


# UNIVERSITY OF HAWAII

University Budget Office

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

# UNIVERSITY OF HAWAII

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Office of the Chancellor for Community Colleges

January 25, 1994


MEMORANDUM

**TO: The Honorable Benjamin J. Cayetano**  
**Lieutenant Governor, State of Hawaii**

**SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION -**  
**WINDWARD COMMUNITY COLLEGE, ADMINISTRATIVE SERVICES**

Enclosed for your files is a copy of the reorganization and functional statements which was approved on January 25, 1994. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Director Peggy S. Hong at 956-3874.

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

Enclosures

c: The Honorable Eugene Imai  
Acting Director, Department of Budget and Finance  
The Honorable Sharon Miyashiro  
Director, Department of Personnel Services  
University of Hawaii Personnel Management Office

## EXECUTIVE SUMMARY

### **WINDWARD COMMUNITY COLLEGE OFFICE OF ADMINISTRATIVE SERVICES**

Enclosed for your information is the approved reorganization of the Windward Community College, Office of Administrative Services. The reorganization reflects the addition of a new UH Personnel Officer (Pseudo No. 93802F) expansion of programmatic responsibilities, and redesignation of the Personnel Section to Human Resources Section. In addition, the reorganization reflects the consolidation of the Custodial and Building and Grounds Maintenance Units under the supervision of a new General Maintenance and Services Supervisor (Pseudo No. 94200F). Also, incorporated in the reorganization are two (2) new positions, Laborer (Pseudo No. 94201F) and Janitor (Pseudo No. 94202F).

#### Human Resources

A new UH Personnel Officer position was authorized for Windward Community College by the 1991 Legislature. The new position will be responsible for the complete range of professional level duties and responsibilities in the human resources program. With the addition of the new position, the functions of the section will expand from the current personnel technical and recordkeeping functions and will include classification and pay administration, recruitment and employment, EEO/AA, fringe benefits, and workers' compensation activities.

Further, in keeping with the reorganization, the Personnel Section will be redesignated to the Human Resources Section to reflect the professional level support which will be provided to the college. The Human Resources Section will consist of one existing Personnel Clerk and one UH Personnel Officer position.

Other than the addition of the new position, no other impact on staffing, students or financial resources (additional costs) is anticipated. The 1991 Legislature appropriated \$21,362 for the new position.

#### Operations and maintenance

The 1993 Legislature appropriated there (3) new positions to address Windward CC's need to better coordinate and operate the janitorial and maintenance programs. The reorganizations, with the additional new positions, will allow the campus to maintain health, safety, and sanitation standards.

In addition, Windward CC will be consolidating its separate Custodial and Building and Grounds Maintenance units into one Operations and Maintenance unit. The new unit will be supervised by a new position (Pseudo No. 94200F), General Maintenance and Services Supervisor, who will provide overall direction, leadership,

Executive Summary  
WCC-Office of Administrative Services  
Page 2

and guidance. The consolidation under one overall supervisor will ensure a coordinated operation responding to the campus facilities requirements. The addition of new positions will assist in responding to workload needs, (Laborer Pseudo No. 94201F, Janitor Pseudo No. 94202F).

Other than the addition of the new positions, no other impact on students, staffing or financial resources (additional costs) is anticipated. The Legislature appropriated \$16,950 for the Janitor position, \$19,110 for the Laborer position, and \$21,010 for the Maintenance and Services Supervisor.

Other than the addition of the new positions, no other impact on staffing, students or financial resources (additional costs) are expected.

## PROPOSAL FOR REORGANIZATION

### STATE OF HAWAII UNIVERSITY OF HAWAII COMMUNITY COLLEGES

#### WINDWARD COMMUNITY COLLEGE ADMINISTRATIVE SERVICES

#### PRESENT ORGANIZATION

The Office of Administrative Services for Windward Community College is responsible for the overall direction of the following programmatic areas: finance and budget; personnel; EEO/AA; operations and maintenance, including janitorial, maintenance, groundskeeping; computing services; security, inventory and safety; bookstore; and auxiliary services, including parking lot service, food service, vending machines; communication, mail and messenger service.

The Personnel Office of Windward Community College is responsible for the administration of the personnel recordkeeping and transactions; and the maintenance of information on working conditions, salaries, and fringe benefits for Board of Regents and Civil Service employees. Presently, there is one position assigned to the section: Position No. 26602, Personnel Clerk V, SR-13. This position reports directly to the Director for Administrative Services, Position No. 89048.

The Custodial Section of Windward Community College is responsible for the cleaning of the interior buildings. Presently, there are four (4) positions assigned to this section. Position No. 31275, Janitor III, WF02, reports directly to the Director for Administrative Services (Position No. 89048). Positions No. 24427, 24428, and 27388, all Janitor II, WB02, report directly to the Janitor III position.

The Building and Grounds Maintenance Section of Windward Community College is responsible for the maintenance and repairing of the buildings and grounds. Presently, there are two (2) positions assigned to this section. Position No. 32315, Building Maintenance Worker I, WB09, reports directly to the Director for Administrative Services (Position No. 89048). Position No. 36454, Groundskeeper I, WB02, reports directly to the Building Maintenance Worker I position.

#### PROPOSED ORGANIZATION

The 1991 Legislature appropriated a UH Personnel Officer position (Pseudo No. 93802F) and funds (\$21,362) to Windward Community College. This position will be responsible for performing the full range of professional level duties and responsibilities in the human resources program and supervising the operations of the section. With the addition of the professional position, the functions of the section

FORMER ORGANIZATIONAL CHARTS  
AND  
FUNCTIONAL STATEMENTS

State of Hawaii  
UNIVERSITY OF HAWAII  
WINDWARD COMMUNITY COLLEGE  
POSITION ORGANIZATION CHART

CHART I

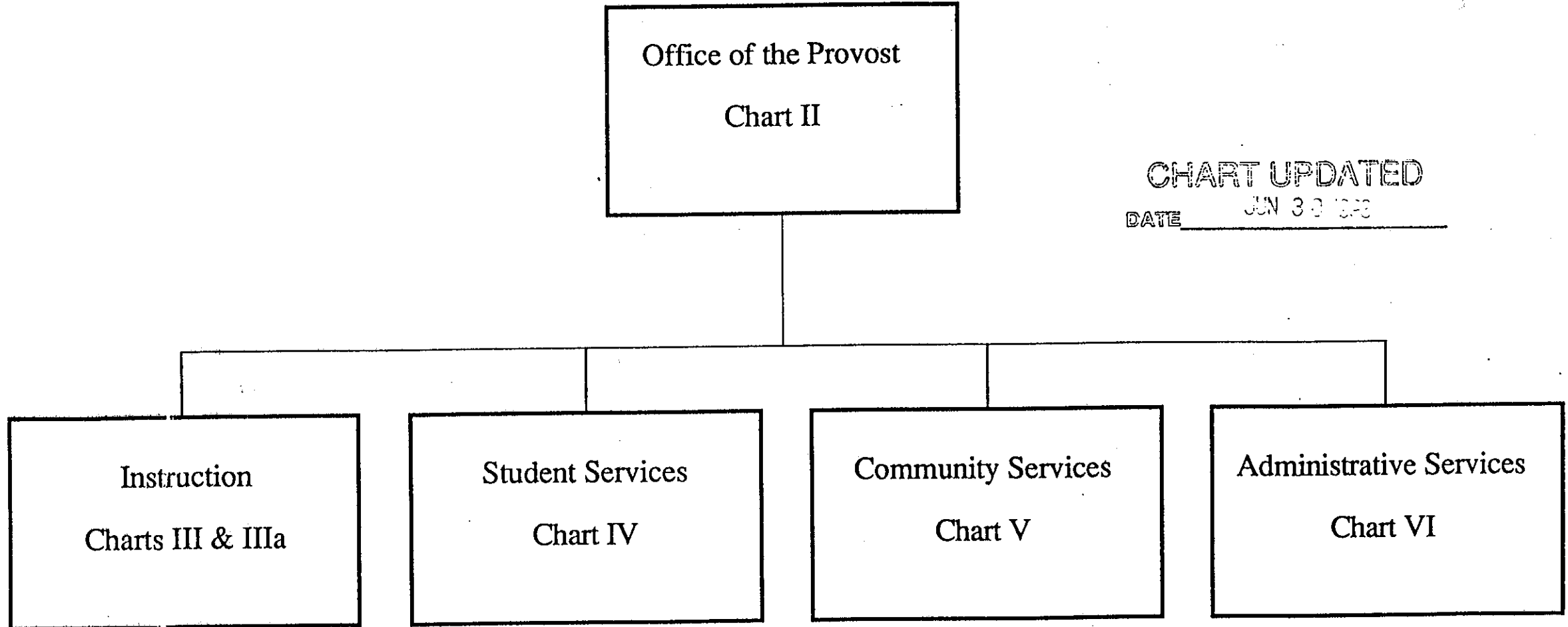
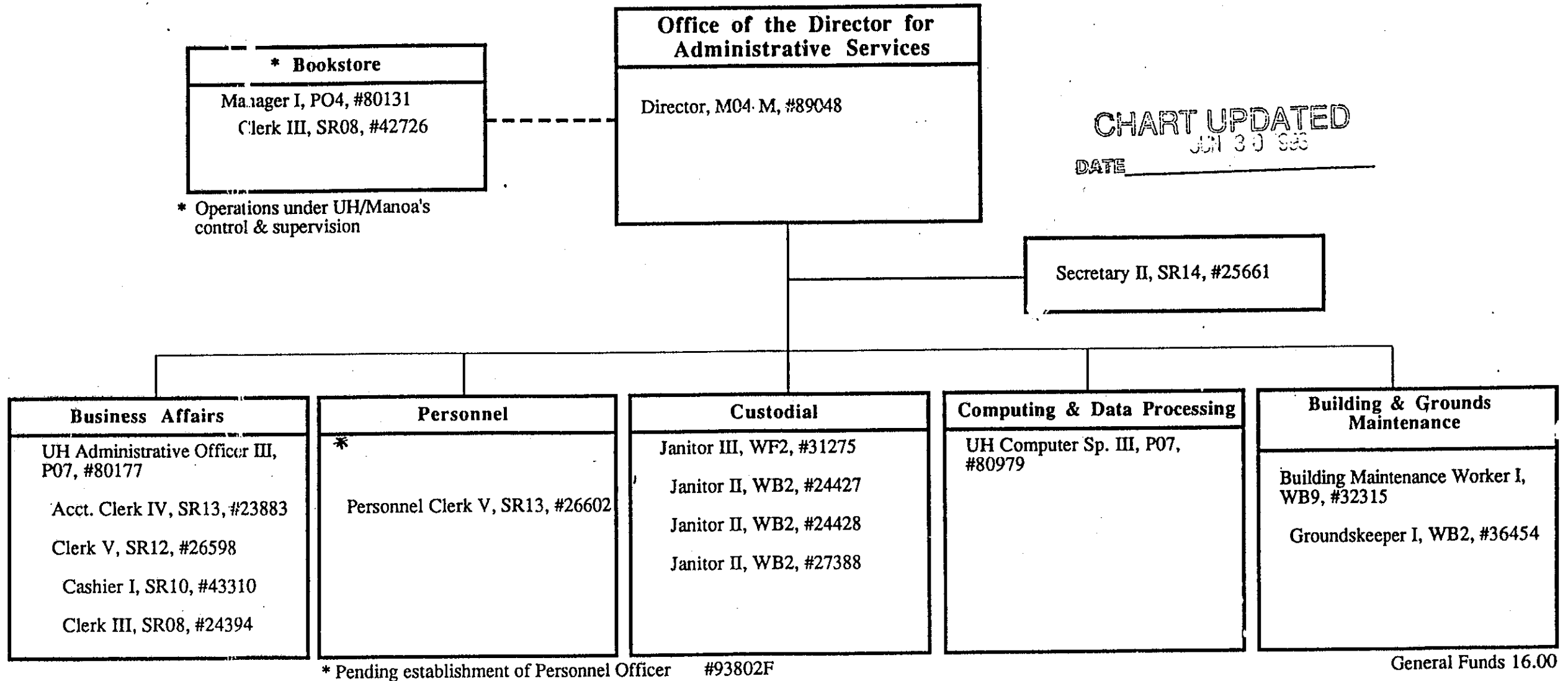


CHART UPDATED  
DATE JUN 30 1993

State of Hawaii  
UNIVERSITY OF HAWAII  
WINDWARD COMMUNITY COLLEGE

ADMINISTRATIVE SERVICES  
POSITION ORGANIZATION CHART  
CHART VI





## OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES

The Office of the Director for Administrative Services provides for the various administrative support services and activities of the College. This includes the following:

- \* Coordinate the CIP planning and maintain liaison between the College and the contractors, State Department of Accounting and General Services, and the University of Hawaii Facilities Planning Office.
- \* Coordinate the development of the College biennial and annual budget.
- \* Provide personnel administration and record keeping services.
- \* Coordinate the development of the expenditure plan and maintain fund control.
- \* Provide for cashiering and disbursement of funds and certify availability of resources and propriety of expenditures.
- \* Provide for the maintenance of buildings and grounds for preservation, safety, and health.
- \* Coordinate other auxiliary services such as the Bookstore,<sup>1</sup> vending machines, lunch wagon, mail, and telephone services.

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<sup>1</sup>NOTE: The Bookstore is a branch of and under the operational control of the UH Manoa Bookstore.

Business Affairs

This office is directly responsible for cashiering, purchasing, disbursing, equipment inventory, and mail for the College. This involves:

- \* Collecting cash for tuition, fees, fines, reimbursements and charges, issuing receipts and crediting the proper accounts.
- \* Issuing-purchase-orders for the acquisition of goods and services.
- \* Preparing and issuing requests for quotations for acquisitions within authorized ceilings.
- \* Coordinating the preparation of contract specifications for acquisition of goods and services that require formal bidding.
- \* — Issuing impress checks and handling petty cash in accordance with University policy for the payment of goods and services.
- \* Taking physical inventory of equipment and maintaining inventory records current; preparing and filing reports for property disposal or loss due to theft.

- \* Minor carpentry work involving the repair or replacement of windows, doors and screens.
- \* Minor plumbing work involving the repair or replacement of fixtures and water lines, clearing of drains, and correcting leaks.
- \* Minor electrical work involving the repair or replacement of outlets, switches, fixtures, lamps, and lines.
- \* The care and maintenance of the grounds, including lawns, trees, and shrubberies.

#### Personnel

This section is responsible for the processing and maintaining of all personnel related documents for the College. This includes:

- \* Preparing and processing Notification of Personnel Action forms and other payroll, tax, employee benefit, and such forms.
- \* Maintaining and safeguarding employee personnel files and records.
- \* Maintain employee leave records, including the computation of leave to determine leave eligibility status.
- \* Preparing and maintaining the College's Organizational Charts, Functional Statements, and Position Control records.
- \* Maintain College's Occupational Safety and Health records.

NEW ORGANIZATIONAL CHARTS  
AND  
FUNCTIONAL STATEMENTS

State of Hawaii  
UNIVERSITY OF HAWAII  
WINDWARD COMMUNITY COLLEGE

ADMINISTRATIVE SERVICES  
POSITION ORGANIZATION CHART  
CHART VI

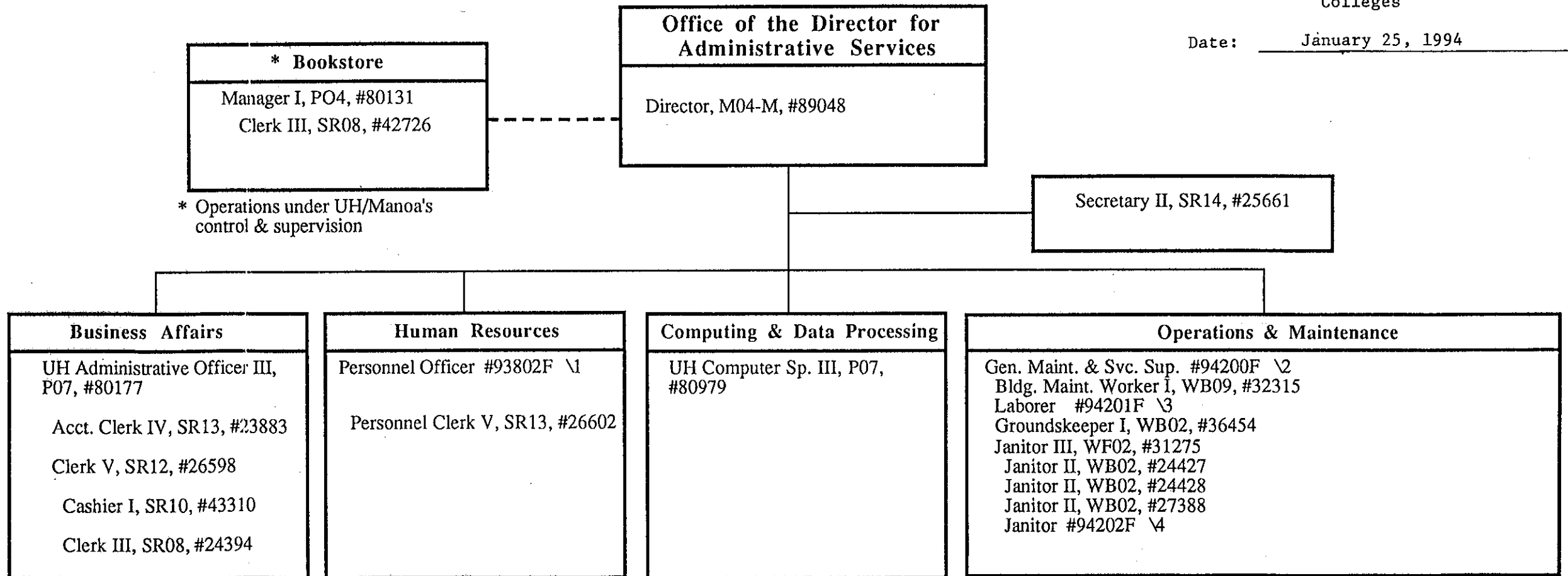
Approved By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

January 25, 1994



\* Operations under UH/Manoa's control & supervision

- \1 Pending establishment of Personnel Officer, #93802F  
\2 Pending establishment of Gen. Maint. & Svc. Sup., #94200F  
\3 Pending establishment of Laborer, #94201F  
\4 Pending establishment of Janitor, #94202F

General Funds 19.00

## OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES

The Office of the Director for administrative Services administers, coordinates, and supervises various administrative support services and activities of the College. This includes:

- \* CIP planning and maintaining liaison between the College, Contractors, State Department of Accounting and General Services, and University of Hawaii Facilities Planning Office.
- \* Development of the College Biennial and annual budget.
- \* Human resource management.
- \* Development of the expenditure plan and maintain fund control.
- \* Cashiering and disbursement of funds and certifying availability of resources and propriety of expenditures.
- \* Maintenance of facilities and grounds for preservation, safety, and health.
- \* Institutional Computing.
- \* Other auxiliary services such as the Bookstore, \1 vending machines, lunch wagon, mail, and telephone services.

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\1 NOTE: The Bookstore is a branch of and under the operational control of the UH Manoa Bookstore.

Business Affairs

This office is directly responsible for cashiering, purchasing, disbursing, and mail for the College. This includes:

- \* Cashiering for tuition, fees, fines, reimbursements and charges, issuing receipts and crediting the proper accounts.
- \* Acquisition of goods and services.
- \* Preparation of contract specifications for acquisition of goods and services that require formal bidding.
- \* Imprest checking and petty cash in accordance with University policy for the payment of goods and services.
- \* U.S. and campus mailing services.

Human Resources

This section is responsible for the human resource management for the College. This includes:

- \* Personnel Management, recordkeeping, and transactions.
- \* Recruitment and Equal Employment Opportunity/Affirmative Action (EEO/AA).
- \* Classification, pay administration, and contract interpretations.
- \* Workers' compensation, employee benefits, and temporary disability insurance administration.
- \* Organizational Chart updates.

### Computing and Data Processing

This section is responsible for the management and maintenance of the central computing and data processing equipment and software. This includes:

- \* Systems development and maintenance - systems analysis, systems design, application programming, systems testing, and systems installation.
- \* Operations and supervision - scheduling and control, equipment operation, production support, and data entry.
- \* Technical support - data processing, standards, technical assistance, and training.

### Operations and Maintenance

This section is responsible for the maintenance of all facilities and grounds on campus. This includes:

- \* Custodial and groundskeeping services.
- \* Minor repairs and upkeep of physical plant facilities.
- \* Inventory control and recordkeeping.
- \* Transportation services.
- \* Campus security.
- \* Preventative maintenance program for college facilities and equipment.
- \* Programs to maintain health, safety, and sanitation standards.