and branch stores, etc.
- . Operates check out stations for merchandise, verifies and cashes checks, makes refunds, balances cash, provides security for cash, and makes deposits.
- . Maintains cleanliness and good appearance of store, makes minor repairs, and arranges floor plans.
- . Maintains security against theft through a program of training, security procedures, entry/exit regulations, surveillance of sales floor and of entries and exits, and mechanical or electronic devices as appropriate.
- . Provides planning, supervision, and logistical support for off campus selling operations.
- . Conducts a program of advertising and public relations through the use of show windows, ads in Ka Leo, posters, flyers, catalogs, correspondence, visits, special events, and such other means as may be appropriate.

Branch Stores

Provide textbooks, tradebooks, and supplies on Hilo and Community College campuses in a manner similar to that of the Manoa store, but adapted to the size and special characteristics of the individual campuses.

- . Perform marketing and merchandising functions, and respond to academic community needs and desires, in a manner similar to that described for the Manoa store.
- . Obtain technical assistance from Manoa department managers.
- . Take advantage of centralized purchasing power of Manoa store wherever possible.
- . Submit fiscal data to Manoa store on a timely basis.
- . Process payments, as well as store supply, equipment and service procurement, through Manoa store.

Secretarial Staff

Provides administrative, secretarial, and clerical support to the Bookstores.

- . Advises store personnel on State and University personnel policies and procedures.
- . Arranges meetings, transportation, and travel for managers.
- . Makes all routine purchases of supplies and equipment for main store.
- . Processes and distributes mail.
- . Takes dictation, types outgoing correspondence.
- . Types reports (including statistical and financial reports), newsletters, brochures, and similar documents; arranges for reproduction and distribution. Verifies calculations in financial reports prior to typing and reproduction.
- . Originates routine correspondence.
- . Manages internal routing of correspondence.
- . Performs normal secretarial duties.
- . Maintains filing system.

Administrative Services

Fiscal Operations

Responsible for fiscal controls, financial operations/reporting, procurement and budgeting.

- . Prepares long-range, biennial, and annual budget for all stores.
- . Supervises all bookkeeping and accounting operations in Bookstores system.
- . Procures all non-routine supplies, equipment, and services.
- . Establishes and enforces security controls and procedures for cash.
- . Monitors departmental and branch purchases of resale merchandise.
- . Operates imprest fund accounts and processes all payments to be made via the University's Disbursing Office.
- . Articulates stores accounting on the retail method with University and State accounting systems.
- . Maintains fiscal records and files.
- . Makes periodic profit-and-loss reports, balance sheets, and fiscal analyses.
- . Monitors factors critical to retail operations such as margins, markups, markdowns, overhead costs, etc.
- . Invests available cash.
- . Coordinates audit activities within the Bookstores system.

Personnel Management

Responsible for all matters related to personnel recruitment, processing of documentation, grievance, record keeping, training, classification, and management support.

- . Conduct all personnel recruitment in accordance with University policies and procedures and State and Federal laws.

- . Conducts investigations and prepares the necessary claims for all workers' compensation and temporary disability claims.
- . Handles all grievance matters with University departments, unions and State agencies.
- . Maintains personnel records and transactions.
- . Coordinates and conducts training and development programs.
- . Handles all classification and maintains position inventory control.
- . Maintains updated Policies and Procedures Manuals.
- . Provides management support in all areas of personnel management, organizational structure, staffing analysis, and changes in staffing requirements.

Electronic Data Processing

Responsible for the system development and maintenance, operations, technical support and management support in all areas of electronic data processing for the Bookstore system. Areas of responsibility include the following: Point of Sales, Inventory Systems, General Ledger, Accounts Payable, Bar Coding Systems, Office Automation, Electronic Mail, and Automated Cash Register Systems.

- . Performs systems analysis, design, tests, installation, and maintenance.
- . Develops and controls all production schedules for all computer related operations.
- . Provides technical assistance and conducts periodic training to all users in the Bookstore system
- . Provides management and administrative support for all data processing related activities.

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE-PRESIDENT FOR FINANCE & OPERATIONS
INTERNAL AUDITOR

MAJOR FUNCTIONS

Plans, supervises, and coordinates all aspects of the University's audit function.

- + Provides advice and assistance to the Board of Regents and Vice President for Finance and Operations on auditing, internal control, and other financial management matters.
- + Plans, supervises and coordinates teams of internal auditors in performing cyclical audits of selected University examinees.
- + Develops and administers comprehensive statewide internal auditing to report on:
 - quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities
 - adequacy of safeguards of assets
 - detection of variations or deficiencies for early corrective action
 - extent of compliance to internal and external audit recommendations accepted by the University.
- + Provides advice and assistance to various University offices (as requested) in evaluating and reporting on:
 - economy and efficiency in the use of resources
 - accomplishment of established objectives and goals for operations and programs
 - detection of unmet needs
 - extent of compliance to policies, procedures, statutes, rules, regulations, etc.
- + Develops and administers comprehensive statewide procurement and coordination of external auditing and consulting services to report on:
 - reliability of financial statements of examinees
 - quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities
 - extent of reliability of the University's administrative system, organization, etc.
 - extent of reliability of the University's accounting and reporting system.
- + Represents the University in dealing with external auditors and audit agencies.