



May 21, 1997

**MEMORANDUM**

**TO:** Executive Vice Chancellor Bruce Bergland

**FROM:** Rodney Sakaguchi

**SUBJECT: REORGANIZATION AND ORGANIZATIONAL CHARTS APPROVED BY  
THE BOARD OF REGENTS**

Enclosed for your files is a copy of the reorganization and organizational charts approved by the Board of Regents (BOR) on May 16, 1997 for the University of Hawai'i at Hilo, the University of Hawai'i at West O'ahu, and the College of Continuing Education and Community Service at UH Mānoa. Only the organizational charts included in BOR agenda item A-6 are actually approved by the Board.

Although the position organizational chart for the Center for Labor Education and Research (CLEAR) is part of this proposal, it was not included in the Board's agenda item and was not approved. The BOR normally approves only summary organizational charts and does not approve position charts. As such, your approval of the enclosed CLEAR position organizational chart with the May 16, 1997 effective date is required.

Please sign and return the CLEAR chart to us so that we may distribute the reorganization to the appropriate agencies.

Attachment

Regent Cazimero moved to approve the Agreement for Services between the University of Hawai'i Foundation and the University of Hawai'i, as presented in President's Memorandum No. 47 (Agenda), Item A-4, dated May 16, 1997. Regent Roehrig seconded the motion which was adopted with Regent Ohigashi casting an affirmative vote with reservations.

On behalf of the Board, Chairperson Yao thanked President Mortimer, his administrative staff, the trustees of the University of Hawai'i Foundation, and the Regents for their time and effort in reaching this arrangement.

**Revision of Board of Regents' Bylaws to Incorporate International Affairs under the Board of Regents' Standing Committee on Academic Affairs**

Provost Morton stated that in line with the University of Hawai'i's Strategic Plan for 1997-2007 which calls for the strengthening of the University as a premier resource in Hawaiian, Asian and Pacific Affairs, the University has assigned resources and talents to international education at all ten campuses and is currently engaged in many international programs and activities. However, the University has not had a regular forum to feature the diverse and numerous international education and training programs and research activities which enhance the stature of the University of Hawai'i in local, national and international arenas nor a regular forum to report to the Board on programmatic issues relating to international education.

To improve the visibility and promote the recognition of these international programs and projects and to enable the Board to systematically review programs and policy decisions, Provost Morton recommended that a Regents' standing committee be responsible for international education. It was recommended that the Board amend its bylaws, specifically, the section on its Standing Committee on Academic Affairs, to include the responsibility for reviewing and making recommendations on programs, objectives and activities relating to international education, research and training.

Regent Ohigashi moved to amend the standing committees section of its bylaws, assigning international education, research and training to the Regents' Committee on Academic Affairs, subject to periodic review by the Board, as presented in President's Memorandum No. 47 (Agenda), Item A-5, dated May 16, 1997. Regent Hoag seconded the motion which was carried unanimously.

**Reorganization Affecting the University of Hawai'i at Hilo, at Mānoa and at West O'ahu**

Senior Vice President Imai recommended that the Board approve the reorganization of UH-Hilo, UH-Mānoa, and UH-West O'ahu reassigning the UH-West O'ahu campus to the Office of the President of the University of Hawai'i with the current Executive Vice Chancellor for UH-West O'ahu reporting directly to the President. In addition, the reorganization would assign oversight of the Center for Labor Education and Research and the Labor Education Advisory Council, both of

which are currently under the College of Continuing Education and Community Service (CCECS), UH-Mānoa, to the Executive Vice Chancellor for UH-West O'ahu.

The primary purpose of this reorganization is to organizationally reassign the UH-West O'ahu as a campus under the direct oversight of the President of the University of Hawai'i, and Chancellor, University of Hawai'i at Mānoa. With this organizational change, the Senior Vice President and Chancellor for the University of Hawai'i at Hilo (UHH) and UH-West O'ahu will no longer have functional responsibility for the UH-West O'ahu campus. Also, the Executive Vice Chancellor for UH-West O'ahu will report directly to the President.

A secondary objective of this reorganization is the organizational transfer to UH-West O'ahu of the Center for Labor Education and Research (CLEAR), and the Labor Education Advisory Council (LEAC), both of which are in the College of Continuing Education and Community Service (CCECS), UH-Mānoa.

In accordance with these changes, the Senior Vice President and Chancellor's position would be redescribed to delete any references to responsibility for the oversight of the UH-West O'ahu campus. Correspondingly, the Executive Vice Chancellor's position will be redescribed to reflect full responsibility for the administration of the UH-West O'ahu campus as well as head of instruction. While not directly related to these changes it is also proposed that the CLEAR and the LEAC positions be transferred from the CCECS at the UH-Mānoa to the UH-West O'ahu as required by Act 276, SLH 1996.

With the current vacancy in the UHH Senior Vice President and Chancellor's position, the opportunity exists to implement the above organizational changes for the UHH and the UH-West O'ahu which have been contemplated for some time. This reorganization will require a review of the classification of Position No. 89364, Executive Vice Chancellor for UH-West O'ahu. Depending on the outcome of this review, additional funds may be requested. The CLEAR will physically relocate to UH-West O'ahu as office space becomes available. The CLEAR transfer will have minimal impact on students.

Faculty senate organizations of both the UH-Hilo and the UH-West O'ahu, and the various employee collective bargaining representatives have been apprised of this proposed change.

Regent Blanco moved to approve the reorganization of UH-Hilo, UH-West O'ahu and UH-Mānoa, subject to existing University of Hawai'i policies and procedures, as presented in President's Memorandum No. 47 (Agenda), Item A-6, dated May 16, 1997. Regent Ramos seconded the motion which was carried unanimously.

## EXECUTIVE SUMMARY

### PROPOSAL TO REORGANIZE THE UNIVERSITY OF HAWAII AT HILO, THE UNIVERSITY OF HAWAII AT WEST O'AHU, AND THE COLLEGE OF CONTINUING EDUCATION AND COMMUNITY SERVICE, UNIVERSITY OF HAWAII AT MĀNOA

The primary purpose of this reorganization is to organizationally reassign the UH West O'ahu as a campus under the direct oversight of the President of the University of Hawai'i, and Chancellor, University of Hawai'i at Mānoa. With this change the Executive Vice Chancellor for the UH West O'ahu who currently reports to the Senior Vice President and Chancellor for the University of Hawai'i at Hilo (UHH) and West O'ahu, will now report directly to the President. Further, the Senior Vice President and Chancellor for the UHH and UH West O'ahu will no longer have any functional responsibility for the UH West O'ahu.

A secondary objective of this reorganization is the organizational transfer to UH West O'ahu of the Center for Labor Education and Research (CLEAR), and the Labor Education Advisory Council (LEAC), both of which are in the College of Continuing Education and Community Service, UH Mānoa. The transfer of CLEAR and the LEAC to the UH West O'ahu is mandated by Act 276, SLH 1996.

No other changes to organizational structure or functions, staffing, services to students or academic programs are proposed.

This reorganization will require a review of the classification of Pos. No. 89364, Executive Vice Chancellor for UH West O'ahu. Depending on the outcome of this review, additional funds may be requested. With regard to the CLEAR transfer, the impact on students will be minimal.

April 25, 1997

**PROPOSAL TO REORGANIZE THE UNIVERSITY OF HAWAII  
AT HILO, THE UNIVERSITY OF HAWAII AT WEST O'AHU,  
AND THE COLLEGE OF CONTINUING EDUCATION AND  
COMMUNITY SERVICE, UNIVERSITY OF HAWAII AT MĀNOA**

The primary purpose of this reorganization is to organizationally reassign the UH West O'ahu as a campus under the direct oversight of the President of the University of Hawai'i, and Chancellor, University of Hawai'i at Mānoa. With this organizational change, the Senior Vice President and Chancellor for the University of Hawai'i at Hilo (UHH) and UH West O'ahu will no longer have functional responsibility for the UH West O'ahu campus. Also, the Executive Vice Chancellor for UH West O'ahu will report directly to the President.

A secondary objective of this reorganization is the organizational transfer to UH West O'ahu of the Center for Labor Education and Research (CLEAR), and the Labor Education Advisory Council (LEAC), both of which are in the College of Continuing Education and Community Service (CCECS), UH Mānoa.

**PRESENT ORGANIZATION**

The Senior Vice President and Chancellor for the University of Hawai'i at Hilo and West O'ahu (Pos. No. 89064), currently oversees the operations and activities of both of the University's Hilo and West O'ahu campuses. This responsibility requires the Senior Vice President/Chancellor to commute from Hilo to O'ahu to administer the UH West O'ahu operations.

In December 1994, an Executive Vice Chancellor's position (89364) for the UH West O'ahu was approved by the Board of Regents to assist this Senior Vice President/Chancellor in the administration of the West O'ahu campus. The Executive Vice Chancellor for West O'ahu is responsible for all matters related to the daily operation of the West O'ahu campus and also represents the Senior Vice President and Chancellor on West O'ahu matters before policy development bodies at the University. This position functions in a dual capacity in that it also serves as the chief academic officer of the UH West O'ahu (head of Instruction) with responsibility for the development and review of the undergraduate academic program.

The CCECS organizational segments affected by this reorganization are the CLEAR and the LEAC. The CLEAR is assigned one temporary and four permanent positions and provides services such as labor studies courses, labor-related research and

educational services, and serves as a clearinghouse for labor education matters. The LEAC which may not consist of more than 15 members who are appointed by the UH President, advises the UH West O'ahu Chancellor on CLEAR activities and programs, including assessing and evaluating program needs for implementation.

### PROPOSED ORGANIZATION

As mentioned above, it is proposed that the UH West O'ahu be organizationally reassigned as a campus under the direct oversight of the President. University of Hawai'i West O'ahu functional responsibilities of Pos. No. 89064, Senior Vice President and Chancellor will be reassigned to Pos. No. 89364, Executive Vice Chancellor for West O'ahu who will have full responsibility for the administration of that campus as well as continue as its head of Instruction. Also, Pos. No. 89364 will now report directly to the President.

In accordance with this change, the Senior Vice President and Chancellor's position will be redescribed to delete any references to responsibility for the oversight of the UH West O'ahu. Correspondingly, the Executive Vice Chancellor's position will be redescribed to reflect full responsibility for the administration of the UH West O'ahu as well as its role as head of Instruction.

While not directly related to the above changes involving Pos. Nos. 89064 and 89364, it is also proposed that the CLEAR and the LEAC be transferred from the CCECS at the UH Mānoa to the UH West O'ahu as required by Act 276, SLH 1996.

No other changes to organizational structure or functions, staffing, services to students, or academic programs are proposed.

### BACKGROUND/REASONS FOR THE PROPOSAL

With the current vacancy in the UHH Senior Vice President and Chancellor's position, the opportunity exists to implement the above organizational changes for the UHH and the UH West O'ahu which have been contemplated for some time.

Act 276, SLH 1996, requires that CLEAR be located in and be part of the UH West O'ahu and that its current staffing, funding, appropriations, records, equipment, machines, contracts, and files, etc., be transferred to the UH West O'ahu. Further, this act requires that the LEAC be an advisory body to the Chancellor (UH West O'ahu).

This reorganization will require a review of the classification of Pos. No. 89364, Executive Vice Chancellor for UH West O'ahu. Depending on the outcome of this review, additional funds may be requested. The CLEAR will physically relocate to the UH West O'ahu as office space becomes available.

There will be minimal impact on students with the CLEAR transfer.

### ALTERNATIVES CONSIDERED

No other alternatives were considered for the UHH and the UH West O'ahu organizational changes. The organizational status quo for these campuses does not provide the optimal administrative oversight over both the UHH and the UH West O'ahu that is desired.

### CONSULTATIONS WITH VARIOUS ORGANIZATIONS

Faculty senate organizations of both the UH Hilo and the UH West O'ahu, and the various employee collective bargaining representatives have been apprised of this proposed change.



FORMER  
ORGANIZATIONAL CHARTS  
AND  
FUNCTIONAL STATEMENTS

STATE OF HAWAII  
UNIVERSITY OF HAWAII ADMINISTRATION  
ORGANIZATION CHART

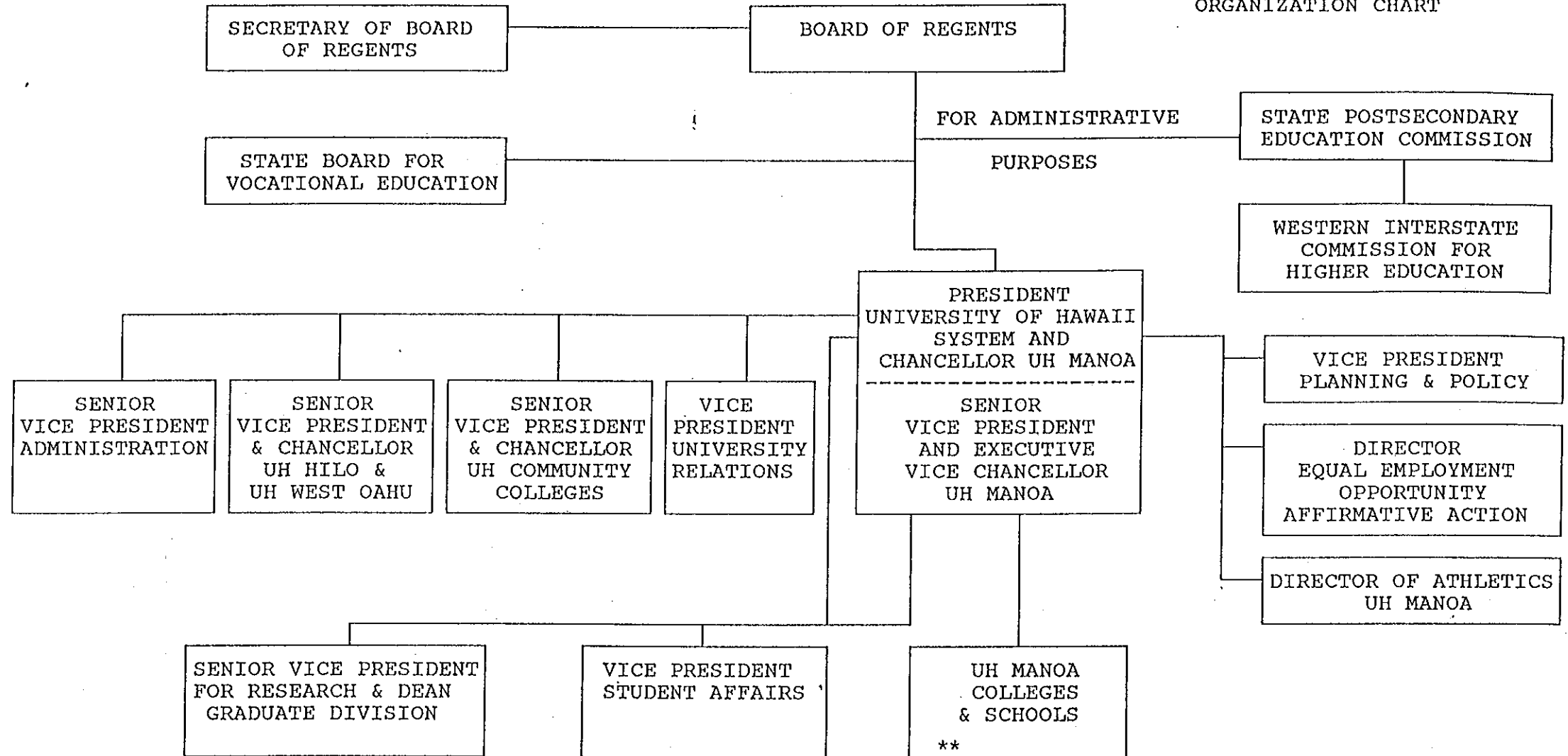


CHART UPDATED  
DATE JUL - 1 1996

\*\* College of Tropical Agriculture and Human Resources,  
and School of Medicine report to Senior Vice President  
for Research and Dean Graduate Division

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO &  
UNIVERSITY OF HAWAII WEST OAHU

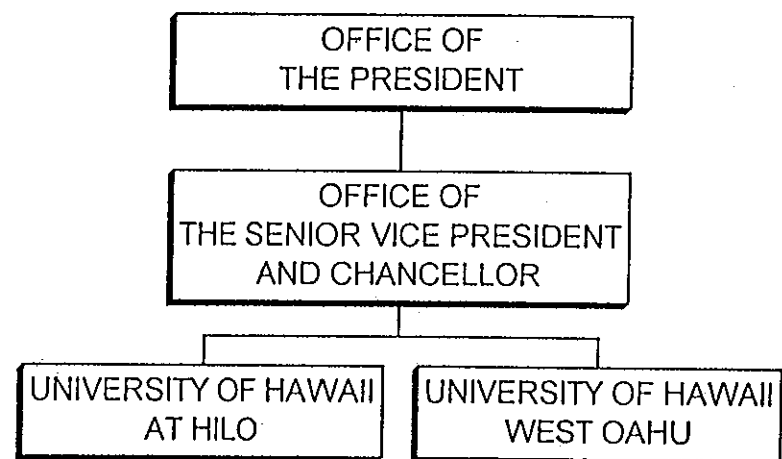


CHART UPDATED  
DATE JUN 30 1996

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO  
POSITION ORGANIZATIONAL CHART  
CHART I

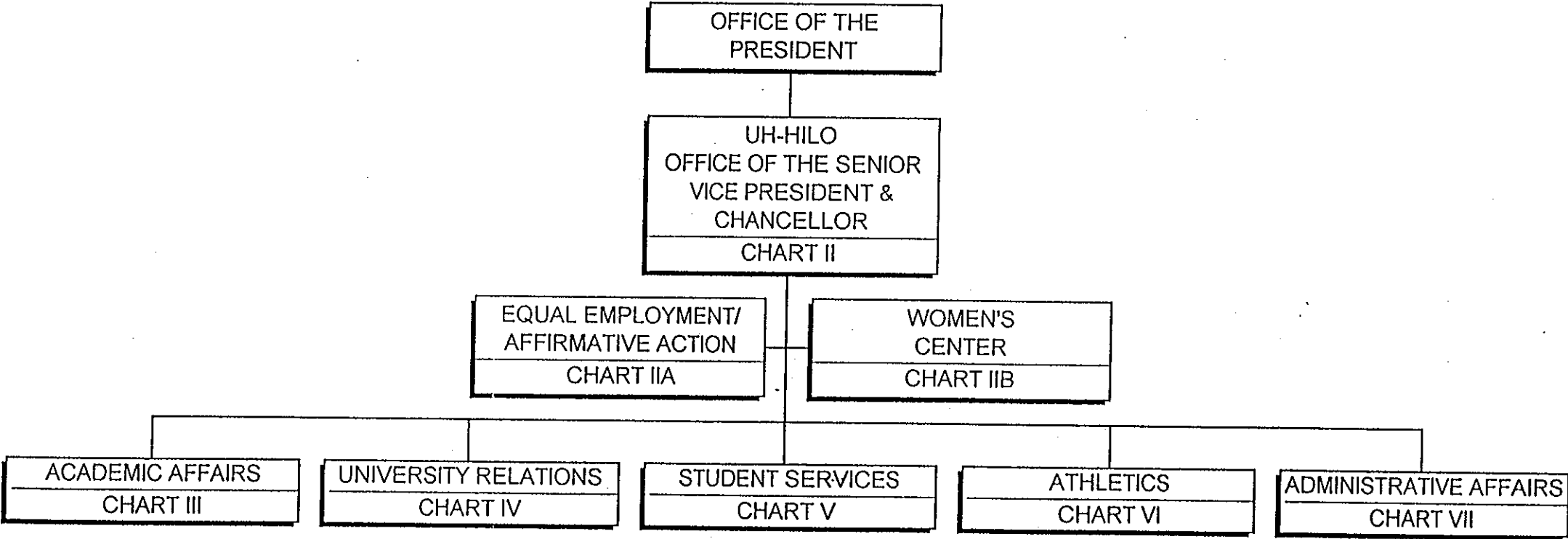


CHART UPDATED  
DATE JUN 30 1996.

State of Hawaii  
University of Hawaii  
University of Hawaii - West Oahu

Position Organization Chart

Chart I

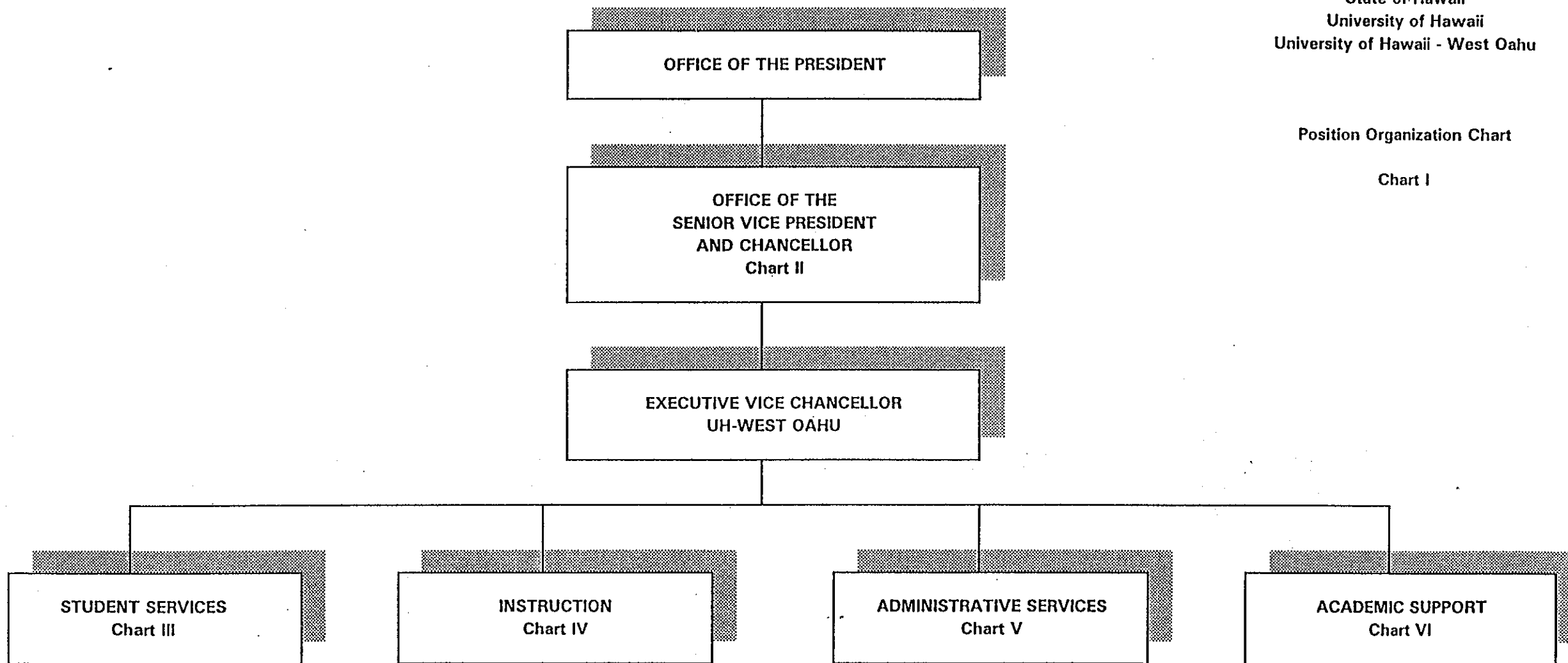


CHART UPDATED  
JUN 30 1996  
DATE \_\_\_\_\_

State of Hawaii  
University of Hawaii  
Instruction

Position Organization Chart

Chart IV

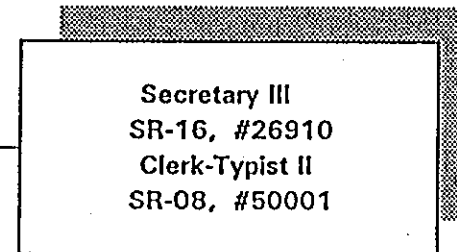
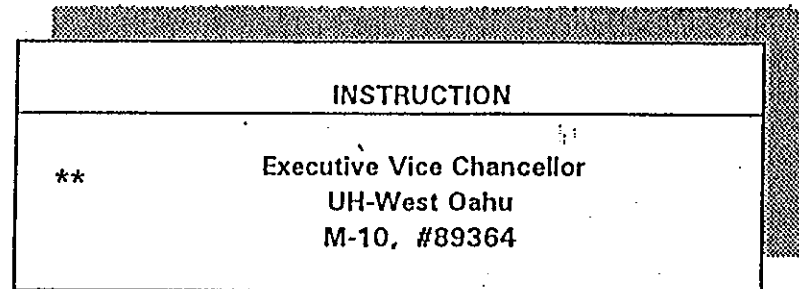
General Funds 28.00

CURRENT CHART  
INCLUDED FOR INFORMATION ONLY

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NOTE: NO CHANGE TO THE ORGANIZATIONAL STRUCTURE.  
POS. NO. 89364 to be redescribed.

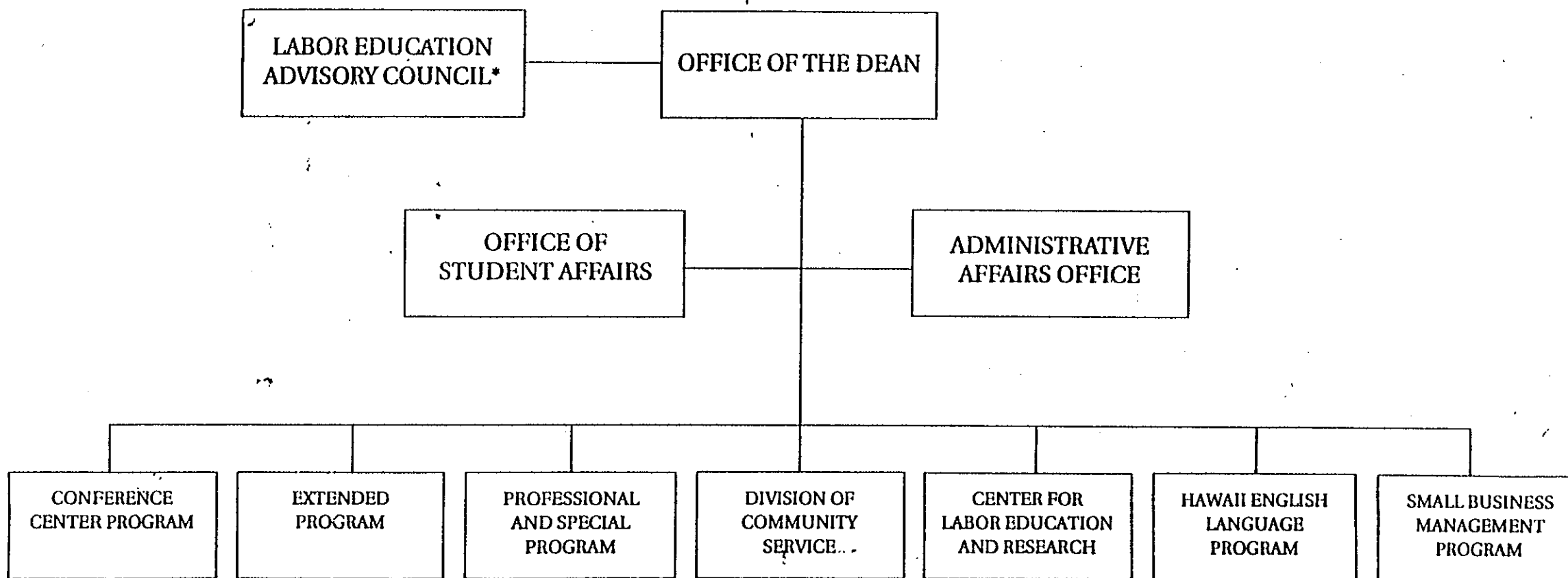
CHART UPDATED  
DATE JUN 30 1996



Instruction - Upper Division			
Instructional Positions (25.00)			
# 82230	# 84246	# 88824	# 88831
# 82650	# 84676	# 88825	# 88832
# 82656	# 85438	# 88826	# 88833
# 83496	# 85439	# 88827	# 88834
# 83758	# 86688	# 88828	
# 83962	# 87445	# 88829	
# 84165	# 88823	# 88830	

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF CONTINUING EDUCATION  
AND COMMUNITY SERVICES

Organization Chart  
Chart I

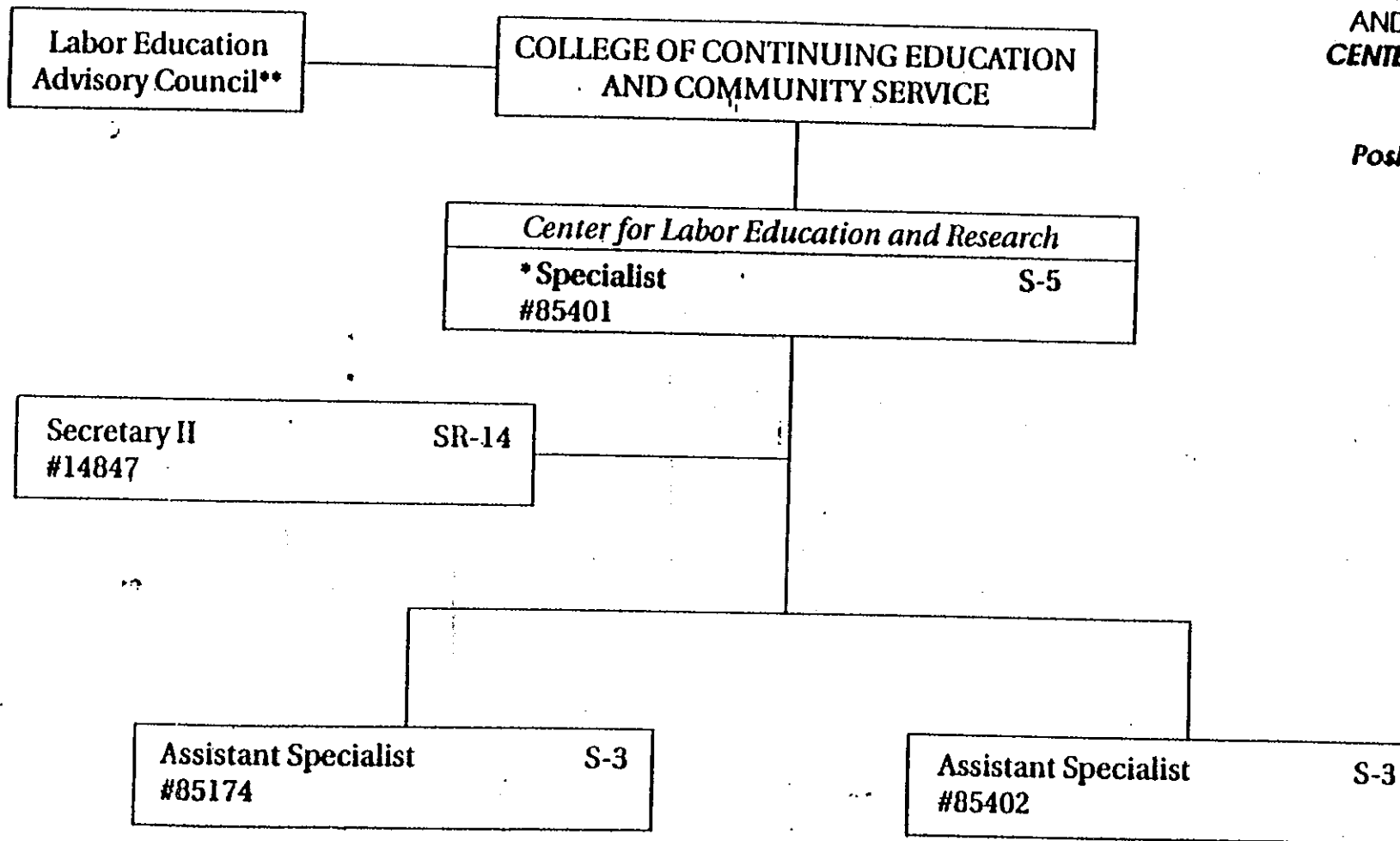


\*Act 202, SLH 1976, Advisory Body to the Dean  
for the Center for Labor Education and Research

CHART UPDATED  
JUN 30 1996  
DATE \_\_\_\_\_

STATE OF HAWAII  
**UNIVERSITY OF HAWAII AT MĀNOA**  
 COLLEGE OF CONTINUING EDUCATION  
 AND COMMUNITY SERVICES  
**CENTER FOR LABOR EDUCATION  
 AND RESEARCH**

*Position Organization Chart*  
 Chart V



**CHART UPDATED**  
 DATE JUN 30 1996

General Fund 4.00

\*\*Act 202, SLH 1976, Advisory Body to the Dean of CCECS

\*Director



STATE OF HAWAII  
UNIVERSITY OF HAWAII ADMINISTRATION  
OFFICE OF THE PRESIDENT, UNIVERSITY OF HAWAII SYSTEM AND  
CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA<sup>2</sup>

## INTRODUCTION

The Office of the President, University of Hawaii System and Chancellor, University of Hawaii at Mānoa is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawaii Constitution, Hawaii Revised Statutes, and Board of Regents policies.

## MAJOR FUNCTIONS

President, University of Hawaii System and Chancellor, University of Hawaii at Mānoa. As President of the University of Hawaii System and Chancellor of the University of Hawaii at Mānoa, this position serves as chief executive officer with responsibility for:

- Directing the development of plans and programs and recommending policies designed to advance the instructional, research, and service goals of the University of Hawaii campuses.
- Maintaining effective working relationships between the University and the Governor, legislators, other government officials, and the general public; and among students, faculty, and administrators of the various campuses.
- Recommending plans and policies for the Statewide vocational education programs in public institutions and for postsecondary education programs, and overseeing the implementation of approved plans and policies to ensure continuing excellence in the performance of related activities.
- Administering and coordinating Universitywide functions through appropriate senior executives and managers.

Senior Vice President and Executive Vice Chancellor, University of Hawaii at Mānoa. The Senior Vice President and Executive Vice Chancellor for the University of Hawaii at Mānoa serves as the chief academic officer for UH Mānoa and shares responsibility with the Chancellor for providing executive leadership at UH Mānoa. This position is responsible for the day-to-day operations of UH Mānoa, and serves as Acting President of the UH System and Acting Chancellor of UH Mānoa in the absence of the President/Chancellor.

Senior Vice President and Chancellor, University of Hawaii Community Colleges. The Senior Vice President and Chancellor for Community Colleges provides leadership, direction, and coordination for the programs and activities of the Community Colleges, Employment Training Center, and the Office of International Affairs of the University of Hawaii.

Senior Vice President and Chancellor, University of Hawaii at Hilo and University of Hawaii-West Oahu. The Senior Vice President and Chancellor for the University of Hawaii at Hilo and the University of Hawaii-West Oahu provides leadership, direction, and coordination for the programs and activities of the UH Hilo and UH West Oahu campuses.

Senior Vice President for Administration. The Senior Vice President for Administration provides leadership, direction, and coordination for administrative support functions across the University of Hawaii System.

Senior Vice President for Research And Dean of the Graduate Division. The Senior Vice President for Research and Dean of the Graduate Division provides leadership, direction, and coordination in the management of research and graduate academic programs of the University of Hawaii.

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO

MAJOR FUNCTIONS

The University of Hawai'i at Hilo is comprised of five major educational delivery units: College of Arts & Sciences, the College of Agriculture, West Hawai'i Program, the Center for Continuing Education and Community Service, and the College of Professional Studies. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs, Library Services, and Student Services. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs for the citizens of the State of Hawai'i.

OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff of the Hilo and West Oahu campus in their programmatic activities. More particularly, the Office of the Senior Vice-President and Chancellor:

- \* Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo;
- \* Interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i and Oahu, to the alumni community, and to the students and their parents;
- \* Provides executive leadership in the administration of the instructional, research, and public service programs;
- \* Maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Manoa, West Oahu and the Community Colleges;
- \* Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i; and also assumes delegated responsibility for the coordination of the activities of the Institute of Astronomy-Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service; and
- \* Provides, through an assistant, timely responses to information and data requests from the system, state, and federal governments and the administration of programs to enhance the functions of the University.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII - WEST OAHU

MAJOR FUNCTIONS

OFFICE OF THE CHANCELLOR

Provides leadership in developing academic programs and plans for the University of Hawaii - West Oahu.

- Oversees and is responsible for the entire operation of the University.
- Provides leadership to senior staff in the development of academic, academic support, student services, public services and administrative programs.
- Provides oversight in the development of the long-range master plan and its implementation through planning, design and construction.
- Selects and recommends appointment to the President of senior staff; consults with senior staff on the recruitment and selection for positions reporting to them.
- Represents the University at the senior level in systemwide matters and particularly those affecting the campus.
- Represents the University with the legislature and individual legislators both during and between legislative sessions.
- Represents the University in developing support in the community it serves.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COLLEGE OF CONTINUING EDUCATION AND COMMUNITY SERVICE

FUNCTIONAL STATEMENTS

The College of Continuing Education and Community Service (CCECS) serves the continuing education needs of individual adults and groups through formal and informal courses, conferences and institutes, cultural and specialized events, and other educational experiences. These educational opportunities are provided on and off campus and times on O'ahu and the neighbor islands for students who cannot attend regularly scheduled courses at the Mānoa Campus. It also administers the academic affairs of students who have been admitted to the UH but who are not candidates for a degree at the Mānoa Campus.

CCECS serves the Mānoa Campus by coordinating and implementing the outreach mission of the various academic departments.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COLLEGE OF CONTINUING EDUCATION AND COMMUNITY SERVICE

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN

Under the general direction of the President, University of Hawai'i, plans, organizes, directs, evaluates and controls the programs of the CCECS. Represents the College in community meetings and other events.

- Provides leadership to the College.
- Establishes program priorities.
- Establishes policies and procedures based on Board of Regents and University of Hawai'i policies.
- Directs staff and program directors to assure that functions and missions assigned to the College are carried out.
- Represents the College in meetings of the Deans and Directors.
- Represents the College in other administrative activities such as legislative hearings, meetings to solve College problems within and without the University of Hawai'i system and at functions in which the College is a participant.
- Oversees the development and evaluation of programs which are consistent with the mission of the College.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COLLEGE OF CONTINUING EDUCATION AND COMMUNITY SERVICE

FUNCTIONAL STATEMENT

CENTER FOR LABOR EDUCATION AND RESEARCH

Under the general direction of the Dean, the Center specializes in labor education, research, and programs.

- Coordinates, arranges for, or conducts evaluation of existing center programs of instruction for refinement, develop new courses of instruction, and plan their implementation on a continuing basis.
- Coordinates, arranges for, or conducts instructional programs including classes, courses, workshops, seminars, and research studies or projects.
- Coordinates, arranges for, provides technical assistance to trade unions to improve or implement labor education programs within their organization.
- Prepares and disseminates educational information and publications on various subjects of concern and interest to workers and their organizations.
- Develops or acquires and promotes the dissemination of labor-related information and programs through the various public media (radio, TV, newspapers, public and private organizations, clubs, etc.).
- Coordinates, arranges for, or conducts teacher preparation classes to enable relevant and reliable department of education instruction in labor-related educational courses, programs, and activities.
- Labor Education Advisory Council serves as an advisory council to the Dean of the College of Continuing Education and Community Service on all activities and programs of the Center of Labor Education and Research, and assists the Dean in the assessment and evaluation of program needs for implementation.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
COLLEGE OF CONTINUING EDUCATION AND COMMUNITY SERVICE

FUNCTIONAL STATEMENT

LABOR EDUCATION ADVISORY COUNCIL

Serves as an advisory council to the Dean of the College of Continuing Education and Community Service on all activities and programs of the Center for Labor Education and Research, and assists the Dean in the assessment and evaluation of program needs for implementation.

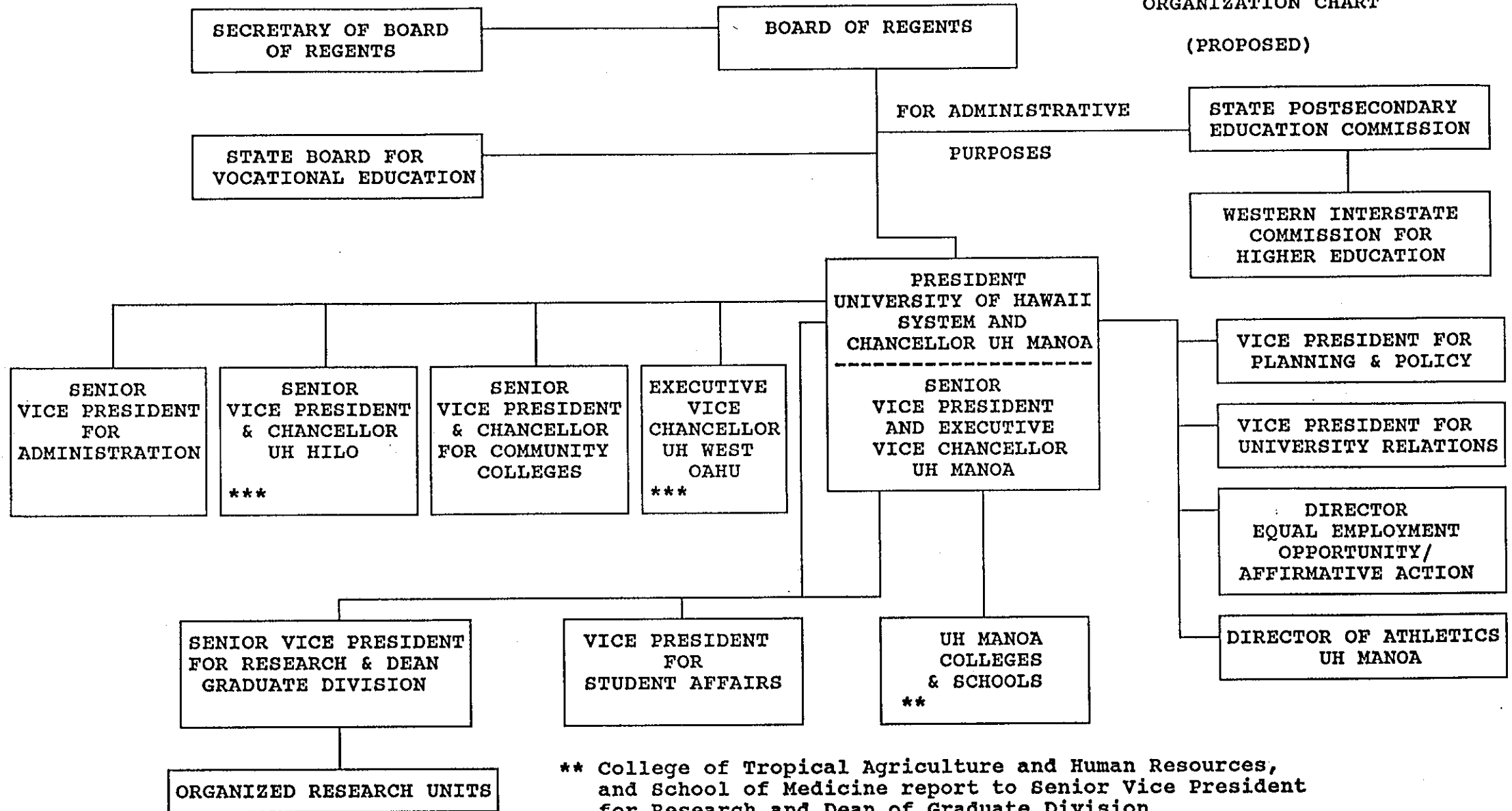
As mandated by State of Hawai'i statute, the Council members are appointed by the President of the University of Hawai'i.

APPROVED  
ORGANIZATIONAL CHARTS  
AND  
FUNCTIONAL STATEMENTS



STATE OF HAWAII  
UNIVERSITY OF HAWAII ADMINISTRATION  
ORGANIZATION CHART

(PROPOSED)



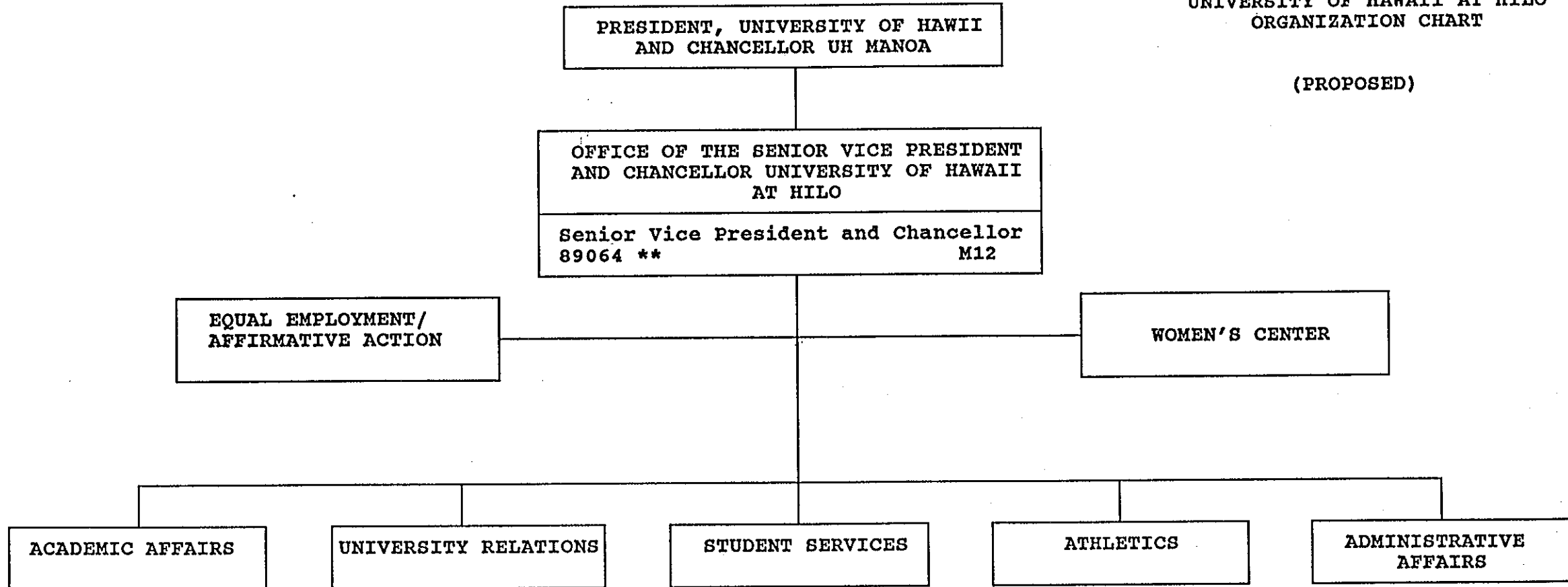
\*\* College of Tropical Agriculture and Human Resources,  
and School of Medicine report to Senior Vice President  
for Research and Dean of Graduate Division

\*\*\* Position to be redescribed

APPROVED BY THE UNIVERSITY  
BOARD OF REGENTS  
MAY 16 1997  
Date

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO  
ORGANIZATION CHART

(PROPOSED)

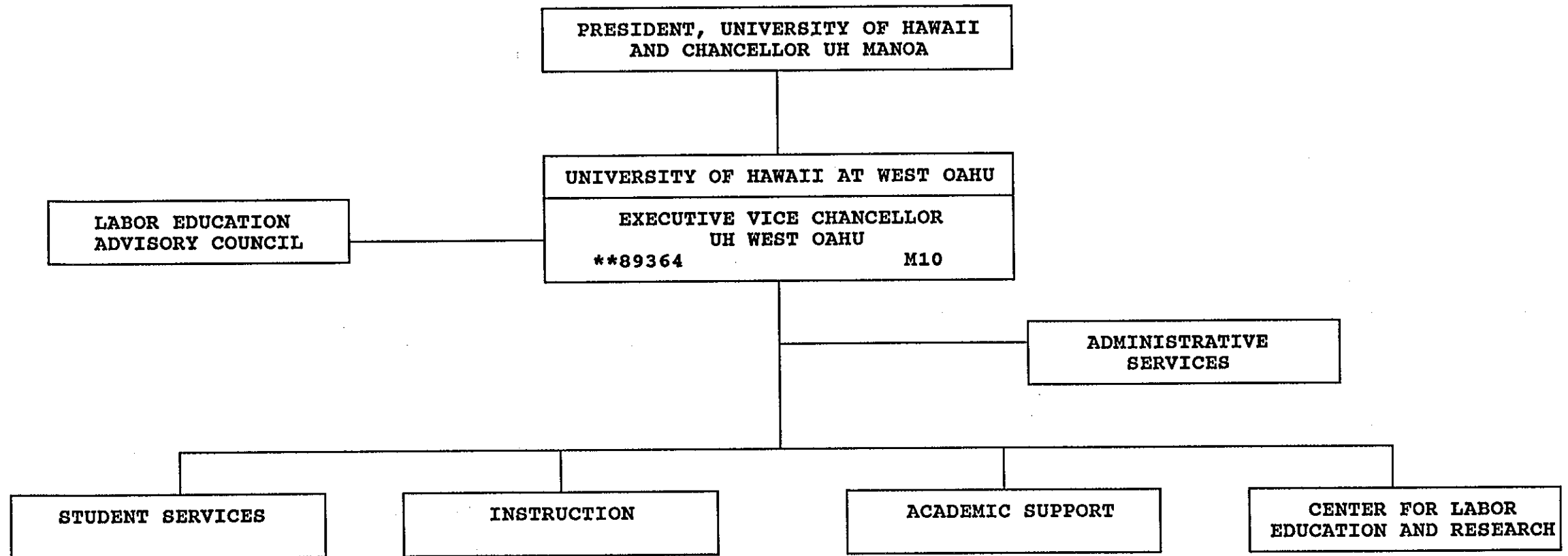


\*\* Senior VP/Chancellor's position to be redescribed

APPROVED BY THE UNIVERSITY  
BOARD OF REGENTS  
MAY 16 1997  
Date

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII - WEST OAHU  
ORGANIZATION CHART

(PROPOSED)



\*\* Position to be redescrbed

APPROVED BY THE UNIVERSITY  
BOARD OF REGENTS  
MAY 16 1997  
Date

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT WEST OAHU  
CENTER FOR LABOR EDUCATION  
AND RESEARCH

POSITION ORGANIZATION CHART

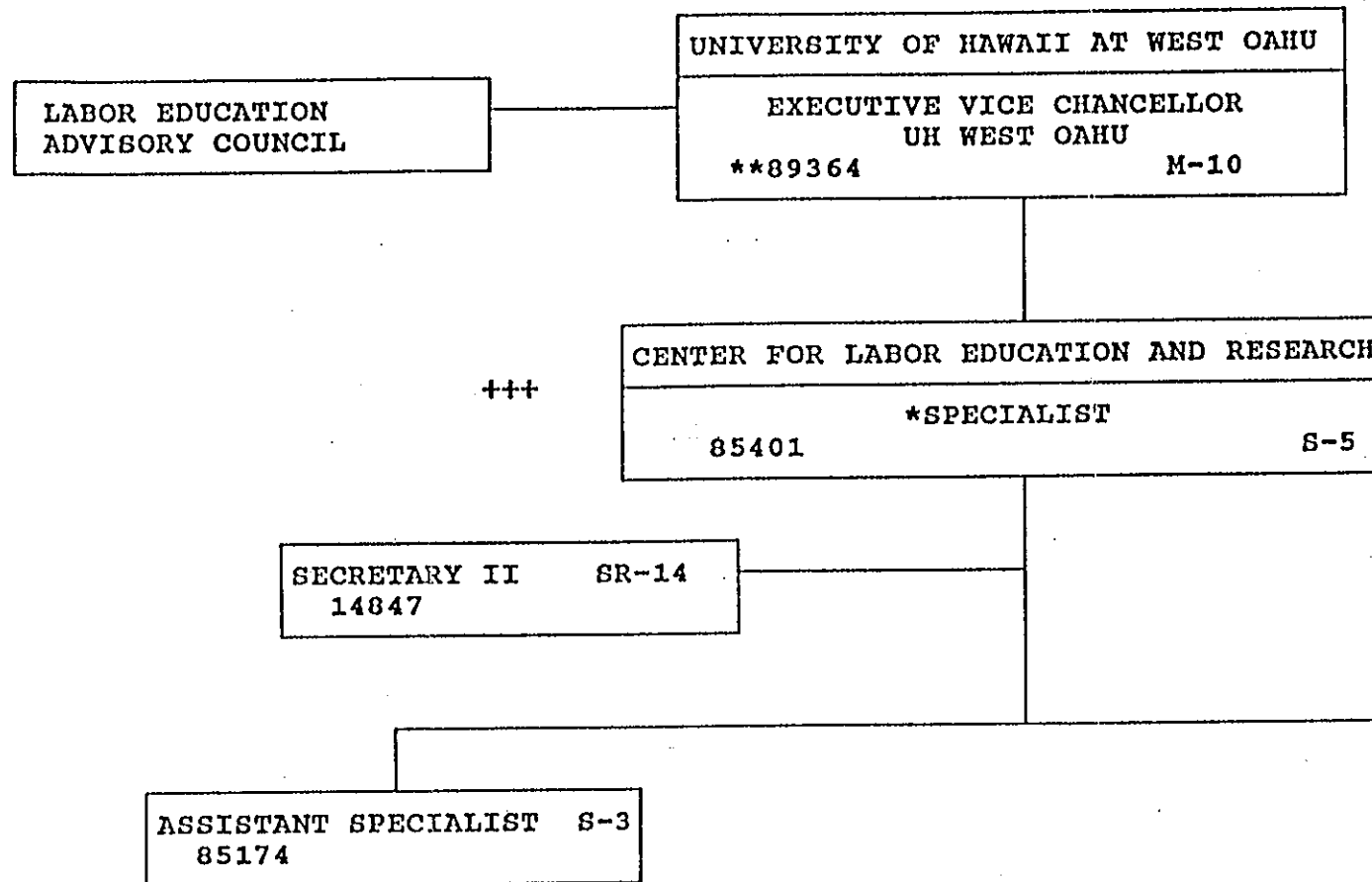
(PROPOSED)

APPROVED PURSUANT TO BOR ACTION:



BRUCE BERGLAND  
EXECUTIVE VICE CHANCELLOR  
UH WEST OAHU

DATE: MAY 16 1997



\*DIRECTOR

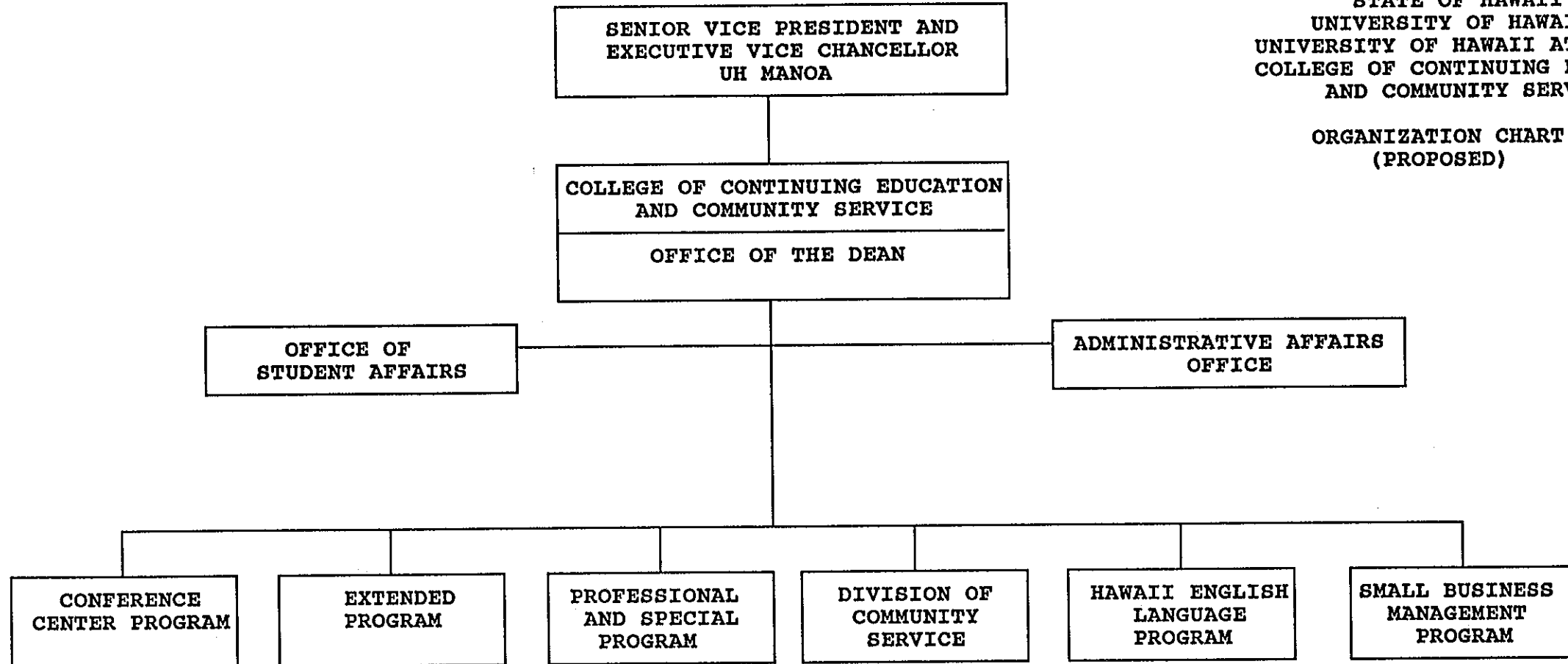
GEN. FUND 4.00

\*\*Position to be redescribed

+++ CLEAR Staff also includes temporary position 85180T, Associate Specialist

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF CONTINUING EDUCATION  
AND COMMUNITY SERVICE

ORGANIZATION CHART  
(PROPOSED)



APPROVED BY THE UNIVERSITY  
BOARD OF REGENTS  
MAY 16 1997  

---

Date

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I ADMINISTRATION  
OFFICE OF THE PRESIDENT, UNIVERSITY OF HAWAI'I SYSTEM AND  
CHANCELLOR, UNIVERSITY OF HAWAI'I AT MĀNOA

## INTRODUCTION

The Office of the President, University of Hawai'i System and Chancellor, University of Hawai'i at Mānoa is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawai'i Constitution, Hawai'i Revised Statutes, and Board of Regents' policies.

## MAJOR FUNCTIONS

President, University of Hawai'i System and Chancellor, University of Hawai'i at Mānoa. As President of the University of Hawai'i System and Chancellor of the University of Hawai'i at Mānoa, this position serves as chief executive officer with responsibility for:

- . Directing the development of plans and programs and recommending policies designed to advance the instructional, research, and service goals of the University of Hawai'i campuses.
- . Maintaining effective working relationships between the University and the Governor, legislators, other government officials, and the general public; and among students, faculty, and administrators of the various campuses.
- . Recommending plans and policies for the Statewide vocational education programs in public institutions and for postsecondary education programs, and overseeing the implementation of approved plans and policies to ensure continuing excellence in the performance of related activities.
- . Administering and coordinating Universitywide functions through appropriate senior executives and managers.

Senior Vice President and Executive Vice Chancellor, University of Hawai'i at Mānoa. The Senior Vice President and Executive Vice Chancellor for the University of Hawai'i at Mānoa serves as the chief academic officer for UH Mānoa and shares responsibility with the Chancellor for providing executive leadership at UH Mānoa. This position is responsible for the day-to-day operations of UH Mānoa, and serves as Acting President of the UH System and Acting Chancellor of UH Mānoa in the absence of the President/Chancellor.

Senior Vice President and Chancellor, University of Hawai'i Community Colleges. The Senior Vice President and Chancellor for Community Colleges provides leadership, direction, and coordination for the programs and activities of the Community Colleges, Employment Training Center, and the Office of International Affairs of the University of Hawai'i.

Senior Vice President and Chancellor, University of Hawai'i at Hilo. The Senior Vice President and Chancellor for the University of Hawai'i at Hilo provides leadership, direction, and coordination for the programs and activities of the UH Hilo campus.

Senior Vice President for Administration. The Senior Vice President for Administration provides leadership, direction, and coordination for administrative support functions across the University of Hawai'i System.

Senior Vice President for Research and Dean of the Graduate Division. The Senior Vice President for Research and Dean of the Graduate Division provides leadership, direction, and coordination in the management of research and graduate academic programs of the University of Hawai'i.

Executive Vice Chancellor, University of Hawai'i at West O'ahu. The Executive Vice Chancellor of the University of Hawai'i at West O'ahu provides leadership, direction, and coordination for the programs and activities of the UH West O'ahu campus.

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
(PROPOSED)

The University of Hawai'i at Hilo is comprised of four major educational delivery units: College of Arts and Sciences, the College of Agriculture, the Center for Continuing Education and Community Service, and the College of Professional Studies. Also, there are courses and programs in West Hawai'i offered through the University of Hawai'i Center, West Hawai'i managed by Hawai'i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs, Library Services, and Student Services. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration designed to meet most of the post-secondary education needs for the citizens of the State of Hawai'i.

OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Senior Vice President and Chancellor:

- . Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo.
- . Interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i, to the alumni community, and to the students and their parents.
- . Provides executive leadership in the administration of the instructional, research, and public service programs.
- . Maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Mānoa, UH West O'ahu, and the Community Colleges.
- . Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i; and also assumes delegated responsibility for the coordination of the activities of the Institute of Astronomy - Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service.
- . Provides, through an assistant, timely responses to information and data requests from the system, State and federal governments and the administration of programs to enhance the functions of the University.

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT WEST O'AHU  
FUNCTIONAL STATEMENT  
(PROPOSED)

EXECUTIVE VICE CHANCELLOR

Provides leadership in developing academic programs and plans for the University of Hawai'i at West O'ahu.

Oversees and is responsible for the entire operation of the UH West O'ahu.

Provides leadership to senior staff in the development of academic, academic support, student services, public services, and administrative programs.

Provides oversight in the development of the long-range master plan and its implementation through planning, design, and construction.

Selects and recommends appointment to the President of senior staff, consults with senior staff on the recruitment and selection for positions reporting to them.

Represents the University at the senior level in systemwide matters and particularly those affecting the campus.

Represents the University with the legislature and individual legislators both during and between legislative sessions.

Represents the University in developing support in the community it serves.



STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT WEST O'AHU  
LABOR EDUCATION ADVISORY COUNCIL

FUNCTIONAL STATEMENT  
(PROPOSED)

Serves as an advisory council to the Executive Vice Chancellor, UH West O'ahu, on all activities and programs of the Center for Labor Education and Research, and assists the Executive Vice Chancellor in the assessment and evaluation of program needs for implementation.

As mandated by Hawai'i Revised Statutes, the Council members are appointed by the President of the University of Hawai'i.