

July 29, 1994

**MEMORANDUM**

**TO:** Board Secretary Pepper Shiramizu

**FROM:** Rodney Sakaguchi

**SUBJECT: NOTIFICATION OF REORGANIZATION FOR THE WINDWARD AND  
HONOLULU COMMUNITY COLLEGES**

Enclosed for the information of the Board of Regents are copies of reorganizations approved for the Administrative Services Office, Windward Community College (January 25, 1994), and for the Human Services Instructional Department, Honolulu Community College (April 20, 1994). The purpose of each reorganization is explained in the executive summary for that proposal.

If there are any questions regarding this matter, please contact Senior Vice President and Chancellor Tsunoda at 956-7313 or Director Peggy Hong at 956-3874.

Attachment

c: Senior Vice President/Chancellor Tsunoda  
Director Peggy Hong

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COMMUNITY COLLEGES

HONOLULU COMMUNITY COLLEGE  
HUMAN SERVICES DEPARTMENT

EXECUTIVE SUMMARY

Enclosed for your information is the approved reorganization of the Human Services Department at Honolulu Community College.

The reorganization is necessary in order to reflect the new level of supervision established. The new proposed UH Educational Specialist III (Pseudo No. 94626F) will directly supervise the child care operations. The supervisory change will reduce the scope of work of the Assistant Dean, Position No. 89148.

The reorganization creates a new supervisory level at the UH Educational Specialist III level (Pseudo No. 94626F) to provide a more efficient structure to administer operations of the teaching laboratories. This new position will be for directing activities of four campus, will be based at Honolulu Community College and will report directly to the Assistant Dean of Instruction. This change reduces the span of supervision to manageable numbers. Under the reorganization, the new UH Educational Specialist I (Pseudo Nos. 94630F, 94631F, 94632F, 94633F, 94634F, 94635F, 94636F, and 94637F) positions will report to existing as well as new UH Educational Specialist II positions (Position Nos. 81576, 80699, 81822, 81786, 81679, and Pseudo Nos. 94627F, 94628F, 94629F) who in turn will report to a new UH Educational Specialist III (Pseudo No. 94626F).

Assignments at each of the campuses will be subject to rotation. Thus, the UH Educational Specialists at the proposed I and II levels may be rotated from campus to campus and from classroom to classroom within each of the Child Care Centers, depending on the enrollment of children. This arrangement allows for advancement in levels and fulfills the requirements of demand scheduling based on enrollments by classrooms of different aged children.

Honolulu Community College  
Human Services Department  
Executive Summary  
Page 2

Additional cost is borne by expanded services and hours. As additional teachers are required by enrollments, fees support the addition of staff. Expansion is funded by the inclusion of additional children into services. No additional funding for expansion was appropriated by the Legislature. The total dollar amount appropriated for the twelve new positions in each year of the 1993-95 fiscal biennium is listed below:

FY 93-94:	\$266,540
FY 94-95:	\$319,848

Other than the addition of the new positions, no other impact on staffing, students, or financial resources is anticipated. No change has been proposed for the Instruction functional statement.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COMMUNITY COLLEGES

HONOLULU COMMUNITY COLLEGE  
Division II, Human Services Department

REORGANIZATION

I. PURPOSE

Honolulu Community College is proposing to reorganize the structure of the Human Services Department located in Division II to accommodate a supervisor who will serve as an administrative and program coordinator for the early childhood education teaching laboratories on Oahu campuses of the community colleges.

II. PRESENT STRUCTURE

Division II is comprised of a mixture of Technical/Vocational and Liberal Arts faculty and support staff. All of the Human Services Department staff which include faculty members, administrative, professional and technical staff (APT) and clerical staff are located in Division II. Honolulu Community College is designated as the lead campus to coordinate activities of the Child Care Centers of the community colleges. Staff are assigned to Child Care Centers at Honolulu Community College, Kapiolani Community College and Leeward Community College. Existing positions are listed below:

Honolulu Community College:

No. 81576	UH Educational Specialist II, P06
No. 80699	UH Educational Specialist II, P06
No. 81822	UH Educational Specialist II, P06

Kapiolani Community College:

No. 81679	UH Educational Specialist II, P06
No. 77015S*	UH Educational Specialist II, P06
No. 77016S*	UH Educational Specialist II, P06

Leeward Community College:

No. 81786	UH Educational Specialist II, P06
-----------	-----------------------------------

All employees report directly to the Assistant Dean of Instruction.

\* These two temporary positions will be converted from temporary to permanent and are counted as two out of the twelve new positions.

### **III. PROPOSED REORGANIZATION**

The proposed reorganization reflects creation of a new supervisory level at the proposed UH Educational Specialist III level (Pseudo No. 94626F) to provide a more efficient structure to administer operations of the teaching laboratories. Under the proposed structure, the UH Educational Specialist I positions will report to an UH Educational Specialist II who in turn will report to a new UH Educational Specialist (Pseudo No. 94626F). The new UH Educational Specialist, responsible for directing activities of four campuses, will be based at Honolulu Community College and will report directly to the Assistant Dean of Instruction. This change reduces the span of supervision to manageable numbers.

### **IV. BACKGROUND/NATURE OF THE PROPOSED REORGANIZATION**

The need for reorganization became evident when one UH Educational Specialist III (Pseudo No. 94626F) and eleven new permanent, revolving fund UH Educational Specialist II positions were appropriated by the 1993 Legislature to meet the demand for more training in early childhood education in the State: Pseudo Nos. 94627F, 94628F, 94629F, 94630F, 94631F, 94632F, 94633F, 94634F, 94635F, 94636F, and 94637F.

The field of early childhood education requires trained teachers, assistant teachers and caregivers. It is proposed that the new positions be established at the UH Educational Specialists I, II and III levels. The plan specifies satellite child development training laboratories on the Kapiolani, Leeward and Windward Community College campuses, with overall direction activities home based at Honolulu Community College. The functions of the teaching laboratories will be consistent throughout the operations. The new proposed UH Educational Specialist III supervisory position (Pseudo No. 94626F) will be requested at the III level and will function as the overall supervisor of the laboratory operations and staff. The existing UH Educational Specialist II positions (Position Nos. 81576, 80699, 81822, 81679, and 81786) along with the proposed new UH Educational Specialists II (Pseudo Nos. 94627F, 94628F, and 94629F) will function as teachers of the classrooms in each of the Child Care Centers. The new proposed UH Educational Specialists I (Pseudo Nos. 94630F, 94631F, 94632F, 94633F, 94634F, 94635F, 94636F, and 94637F) were budgeted at the II level. These positions will be requested at the I level and will function as assistant teachers to the existing as well as new proposed UH Educational Specialists II.

Assignments at each of the campuses will be subject to rotation. Thus, the UH Educational Specialists at the proposed I and II levels may be rotated from campus to campus and from classroom to classroom within each of the Child Care Centers, depending on the enrollment of children. This arrangement

allows for advancement in levels and fulfills the requirements of demand scheduling based on enrollments by classrooms of different aged children.

The impact on services of the target group, parents of children enrolled in the training laboratories, will be expanded services to extended age groups on additional campuses. Classrooms will be added or deleted, depending on the demand for classes at certain age groupings. Operational requirements of the classroom are governed by State of Hawaii licensing, fire, building and safety codes and accreditation requirements. Without adequate staffing, the training laboratories will have to decrease services and times of operation.

The only impact on existing positions is that the existing UH Educational Specialist II positions and newly proposed UH Educational Specialist II positions will report to a proposed UH Educational Specialist III (Pseudo No. 94626F) instead of the Assistant Dean.

Space availability is addressed on each campus. Each training laboratory provides office and administrative space for the teachers and assistant teachers. Due to the need for constant supervision, office space is provided in close proximity to the classrooms.

Additional cost is borne by expanded services and hours. As additional teachers are required by enrollments, fees support the addition of staff. Expansion is funded by the inclusion of additional children into services. No additional funding for expansion was appropriated by the Legislature. The total dollar amount appropriated for the twelve new positions in each year of the 1993-95 fiscal biennium is listed below:

FY 93-94:	\$266,540
FY 94-95:	\$319,848

Other than the addition of the new positions, no other impact on staffing, students, or financial resources is anticipated. No change has been proposed for the Instruction functional statement.

#### **V. REASONS FOR PROPOSING THE REORGANIZATION**

The reorganization is necessitated by the addition of twelve new positions and to establish a more manageable infrastructure to respond to the need for child care services.

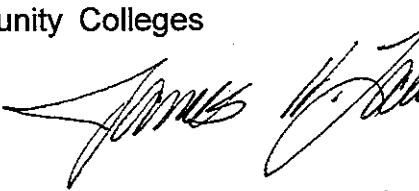
# UNIVERSITY OF HAWAII

Personnel Management Office

## MEMORANDUM

March 8, 1994

TO: Joyce S. Tsunoda  
Senior Vice President and  
Chancellor for Community Colleges

FROM: James H. Takushi   
Director of Personnel

SUBJECT: Proposed Reorganization of Honolulu Community  
College, Instruction - Division II

Thank you for the opportunity to review the draft proposal to reorganize the Instruction-Division II, Honolulu Community College. Essentially, the proposal seeks to reflect the establishment of twelve (12) new positions authorized by the 1993 Legislature to meet the demand for academic training in Early Childhood Education for the State of Hawaii. As a result, the proposal reflects the reporting relationships of these new positions and the creation of a full-supervisory level position to direct and coordinate the program at various satellites on campuses for the island of Oahu.

At this time, we do not foresee any adverse classification impact to existing positions or employees resulting from your proposed reorganization.

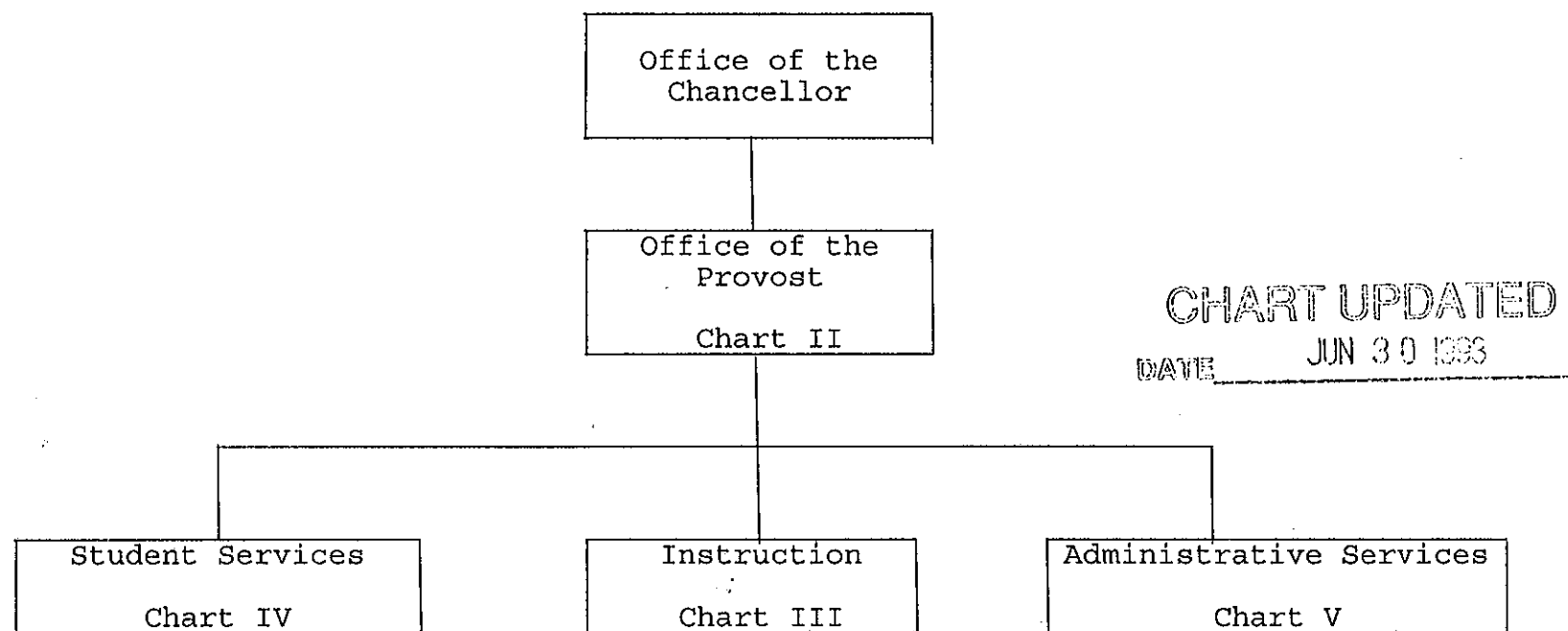
Again, thank you for the opportunity to comment on the draft proposal.

cc: Director Sakaguchi ✓  
Jimmy Oshiro

FORMER ORGANIZATIONAL CHARTS  
AND  
FUNCTIONAL STATEMENTS



State of Hawaii  
University of Hawaii  
Honolulu Community College  
**Organization Chart**  
Chart I



# CHART UPDATED

DATE \_\_\_\_\_

JUN 30 1993

INSTRUCTION  
Dean, MO7-M, #89025

University of Hawaii  
Honolulu Community College  
INSTRUCTION  
Position Organization Chart  
Chart III

KEAHOLE FLIGHT CENTER  
Assistant Dean, MO4-M, #89338

UH Computer Spec. II,  
PO5, #81639

Secretarial Services  
Secretary III, SR16, #22374

## DIVISION I

\*Assistant Dean, MO4-M  
#89111

\*Secretary II, SR14,  
#08767

### Faculty

Anthropology, #83341  
Economics, #82987  
Geography, #83820  
Pol. Sci., #82803, 83838  
Psychology, #82197, 83521  
Soc. Sci., #83893, 84457  
Sociology, #82406, 83416  
Arch. Draft., #82092  
82796, 83167, 82956  
Carpentry, #82384, 83174  
Commercial Baking, #82653,  
84669  
UH Educ & Acad Supp Sp,  
PO1E, #80877 (W)  
Mach. Shop, #82068, 83134,  
84688  
Sheet Metal & Plastics,  
#82135, 84368  
Welding, #83212, 83967,  
84376, 84660  
Blueprint, #84689  
Computer Science, #84591  
Appren. Coord., #83298  
UH Computer Sp. I, PO3,  
#80039

\*Rotating Divisions

## DIVISION II

\*Assistant Dean, MO4-M  
#89148

\*Secretary II, SR14,  
#01825

### Faculty

History, #82131, 82283,  
82840, 83911  
Humanities, Learning  
Skills, #82060, 84649  
Philosophy, #82854, 83930  
Religion, #82113  
Speech, #83423, 83569  
Fine Art, #83885, 84836  
Commercial Art, #82969,  
83894, 84471  
Cosme, #83649, 83825,  
84099  
UH Educ & Acad Supp Sp,  
PO1E, #80879 (W)  
Fire Science, #83639  
Fash. Design & Merch.,  
#82883, 84681  
Human Svcs., #82843, 86909,  
86907, 83529, 84122,  
86639, 86980, 87028,  
87029, 87031, 87032  
Clerk Steno II, SR09,  
#44568  
UH Educational Sp II,  
PO6, #81576, 80699,  
81822, 81786, 81679  
OSH, #83673  
Adminis of Justice, #82898,  
83339  
Human Development, #83594

## DIVISION III

\*Assistant Dean, MO4-M  
#89170

\*Secretary II, SR14,  
#24735

### Faculty

Math, #82689, 83062, 83687,  
83708, 83797, 83998,  
84562, 84638, 84646  
Biological Science, #82585  
83282, 84135  
Chemistry, #82937, 83881  
Phys. Science, #82222,  
82331, 83431, 83964  
Elec. Engin. #86615  
Oceanography, #82773  
Electronics, #83116, 86677  
83138, 83699, 84375,  
86620  
Engr., #82444, 84623  
Ind. Elec., #82757,  
83368  
Refrig., & Air Cond.,  
#82422, 82518  
Pearl Harbor Apprentice,  
#84096, 84666

Appren. Coord., #83695

### Pending Establishment

Faculty (Appren Coord), #91656F

General Funds: 161.00  
(W) Revolving Funds: 2.00

## DIVISION IV

\*Assistant Dean, MO4-M  
#89209

### Faculty

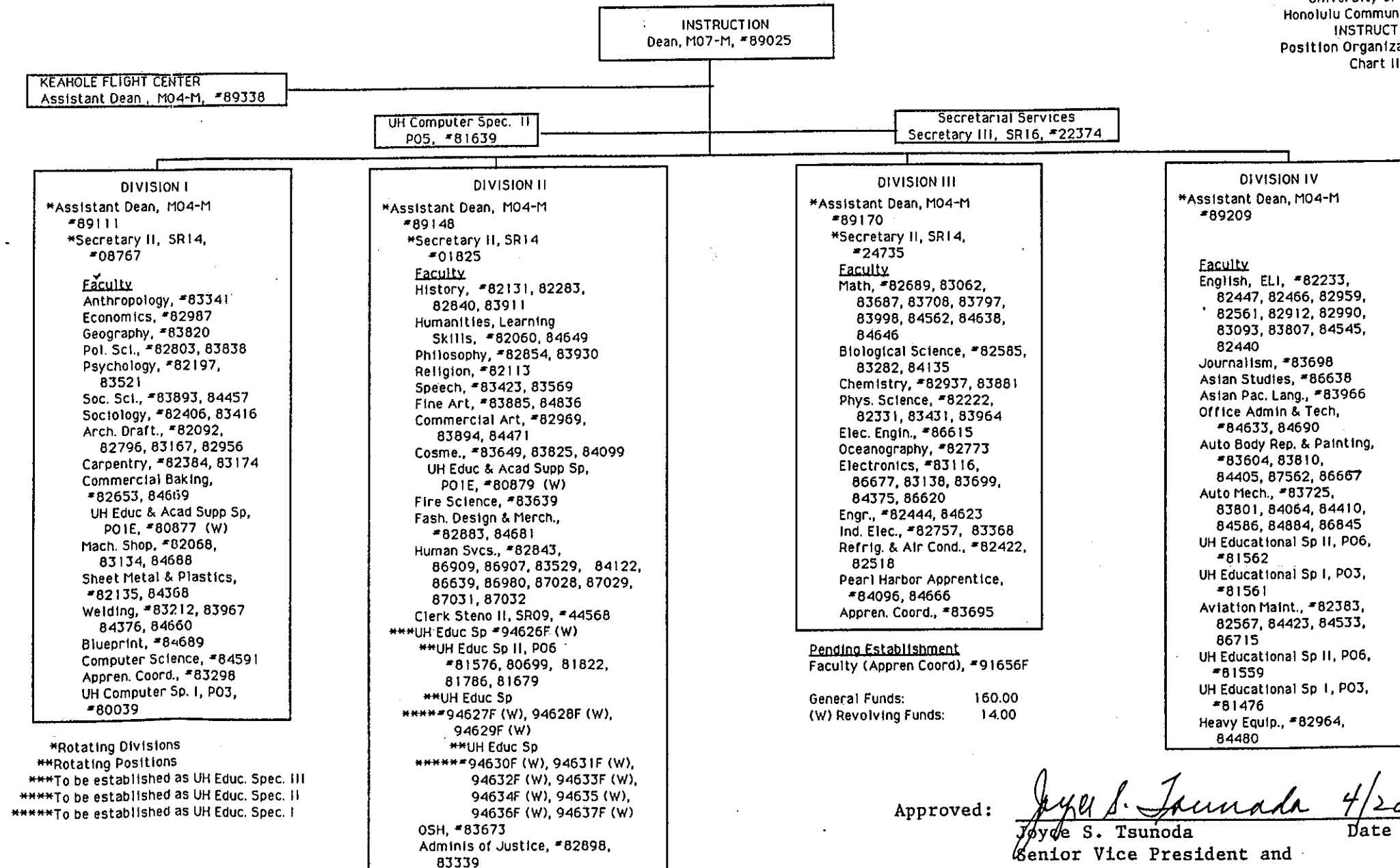
English, ELI, #82233  
82447, 82466, 82959,  
82561, 82912, 82990,  
83093, 83807, 84545,  
82440  
Journalism, #83698  
Asian Studies, #86638  
Asian Pac. Lang., #83966  
Office Admin & Tech,  
#84633, 84690  
Auto Body Rep. & Painting,  
83604, 83810, 84405,  
87562, 86667  
Auto Mech., #83725, 83801,  
84064, 84410, 84586  
84884, 86845  
UH Educational Sp II,  
PO6, #81562  
UH Educational Sp I, PO3,  
#81561  
Aviation Maint., #82383  
82567, 84423, 84533  
86715  
UH Educational Sp II,  
PO6, #81559  
UH Educational Sp I, PO3,  
#81476  
Heavy Equip., #82964  
84480

## Instruction Divisions (I, II, III and IV)

The purpose of the instructional divisions are to coordinate and supervise the activities of the instructors in both the liberal arts and vocational education programs. It is the function of the instructional divisions to maintain administrative practices to meet the objectives of the College and the University.

- . Review courses, curricula and instructions for improvement.
- . Participate in all personnel transactions as they relate to hiring, tenure, leaves, promotion and termination.
- . Responsible for preparing educational plans relating to the objective of the College.
- . Assist in the development of courses, schedules, catalog materials.
- . Assist faculty members to better serve students at the College.
- . Coordinate, with the assistance of other College units, support services to provide the maximum benefits and services for students.
- . Prepare program budgets and supervise expenditures.
- . Assist private industry and government to plan educational programs.
- . Supervise department chairmen and others who are responsible for program areas.
- . Prepare new program proposals and program reviews.

NEW ORGANIZATIONAL CHARTS  
AND  
FUNCTIONAL STATEMENTS



Approved:

*Joyce S. Tsunoda* 4/20/94  
Joyce S. Tsunoda Date  
Senior Vice President and  
Chancellor for Community Colleges

## **Instruction Divisions (I, II, III and IV)**

**The purpose of the instructional divisions is to coordinate and supervise the activities of the instructors in both the liberal arts and vocational education programs. It is the function of the instructional divisions to maintain administrative practices to meet the objectives of the College and the University.**

- . Review courses, curricula and instructions for improvement.**
- . Participate in all personnel transactions as they relate to hiring, tenure, leaves, promotion and termination.**
- . Responsible for preparing educational plans relating to the objective of the College.**
- . Assist in the development of courses, schedules, catalog materials.**
- . Assist faculty members to better serve students at the College.**
- . Coordinate, with the assistance of other College units, support services to provide the maximum benefits and services for students.**
- . Prepare program budgets and supervise expenditures.**
- . Assist private industry and government to plan educational programs.**
- . Supervise department chairmen and others who are responsible for program areas.**
- . Prepare new program proposals and program reviews.**