

July 15, 1991

**MEMORANDUM**

**TO:** Board Secretary Pepper Shiramizu

**FROM:** Rodney Sakaguchi

**SUBJECT:** NOTIFICATION OF REORGANIZATION - BUREAU OF STUDENT  
ACTIVITIES, OFFICE OF THE VICE-PRESIDENT FOR STUDENT AFFAIRS

Attached for the information of the Board of Regents is a copy of a reorganization approved on June 30, 1991, for the Bureau of Student Activities, Office of the Vice-President for Student Affairs. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Vice-President Ching at 956-8753.

**Attachment**

**cc:** President/Chancellor Simone  
Vice-President Ching  
Meg Sutton  
Shirley Muranaka

## **EXECUTIVE SUMMARY**

### **BUREAU OF STUDENT ACTIVITIES REORGANIZATION**

#### Circumstances for Reorganization

Among the several conditions, internal and external to the Bureau of Student Activities, which have prompted the reorganization are the following:

1. co-curricular programs and services requiring redesigning to be responsive and relevant to the needs of a more diverse student population;
2. increased expectations by students, the institution and the community for a quality college experience;
3. growth in staff positions and accompanying staff responsibilities;
4. additional chartered student organizations have been created, accompanied by a growth in the quantity of programs and services they offer;
5. students in registered organizations have expressed interest in receiving more educational and leadership development services; and
6. the department has experienced program expansion by increasing its current services to more students and organizations and initiating new leadership development and Campus Center Complex programs and services.

#### Specific Organizational & Functional Changes

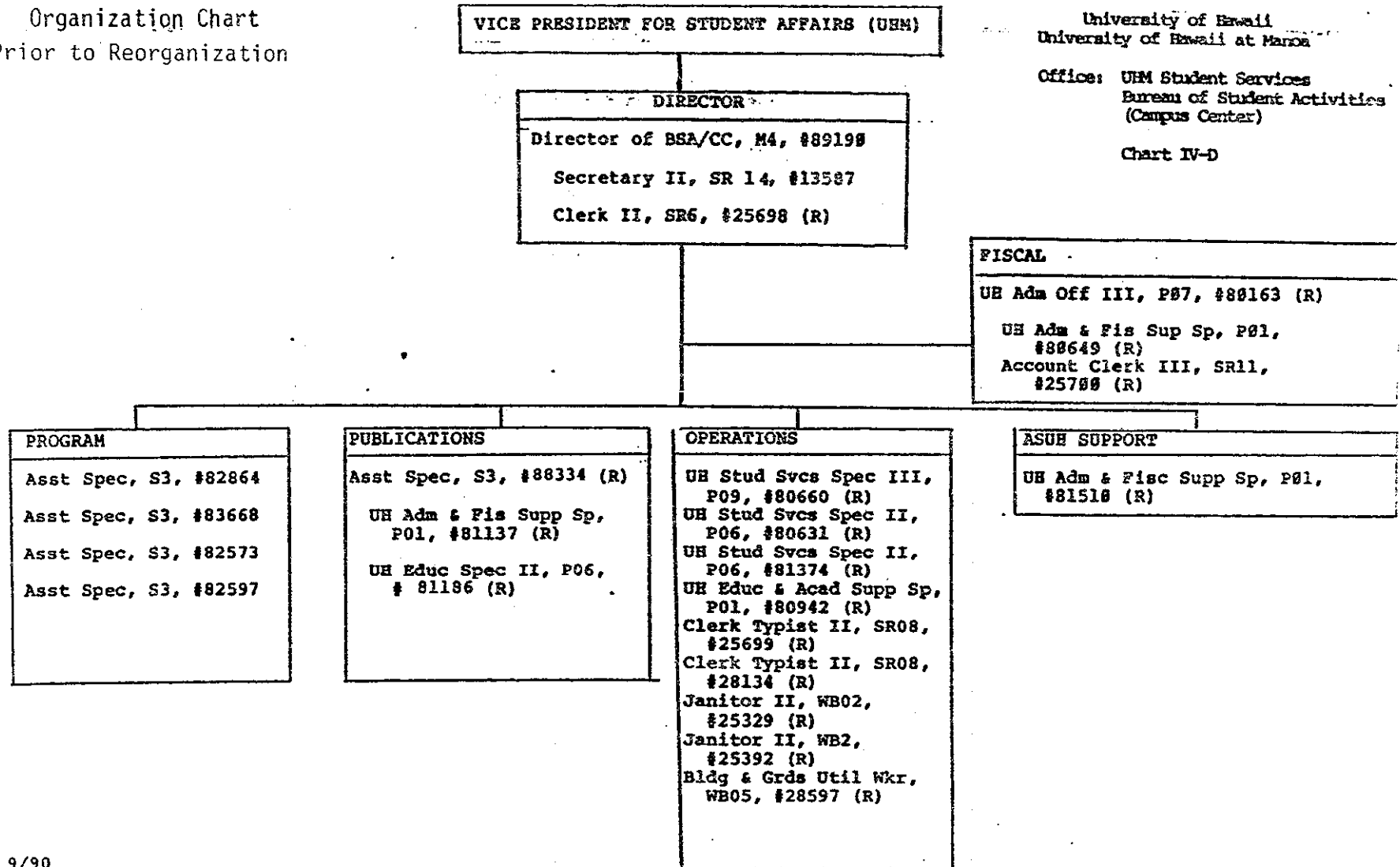
The Bureau of Student Activities will continue to provide specialized service, organizational advising and administrative support to chartered student organizations. Additionally, in broadening its role in enhancing campus life, the Bureau will increase its commitment to the building of "community" on campus and will extend its leadership development, co-curricular programs and educational services to all students. The proposed minor reorganization involves no deletion of programs, services or positions and does not add cost requirements to the department. Specifically, the Bureau will reorganize by:

1. reassigning two clerical positions to a newly formed clerical support unit;
2. reassigning one UH Student Services Specialist II position to a newly formed student leadership development and co-curricular intervention programs unit;
3. consolidating the existing publications unit with the student leadership development and co-curricular intervention programs unit;

4. consolidating the existing ASUH support unit with the student leadership development and co-curricular intervention programs unit;
5. assigning supervisory responsibility for two janitorial positions to the building and grounds utility worker;
6. formalizing an administrative unit that will be responsible for budget, personnel, facility and resource utilization and policy and procedure decisions upon completion of staff discussions.

FORMER ORGANIZATION CHART  
AND  
FUNCTIONAL STATEMENTS

Organization Chart  
Prior to Reorganization



STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
UNIVERSITY OF HAWAII

BUREAU OF STUDENT ACTIVITIES/CAMPUS CENTER

MAJOR FUNCTIONS

The Bureau of Student Activities coordinates a variety of student-administered programs, activities, and services for the UHM community. Organizations chartered by the Board of Regents and administratively supported by BSA are the Associated Students of the University of Hawaii (ASUH), the Campus Center Board (CCB), the Board of Publications (BOP), the Broadcast Communications Authority (BCA), the Student Activity and Program Fee Board (SAPFB), and the Graduate Student Organization (GSO).

The Bureau of Student Activities/Campus Center Program:

- . Provides co-curricular programs and activities supplementary and complementary to the educational emphasis of the University of Hawaii at Manoa.
- . Develops student/community governance.
- . Develops appropriate support services for the campus community.
- . Expands the experiences and expectations of students and others in the campus community by exposure to different thoughts, activities, ideas, and opportunities for personal involvement and commitment.
- . Provides opportunities for persons of similar interests to gather and promote programs and activities for their benefit and that of their colleagues.
- . Assists in the evaluation of current programs and in the wisest expenditure of available funds in the provision of programs and services.
- . Provides opportunities for students and other members of the University to work with the community on projects that are of mutual benefit.
- . Provides avenues through which students can contribute volunteer services for personal satisfaction and personal development.
- . Develops programs that will increase and strengthen the quality of campus life.

## Associated Students of the University of Hawaii (ASUH)

ASUH is the chartered student organization whose membership includes all full-time undergraduates, and the ASUH Senate is the elected undergraduate student government body. The Senate consists of four executive officers, thirty representatives (senators) from the various academic colleges and four senators-at-large.

The Senate works toward improving the quality of undergraduate student life and represents the needs, interests and concerns of its constituents through participation in University policy-making and advisory committees, through researching and taking action on campus and community issues, through sponsoring and funding a variety of programs and activities and through the provision of special services.

Specific concerns are handled through the following standing committees: Academic Affairs, Campus Affairs, Campus Programs, Community Affairs, and Finance. Major services include lecture notes, mediation, legal aid, book trade, blood drive and mailroom.

## Campus Center Board (CCB)

CCB, a board comprised of representatives of the student body, faculty, administration, and alumni, is responsible for the operation of the Campus Center, together with its programs, activities, and services. Among these are a copy service, gameroom, a lost and found service, a computer laboratory, an information service, specialized dining services, banking services, typewriter rentals, meeting rooms, noncredit courses, an arts and crafts center, barbershop, ticket desk, and outdoor recreation programs. The Activities Council of CCB presents programs in educational, cultural, social, recreational, and public affairs areas.

## Graduate Student Organization (GSO)

GSO is a graduate student government organization. Primary activities include participation in UHM policy-making councils, grants for graduate student travel, student loans, research in academic issues which affect all graduate students, the Graduate Symposium, get-togethers, and legislative lobbying.

## Board of Publications (BOP)

BOP is the student-faculty-alumni board for Manoa student publications which are Ka Leo O Hawaii, the campus newspaper; Hawaii Review, a literary journal; the Manoa Student-Faculty Directory; and the Student Handbook. In addition, Beau Press provides custom printing services for members of the campus community and UHM departments.

## Broadcast Communication Authority (BCA)

BCA serves as the governing board for broadcast programs and facilities on campus. Its efforts are directed toward providing musical, cultural, educational, and informational, and other programs and materials for the entertainment and benefit of the University community and the public; and to provide for the education and training of students within its jurisdiction. KTUH-FM, the student-run noncommercial radio station under the jurisdiction of the BCA, offers a wide variety of music, news, educational and sports programs and serves as a training facility for students interested in the management, production, engineering and on-air aspects of radio.

## Student Activity and Program Fee Board (SAPFB)

SAPFB is the chartered organization whose purpose is to make recommendations to the Vice President for Student Affairs regarding the use of the non-dedicated student activity fee. This board solicits and reviews funding requests from organizations or programs not already provided for by the chartered organizations. SAPFB is representative of the campus community, with a membership consisting of faculty members, undergraduate students and graduate students.

Other activities open to students include theatre productions, the University band, chorus and orchestra, intramurals programs, sports and over two hundred scholastic, honorary, professional, religious, social, preprofessional, departmental, special interest and resident organizations.



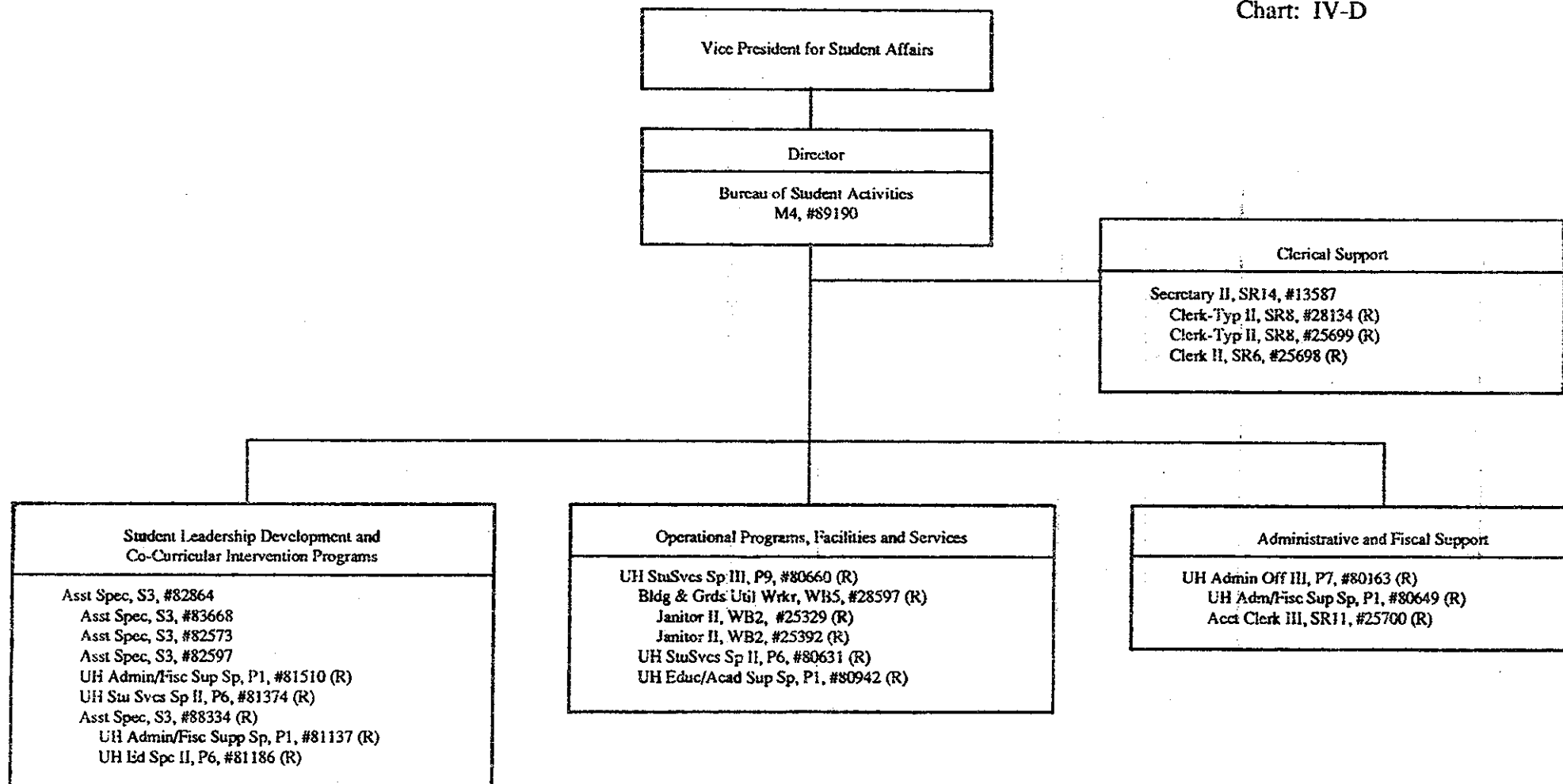
NEW ORGANIZATION CHART  
AND  
FUNCTIONAL STATEMENTS

Approved by: Don Chip  
Title: Vice President for Student Affairs  
Date: 6/30/91

- PROPOSED -

Office: UHM Student Services  
Bureau of Student Activities

Chart: IV-D



## REVISED STATEMENT OF FUNCTIONS

The Student Activities Program pursues two primary objectives: (1) to provide co-curricular programs, services and learning opportunities which contribute to the quality of campus life for students by meeting their intellectual, social recreational, physical, emotional, and moral development needs; and (2) to promote leadership and self-direction among those students who become involved in managing student life activities on campus or who assume an active partnership role in campus governance.

The Program pursues a product outcome and a process outcome, both of equal importance. Through the delivery of services and programs (**the product**) which meet the developmental needs of the general student population, Student Activities involves students in organizational governance (**the process**) which fosters the development of personal leadership.

The efforts of the Student Activities Program are focused among the following five sub-program areas:

**Administration & Management:** To enhance the quality of departmental personnel and administrative support systems to effectively serve the University community.

**Services & Facilities:** To ensure and promote a positive climate and community environment which supports institutional and personal developmental needs through the provision of services, conveniences, and amenities in the University community center complex of facilities.

**Student Leadership Development:** To broaden opportunities for students to become self-directed and to improve their abilities to work effectively within organizational settings.

**Co-curricular Interventions & Academic Interfacing:** To increasingly provide co-curricular programs and learning opportunities which contribute to the quality of life for students by meeting their intellectual, social, recreational, physical, emotional, and moral development needs.

**Advocacy & Linkage:** To articulate the needs, goals, concerns, roles, interests, and causes of both the students and other University community members to each other and to advocate on behalf of one to the other in the process of institutional governance and management.



MINUTES OF REGULAR MEETING OF THE  
UNIVERSITY OF HAWAII BOARD OF REGENTS

July 20, 1990

The monthly meeting of the Board of Regents was held on Friday, July 20, 1990 at 9:10 a.m. in the Campus Center Conference Chamber, University of Hawaii at Manoa.

Chairperson Kenneth N. Kato presided.

Attendance

Present were Vice Chairperson H. Howard Stephenson, Regents Robin K. Campaniano, Momi W. Cazimero, Edward M. Kuba, Diane J. Plotts, Herbert M. Richards, Jr., Roy Y. Takeyama, John T. Ushijima and Dennis R. Yamada; President Albert J. Simone; Secretary of the Board, Tatsuki Shiramizu; and Administrative Officer, Carl H. Makino. Regent Ruth M. Ono was excused.

Also present were Dr. Joyce S. Tsunoda, Chancellor for Community Colleges; Dr. Edward J. Kormondy, Chancellor, UH-Hilo and UH-West Oahu; Dr. Paul Yuen, Interim Vice President for Academic Affairs; Dr. Doris M. Ching, Vice President for Student Affairs; Mr. Ralph T. Horii, Vice President for Finance & Operations; Dr. David Robb, Acting Assistant to the President; Dr. Diana M. DeLuca, Acting Vice President for University Relations; Dr. Colleen O. Sathre, Director of Planning and Policy; Mr. James Takushi, Director of Personnel; Dr. Thomas W. Gething, Dean of Student Services; Dr. Madeleine J. Goodman, Assistant Vice President, Office of Vice President for Academic Affairs; Dr. Rudolf Schmerl, Director of Research Relations; Dr. Lawrence Inaba, State Director for Vocational Education; Ms. Helen Morisako, Director of Annual Giving, University of Hawaii Foundation; and others.

Approval of 6/22/90  
Meeting Minutes

Upon motion by Regent Cazimero and second by Regent Plotts, the Board unanimously approved the minutes of its meeting held on June 22, 1990, as circulated.

ITEMS FROM PRESIDENT'S MEMORANDUM NO. 55:  
RECOMMENDATIONS FOR ACTION AND GENERAL INFORMATION

Transfer of Intramural Sports  
Program from the College  
of Education to the Office  
of the Vice President for  
Student Affairs

Vice President Ching stated that the Intramural Sports Program is currently administered by the College of Education through its Department of Health, Physical Education and Recreation which is an instructional unit. The instructional units of the College of Education provide academic baccalaureate and graduate degree programs in education and recreation. The Intramural Sports Program, however, is primarily a

service activity rather than an academic unit. Vice President Ching therefore recommended that the administration of the Intramural Sports Program be transferred from the College of Education to the Office of the Vice President for Student Affairs. Such an administrative alignment would be more congruent with the goals and objectives of the Intramural Sports Program since Student Affairs serves a more activity and academic support function.

The proposed transfer is expected to have only minor and insignificant impact on the program and service to students. The Program would continue to occupy and maintain its current facilities in the Physical Education Complex and operate its activities accordingly. Services to students would continue to be provided at the current level.

Regent Richards moved to approve the transfer of the Intramural Sports Program from the College of Education to the Office of the Vice President for Student Affairs as reflected in the attached organizational chart and as presented in President's Memorandum No. 55 (Agenda), Item A-1, dated July 20, 1990. Regent Cazimero seconded the motion which was unanimously carried.

Board of Regents' Policy  
Relating to Expenditures  
of Board Approved  
Student Fee Revenues

Vice President Ching reported that during the Spring of 1989, the Associated Students at the University of Hawaii at Manoa (ASUH) funded the activities of four religious organizations who had requested funds from student fee revenues. A complaint was subsequently filed with the State Attorney General's Office by the American Civil Liberties Union on behalf of students who claimed that this funding violated constitutional rights under the United States First Amendment. The university, consequently, entered into a memorandum of agreement with the State Attorney General and the American Civil Liberties Union (ACLU) which committed the university and therefore ASUH to the following stipulations: 1) Funds to the four religious organizations would be frozen and that no funds from ASUH's university registered organizations funding program would be used to benefit any sectarian program or activity; 2) In cases where funds had been expended, an equivalent amount would be returned to the university registered organizations funding program and made available for future eligible organizations; 3) The university would provide to the ACLU, an accounting of funds which have been distributed to on our behalf of the four religious organizations in question; 4) The Department of Attorney General and the ACLU will work with the university to distribute the student activities revolving fund to qualify registered organizations to ensure against the future use of monies to support sectarian and non-secular purposes;

A-1 Transfer of Intramural Sports Program from College of Education to the Office of the Vice President for Student Affairs

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The proposed transfer of the administrative responsibilities of the Intramural Sports Program from the College of Education to the Vice President for Student Affairs is expected to have only minor and insignificant impact on the program and service to students. The Program would continue to occupy and maintain its current facilities in the Physical Education Complex and operate its activities accordingly. Services to students would continue to be provided at the current level.

Seven personnel would be affected by the transfer including three locker room attendants, one clerk/steno and three faculty specialists. The clerk/steno and faculty specialist positions would be transferred to the Office of the Vice President for Student Affairs. However, the locker room attendants would be transferred to Intercollegiate Athletics and would report directly to the Assistant Athletic Director. This realignment is expected to increase efficiency in custodial services, supervision and overall staff morale. The appropriate employee organizations (i.e. unions) have been consulted and no objections have been expressed.

RECOMMENDATION: That the Board approve the transfer of the Intramural Sports Program from the College of Education to the Office of the Vice President for Student Affairs as reflected in the attached organizational chart.

PROPOSED

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

OFFICE OF  
VICE-PRESIDENT FOR  
STUDENT AFFAIRS  
Chart IV-A

ADMINISTRATIVE  
OFFICE  
Chart IV-A

APPROVED BY THE UNIVERSITY  
BOARD OF REGENTS

JUL 20 1990

Date

DEAN OF  
STUDENT SERVICES (UHM)  
Chart IV-A

ADMISSIONS  
&  
RECORDS  
Chart IV-B

FINANCIAL  
AIDS  
Chart IV-C

BUREAU OF STUDENT  
ACTIVITIES/CAMPUS  
CTR  
Chart IV-D

STUDENT  
HOUSING  
Chart IV-E

WOMEN'S  
CENTER

CHILD CARE  
CENTER

INTRAMURAL  
SPORTS

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  
SHS - Student Health Services  
COP - College Opportunities Program

HS & SP  
Chart IV-F

SEO  
Chart IV-G

ISO  
Chart IV-H

CPS  
Chart IV-I

CSD  
Chart IV-J

SHS  
Chart IV-K

COP  
Chart IV-L