



# University of Hawaii at Hilo

ADMINISTRATIVE AFFAIRS

April 3, 1991

## MEMORANDUM

TO: The Honorable Benjamin Cayetano  
Lt. Governor, State of Hawaii

FROM: Edgar Torigoe  
Director, Administrative Affairs

SUBJECT: Notification of Change in Organization, University of Hawaii at Hilo's  
Office of Student Services and Hawaii Community College

Enclosed for the your information and files is a copy of the Office of Student Services and Hawaii Community College reorganization that was approved by the Board of Regents on March 15, 1991. It reflects the change in reporting of (1) the Learning Center with Position No. 80021 Computing Center to the Provost, Hawaii Community College; (2) Position No. 83623, Instructor V, James Mimaki, to the General Education Division, Hawaii Community College.

Please replace the organization charts and functional statements on file with the new material.

If you have any questions, please call me at 933-3446.

Enclosure

c: UH-Hilo Personnel Office w/o enclosure  
✓ UH Budget Office w/o enclosure

March 21, 1991

**MEMORANDUM**

**TO:** Sr. Vice President/Chancellor Edward J. Kormondy

**FROM:** Rodney Sakaguchi

**SUBJECT:** COPY OF APPROVED LEARNING CENTER REORGANIZATION

Enclosed for your files is a copy of the reorganization of the Learning Center which was approved by the Board of Regents on March 15, 1991. Please ensure that copies of the reorganization are distributed to the appropriate agencies as required in the Guidelines for Processing Organizational and Functional Changes.

Attachment

April 5, 1991

**MEMORANDUM**

**TO:** Senior Vice President/Chancellor Joyce Tsunoda

**FROM:** Rodney Sakaguchi

**SUBJECT:** COPY OF APPROVED REORGANIZATION - UNIVERSITY OF HAWAII AT HILO, LEARNING CENTER

Enclosed for your information is a copy of the reorganization of the Learning Center (LC), University of Hawaii at Hilo (UHH), which was approved by the Board of Regents on March 15, 1991. The Hawaii Community College (HCC) was affected by the reorganization since LC positions and functions were transferred to the HCC from the Office of Student Services at the UHH.

Attachment

Rodney Sakaguchi

UNIV OF HAWAII  
U-H BUDGET OFFICE  
FEB 19 2 01 PM '91

February 12, 1991

MEMORANDUM

TO: Dr. Kenneth Kato  
Chairperson, Board of Regents

FROM: Albert J. Simone *Albert J. Simone*  
President, University of Hawaii and  
Chancellor, University of Hawaii at Manoa

SUBJECT: PROPOSED REORGANIZATION OF THE UNIVERSITY OF HAWAII AT HILO

1. Specific Action Requested

The Board of Regents is asked to review and approve a proposal to reorganize the University of Hawaii at Hilo (UHH). See attachment.

2. Recommended Effective Date

As soon as possible -- upon Board approval.

3. Purpose/Background

The Hawaii Community College (HCC) is responsible for remedial and developmental education. However, under the current UHH organization, a Learning Center (LC) which is part of the Educational Assistance Center (EAC) in the Office of Student Services (OSS) provides remedial and developmental education, and tutoring services to students. Therefore, the HCC which is actually responsible for providing remedial and developmental education, is without administrative control over these educational programs. Further, accreditation reports have recommended that these instructional responsibilities be transferred to an organizational unit which is responsible for instructional services.

For your information no separate organizational entity for the LC is shown in the current or proposed position organization charts. LC functions however, are reflected in the EAC's current functional statement and in the proposed functional statement for the Office of the Provost in the HCC.

4. Proposed Reorganization

With this reorganization, remedial and developmental education, and tutoring functions currently provided by the LC will be transferred to the HCC. In addition, Pos. No. 83623, Instructor, and Pos. No. 80021, UH Student Services Specialist II, PO6, which provide LC services, will be transferred from the EAC to the HCC. Pos. No. 83623, which is currently filled, will be assigned to the HCC General Education and Public Service unit. Pos. No. 80021, which is currently vacant, will be assigned under Pos. No. 89092, the HCC Provost. Further, Pos. No. 80021 is proposed for reclassification to a UH Educational Specialist II, PO6, classification. Both Pos. No. 80021, and Pos. No. 83623, will continue to provide services to the LC, with Pos. No. 80021 serving as the LC coordinator. Both positions will remain with the HCC after the UHH/HCC split.

Therefore, LC services will continue to be provided, only the organizational jurisdiction over the LC functions and positions will change from the UHH to the HCC. The LC's services are similar to those offered by other community colleges.

Diagnostic and academic guidance services will continue to be offered by the EAC.

5. Impact on Staffing and Resources

The UHH is required to complete the budgetary transfer of Pos. No. 83623, Instructor, from the UOH 214 Academic Support program to the UOH 211 Instruction program. This budgetary transfer has been requested for the 1991-93 biennial budget. No additional costs resulting from this reorganization are anticipated.

6. Impact on Students

This reorganization will place remedial and developmental education, and tutoring functions under the HCC which is actually responsible for providing these services.

7. Consultation with Employee Collective Bargaining Representatives

The UHH has consulted with the appropriate employee collective bargaining representatives. However, the Hawaii Government Employees Association has not concurred with the proposed organizational changes.

Dr. Kenneth N. Kato  
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8. Recommended Action

It is requested that the Board place this reorganization proposal on the agenda for its meeting in March. Approval is recommended.

AJS:lt

Attachment

cc: Board Secretary Shiramizu  
Chancellor Kormondy  
Director Sakaguchi

February 12, 1991

**MEMORANDUM**

**TO:** President/Chancellor Albert Simone

**FROM:** Rodney Sakaguchi

**SUBJECT: PROPOSED REORGANIZATION OF THE UNIVERSITY OF HAWAII AT HILO**

We have reviewed the attached proposal to reorganize the University of Hawaii at Hilo (UHH). This proposal affects the Office of Student Services (OSS) and the Hawaii Community College (HCC). Under the current organization, a Learning Center (LC) which provides remedial and developmental education, and tutoring services to students, is part of the Educational Assistance Center (EAC) in the OSS. However, the UHH indicates that remedial and developmental education is actually the responsibility of the HCC. This proposal requests the transfer of LC functions and two associated positions from the EAC in the OSS to the HCC.

For your information, no separate organizational entity for the LC is shown in the current or proposed position organization charts. The LC functions however, are reflected in the EAC's current functional statement and in the proposed functional statement for the Provost's Office in the HCC.

One of the two positions proposed for transfer, Pos. No. 80021 UH Student Services Specialist II, PO6, will be assigned under the HCC Provost, Pos. No. 89092. Pos. No. 80021 is currently vacant and is proposed for reclassification to a UH Educational Specialist II, PO6, classification. Pos. No. 80021 will continue to serve as the coordinator for the LC. Pos. no. 83623, Instructor, the other position involved in this transfer, is currently filled and will be assigned to the General Education and Public Service unit within the HCC. Instructional services will be provided to the LC by Pos. No. 83623. We are informed by the UHH that both positions will remain with the HCC after the UHH/HCC split.

The UHH explains that instructional programs in remedial and developmental education should not be assigned to an organization which is responsible for student services, i.e., the OSS. As estimated by the UHH, 70% of the LC's functions involve remedial and developmental education. English as a second language instruction, as well

President/Chancellor Simone  
February 12, 1991  
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as content and higher order tutoring comprise the other 30% of the LC's functions. Further, accreditation reports have recommended that these instructional responsibilities be transferred to an organizational unit which is responsible for instructional services.

In essence, this reorganization proposal places functions which should be administered by the HCC, under the HCC which is charged with this responsibility. Only the organizational jurisdiction over the LC will change from the UHH to the HCC. The LC's functions are similar to those existing in other community colleges. Diagnostic and academic guidance services will continue to be provided by the EAC.

The budgetary impact of this proposal is minor in nature. The UHH is required to transfer Pos. No. 83623, Instructor (I.00), from the UOH 214 Academic Support program to the UOH 211 Instruction program. This budgetary transfer has been requested by the UHH for the 1991-93 biennial budget. No additional costs resulting from this reorganization proposal are anticipated.

The UHH has consulted with the appropriate employee collective bargaining representatives on this proposed reorganization. However, the Hawaii Government Employees Association has not concurred with the proposed organizational changes. This notwithstanding, the UHH requests that this reorganization be given consideration for approval.

It is recommended that this reorganization proposal be forwarded to the Board of Regents for approval. A memorandum to Dr. Kenneth Kato regarding this reorganization request is enclosed for your review and consideration.

Attachment



## Preparation of Organizational and Functional Change Proposals

### a. Narrative Report

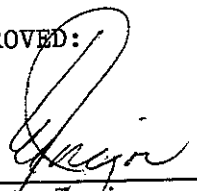
- 1) Currently the Learning Center appears on organizational charts as being part of the Office of Student Services. The primary function of the Center is to provide remedial and developmental instruction, though it also provides tutoring in several content areas. There is, in addition, one instructional position in remedial reading attached to this function in the Office of Student Services.

Hawaii Community College, an academic unit, is mandated with providing instructional programs in remedial and developmental subjects as well as a variety of liberal arts and vocational education programs. Despite being charged with these activities, the College is not responsible for the learning resource function embodied in the Learning Center.

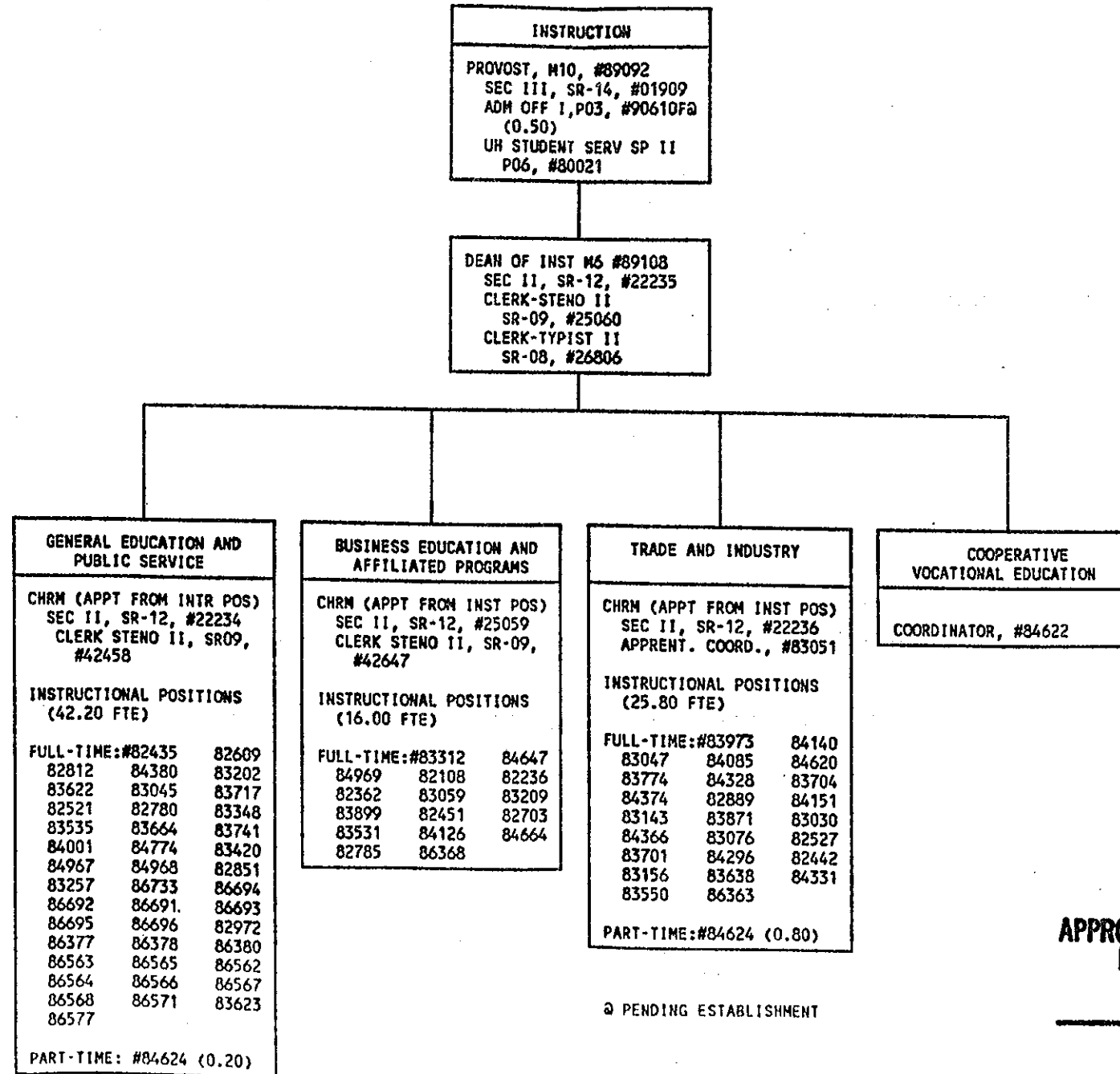
- 2) The proposal provides for the transfer of the Learning Center from the Office of Student Services to Hawaii Community College. The Center will report to the Office of the Provost since it supports instruction in all divisions of the College as well as other units in the University of Hawaii at Hilo. The instructional position in remedial reading will be transferred to the General Education Division since this unit is charged with the responsibility of providing remedial instruction.
- 3) The proposal is based on the assumption that all instructional programs belong in instructional units. Hawaii Community College is selected as the receiving unit because it is charged with providing remedial and developmental education and these functions account for approximately 70 percent of the Learning Center's activities.
- 4.a) One of the major factors that prompts this proposal is the University's central administration is uncomfortable with the fact that a student services unit has instructional responsibilities. The Office of Student Services has not been able to receive organizational approval as long as it has had an instructional function. In addition, accreditation reports have recommended on several occasions that the instructional responsibility be removed to an academic unit.

- 4.b) As long as the Office of Student Services contains the instructional Learning Center it cannot be officially approved as to function and organization by the Board of Regents. Neither the Office or the Center can expand and develop without this transfer of function.
5. The transfer of the Learning Center and the remedial reading position will consolidate currently divided functions. This will permit greater coordination of instructional activities in the area of remedial and developmental education, in particular. All related activities will be coordinated as they will be in one academic unit which will lessen course scheduling problems and result in cost reduction and no duplication of services.
- 6) There will be no negative effect on the transfer of the Learning Center's coordinator position or the instructional position in remedial reading. The coordinator's position is vacant while a senior faculty member is in the remedial reading position. This individual has always been on the community college pay and workload scale and so there will be no adverse effect on his positional move. If anything it should result in a more positive impact on the ability of the holder of this position to achieve promotion since he/she will be in an academic unit comprised of faculty with the same workload and on the same pay scale as this position is.
- 7) The only alternative action is no action but the status quo will result in increased costs brought about by duplication of services. It will also place the organizational restructuring the Office of Student Services on hold until the matter of transferring the Learning Center out of a student support services unit is resolved.

APPROVED:

  
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Edgar Torigoe  
Director, Administrative Affairs

\_\_\_\_\_  
Date



2 PENDING ESTABLISHMENT

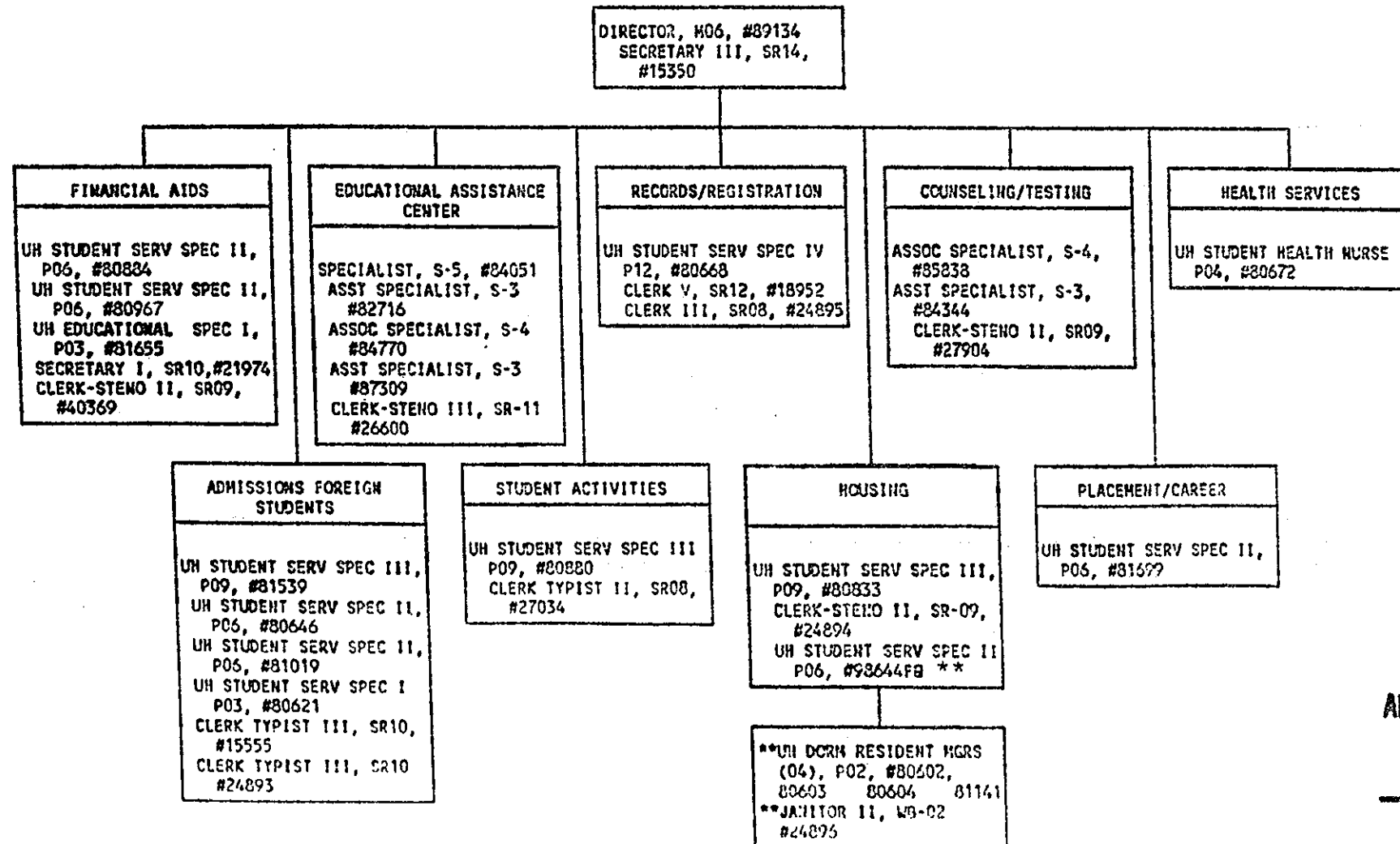
APPROVED BY THE UNIVERSITY  
BOARD OF REGENTS

MAR 15 1991

Date

POSITIONS  
GENERAL FUND - 98.50

STATE OF HAWAII - UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO  
OFFICE OF STUDENT SERVICES  
POSITION ORGANIZATION CHART-CHART VIII



APPROVED BY THE UNIVERSITY  
BOARD OF REGENTS

MAR 15 1991

Date

POSITIONS  
GENERAL FUND - 30.00  
REVOLVING FUND - 6.00\*\*

SSG.ONG

## HAWAII COMMUNITY COLLEGE

PROPOSED

Offers vocational-technical and general education courses and programs leading to Certificates of Achievement and the Associate of Science degrees.

### OFFICE OF THE PROVOST

Directs the activities, curriculum and personnel of Hawaii Community College. This office coordinates all instructional activities to assure the orderly operation of vocational and general education programs.

- \* Coordinates overall instructional activity to assure that the programs meet student, Board of Regents, accreditation, community, and business needs.
- \* Coordinates and serves as liaison between the College and the community to assure that community and student needs and interests are met.
- \* Coordinates the on-going and new instructional programs of the College with the public schools, other community colleges, and the University of Hawaii system.
- \* Coordinates the activities of existing programs which require the supervision of appropriate liaison between the college and community such as labor unions, business associations, private and non-profit organizations and hospital and medical affiliates required for the programs. Communicates with various county and state agencies which require licensure approvals and contracts.
- \* Coordinates the federally funded projects with the various state, county and federal offices which manage the allocation of the funds. Each project requires separate contracts which need to be managed between the University's Contracts and Grants Office and county, state, and federal agencies.
- \* Coordinates the liaison between each of the twenty-four programs and their program advisory committees. The members of the committees are appointed by the College. Members meet each year to review recommendations from each program as well as consider the changing needs of the community.
- \* Participates and joins community and civic organizations to provide a liaison between the community in general and the College. Close working relationship between the college and community is required to provide a mechanism for mutual understanding.
- \* Supervises the Learning Center by ensuring that all students -- whether in Hawaii Community College or another unit in the University -- are served with quality remedial, developmental, and content tutoring programs.

## OFFICE OF THE DEAN OF INSTRUCTION

Responsible for the academic support functions including planning, supervising, coordinating, communicating, reviewing, evaluating, and making recommendations for the academic programs of the College.

- \* Supports staff through development of in-service training programs for new and continuing staff. Evaluations are made of faculty in their teaching and support is given to strengthen classroom instruction.
- \* Reviews curricular materials with faculty for clarification and development of program objectives. Provides leadership to faculty in revising curriculum and assisting in articulating curriculum between and among community colleges and other colleges of the University of Hawaii at Hilo.
- \* Reviews the level of instruction by faculty for appropriateness in relationship to student progress. Shares with the students their concerns over the instruction provided by faculty. Give counseling and advice to students who need additional assistance or change of majors or provide assistance in measuring academic progress.
- \* Assists in the development of program reviews through providing information, lending support in the assessment and writing of these reviews for all of the programs.
- \* Assists in the writing of project proposals with faculty and staff. Provides information to support proposals from various sources. Assists faculty in reviewing the various sources of funding for project proposals.

## DISADVANTAGED/HANDICAPPED PROGRAM

Provides counseling, advising, and tutoring services for our disadvantaged and handicapped students.

- \* Maintains good relationship with students and faculty.
- \* Plans, recruits, schedules, and controls the tutorial program financed by Vocational Education funds.
- \* Assesses and assists in the planning of the Vocational Education proposals for disadvantaged and handicapped students.
- \* Communicates with students, staff, and administration clarifying, informing, and resolving issues and problems.
- \* Keeps a record of activities, expenditures, and submits final evaluation of the tutorial program.

Disadvantaged/Handicapped Program (continued)

- Plans, evaluates, and selects and purchases instructional materials and equipment as designated in the budget.

DIVISIONS

(General Education and Public Services, Business Education  
and Affiliated Programs, Trade and Industry)

Develops coherent programs among the disciplines within the respective divisions.

- Coordinates curricular offerings among the disciplines.
- Offers courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- Consults and cooperates with other divisions on curricular matters.
- Reviews and processes personnel transactions, administers student help and the operating and equipment budgets.

## OFFICE OF STUDENT SERVICES

PROPOSED

Plans, organizes, budgets, directs, evaluates, and coordinates student services programs for students and prospective students of the University of Hawaii at Hilo.

### OFFICE OF THE DIRECTOR

Plans, organizes, and directs activities related to the following:

- \* Recruitment, advising, counseling, evaluation, and selection of students for admission.
- \* Student financial aid program and financial counseling services.
- \* Student government and student activities, residence life, student clubs and organizations, health services, and veteran's affairs.
- \* Personal, vocational and academic counseling and testing services.
- \* Career planning and placement services.
- \* Construction, maintenance, and management of residence halls and other facilities as necessary to carry out the functions of the Office of Student Services.
- \* Student registration, collection, and maintenance of student records, evaluation of records for graduation, and compilation, production, and presentation of analytical or related reports.
- \* Budgets for the expenditure of funds of the Office of Student Services.
- \* Diagnostic Services and instructional support services.

### EDUCATIONAL ASSISTANCE CENTER

Provides diagnostic services and academic guidance to entering students who appear to be unprepared, educational counseling to students experiencing academic difficulty, and activities.

### ADMISSIONS

- \* Handles correspondence from prospective students, gives information about the University and various programs, evaluates credentials, processes applications for admission, evaluates transfer credits, compiles admission statistics, and works with the Coordinated Admissions Program on a system-wide basis.



#### Admissions (continued)

- \* Evaluates student's academic progress to insure proper adherence to area requirements, credits earned, degree requirements met for all degree and certificate programs at the University of Hawaii at Hilo.
- \* Counsels students regarding admission and academic problems. Assists in academic advising. Determines residency requirements and maintains school and college relations program.

#### FOREIGN STUDENT ADVISING

Advises and assists in various areas, including academic, immigration, financial and health concerns, coordinates home and group hospitality; evaluates and determines admission of foreign students; maintains liaison with the U.S. Immigration Service; works with foreign student organizations; counsels foreign students with academic, personal and special problems.

#### STUDENT ACTIVITIES, STUDENT GOVERNMENT, AND CAMPUS CENTER

Supervises programming, facilities management and services at the Campus Center; acts in advisory and supportive roles to the student governments at the University of Hawaii at Hilo; responsible for budgeting and fiscal planning and serves as primary University of Hawaii at Hilo liaison with Board of Publications; fulfills responsibilities in carrying out policies, rules and procedures of the Campus Center Board; coordinates the orientation activities of new and transfer students.

#### RECORDS AND REGISTRATION

Oversees the registration for the University of Hawaii at Hilo, including reservation of physical facilities, schedules for advising, obtaining course cards; maintains liaison with Management Systems Office and faculty in matters relating to registration, and repository for all reports emanating from Management Systems Office, as well as other computer reports generated locally.

- \* Prepares schedule for final examinations.
- \* Supervises development of a computerized system of record-keeping and registration, as well as computerization of other areas such as financial aids and housing.
- \* Issues transcripts, maintains academic records of all students at the University of Hawaii at Hilo, sends grade reports, certifies grade point average for good driver claimants, attendance for Social Security Administration, as well as other organizations.

### Records and Registration (continued)

- Advises veterans on credits, courses and program adjustments as they relate to the various veterans' programs; certifies veterans for G.I. benefits and allowances; certifies students attendance for orphans and dependents of veterans; maintains cooperative relationships with the Veterans Administration and its local representative; and provides such other assistance as indicated.

### FINANCIAL AIDS/EMPLOYMENT (ON-CAMPUS)

Handles matters involving all financial aids, including federal programs, National Direct Student Loan, Basic Economic Opportunity Grant, College Work-Study Program, Federally Insured Loan, state scholarships, and State Higher Education Loan Program, tuition waivers, general fund employment, and short term emergency loans.

### COUNSELING AND TESTING

Counsels students with educational, vocational, and/or personal problems, including counseling of senior citizens and women returning to school; makes referrals to proper university of community resources as necessary; administers a variety of psychological tests and inventories; and administers the National Testing Program.

### HOUSING

Coordinates the operation of the residence halls (Hale Kanilehua, Hale Kauanoë, Hale Aloha and Hale 'Ikena), including application and admission, setting and enforcement of policies, maintenance, budget, and supervision of the residents. Acts as liaison to off-campus housing units, including Adult Student Housing.

### PLACEMENT AND CAREER DEVELOPMENT

Assists in identification of career objectives; provides employment information for use of students, faculty, and alumni; initiates program of placement services for students; assists in completing confidential *vitae* for use by students, sets up files and resumes for distribution, acts in liaison capacity to promote establishment of contacts between University of Hawaii at Hilo and business and governmental sectors of community; promotes employment of University of Hawaii at Hilo graduates; supervises placement of students in part-time, off-campus employment; assists former students and promotes alumni activities.

### HEALTH SERVICES

Provides emergency and first aid for all students at the University of Hawaii at Hilo; provides health counseling in such areas as family planning, birth control methods, alcohol and drug abuse, mental health, etc.; referral services to other agencies as indicated. Disseminates health information, such as availability of health insurance forms, and assists in processing of applications for health insurance; scheduling of chest X-rays, evaluates health forms and determines necessary follow-up; maintains confidential health files.

## NATIONAL STUDENT EXCHANGE

Facilitates the exchange of students among institutions for a short-term educational experience at reduced tuition costs. Disseminates program information, screens potential applicants, processes in-coming and out-going applications, facilitates transition of exchange participants, and communicates with NSE Consortium and member institutions.