

Regent Ono moved to approve the proposed amendments to the Board's policy on affiliations and cooperating agencies as presented in President's Memorandum No. 53 (Agenda), Item A-2, dated May 11, 1990. Regent Richards seconded the motion. Regent Richards then stated that agreements should be reviewed periodically to see whether they are meeting the intended objectives and whether both institutions are benefiting from these agreements. President Simone responded that as the administration submits annual reports to the Board, it will analyze the impact of each agreement and make recommendations whether any of the agreements should be terminated.

Designation of the
Office of the Vice President
for Student Affairs as the
Administrative Unit for the
UH-Manoa Child Care Program

Vice President Ching recommended that the Board place the UH-Manoa Child Care Program under the Office of the Vice President for Student Affairs for administrative purposes.

Vice President Ching said that in April 1987, the Board approved the establishment of a Child Care Center at UH-Manoa. Although the program was approved, the office responsible for the administration of the program was not determined at that time. Therefore, the program has been administered through the Office of the Vice President for Student Affairs since August 1987. Vice President Ching said that the Office of Vice President for Student Affairs wishes to continue to administer the program. Though the program will be administered by the Office of Vice President of Student Affairs, the College of Education will provide the academic phase, administering and overseeing the training, research and demonstration functions of the program. UH-Manoa has an opportunity to build a strong early childhood education program in conjunction with quality child care centers. Vice President Ching said that the three-year program has been effective and students, faculty and staff have been enthusiastic about the program. She reported that the Center was accredited by the National Academy of Early Childhood Program making it one of only twelve programs in the State to be accredited. Chairperson Kato said that the academic association with the Center is very significant in that the Child Care Center will be used to train teachers in early childhood education.

Regent Ono moved to approve the designation of the Office of the Vice President for Student Affairs as the administrative unit for the UH-Manoa Child Care Program as presented in President's Memorandum No. 53 (Agenda), Item A-3, dated May 11, 1990. Regent Richards seconded the motion which was carried unanimously.

5
April 9, 1990

MEMORANDUM

TO: Dr. Kenneth Kato
Chairman, Board of Regents

FROM: Albert J. Simone
President

SUBJECT: Approval of UH-Manoa Child Care Program Administration by the Office of the Vice President for Student Affairs

1. Specific Action Requested

The Board of Regents is requested to approve the designation of the administration of the UH-Manoa Child Care Program by the Office of the Vice President for Student Affairs.

2. Recommended Effective Date

It is recommended that the effective date begin immediately upon approval by the Board of Regents.

3. Purpose: "Housekeeping" and Clarification

This is a housekeeping request that will clarify the unit responsible for the administration of the child care program at UH-Manoa.

4. Background Information

On April 23, 1987 the Board of Regents approved a proposal for a Child Care Center at UH-Manoa. Although the program was approved, the Office responsible for the administration of the program was not established at the time. The program has been administered successfully through the Office of the Vice President for Student Affairs since August 1987. The three-year pilot program has

been effective and students, faculty, and staff have been overwhelmingly enthusiastic about the quality of the program. The Office of the Vice President for Student Affairs wishes to continue to administer the program and thereby requests the approval of the Board of Regents.

Several academic departments have used the child care program for observations, practicum, and research. These include programs in education, speech, public health, nursing, human resources, psychology, and linguistics. It is expected that opportunities for these programs will continue to be provided and increased, especially by the College of Education Early Childhood Program. Current interest in early childhood education and recent proposals for state-supported programs for four-year-olds, the Department of Education has recently acknowledged the need for certification of teachers who have additional training in working with preschool, kindergarten, and primary age children. Effective Spring 1990, students completing the early childhood program in the College of Education will receive an early childhood endorsement of their elementary education teaching certificates. The College of Education has just hired two new faculty members in the Department of Curriculum and Instruction, and with the recent action of the DOE early childhood certification, enrollment in the undergraduate early childhood program has already increased. UH-Manoa has an opportunity to build a strong early childhood teacher education program in conjunction with a high quality child care center. It is expected that the child care center's principal campus administration will be the Office of the Vice President for Student Affairs, while the College of Education will provide the academic base for the program and will administer and oversee the functions of training, research, and demonstration.

5. Action Recommended

I request that the Board of Regents approve the "housekeeping" request designating the Office of the Vice President for Student Affairs the administrative unit of the UH-Manoa Child Care Program.

Attachment



University of Hawaii at Manoa

Office of the Dean of Students
Bachman Annex 10 • 1630 Bachman Place
Honolulu, Hawaii 96822

August 8, 1990

MEMORANDUM

TO: Budget Office

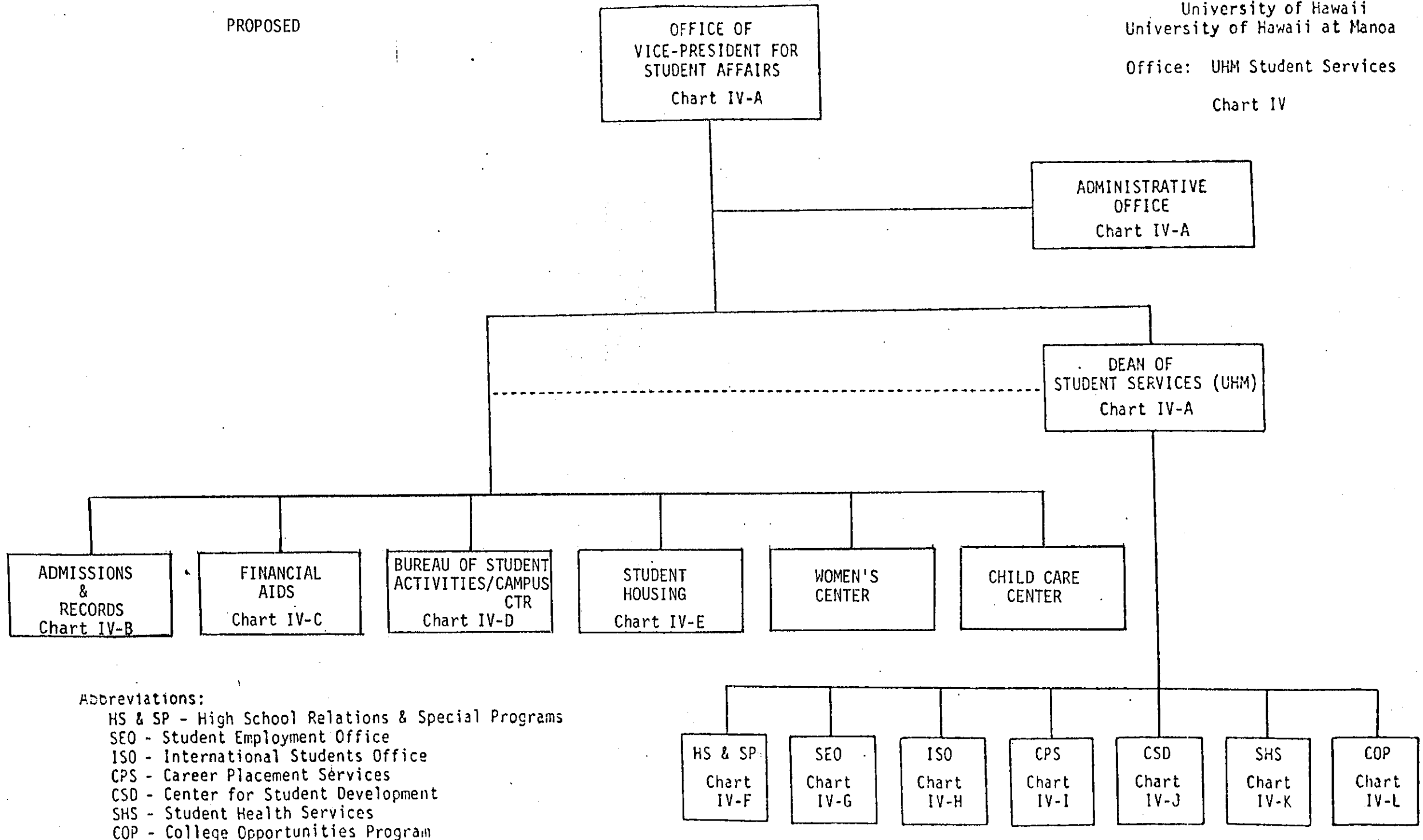
FROM: Shirley Muranaka *SM*
Student Affairs

SUBJECT: Updated Organization Charts

Attached are eight copies of the updated organizational charts that reflect approved changes as of June 30, 1990. There were no changes to the Functional Statements.

PROPOSED

University of Hawaii
University of Hawaii at Manoa
Office: UHM Student Services
Chart IV



orig chart attched

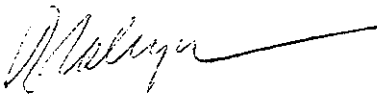
UNIVERSITY OF HAWAII

University Budget Office

February 9, 1990

MEMORANDUM

TO: Vice-President Ching

FROM: Rodney Sakaguchi 

SUBJECT: **APPROVED ORGANIZATIONAL CHARTS, OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

The proposal submitted to the Board of Regents to establish the UH Manoa Women's Center under your office was approved on January 19, 1990. Attached is a copy of the approved organizational chart. Please distribute copies of the chart to the appropriate employee organizations and State or University offices. Transmittal memoranda should be prepared in accordance with the University's *"Guidelines for Processing Organizational and Functional Changes"*. As a reminder, a separate organizational chart and functional statement for the Women's Center should be developed once the staffing details are determined.

If there are any questions, please contact Nadine Shiroma at extension 8472.

Attachments

UNIVERSITY OF HAWAII

University Budget Office

January 2, 1990

MEMORANDUM TO: President Albert Simone

FROM: Rodney Sakaguchi 

SUBJECT: ESTABLISHMENT OF WOMEN'S CENTERS

The organizational charts which were submitted to the Board of Regents as part of the proposal to establish women's centers at UHM and UHH did not include detailed charts for each of the proposed centers. Board Secretary Shiramizu has asked whether details of the organization for the proposed Women's Center at UHM and UHH are available. It is recommended that Vice President Ching and Chancellor Kormondy prepare a chart for each center displaying the types and numbers of positions in each center for submittal to the Board.

Also, we note that there are other closely related programs within the University including the UHM Women's Studies Program, the UH EEO and the UH Commission on the Status of Women. It is suggested that the proposal to the Board of Regents indicate how the proposed centers relate to these programs from policy, programmatic, and organizational perspectives.

Finally, we note that these are new programs. As a matter of sound administrative practice, it is recommended that an implementation plan for each center be prepared. The plan should include the goals and objectives of each of the centers for the next two fiscal years, the kinds of activities planned, and how the funds authorized will be utilized.

Attachment

cc: Vice President Ching
Interim Vice President Yuen
Board Secretary Shiramizu
Chancellor Kormondy

UNIVERSITY OF HAWAII
BOARD OF REGENTS

UNIVERSITY OF HAWAII December 13, 1989

PRESIDENT

MEMORANDUM

TO: Dr. Kenneth Kato, Chairman
Board of Regents

FROM: Albert J. Simone *Albert J. Simone*
President

SUBJECT: Establishing Women's Centers at UH-Hilo and
UH-Manoa

1. SPECIFIC ACTION REQUESTED

The Board of Regents is requested to approve the enclosed proposal for establishing Women's Centers at the University of Hawaii at Hilo and the University of Hawaii at Manoa.

2. RECOMMENDED EFFECTIVE DATE

It is recommended that the establishment of the Women's Centers be effective upon approval of the Board of Regents.

3. PURPOSE

The purpose of this request is for Board of Regents approval of the establishment of Women's Center at UH-Hilo and UH-Manoa. The Centers, as described in the attached proposal, will serve a necessary function of addressing women's issues, providing a safe place for women to gather and network, providing immediate response and assistance to women in urgent situations of critical nature, providing referral and resource assistance for specialized counseling and other services, supporting programs developed by women students for the purpose of addressing the needs of women students, and providing educational programs on topics of interest and relevance to women students and faculty.

December 13, 1989

The proposal for Women's Center is the result of: (1) consultation with 50-100 students, faculty and administration, and (2) review of a substantial number of the approximately 450 Women's Centers established on or near University campuses throughout the United States.

The 1989 State Legislature provided funding for the establishment of Women's Centers at UH-Hilo and UH-Manoa. The sum of \$50,000 has been allocated for UH-Hilo for 1990-91, and the sums of \$70,000 and \$100,000 have been allocated for UH-Manoa for 1989-90 and 1990-91 respectively.

4. SPECIFIC ISSUE

The original intent of the UH administration was, first, to develop the concept and explore the feasibility of the Women's Center in 1988-89; second, if the Women's Center were found to be feasible, to request approval of the Board of Regents in 1989-90; and, third, to request funding for the Women's Center in the 1991-93 biennium. However, since funding was received unexpectedly in the 1989-91 budget, Senate Resolution 83 was passed, URGING THE UNIVERSITY OF HAWAI'I TO ESTABLISH A WOMEN'S CENTER AT THE HILO AND MANOA CAMPUSES, the original planning process has been modified accordingly.

5. ACTION RECOMMENDED

I hereby request that the proposal for the Establishment of Women's Centers at UH-Hilo and UH-Manoa be placed on the agenda of the January meeting of the Board of Regents, and I recommend that the request be approved.

Attachment

cc: ✓ BOR Secretary Shiramizu
Chancellor Edward Kormondy
Vice President Doris Ching
University Executive Council

University of Hawaii Report on SR 83
Establishing a Women's Center at UH-Hilo and UH-Manoa
December 1989

Senate Resolution 83 URGING THE UNIVERSITY OF HAWAII TO ESTABLISH A WOMEN'S CENTER AT THE HILO AND MANOA CAMPUSES was passed by the 1989 State Legislature. The 1989 Legislature provided funds of \$70,000 and \$100,000 for 1989-90 and 1990-91 respectively for UH-Manoa and \$50,000 for 1990-91 for UH-Hilo to establish the Centers.

At both UH-Hilo and UH-Manoa, discussions and planning were initiated in Summer 1989 and have been ongoing this fall semester involving students, faculty, administrators and community persons. Basic groundwork has been accomplished and the Women's Centers have received the enthusiastic support of women on both campuses. Much appreciation and gratitude have been expressed for the support of the 1989 Legislature, particularly the Women's Caucuses of the Senate and House of Representatives.

At UH-Manoa, students, faculty and administrators were consulted between June and September 1989 regarding their expectations and perceptions of a Women's Center that would meet their interests and needs. Two doctoral students, Neva Owens-Misner and Sarita MacLeod, were contracted by the Office of the Vice President for Student Affairs as program research assistants to conduct a needs assessment for the Women's Center. Extensive interviews were conducted with 50 to 100 students, faculty, and administrators on campus. No preconceived model for the Women's Center was provided, nor was a structured interview format used. These were made clear at the onset of the interviews to allow participants the opportunity to express their own concepts of what the Women's Center on campus should be. Three interested men were interviewed; however, all others interviewed were women.

The process used was a developmental and collaborative decision-making process, providing women and men on campus the opportunity to participate in the very early stages of developing the conceptual framework of the Center. As a result, consensus has been achieved on the purposes, activities, and administrative structure of the Center. The consensus-building model for decision-making is expected to continue as the method of decision-making.

At UH-Manoa discussions have been ongoing for one year with the YWCA of Oahu and the University YWCA regarding a joint Women's Center program, inasmuch as the missions of the YWCA and the Women's Center are congruous and the University YWCA is conveniently located near the Manoa campus on University Avenue. The joint venture would be mutually

beneficial; it would enable the YWCA to reactivate the University YWCA program and it would provide UH-Manoa with a physical space and community input for the program.

At UH-Hilo similar collaborative and consensus-building efforts have been made. Through the leadership of Dr. Trina Nahm-Mijo, Chair of Division of General Education and Public Services at Hawaii Community College, an Advisory Committee with representation of a wide range of women students, faculty, administrators and the community has been formed. Speakers have been invited to meet with the Advisory Committee on various women's issues.

Models of Women's Centers at other universities were also reviewed and considered as the Women's Centers at UH-Hilo and UH-Manoa were being developed. Approximately 450 Women's Centers are established throughout the United States. As a result of these consultations, a proposal has been drafted (see Attachment A) and submitted to the President of the University of Hawaii requesting the approval of the Women's Centers at UH-Hilo and UH-Manoa. It is hoped that the proposal will be forwarded to the Board of Regents for its review and consideration early in 1990.

Enclosure

PROPOSAL TO ESTABLISH A WOMEN'S CENTER
AT UH-HILO AND UH-MANOA

EXECUTIVE SUMMARY

A Women's Center is proposed at UH-Hilo and UH-Manoa to provide advocacy, response and referral service to women in urgent situations and in need of immediate assistance, networking and support, mentoring programs, and education and information. The Center would work closely with offices that coordinate programs for non-traditional students, physically disabled students, child care, and other relevant services. The Center will facilitate discussion and problem-solving on women's issues and will promote equal access and opportunities for women.

The Women's Center will provide a place for women students and faculty to gather; advocacy; reading resource information area; response and referral services; education; and support for student programs.

The Center will be administered by a policy-making body, or collective, working with a coordinator(s). The Center will be administratively responsible to the Chancellor of UH-Hilo and the Vice President for Student Affairs at UH-Manoa, respectively. (See Appendix A and Appendix B.)

Funding for the Women's Centers has been provided in the 1989-91 biennium in the sums of \$50,000 for UH-Hilo in 1990-91 and \$70,000 for UH-Manoa in 1989-90 and \$100,000 in 1990-91. (See Appendix C.)

At UH-Manoa the program is proposed to be physically located in the University YWCA building at 1820 University Avenue. The Women's Center is tentatively included in the design of the new Student Services Building which is expected to be completed in 1993. At UH-Hilo the program will be physically located in the Campus Center at the University of Hawaii at Hilo until a more permanent site is found.

PROPOSAL TO ESTABLISH A WOMEN'S CENTER AT UH-HILO AND UH-MANOA

I. Introduction

The status of women in society, in general, and at the University of Hawaii, specifically, has changed profoundly over the last two decades. Across the nation, women are the majority of all students in higher education, and the numbers of women in the work force have increased significantly. At the University of Hawaii, women are now the majority of all students at UH-Hilo (54%) and at UH-Manoa (53%); women are the majority of non-traditional students who are also fast becoming a substantial group of students and make up approximately 40% of the total student population; and women are being encouraged to address the serious concerns of sexual harassment, acquaintance/date rape, campus safety and other issues which largely deal with women as victims. Other women's issues include inadequate numbers of women in specific academic disciplines, shortcomings in recruitment of women faculty, inequitable salaries between men and women faculty and administrators, and disparities in retention and promotion of women faculty and administrators.

A Women's Center is needed at UH-Hilo and UH-Manoa to meet the special needs of women students and faculty. The Center will provide advocacy, appropriate response to women students needing immediate assistance in urgent situations, networking and support, mentoring programs, and education and information. The Center will work closely with offices that coordinate programs for non-traditional students, physically disabled students, child care, and other relevant services. The Center will provide support and information for women students re-entering or entering the university for the first time after a break in their education. The Women's Center will serve as a "think tank" on women's issues where women can address and solve problems, offer forums and other educational programs, and respond to women students in critical situations. The Women's Center will promote equal access and opportunities for women.

II. Services and Activities of the Women's Center

A. A Place to Gather

A primary purpose of the Women's Center is to provide a safe place for women students, faculty and staff and women in the community to gather and intermingle in a variety of ways. The Center will promote advocacy, networking and support, problem solving on women's issues, formal and informal educational activities, and social interaction.

B. Advocacy

The Women's Center will serve as an instrument for direct advocacy for female victims of sexual, racial, and intellectual harassment. Similarly, advocacy will be provided for women who suffer classroom, professional, and occupational discrimination within the University community.

C. Reading Resource Information Area

The Women's Center will provide an area for collecting and exchanging pertinent resource materials and publications. Audio and video materials and a reference file of existing materials concerning women presently available in the campus libraries will be included. Efforts will be made to provide library materials designed for use by disabled persons. The Reading Resource Area will be conducive to those who wish to participate in reading groups.

D. Response and Referral Services

The Women's Center will provide prompt, caring and effective immediate response to women in critical situations and will direct women to appropriate follow-up services within the University, as well as in the community at large. Staff who are hired must be capable and responsive to women with intense issues and concerns who need immediate assistance. The emphasis will be to provide "user friendly" knowledge and information rather than simple direction to another existing service. The Women's Center will provide a resource of options for the women so that they have the information necessary to make their own decisions.

E. Education

The Women's Center will provide presentations, workshops, forums, lectures, and seminars designed to enhance and empower women in such areas as skills building, prevention education, current social and political topics, and issues common to women in the University community. The Women's Center will coordinate and host these activities, utilizing knowledgeable existing community resources wherever possible. Activities that recognize the cultural diversity of the University community will be encouraged. The Women's Center may periodically host and/or co-host cultural activities and exhibits, particularly in art, poetry, and music of interest to women.

F. Student Programs

The Women's Center will support and facilitate student organizations whose purpose is to deal with issues of women in today's society, particularly in the University community. Students will be encouraged to use the Women's Center as a place for hosting activities, conducting meetings, and discussing issues of importance to students.

At UH-Manoa, the Women's Center will support such groups as Creating Options for a Rape Free Environment (CORE), Achieving Control Together (ACT), the student publication Voices, and other student organizations established to support and promote the well-being of women.

G. Research

The Women's Center will serve as an agency for academic research conducted by students and faculty and others when such research is unintrusive and relevant.

III. Administrative Structure of the Women's Center

The administrative structure of the Women's Center will consist of a decision-making collective of persons working in collaboration with a coordinator(s), the staff member(s) responsible for the daily operation of the Center.

The policy-making body, or collective, will include representatives of various ethnic and cultural populations on campus; representatives of all levels of University students, custodial and clerical staff, faculty, and administration; representatives of interest groups; and those individuals who are interested in the Women's Center but who do not actively identify with any particular element of the University community. The intent is that the collective will represent the University community and will be responsible for setting policy for the Women's Center.

Selection for membership on the collective will be accomplished through nomination by organized associations and interest groups and through self nomination by interested parties.

The collective may elect a smaller committee responsible for carrying out the policies of the collective. The coordinator(s) will be responsible to the collective and will work in a collaborative fashion with the collective in

both program development and implementation. The model used by the Women's Center will be that of consensual and collaborative decision making and operation. The Center staff, in addition to the coordinator(s), will include an administrative officer/secretary and student assistants.

The Women's Centers will be administratively and fiscally responsible to the Chancellor of UH-Hilo and the Vice President for Student Affairs at UH-Manoa respectively (see Appendix A and Appendix B proposed organizational charts).

IV. Evaluation

Evaluation of the Women's Center services will be conducted annually. A report of the evaluation will be submitted to the President of the University of Hawaii through the Chancellor of the University of Hawaii-Hilo and the Vice President for Student Affairs at the University of Hawaii-Manoa.

V. Funding of the Women's Center

The following sums have been provided by the State Legislature for the Women's Centers for the 1989-91 biennium:

	<u>1989-90</u>	<u>1990-91</u>
UH-Hilo	----	\$ 50,000
UH-Manoa	\$ 70,000	\$100,000

VI. Space

Space is a problem on both campuses; however, every effort will be made to provide the appropriate facilities for the program.

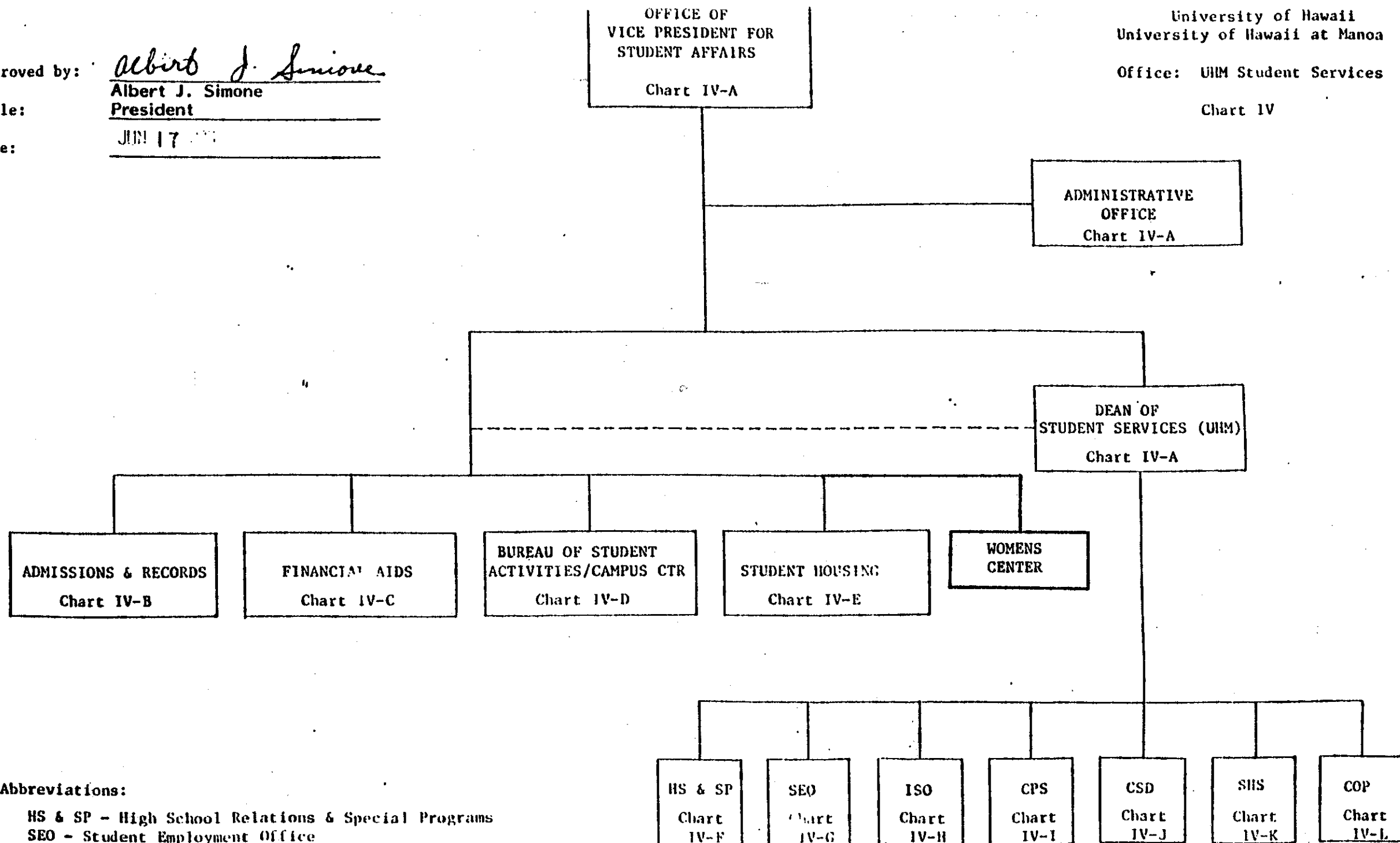
At UH-Manoa discussions have been ongoing for one year with the YWCA of Oahu and the University YWCA regarding a joint Women's Center program, inasmuch as the missions of the YWCA and the Women's Center are congruous. The joint venture would be mutually beneficial; it would enable the YWCA to reactivate the University YWCA program and it would provide UH-Manoa with a physical space and community input for the program. It is proposed, therefore, that the Women's Center will be physically located in the University

YWCA at 1820 University Avenue until the new Student Services Building is completed in 1993. The Women's Center is tentatively included in the design of the Student Services Building.

At UH-Hilo the program will be physically located in the Campus Center at the University of Hawaii at Hilo until a more permanent site is found.

Approved by: Albert J. Simone
Title: Albert J. Simone
Date: JUN 17 1971
President

University of Hawaii
University of Hawaii at Manoa
Office: UHM Student Services
Chart IV



Abbreviations:

HS & SP - High School Relations & Special Programs
SEO - Student Employment Office
ISO - International Students Office
CPS - Career Placement Services
CSD - Center for Student Development

STATE OF HAWAII - UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILLO
ORGANIZATIONAL CHART
CHART I

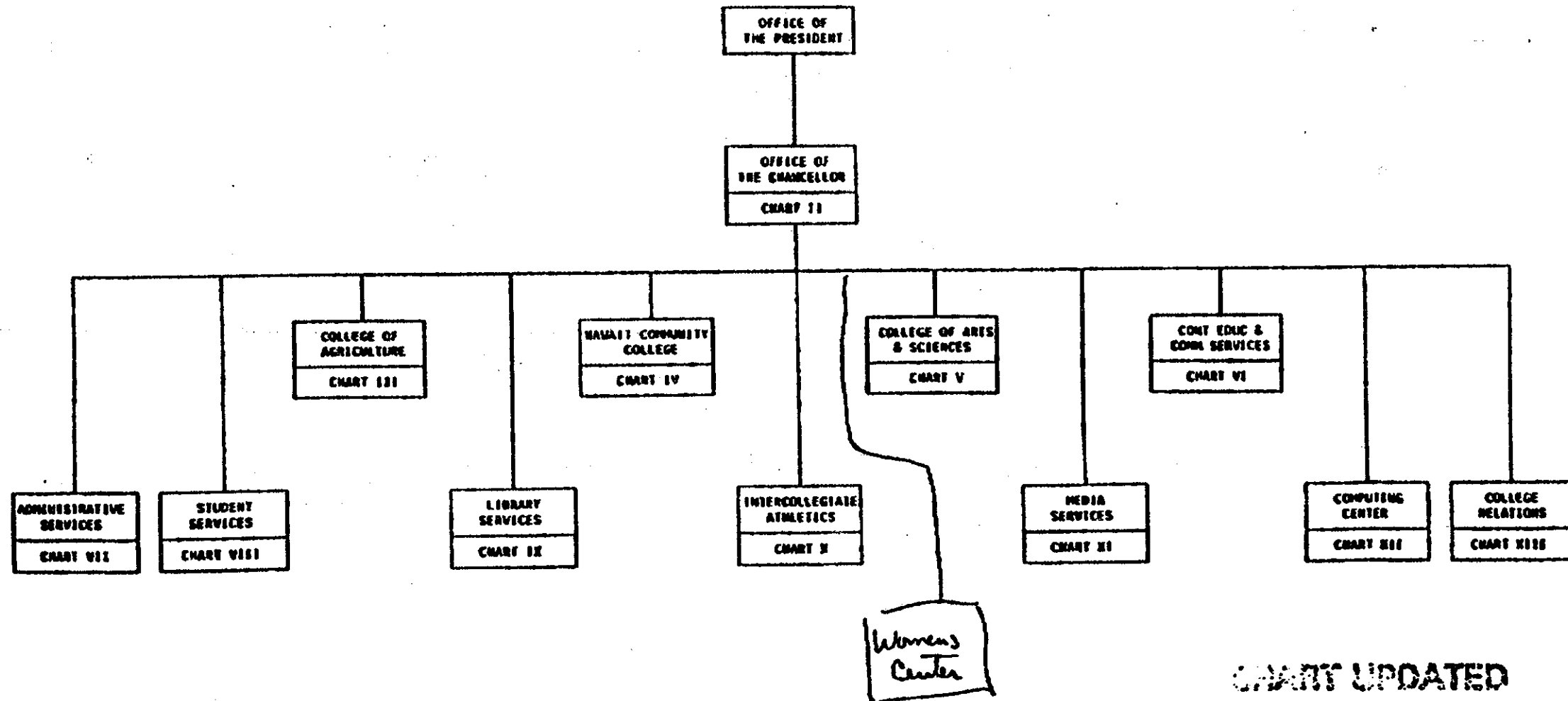


CHART UPDATED

DATE SEP 1988