

August 22, 1995

MEMORANDUM

TO: Secretary of the Board of Regents

FROM: Rodney Sakaguchi

SUBJECT: NOTIFICATION OF REORGANIZATION FOR STUDENT HOUSING SERVICES, OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on October 28, 1994 for the Student Housing Services, 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 Doris Ching at 956-8753.

Attachment

c: Vice President Ching (w/o attachment)



'95 AUG 11 12:58 **University of Hawai'i at Mānoa**

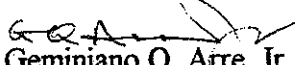
**Office of Student Affairs
Student Housing Services**

Johnson Hall A Basement • 2555 Dole Street • Honolulu, Hawai'i 96822-2381
Telephone: (808) 956-8177 • Facsimile: (808) 956-5995

MEMORANDUM

August 2, 1995

TO: The Honorable Mazie Hirono
Lieutenant Governor, State of Hawaii

FROM: 
Geminiano Q. Airre, Jr.
Director

SUBJECT: Notification of Approved Reorganization, University of Hawaii, Student Housing Services

Enclosed for your files is a copy of the reorganization which was approved by the University for Student Housing Services. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call me at 956-4011.

Enclosure

cc: The Honorable Earl Anzai
Director, Department of Budget and Finance
The Honorable James Takushi
Director, Department of Human Resources
University Personnel Management Office
University Budget Office



UNIV. OF HAWAII
UH BUDGET OFFICE

University of Hawai'i at Mānoa


'95 AUG -3 P2:18

Student Housing Services

Johnson Hall A Basement • 2555 Dole Street • Honolulu, Hawai'i 96822
Telephone: (808) 956-8177 • Facsimile: (808) 956-5995

October 11, 1994

Memo To: Doris Ching
Vice President for Student Affairs

From: 
Geminiano Q. Arre, Jr.
Director of Student Housing Services

Subject: **Minor Reorganization**

I request approval to combine the Mauka (Hale Laulima, Hale Kahawai and Hale Anuenue) and Makai (Johnson Hall, Gateway House and Frear Hall) student housing areas and redescribe positions #80598 (R) and #80594 (R), both of which are U.H. Student Housing Coordinator I's. (See Exhibit I).

This reorganization request is reflected in Exhibit II. In the combined Mauka/Makai area, we propose to upgrade position #80598 to U.H. Student Housing Coordinator II. Position #80594 will remain as U.H. Student Housing Coordinator I but will be changed to a live-in position. Both positions have similar functional responsibilities. However, the II will be directly involved with program planning, budget preparation/implementation, judicial boards and coordination with other program officers. Position #80594 will be primarily responsible for day-to-day operations, the front desks as well as evening and weekend activities/emergencies. Position #80594 will report to Position #80598.

I request also that the work title Area Coordinator be changed to Residence Life Specialist.

Please note also that Conference/Personnel no longer exist as a separate operating unit. The Conference function has been integrated with Assignments and the Personnel function as well as Position No. 81103 (R) was transferred to Fiscal. Position No. 81103 (R) was redescribed to U.H. Administrative Officer II and filled recently.

Attached Exhibits V and VI are the proposed descriptions for the U.H. Student Housing Coordinator I and II, respectively.

Justification

This proposed reorganization will provide the following advantages:

1. A full-time professional staff will be available for hall staff and resident supervision 24 hours a day.
2. The combined area provides for some upward mobility for the U.H. Student Housing Coordinator I.
3. It eliminates the need for another Area Coordinator to take on an additional area when an Area Coordinator is absent.
4. The combined area will reduce direct, out of pocket expenses.

CURRENT		PROPOSED	
UH Student Housing Coord I		Residential Life Coord II	
Position No. 80598 P05 salary	\$28,524	Position No. 80598 P07 salary	\$31,380
Fringe benefits	8,557	Fringe benefits	9,414
UH Student Housing Coord I		Residential Life Coord I	
Position No. 80594 P05 salary	28,524	Position No. 80594 P05 salary	23,790 *
Fringe benefits	<u>8,557</u>	Fringe benefits	<u>7,137</u>
		plus one-bedroom apartment	
TOTAL	<u>\$74,162</u>	TOTAL	<u>\$71,721</u>

*Salary is reduced by one half of the imputed rent for a 1-bedroom apartment, i.e., \$28,524 less \$4,734.

5. This reorganization will bring us a step closer to compressing the five areas to three areas, each with approximately comparable number of beds and hall staff.

<u>Area</u>	<u>No. Beds</u>	<u>Hall Directors</u>	<u>Resident Assistants</u>
Mauka/Makai	925	6	23
Hale Aloha	1103	4	20
Noelani/Wainani	1174	4	14

6. No services to the residents will be reduced or eliminated

Long Range Organizational Plan

This proposed minor reorganization to combine Mauka/Makai areas is consistent with Student Housing Services' Long-Range Organization Plan (LROP) which will be submitted shortly. The LROP has the following objectives: (Exhibit III)

1. To align manpower and other resources along functional lines as spelled out by Board of Regents policy, i.e., management (financial and physical plant) and educational (residence life communities and educational development).
2. To expand promotional opportunities within student housing.
3. To establish a more accountable, flexible and responsive organization that will effectively address student housing's changing clientele and changing operating environment.
4. To update, upgrade and/or broaden the duties and responsibilities as well as the minimum and desirable requirements of all positions
5. To increase the depth of professional staff especially in residence life and physical plant areas.

It is anticipated that full-implementation would take two to three years to complete after the proposed reorganization is approved.

Exhibit III shows the following long-range organizational changes: (1) creation of a Physical Plant division which integrates all building maintenance, groundskeeping and related positions including the Environmental Safety and Architect positions; (2) reduction of the number of residential area complexes from five to three, each with two professional positions; (3) the integration of Fiscal/Personnel and Assignment/Conference under an Administration division and (4) the establishment of a clerical pool to support the Residential Life Division.

Two additional Assistant Director positions, one for administration and another for Physical Plant, will be created from existing position counts within the respective divisions. Most positions will be redescribed with a view of upgrading both required and desirable educational background, work experience, interpersonal and information technology skills, ability and willingness to implement change and oral and written communication skills.

Assignment/Conference and the Computer section is slated to gain one position each. There is a need to more actively "market" our beds during interim and summer periods. An additional computer specialist position is needed to maintain our LAN of 40 computers plus those planned for labs in the residence halls and front desks. A PC-based integrated student housing software will be purchased to permit us to migrate away from the VAX. This will necessitate in-house capability to maintain our own information management systems.

Attached as Exhibit IV is a Proposed Function Statement for Student Housing Services. Compared with the current Function Statement (Exhibit IVa), the proposed statement is more comprehensive, more in tune with Board of Regents policy and emphasizes the educational component of Student Housing Services.

Recommend Approval:

Shirley Muranaka 10/21/94
Shirley Muranaka Date
Administrative Officer

Alberta P. Hopkins 10/14/94
Alberta P. Hopkins Date
Acting Dean of Students and Student Services

Approved:

Doris Ching 10/28/94
Doris Ching Date
Vice President for Student Affairs

EXECUTIVE SUMMARY

UNIVERSITY OF HAWAII STUDENT HOUSING SERVICES

Enclosed for your information is the approved reorganization of the University of Hawaii, Student Housing Services. The reorganization reflects the combination of the Mauka and Makai student housing areas into one large operating unit, the separation of the Conference and Personnel functions, and the redesignation of some sections to reflect their responsibilities more accurately. The organization chart shows:

- *The combination of the Mauka (Hale Laulima, Hale Kahawai, and Hale Anuenue) and Makai (Johnson, Gateway House and Frear Hall) student housing areas into one large operating unit:* One of the two UH Student Housing Coordinator I positions will be upgraded to a II and the other will be redescribed as a live-in position. The Mauka/Makai combination provides the following advantages: 1) A full-time professional staff will be available for hall staff and resident supervision 24 hours a day. 2) It eliminates the need for another UH Student Housing Coordinator to take on an additional area when another Housing Coordinator is absent. 3) This reorganization will bring us a step closer to compressing the five areas to three areas, each with approximately comparable number of beds and hall staff. 4) No services to the residents will be reduced or eliminated.
- *The separation of the Conference and Personnel functions:* UH Administrative Officer II (#81103) will be responsible for all personnel related matters as well as some fiscal duties. The conference function will be integrated with the Assignments section.
- *The movement of the Computer Specialist II #81361 under the supervision of the Director of Student Housing:* This reflects the responsibilities more accurately as the Computer Specialist provides computer services to the whole Housing Office and not solely to the Assistant Director.
- *The movement of the Security and Educational Development section to be under the supervision of the Assistant Director:* The Security Officer positions are funded by Student Housing. In exchange, Campus Security provides 24-hour, 7days/week security to the campus residences. The Assistant Director (#80630) serves as a liaison between UH Student Housing and Campus Security. The Educational Development section provides training to the residential staff.
- *The movement of the UH Registered Architect I to be under the supervision of the Physical Plant section:* The UH Student Services Specialist #80629 is responsible for the overall physical plant maintenance, renovation, and repair program for residence hall facilities. Although the UH Registered Architect I and UH Environmental Safety Specialist II are supervised by Campus Operations, the reorganization chart is meant to reflect that these

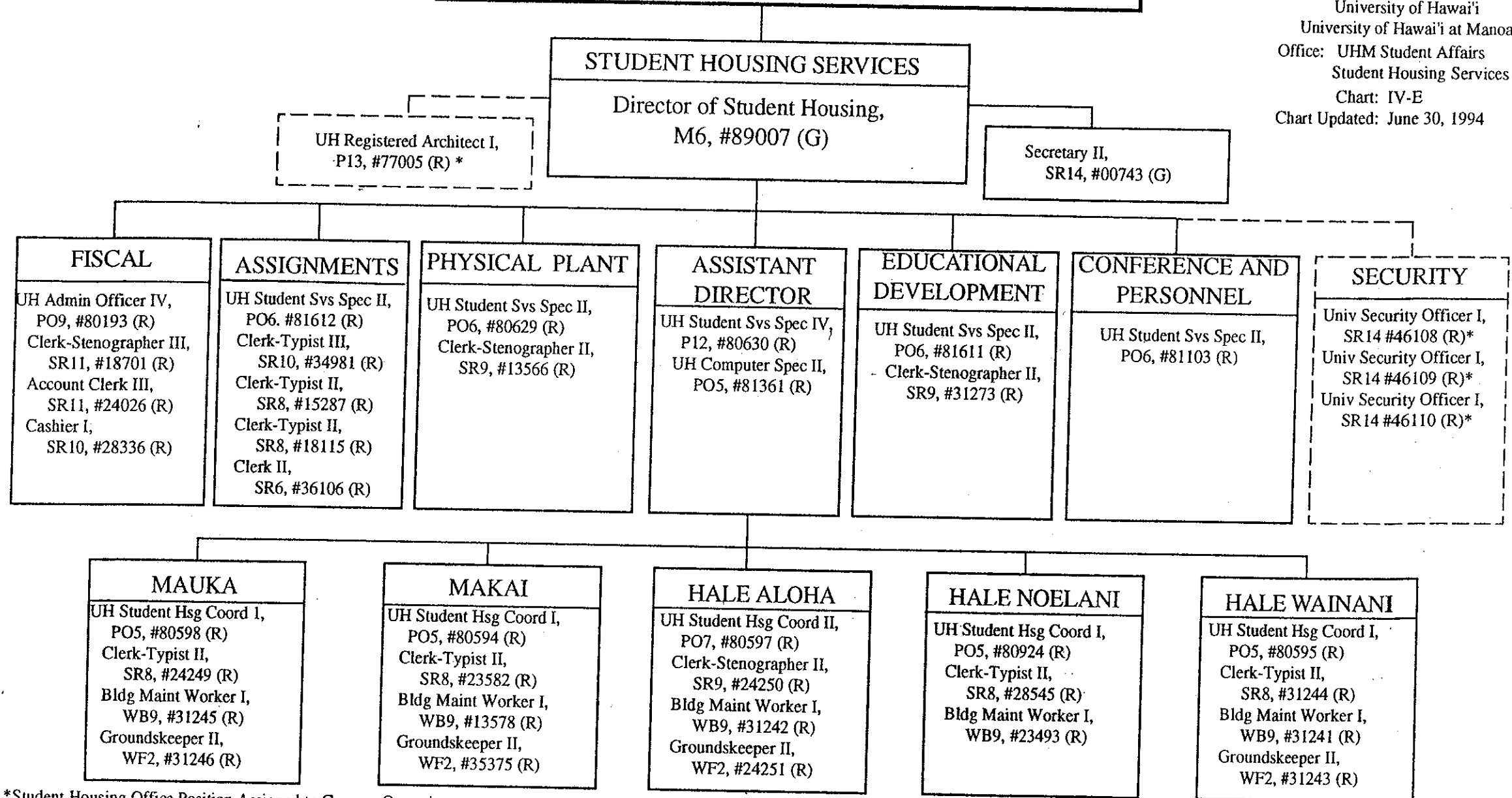
positions are funded by and primarily serve Student Housing. Position #80629 serves as a liaison between Housing and Campus Operations regarding assignments/activities of these two positions.

No additional resources will be required by the proposed reorganization and no services to the residents will be reduced or eliminated. The reorganization will (1) provide 24-hour, on-site, hall staff supervision by a full-time professional; (2) create greater organizational depth and better continuity of operations; and (3) bring Student Housing a step closer to its desired long-range organizational objectives.

EXHIBITS I & IVA
FORMER ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENTS

OFFICE OF THE DEAN OF STUDENTS AND STUDENT SERVICES (UHM)

EXHIBIT I
State of Hawai'i
University of Hawai'i
University of Hawai'i at Manoa
Office: UHM Student Affairs
Student Housing Services
Chart: IV-E
Chart Updated: June 30, 1994



*Student Housing Office Position Assigned to Campus Operations

STUDENT HOUSING SERVICES
Current Function Statement

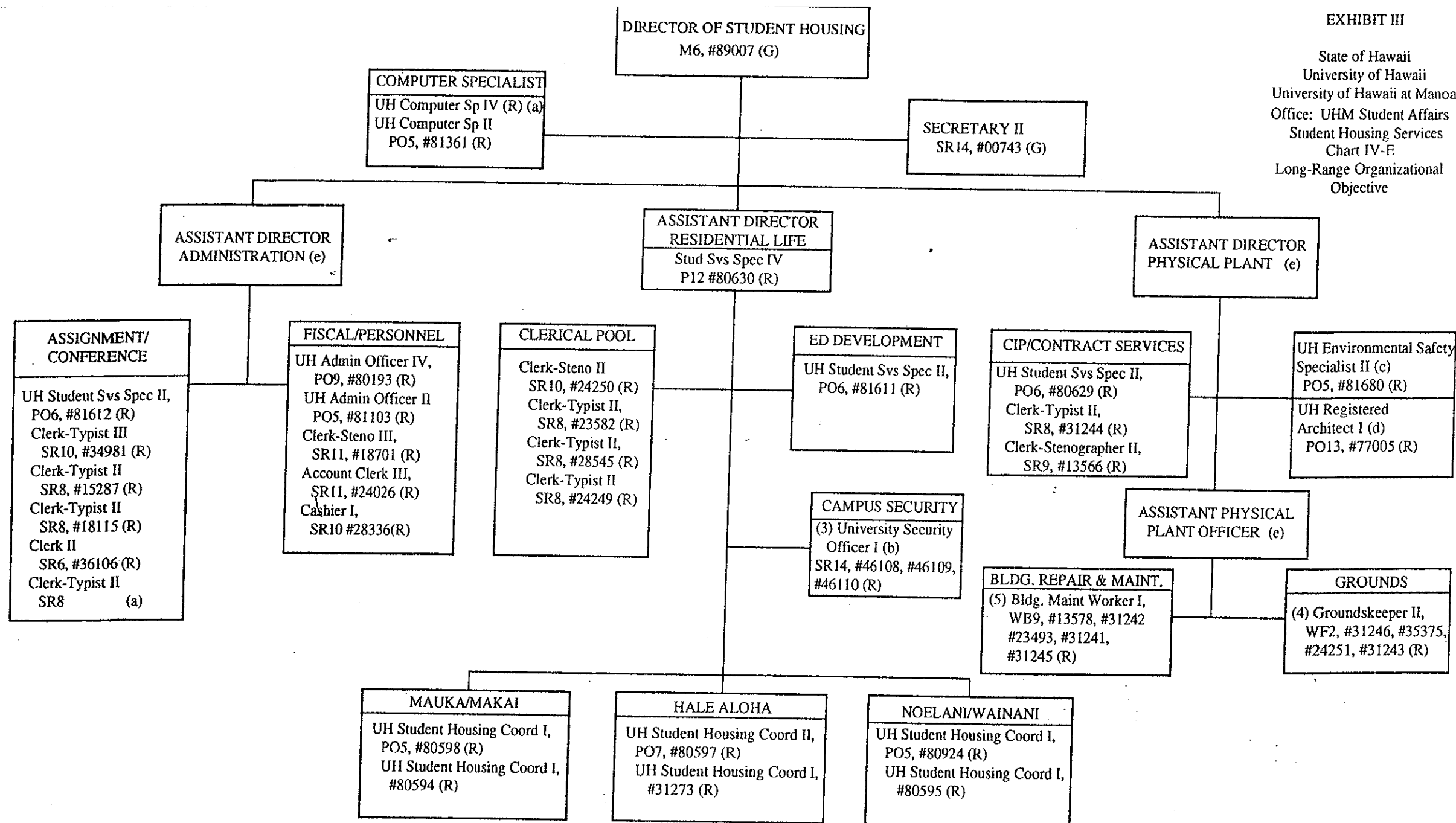
Student Housing Services coordinates the student housing program and services on the University of Hawai'i at Manoa campus. This self-sustaining operation of the campus residential facilities furnishes an educational environment for residents and administers all aspects of business management combined with academic support services. Its objective is to create a safe, positive community including enrichment of intellectual and personal development of residents through staff support and programs. The off-campus housing services program is also maintained in this office.

The Student Housing Services Office:

- Provides an environment that is supportive of the academic mission of the University.
- Conducts related academic and educational programs which support the educational goals of students and the University.
- Offers opportunities for residents to participate in stimulating programs for social, cultural, recreational and interpersonal activities.
- Provides reasonably priced facilities which are safe, comfortable and well maintained. Also provides food service programs.
- Establishes guidelines for compatible and cooperative community living. Develops opportunities for group and individual growth and development.

EXHIBIT III

LONG-RANGE ORGANIZATIONAL OBJECTIVE



(a) New Positions

(b) Funded by SH, supervised by Campus Security

(c) Funded by SH, supervision by EHSO

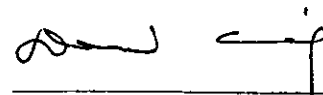
(d) Funded by SH, supervised by FPMO

(e) Will be established from existing position count within the section.

EXHIBITS V & VI
PROPOSED POSITION DESCRIPTIONS

EXHIBITS II & IV
NEW ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENTS

APPROVED:



Doris Ching
Vice President for Student Affairs

10-28-94

Date

OFFICE OF THE DEAN OF STUDENTS AND STUDENT SERVICES

STUDENT HOUSING SERVICES

Director of Student Housing
M6, #89007 (G)

UH Computer Spec II
PO5, #81361 (R)

Secretary II
SR14, #00743 (G)

CONFERENCE
ASSIGNMENTS
OFF-CAMPUS HSG

UH Student Svs Spec II
PO6, #81612 (R)
Clerk-Typist III,
SR10, #34981 (R)
Clerk Typist II,
SR-8, #15287,
#18115 (R)
Clerk II, SR6,
#36106 (R)

PHYSICAL
PLANT

UH Student Svs Spec II,
PO6, #80629 (R)
Clerk Typist II,
SR8, #13566 (R)

UH Registered Architect I,
P13, #77005 (R)^b
UH Environmental Safety
Specialist II, PO5,
#81680 (R)^b

ASSISTANT
DIRECTOR

UH Student Svs Spec IV,
P12, #80630 (R)

EDUCATIONAL
DEVELOPMENT

UH Student Svs Spec II,
PO6, #81611 (R)
Clerk-Stenographer II
SR9, #31273 (R)

FISCAL
PERSONNEL

UH Admin Officer IV,
PO9, #80193 (R)
UH Admin Officer II
PO5, #81103 (R)
Clerk-Steno III,
SR11, #18701 (R)
Account Clerk III,
SR11, #24026 (R)
Cashier I,
SR10, #28336 (R)

MAUKA/MAKAI

UH Student Hsg Coord I, ^{a)}
PO5, #80598 (R)
UH Student Hsg Coord I, ^{a)}
PO5, #80594 (R)
Clerk Typist II,
SR8, #24249, #23582 (R)
Bldg Maint Worker I,
WB9, #31245, #13578 (R)
Groundskeeper II,
WF2, #31246, #35375 (R)

HALE ALOHA

UH Student Hsg Coord II,
PO7, #80597 (R)
Clerk-Stenographer II,
SR9, #24250 (R)
Bldg Maint Worker I,
WB9, #31242 (R)
Groundskeeper II,
WF2, #24251 (R)

HALE NOELANI

UH Student Hsg Coord I,
PO5, #80924 (R)
Clerk-Typist II,
SR8, #28545 (R)
Bldg Maint Worker I,
WB9, #23493 (R)

HALE WAINANI

UH Student Hsg Coord I,
PO5, #80595 (R)
Clerk-Typist II,
SR8, #31244 (R)
Bldg Maint Worker I,
WB9, #31241 (R)
Groundskeeper II,
WF2, #31243 (R)

SECURITY

Univ Security Officer I,
SR14, #46108^{b)}
Univ Security Officer I,
SR14, #46109^{b)}
Univ Security Officer I,
SR14, #46110^{b)}

EXHIBIT II

State of Hawaii
University of Hawaii
University of Hawaii at Manoa

Office: UHM Student Affairs
Student Housing Services

Chart IV-E

^{a)}Position to be reclassified.

^{b)}Student Housing Services positions assigned to and supervised by Campus Operations

STUDENT HOUSING SERVICES
Proposed Function Statement

- A. Mission. The student housing program is an integral part of the educational and academic support services of the institution. The mission of Student Housing includes:
- 1) providing a living - learning environment and related co-curricular programs which promote maturity and academic success and are grounded in human development and student development theory.
 - 2) providing reasonably priced accommodations which are clean, safe, attractive, well-maintained and comfortable.
 - 3) providing a food services program that includes a variety of nutritious and pleasing meals, in pleasant surroundings, at a reasonable cost.
 - 4) insuring the orderly and effective administration of the program through effective management.
- B. Functional Areas. The mission of Student Housing is accomplished through the coordination of three interdependent specialized function areas: (a) Business/Management, (b) Physical Plant and (c) Residential Life. Student Housing Services is also responsible for food service, conference housing, family housing, off-campus housing and special interest housing.

Where campus administrative structures require that any of these functional areas report to agencies other than the student housing organization, it is the responsibility of management staff to ensure an effective communication and working relationship.

The business/management function performed by housing officers fall into the following: planning, personnel, accounting/finance, purchasing, property management, contract administration, and in some cases, conference administration, information systems management, and off-campus housing services.

Administration of Physical Plant is designed to make the physical environment attractive, conducive to academic success, functional, in compliance with codes, and provide safety features.

Residential Life provides educational opportunities for residents and overall coordination of the daily operation of the residence halls. Staff involvement in educational opportunities ensures that housing experiences are oriented toward promoting maturity and are grounded in human/student development theory and research. The goal of education/programming is to promote independent living, responsible freedom, appreciation for diversity and making learning a lifetime habit.