

September 22, 1995

MEMORANDUM

TO: Secretary of the Board of Regents

FROM: Rodney Sakaguchi

SUBJECT: NOTIFICATION OF REORGANIZATION FOR THE SCHOOL OF ARCHITECTURE

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on September 18, 1995 for the School of Architecture. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Dean Raymond Yeh at 956-7225.

Attachment

c: Dean Raymond Yeh



University of Hawai'i at Mānoa

School of Architecture

2410 Campus Road • Honolulu, Hawai'i 96822
Telephone: (808) 956-7225 • Facsimile: (808) 956-7778

September 18, 1995

MEMORANDUM

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

FROM: Ray Yeh, Dean *Yeh*

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION, UNIVERSITY OF
HAWAII, SCHOOL OF ARCHITECTURE

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

If there are any questions regarding this matter, please call me at 956-7225.

Enclosure

cc: The Honorable Earl Anzai
Director, Department of Budget and Finance
The Honorable James Takushi
Director, Department of Human Resources Development
Carol M. Eastman, Senior Vice President, University of Hawai'i and
Executive Vice Chancellor, University of Hawai'i at Mānoa
University Office of Human Resources
✓ University Budget Office

*Handwritten signature*

RECEIVED

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UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

April 19, 1995

SENIOR VICE PRESIDENT, UNIVERSITY OF HAWAII AND
EXECUTIVE VICE CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOAMEMORANDUM

TO: Kenneth P. Mortimer
President, University of Hawai'i and
Chancellor, University of Hawai'i at Mānoa

FROM: Carol M. Eastman
Senior Vice President, University of Hawai'i and
Executive Vice Chancellor, University of Hawai'i at Mānoa

SUBJECT: Release of 1.00 FTE From the President's Pool of Unfunded Vacancies

As previously discussed, I am requesting the release of 1.00 FTE from the President's pool of unfunded vacancies for the School of Architecture. The position is needed by the school to provide clerical services to the faculty and administrators. Funding for the position will be provided by the School of Architecture and Academic Affairs.

Your favorable consideration is requested.

APPROVED/DISAPPROVED

Kenneth P. Mortimer APR 21 1995
President/Chancellor Date

RECEIVED
APR 24 1995
SENIOR VP/EXECUTIVE
VICE CHANCELLOR

c: Interim Assistant VP Gething
Dean Yeh ✓
Director Nagao

SCHOOL OF ARCHITECTURE REORGANIZATIONAL PROPOSAL EXECUTIVE SUMMARY

Until recently, the School of Architecture was authorized only one permanent clerical position, Secretary III, Pos. No. 35307, which serves as secretary to the Dean. On occasion, this has resulted in backlogs of clerical work which are intensified during absences of Pos. No. 35307. Recently, President Mortimer approved the transfer of Pos. No. 15418, Library Assistant, from his pool of positions to the School of Architecture for use as a clerical position.

With the addition of Pos. No. 15418, it is proposed that Pos. No. 35307 be reassigned as secretary to the Associate Dean since more than 50% of this position's work is in support of program and student services activities, which are the responsibility of the Associate Dean. In accordance with this reassignment, it is proposed that Pos. No. 35307 be reclassified to a Secretary II. This reassignment of Pos. No. 35307 has been discussed with the incumbent, who is in agreement with the proposed change. Position No. 15418 will then be reassigned as Secretary to the Dean, at a proposed Secretary III classification.

Augmentation of the School's budget will cover the additional costs incurred by the acquisition of Pos. No. 15418.

Other than improving the operations of the School of Architecture, no other effect on services to students or other clientele of the School's services is anticipated.

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF ARCHITECTURE
REORGANIZATIONAL PROPOSAL

PRESENT ORGANIZATION

The School of Architecture currently has only one permanent clerical position, a Secretary III, SR-16, Pos. No. 35307, within its organization. Although this position is technically the Secretary to the Dean, over 50% of this position's workload is in support of program and student services activities which are the responsibility of the Associate Dean.

PROPOSED ORGANIZATION

The School of Architecture recently requested and received a permanent position from the President's pool of positions to assist with the School's clerical workload. This position (15418), Library Assistant III, SR-07 will be reclassified for this purpose and will serve as Secretary to the Dean. Position No. 35307 will be reassigned as Secretary to the Associate Dean.

BACKGROUND/NATURE OF THE PROPOSAL

In accordance with this reassignment, Pos. No. 35307 will be re-described to more accurately reflect its current work assignments. In addition to providing clerical services for student services activities, Pos. No. 35307 also provides clerical support for faculty members. A Secretary II classification for this position is proposed. This reassignment of Pos. No. 35307 has been discussed with the incumbent, who is in agreement with the proposed change.

Since Pos. No. 15418 will be assigned as the Secretary to the Dean, a Secretary III classification for this position is proposed. Position No. 15418 will provide clerical services associated with internal and external communications, fund-raising activities, and faculty committees.

REASONS FOR THE PROPOSAL

In addition to its instructional and research responsibilities, the School of Architecture must maintain extensive relationships with external organizations and individuals because of responsibilities including accreditation, licensing, fund-raising, etc. The need to support these responsibilities with adequate clerical services is crucial to operating the School at an acceptable level.

With only one clerical position, the School has experienced difficulty in producing timely written documents, reports, communications, and minutes of meetings as well as maintaining necessary documents and files. Clerical work has had to be prioritized, and more urgent matters addressed at the expense of other clerical tasks which are delayed. Absences of the Dean's Secretary generally adversely affect the School's operations.

The addition of Pos. No. 15418 not only augments the clerical staff of the School, but also permits Pos. No. 35307 to be more correctly reflected in the School's organization since it spends a large portion of its time in support of program and student services activities. Clerical work, frequently postponed, can now be more adequately accomplished.

Other than improving the School's operations, no other effect of this reorganization on services to students and other clientele of the School's services is anticipated.

Augmentation of the School's budget will cover the additional costs incurred by the acquisition Pos. No. 15418.

The functional statements have been updated to reflect current responsibilities.

OTHER ALTERNATIVES

This is the only organizational alternative deemed satisfactory to meet the operational needs of the School.

FORMER ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENTS

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF ARCHITECTURE

Position Organization Chart

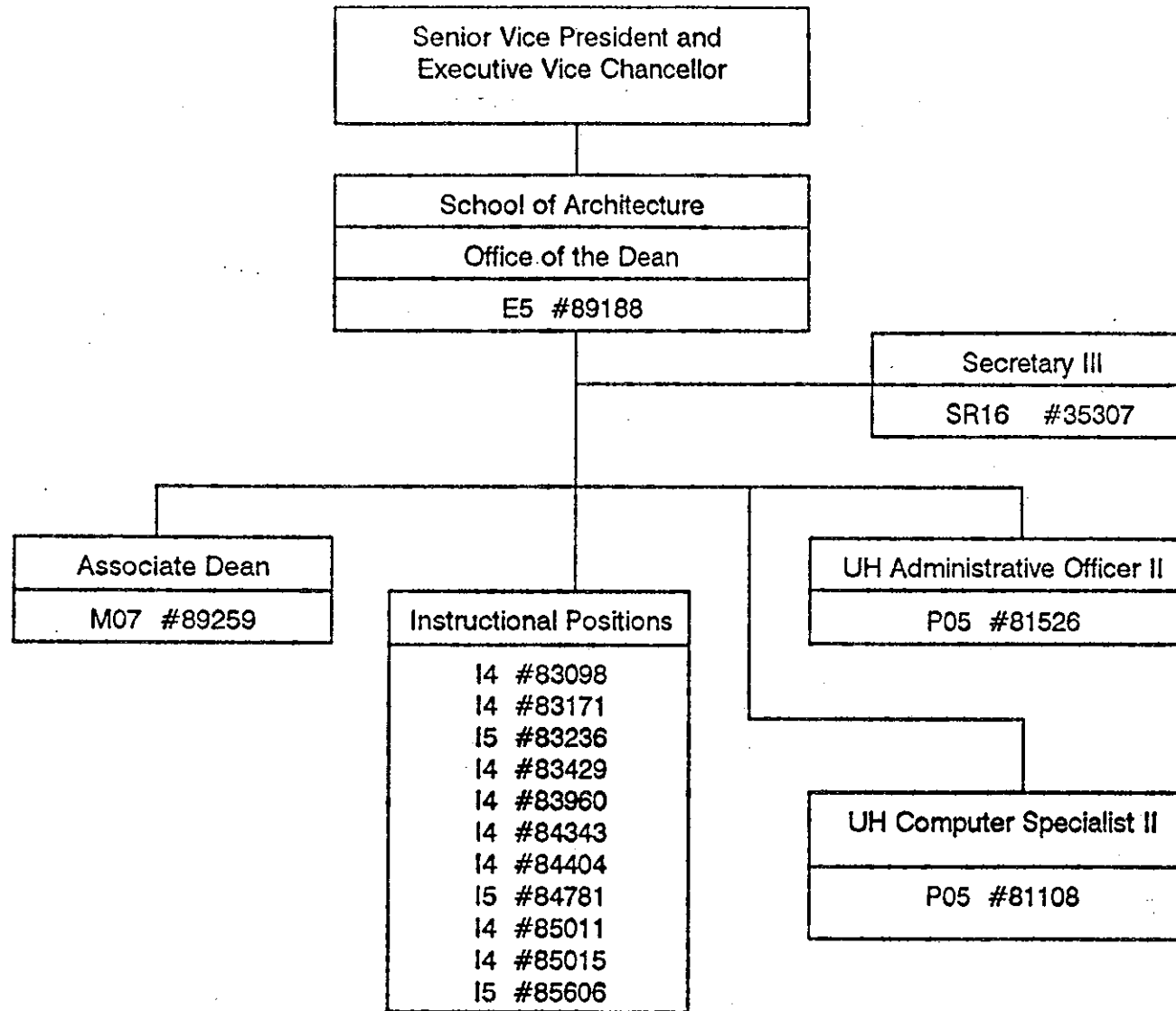


CHART UPDATED
JUN 30 1995
DATE _____

General Funds 18.00

Pending Establishment - Instructional Position #93550F (I3 or I4)
Position #15418 (SR-07) - Pending Reclassification and Proposed Reorganization

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
School of Architecture

SCHOOL OF ARCHITECTURE

MAJOR FUNCTIONS

1. Dean's Office

The School of Architecture prepares students for careers in architecture in Hawaii and the Pacific Basin. The Dean's Office directs curricular, academic and administrative matters for the School. This includes:

- a. Development of basic policies and procedures.
- b. Recruitment of staff.
- c. Preparing and administering budget and fiscal reports.
- d. Development and review of curriculum.
- e. Planning, organizing and administering research and service functions.
- f. Coordinating and representing the School to the University, City and County, State and Federal units.
- g. Student affairs, including organizing and supervising registration and advising procedures.
- h. Scheduling classes and offices in consultation with advisors.
- i. Maintaining an accurate and up-to-date recording of class enrollments and enrollment projections.
- j. Overseeing the proper maintenance of space, facilities and equipment.
- k. Development of space and facility proposals.

2. Associate Dean's Office

Assists the Dean in all academic, research, and service programs administered in the School. Acts for the Dean in the latter's absence.

- a. Primary responsibility for the graduate program.
- b. Conducts program analyses including review of curricula, evaluation of degree requirements, and review and coordination of program change.
- c. Supervises the student services functions of the Dean's Office. Coordinates scholarships, graduate and undergraduate admissions, advising, and registration.

3. Instructional Staff

Provides instruction, conducts research and undertakes community service pertaining to environmental design with particular references to Hawaiian and Pacific Basin needs. Serves on School committees and task forces relating to specific objectives.

4. APT Personnel

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Serves as Fiscal Officer for the School. Prepares and coordinates all School fiscal matters which includes budget requests, purchasing and recordkeeping.
- b. Prepares and coordinates all personnel documents and maintains personnel files.
- c. Maintains inventory records, physical inventory, completes report forms, and arranges for the disposal and storage of obsolete and unused equipment.

5. Civil Service Personnel

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Secretary to the Dean.
- b. Manages the School's office.
- c. Maintains School files and student records.

UNIV. OF HAWAII
UH BUDGET OFFICE



University of Hawai'i at Mānoa

'95 JUN -8 A9:54

School of Architecture
2410 Campus Road • Honolulu, Hawai'i 96822
Telephone: (808) 956-7225 • Facsimile: (808) 956-7778

June 7, 1995

MEMORANDUM

TO: Carol M. Eastman
Senior Vice President, University of Hawai'i and
Executive Vice Chancellor, University of Hawai'i at Mānoa

FROM: Ray Yeh, Dean *Yeh*

SUBJECT: Proposed Reorganization

Attached for your review is a reorganizational proposal for the School of Architecture to reassign the clerical functions of the School.

attachment

cc: ☒ Budget Office w/attachments
Office of Human Resources w/attachments

SCHOOL OF ARCHITECTURE REORGANIZATIONAL PROPOSAL
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Augmentation of the School's budget will cover the additional costs incurred by the acquisition of Pos. No. 15418.

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SCHOOL OF ARCHITECTURE
REORGANIZATIONAL PROPOSAL

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BACKGROUND/NATURE OF THE PROPOSAL

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The functional statements have been updated to reflect current responsibilities.

OTHER ALTERNATIVES

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STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF ARCHITECTURE

FUNCTIONAL STATEMENT
(PROPOSED)

OFFICE OF THE DEAN

The School of Architecture prepares students for careers in architecture in Hawaii and the Pacific Region. The Dean's Office directs curricular, academic, and administrative matters for the School. This includes the following:

- a. Develops basic policies and procedures.
- b. Recruits staff.
- c. Prepares and administers budgetary and fiscal reports.
- d. Develops and reviews curriculum.
- e. Plans, organizes, and administers teaching, research, and service functions.
- f. Coordinates and represents the School to the University, and City and County, State and Federal units.
- g. Develops space and facility proposals.
- h. Represents the School to national professional program accrediting agency.
- i. Represents the School to, and coordinates activities with national and statewide professional organizations.
- j. Coordinates external fund-raising and development programs of the School.

ASSOCIATE DEAN'S OFFICE

Assists the Dean in all teaching, research, and service programs administered by the School. Acts for the Dean in the latter's absence.

- a. Primarily responsible for the instructional programs.
- b. Conducts program analyses including review of curricula, evaluation of degree requirements, and review and coordination of program changes.
- c. Supervises the student services functions of the Dean's Office. Coordinates scholarships, graduate and undergraduate admissions, advising, and registration.
- d. Administers student affairs, including organizing and supervising registration and advising procedures.
- e. Schedules classes and offices in consultation with advisors.
- f. Maintains an accurate and up-to-date recording of class enrollments and enrollment projections.

SCHOOL OF ARCHITECTURE

INSTRUCTIONAL STAFF

Provides instruction, conducts research and undertakes community service pertaining to environmental design with particular references to Hawaiian and Pacific Region needs. Serves on School and University committees and task forces relating to specific objectives.

ADMINISTRATIVE SERVICES

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Provides fiscal services for the School including coordination of all School fiscal matters which include budget requests, purchasing, and recordkeeping.
- b. Prepares and coordinates all personnel documents and maintains personnel files.
- c. Maintains inventory records, physical inventory, completes report forms, and arranges for the disposal and storage of obsolete and unused equipment.
- d. Provides computer and communications services.
- e. Oversees the proper maintenance of space, facilities, and equipment.

CLERICAL SERVICES

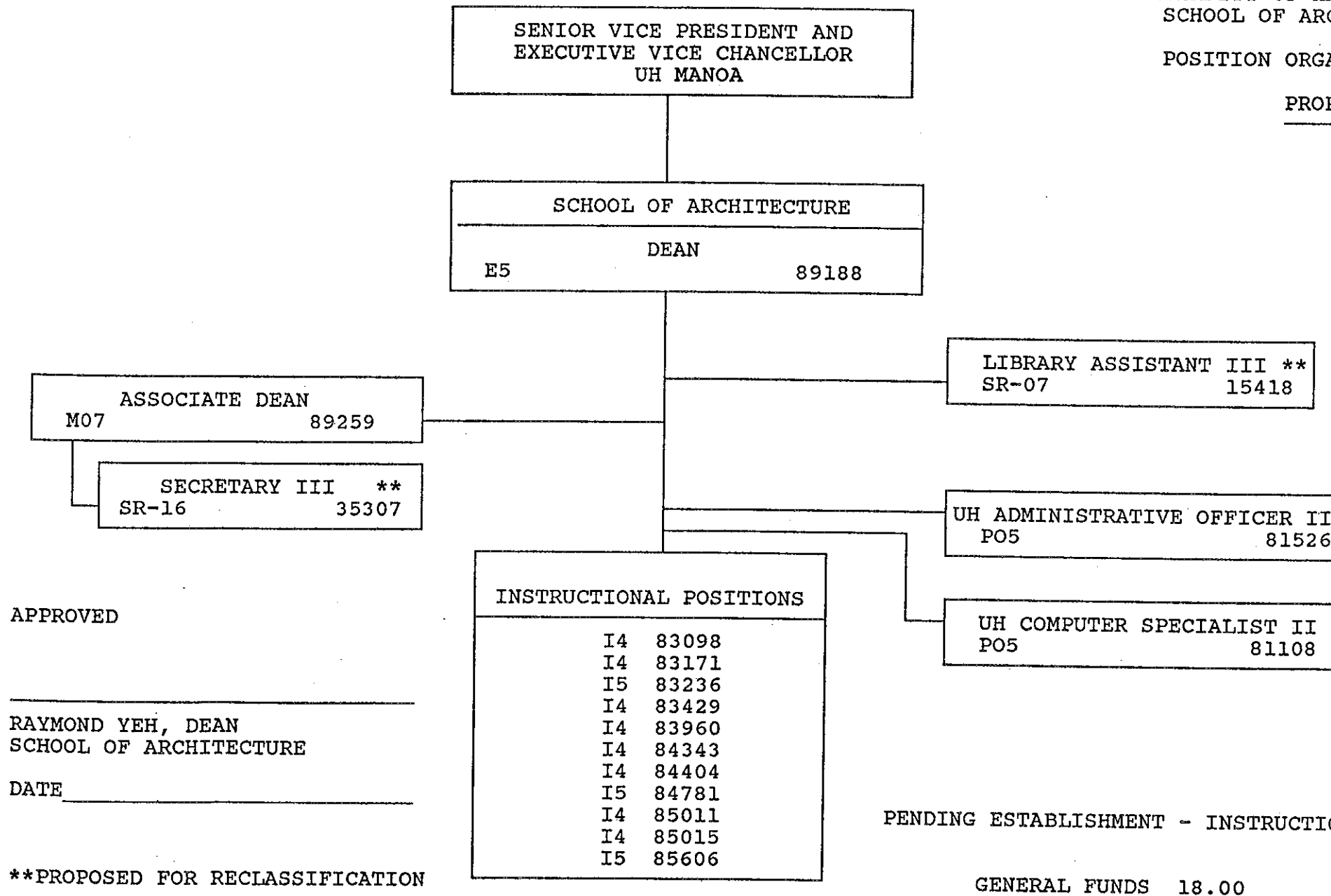
Provides, coordinates, and facilitates a variety of administrative and support functions for the School including the following:

- a. Maintains School files and student records.
- b. Prepares correspondence and coordinates School communications.
- c. Takes and prepares minutes of committee meetings.
- d. Responds to requests for information.

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF ARCHITECTURE

POSITION ORGANIZATION CHART

PROPOSED

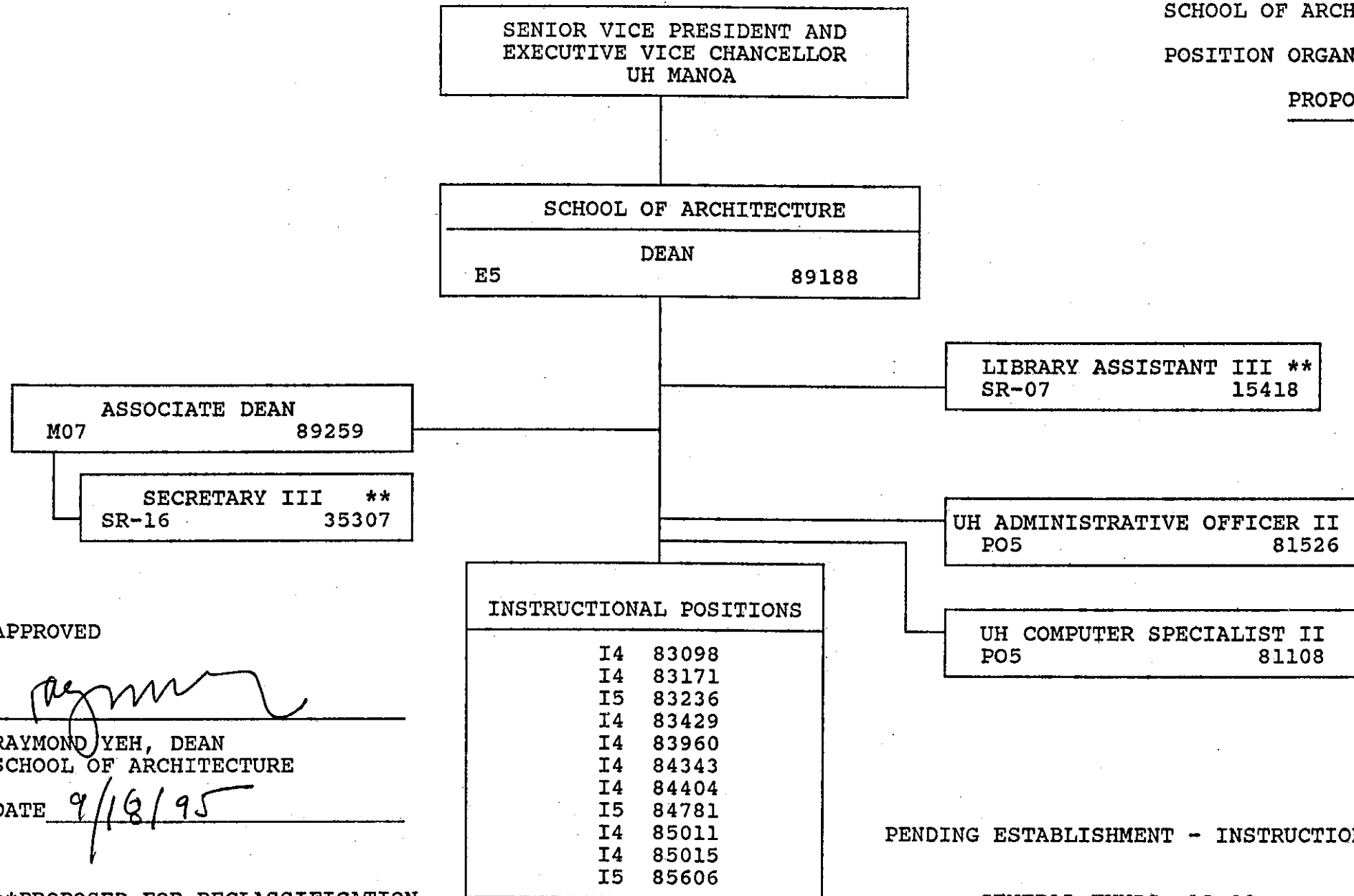


NEW ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENTS

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF ARCHITECTURE

POSITION ORGANIZATION CHART

PROPOSED



APPROVED


RAYMOND YEH, DEAN
SCHOOL OF ARCHITECTURE

DATE 9/18/95

**PROPOSED FOR RECLASSIFICATION

PENDING ESTABLISHMENT - INSTRUCTIONAL POSITION 93550F

GENERAL FUNDS 18.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF ARCHITECTURE

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