



UNIV. OF HAWAII
UH BUDGET OFFICE

UNIVERSITY OF HAWAII

'98 MAR -5 A9:37

SENIOR VICE PRESIDENT, UNIVERSITY OF HAWAII
AND CHANCELLOR FOR COMMUNITY COLLEGES

MEMORANDUM


February 26, 1998

TO: The Honorable Mazie K. Hirono
Lieutenant Governor, State of Hawai'i

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION -
UNIVERSITY OF HAWAII, MAUI COMMUNITY COLLEGE (CC),
UNIVERSITY OF HAWAII CENTER, MAUI

Attached for your files is a copy of the reorganization which was approved on February 20, 1998 by the Board of Regents for University of Hawai'i, Maui CC, University of Hawai'i Center, Maui. The purpose of the reorganization is explained in the accompanying Executive Summary.

Should you have any questions, please call Director Deborah Nakagawa at 956-5148.


Joyce S. Tsunoda
Senior Vice President, University of Hawai'i
and Chancellor for Community Colleges

Attachments

- c The Honorable Earl I. Anzai
Director, Department of Budget and Finance
- The Honorable James Takushi
Director, Department of Human Resources Development
- ✓ University Budget Office
- University Office of Human Resources
- UHCC Provost Clyde Sakamoto
- UHCC Vice Chancellors
- UHCC Budget Office
- UHCC Human Resources Office

reorg\final-ig

2444 DOLE STREET • BACHMAN HALL 204 • HONOLULU, HAWAII 96822-2397
TEL (808) 956-5883 • FAX (808) 956-8061

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION

January 27, 1998

MEMORANDUM

TO : President/Chancellor Kenneth P. Mortimer

VIA: Senior Vice President Eugene Imai

FROM: Rodney Sakaguchi

**SUBJECT: PROPOSED REORGANIZATION OF THE MAUI COMMUNITY COLLEGE
FOR THE UNIVERSITY OF HAWAI'I CENTER, MAUI**

Senior Vice President and Chancellor Joyce Tsunoda has submitted a proposal for your concurrence to reorganize the Maui Community College (MCC) by reflecting the Maui University of Hawai'i Center (UHCM), its functions, and two permanent positions within the MCC organization.

This UHCM will be functionally similar to the University of Hawai'i Center, West Hawai'i and will provide access for the Maui/Molokai/Lanai community to instructional, research, and public service programs that are offered by other University of Hawai'i campuses.

In addition to the above, this reorganization reassigns responsibility for the UH Mānoa Maui Masters of Business Administration program from MCC Instruction to the UHCM.

The estimated UHCM annual operating cost is \$311,000. This figure includes \$75,000 provided by Act 328, SLH 1997 for the UHCM Director and Secretary, \$200,000 which will be reallocated from within the University, and \$36,000 for which permanent funding is being sought. The Community Colleges administration is continuing efforts to obtain funding for this \$36,000 as well as permanent status for five temporary UHCM positions.

Consultation with the Hawai'i Government Employees' Association and the University of Hawai'i Professional Assembly has been completed.

A memorandum to Chairperson David Ramos requesting approval of this reorganization is enclosed for your review and consideration.

Attachment

A-2 Reorganization of Maui Community College

The Senior Vice President and Chancellor for Community Colleges recommends the approval of a proposed reorganization of Maui Community College to organizationally reflect the inclusion of the University of Hawai'i Center at Maui within the Maui Community College organization.

The proposed reorganization of Maui Community College involves the establishment of the University of Hawai'i Center, Maui. This Center will provide a permanent University of Hawai'i (UH) presence in sectors of Maui County that would otherwise lack access to programs offered by the UH system.

The economic downturn that Hawai'i has been experiencing since the early 1990's has forced the University to seek and explore alternative means of meeting students' needs throughout the State. In this effort, it was determined that providing classes and degrees through University Centers was a more economical, viable, and flexible means of meeting students' needs than building and staffing four-year campuses on Kaua'i, West Hawai'i, and Maui. This reorganization addresses the official Board Of Regents (BOR) action which established the University Centers as the preferred alternative.

The University of Hawai'i Center at Maui will provide access to multiple disciplines, and serve as a receiving site for courses, course sequence and/or a limited number of complete Board authorized credential programs originating from two or more of the accredited campuses of the UH system. This Center will enable qualified students who are unable to travel to other UH campuses to enroll in courses or credential programs offered elsewhere in the UH system. Courses and programs of study delivered at the University of Hawai'i Center, Maui will use a variety of delivery strategies, including distance education technology, faculty who travels to the Center from their home campus, and faculty from the community served by the Center. In all cases, faculties are employed by the campus delivering the courses/program and are governed by the established personnel policies and procedures of that employing campus.

Two positions required for the reorganization were secured through prior legislative appropriations. Additional positions and resources will be secured as the Center develops. Under the proposed organizational structure, Maui CC will provide the essential administrative support to the University Center since it is located on the Maui CC campus and will be able to take advantage of the existing organizational support structure.

RECOMMENDATION: That the Board approve the proposed reorganization of Maui Community College to reflect the inclusion of the University of Hawai'i Center, Maui, within the Maui Community College organization as reflected in the attached organizational charts with the understanding that implementation details are subject to applicable policies, procedures and statutes.

Office of the Senior Vice President
and
Chancellor for Community Colleges

STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE

Organization Chart

Chart I

Office of the Provost
Chart II

Instruction
Chart III

Student Services
Chart IV

Administrative Services
Chart V

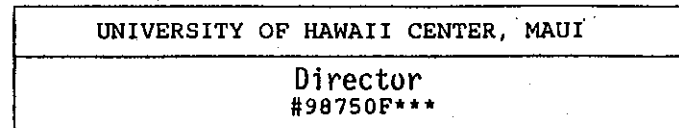
Office of Continuing
Education and Training
Chart VI

University of Hawaii
Center, Maui
Chart VII

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS

FEB 20 1998

Date



STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE
UNIVERSITY OF HAWAII CENTER, MAUI

Position Organization Chart

Chart VII

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS
FEB 20 1998

Date

General Fund	<u>Perm</u> 2.00
--------------	---------------------

***To be established.

Classification and title to be determined
pending approval of proposed reorganization.

February 23, 1998

MEMORANDUM

TO: Senior Vice President and Chancellor Joyce Tsunoda

FROM: Rodney Sakaguchi

**SUBJECT: COPY OF APPROVED REORGANIZATION FOR UNIVERSITY OF
HAWAI'I CENTER MAUI, MAUI COMMUNITY COLLEGE**

Enclosed for your information and files is a copy of a reorganization approved by the Board of Regents on February 20, 1998 for the University of Hawai'i Center, Maui.

Please be advised that although proposed Chart III (Instruction) was part of the reorganizational proposal, it was not included in agenda item A-2 which was approved by the Board of Regents. As such, your approval of proposed Chart III with a February 20, 1998 effective date is required.

Once Chart III is approved, copies of this reorganization should be distributed to the agencies specified in Administrative Procedure A3.101, University of Hawai'i Organizational and Functional Changes.

Please feel free to contact me or Ronald Saito of this office if there are any questions regarding this matter.

Attachment

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
MAUI COMMUNITY COLLEGE
INSTRUCTION

Position Organization Chart

Chart III

INSTRUCTION

Dean of Instruction, M06M, #89093

Secretarial Services

Secretary II, SR14, #17844
Clerk Steno II, SR09, #33898, #34832

Assistant Dean of Instruction, M03M, #89192
Clerk Steno II, SR09, #40565

Library

Faculty (Librarians 3.00),
#82128, #83419, #86139
Library Technician VI, SR13,
#15558
Library Technician V, SR11,
#26906
Library Assistant IV, SR09,
#22516

Media

Faculty, #84671
UH Media Specialist IV, P09,
#80436
UH Media Specialist III, P07,
#81026
UH Media Specialist I, P03,
#81007
UH Electronic Technician II,
P09, #80982
UH Electronic Technician I,
P06, #81759
UH Media Specialist II, P05,
#81204
Clerk Steno III, SR11, #21205

General Education

Math/Science Division
Chairperson**
Faculty (13.50), #82356, #82754,
#83018, #83290, #83632, #83833,
#83866, #84011, #84137, #84570,
#86073, #86725, #86932, #82666 (.50)
UH Educational Specialist I, P03, #81658
UH Educational & Academic Support
Specialist, P01, #81730, #81731
Account Clerk III, SR11, #35751
Language Arts Division
Chairperson**
Faculty (10.00), #82199, #82408, #82636,
#82958, #83898, #84148, #84367, #84482,
#84998, #85074
Faculty, #83093\$
UH Educational Specialist I, P03, #81214
Clerk Steno II, SR09, #47721
Social Science/Humanities Division
Chairperson**
Faculty (15.00), #82665, #82778, #82798,
#83206, #83377, #83546, #83613, #84214,
#84312, #84997, #84999, #86887T*, #86888T*,
#87088, #83628 (.50), #87154 (.50)
Outreach
Faculty (2.00), #86630, #86816

Vocational Education

Business Division
Chairperson**
Faculty (12.00), #82391, #82410,
#82493, #82559, #82608, #83211,
#83274, #83325, #83465, #83739,
#84084, #84996
Clerk Steno II, SR09, #47720
Nursing Division
Chairperson**
Faculty (13.50), #82297, #83108,
#84174, #84412, #84465, #86681,
#86682, #86683, #86727, #86729,
#86730, #86731, #86732, #86734 (.50)
Clerk Steno II, SR09, #28848
Clerk Typist II, SR08, #41707 (.50)
Vocational/Technical Division
Chairperson**
Faculty (8.00), #82020, #83530,
#83822, #84025, #84124, #84339,
#84345, #86723
Cooperative Education
Faculty (2.50), #86623, #87085
#84083 (.50)
Clerk Typist II, SR08, #46225

	Perm	Temp
General Fund	105.00	2.00

*Temporary Position

**Chairperson is appointed from among instructional positions within the division.

\$As a result of the FB 1997-99 budget process the position was transferred from Honolulu CC, effective 7/1/97.



UNIV OF HAWAII
UH BUDGET OFFICE

JAN 33 7 51 AM '98

UNIVERSITY OF HAWAII

January 27, 1998

PRESIDENT, UNIVERSITY OF HAWAII
AND CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA

MEMORANDUM

TO: Mr. David B. Ramos
Chairperson, Board of Regents

FROM: Kenneth P. Mortimer *Kenneth P. Mortimer*
President, University of Hawaii and
Chancellor, University of Hawaii at Mānoa

SUBJECT: PROPOSED REORGANIZATION OF THE MAUI COMMUNITY COLLEGE

SPECIFIC ACTION REQUESTED

Approval of the Board of Regents (BOR) is requested to reorganize the Maui Community College (MCC) by organizationally reflecting the University of Hawaii Center, Maui (UHCM) within the MCC.

RECOMMENDED EFFECTIVE DATE

It is requested that the proposed organizational changes be effective upon approval by the Board of Regents.

PURPOSE/NATURE OF THE PROPOSAL

The University of Hawaii Center, Maui was authorized by the Board of Regents in June 1996. This reorganization reflects this center, its functions, and two permanent positions within the MCC organization. Functionally similar to the University Center at West Hawaii which was included in a reorganization approved by the BOR in May 1997, the UHCM will provide access for the Maui/Molokai/Lanai community to instructional, research, and public service programs that are offered by other University of Hawaii campuses.

The two permanent positions, Pos. No. 98750, Director of Computer and Telecommunications (Center Director), and Pos. No. 98250, Secretary will be assigned to

Mr. David B. Ramos
January 27, 1998
Page 2

the UHCM. These positions were authorized and funded by Act 328, SLH 1997. The UHCM will continue to be supported by five temporary positions for which permanent status is being sought. Other required administrative support for the UHCM will be provided by the MCC.

In addition to the above, this reorganization reassigns responsibility for the UH Mānoa Maui Masters of Business Administration Program from MCC Instruction to the UHCM.

IMPACT ON STAFFING AND RESOURCES

The estimated total annual cost to operate the UHCM is \$311,000. This figure includes \$75,000 authorized by Act 328, SLH 1997 for the above two permanent positions, \$200,000 which will be reallocated from within the University, and \$36,000 for which permanent funding is being sought. Continuing efforts are being made to obtain funding for this \$36,000 as well as permanent status for the five aforementioned temporary UHCM positions.

CONSULTATION WITH EXCLUSIVE EMPLOYEE BARGAINING REPRESENTATIVES

Consultation with the Hawai'i Government Employees' Association and the University of Hawai'i Professional Assembly has been completed.

RECOMMENDED ACTION

Approval of the Board of Regents is requested for this reorganization to reflect the UHCM and its positions and functions within the MCC organization.

Attachment

- c: Board Secretary Ishii (w/attachment)
- Senior Vice President Eugene Imai (w/attachment)
- Senior Vice President/Chancellor Joyce Tsunoda (w/attachment)
- Director Rodney Sakaguchi (w/o attachment)



for
UNIVERSITY OF HAWAII
BOARD OF REGENTS

UNIVERSITY OF HAWAII

'98 FEB 2 1998

January 27, 1998

PRESIDENT, UNIVERSITY OF HAWAII
AND CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA

MEMORANDUM

TO: Mr. David B. Ramos
Chairperson, Board of Regents

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

SUBJECT: PROPOSED REORGANIZATION OF THE MAUI COMMUNITY COLLEGE

SPECIFIC ACTION REQUESTED

Approval of the Board of Regents (BOR) is requested to reorganize the Maui Community College (MCC) by organizationally reflecting the University of Hawai'i Center, Maui (UHCM) within the MCC.

RECOMMENDED EFFECTIVE DATE

It is requested that the proposed organizational changes be effective upon approval by the Board of Regents.

PURPOSE/NATURE OF THE PROPOSAL

The University of Hawai'i Center, Maui was authorized by the Board of Regents in June 1996. This reorganization reflects this center, its functions, and two permanent positions within the MCC organization. Functionally similar to the University Center at West Hawai'i which was included in a reorganization approved by the BOR in May 1997, the UHCM will provide access for the Maui/Molokai/Lanai community to instructional, research, and public service programs that are offered by other University of Hawai'i campuses.

The two permanent positions, Pos. No. 98750, Director of Computer and Telecommunications (Center Director), and Pos. No. 98250, Secretary will be assigned to

Mr. David B. Ramos
January 27, 1998
Page 2

the UHCM. These positions were authorized and funded by Act 328, SLH 1997. The UHCM will continue to be supported by five temporary positions for which permanent status is being sought. Other required administrative support for the UHCM will be provided by the MCC.

In addition to the above, this reorganization reassigns responsibility for the UH Mānoa Maui Masters of Business Administration Program from MCC Instruction to the UHCM.

IMPACT ON STAFFING AND RESOURCES

The estimated total annual cost to operate the UHCM is \$311,000. This figure includes \$75,000 authorized by Act 328, SLH 1997 for the above two permanent positions, \$200,000 which will be reallocated from within the University, and \$36,000 for which permanent funding is being sought. Continuing efforts are being made to obtain funding for this \$36,000 as well as permanent status for the five aforementioned temporary UHCM positions.

CONSULTATION WITH EXCLUSIVE EMPLOYEE BARGAINING REPRESENTATIVES

Consultation with the Hawai'i Government Employees' Association and the University of Hawai'i Professional Assembly has been completed.

RECOMMENDED ACTION

Approval of the Board of Regents is requested for this reorganization to reflect the UHCM and its positions and functions within the MCC organization.

Attachment

- c: Board Secretary Ishii (w/attachment)
- Senior Vice President Eugene Imai (w/attachment)
- Senior Vice President/Chancellor Joyce Tsunoda (w/attachment)
- Director Rodney Sakaguchi (w/o attachment)

UNIVERSITY OF HAWAI'I

Office of the Senior Vice President, University of Hawai'i and Chancellor for Community Colleges

MEMORANDUM

January 14, 1998

TO: Kenneth P. Mortimer
President, University of Hawaii and
Chancellor, University of Hawaii

THROUGH: Director Rodney Sakaguchi
University Budget Office

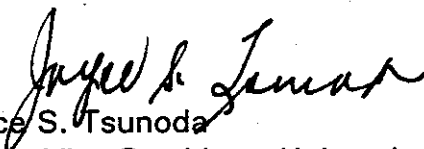
SUBJECT: REORGANIZATION OF MAUI COMMUNITY COLLEGE (CC),
UNIVERSITY OF HAWAI'I CENTER, MAUI

Attached is Maui CC's reorganization proposal that establishes the University of Hawai'i Center, Maui. This Center was authorized by the University of Hawai'i Board of Regents (BOR) in June, 1996. This Center will provide a permanent University of Hawai'i presence in communities that otherwise lack access to programs offered elsewhere in the University system.

The attached Reorganization Proposal Request provides an analysis of the reorganization request. Also attached are the present and proposed organization charts and functional statements and Executive Summary.

We have sent this reorganization to the University of Hawai'i Professional Assembly (UHPA), and the Hawai'i Government Employees Association (HGEA) for their comments. Both the UHPA and HGEA have stated that they have no concerns with this reorganization.

I would be happy to discuss any questions or concerns you may have.


Joyce S. Tsunoda
Senior Vice President, University of Hawaii and
Chancellor for Community Colleges

Attachments

c UHCC Provost Clyde Sakamoto
Vice Chancellor Michael Unebasami
Director Deborah Nakagawa
Director Carol Pang

mau\uc\pres

EXECUTIVE SUMMARY

MAUI COMMUNITY COLLEGE UNIVERSITY OF HAWAI'I CENTER, MAUI

Enclosed is the reorganization of Maui Community College that involves the establishment of the University of Hawai'i Center, Maui. This Center will provide a permanent University of Hawai'i (UH) presence in communities that otherwise lack access to programs offered elsewhere in the UH system.

The economic downturn that Hawai'i has been experiencing since the early 1990's has forced the University to seek and explore alternative means of meeting student needs throughout the State. In this effort, it was determined that providing classes and degrees through University Centers was a more economical, viable, and flexible means of meeting students' needs than building and staffing four-year campuses on Kaua'i, West Hawai'i, and Maui. This reorganization addresses the official Board Of Regents (BOR) action which established the University Centers as the preferred alternative.

The University of Hawai'i Center, Maui will provide access to multiple disciplines, and serve as a receiving site for courses, course sequence and/or a limited number of complete BOR authorized credential programs originating from two or more of the accredited campuses of the UH system. This Center will enable qualified students who are unable to travel to other UH campuses to enroll in courses or credential programs offered elsewhere in the UH system. Courses and programs of study delivered at the University of Hawai'i Center, Maui will use a variety of delivery strategies, including distance education technology, faculty who travels to the Center from their home campus, and faculty from the community served by the Center. In all cases, faculties are employed by the campus delivering the courses/program and are governed by the established personnel policies and procedures of that employing campus.

The reorganization will require the creation of 2.00 permanent positions, a Center director and secretary, to provide a minimum level of administrative and clerical support services at the Center. Currently, there are 5.00 unbudgeted temporary positions which provide a minimal level of support for the University of Hawai'i Center, Maui. These positions include: a Cashier I, an UH Educational Specialist I, an Instructor (Counselor), an Instructor (Librarian), and a Student Services Specialist II (Registrar). It is estimated that the total cost to operate the Center will be \$311,000. This includes \$75,000 which was appropriated in Act 328, SLH 1997, the General Appropriations Act of 1997, and \$200,000 from funds which will be reallocated from funds within the University. The remaining \$36,000 as well as the conversion of 5.00 temporary positions to permanent status were included in the BOR Supplemental Budget but it was not included in the

Executive Summary - Maui Community College
University of Hawai'i Center, Maui
Page 2

Executive Supplemental recommendation for FY 1999. Continued efforts will be made to seek additional funds and permanent positions.

Under the proposed organizational structure, Maui CC will provide the essential administrative support to the University Center. Since the University Center is located on the Maui CC campus, it will be able to take advantage of an existing organizational support structure. The 5.00 temporary positions will be integrated into the appropriate existing organizational unit. These services include and are not limited to custodial, human resources, and fiscal support.

mauluclexec

REORGANIZATION PROPOSAL REQUEST

Maui Community College UNIVERSITY OF HAWAI'I CENTER, MAUI

I. Present Organization

Maui Community College (CC) is organizationally within the Community Colleges System of the University of Hawai'i (UH). The following programs are organizational sections within Maui CC: Instruction, Student Services, Administrative Services, and Office of Continuing Education and Training.

Also, the Maui Masters of Business Administration (MBA) program is coordinated with UH-Manoa through the instructional program. This program provides a cohort of instructional courses leading to a MBA degree.

II. Proposed Organization

Maui CC is proposing to establish a University of Hawai'i Center at Maui. This Center was authorized by the University of Hawai'i Board of Regents (BOR) in June, 1996. This Center will provide a permanent University of Hawai'i presence in communities that otherwise lack access to programs offered elsewhere in the UH system.

The University of Hawai'i Center, Maui will provide access to multiple disciplines, and serve as a receiving site for courses, course sequence and/or a limited number of complete BOR authorized credential programs originating from two or more of the accredited campuses of the UH system. Courses and programs of study delivered at the University of Hawai'i Center, Maui will use a variety of delivery strategies, including distance education technology, faculty who travel to the Center from their home campus, and faculty from the community served by the Center. In all cases, faculty are employed by the campus delivering the courses/program and are governed by the established personnel policies and procedures of that employing campus.

The University of Hawai'i Center, Maui will be responsible for coordinating with the other campuses to ensure that programs and course offerings are consistent with community needs assessments. Also, the Center must assure that the infrastructure needs meet accreditation requirements.

In conjunction with the proposed reorganization, the following personnel actions will be taken:

- A. A permanent Center Director, Position Number 98750F, will be established. The Director position will report to the Provost of Maui CC. The Director will be responsible for providing overall leadership and direction for the University of Hawai'i Center, Maui. The Director will conduct on-going community needs assessments, coordinate the development of an integrated schedule of classes, ensure on-site ancillary support services infrastructure which will satisfy accreditation requirements of sending programs, and coordinate marketing activities for the Center. The Director will also provide operational management, public relations, and be the academic liaison for the University of Hawai'i Center, Maui.
- B. A permanent Secretary II, Position Number 98250F, will be established. The Secretary II position will report to the Director of the University of Hawai'i Center, Maui. This position will provide secretarial support to the Director and clerical support to the Center's faculty and staff. This position will also assist the director by facilitating and coordinating the work flow, and by building and establishing relationships within and outside the organization.
- C. A Junior Specialist, Position Number 85110T, was abolished per Act 328, SLH 1997, the General Appropriations Act. Since the Maui MBA program will be integrated into the Center's on-going schedule of programs, the position was not required in the Instruction program. This position was vacant and program activities did not warrant the need to fill this position.

Currently, there are five unbudgeted temporary positions which provide a minimal level of support for the University of Hawai'i Center, Maui. These include: Cashier I, Position Number 51269; UH Educational Specialist I, Position Number 81329T; Instructor (Counselor), Position Number 88017T; Instructor (Librarian), Position Number 86998T; and Student Services Specialist II (Registrar), position to be established. A request to make these five positions permanent was included in the BOR Supplemental Budget for

FY 1999 request however, it was not included in the Executive Supplemental Budget recommendation for FY 1999.

Under the proposed organizational structure, Maui CC will provide the essential administrative support to the University Center. Since the University Center is located on the Maui CC campus, it will be able to take advantage of an existing organizational support structure. The 5.00 temporary positions will be integrated into the appropriate existing organizational unit. These services include and are not limited to custodial, human resources, and fiscal support.

III. Background/Nature of the Proposed Reorganization

The University of Hawai'i Center, Maui was established by BOR action in June, 1996. The Center will establish permanent UH presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The Center will be a site at which qualified students who are unable to travel to other UH campuses can enroll in courses or credential programs offered by one or more of the University's accredited institutions. Through this Center, the University will be better able to service students living on the islands of Moloka'i and Lāna'i.

While the primary purpose of the University of Hawai'i Center, Maui is instructional, it may also serve as the receiving site for various programs. Faculty, staff, student as well as community participation in meetings, and seminars and conferences scheduled on O'ahu will be enhanced through the use of video teleconferencing and other advanced technology links. For administrative purposes, the University Center will be assigned to the Maui CC campus. While the University Center is not accredited separately, it's program offerings will derive an accredited status due to the fact that it is provided by an accredited UH campus.

IV. Reasons for Proposing the Reorganization

The proposed reorganization is necessary due to the fact that the University of Hawai'i Center, Maui has been formally recognized as being part of the UH system. Additionally, the 1997 Legislature approved 2.00 positions (Director and Secretary II) and funds for the University of Hawai'i Center, Maui.

It is estimated that the total cost to operate the Center will be \$311,000. This includes \$75,000 which was appropriated in Act 328, SLH 1997, the

General Appropriations Act of 1997, and \$200,000 from funds which will be reallocated from funds within the University. The remaining \$36,000 was included in the BOR Supplemental budget request but it was not included in the Executive Supplemental recommendation for FY 1999. Continued efforts will be made to seek additional funds and permanent positions.

V. Alternatives Considered

The economic downturn that Hawai'i has been experiencing since the early 1990's has forced the University to seek and explore alternative means of meeting student needs throughout the State. In this effort, it was determined that providing classes and degrees through University Centers was a more economical, viable, and flexible means of meeting students' needs than building and staffing four-year campuses on Kaua'i, West Hawai'i, and Maui. This reorganization addresses the official BOR action which established the University Centers as the preferred alternative.

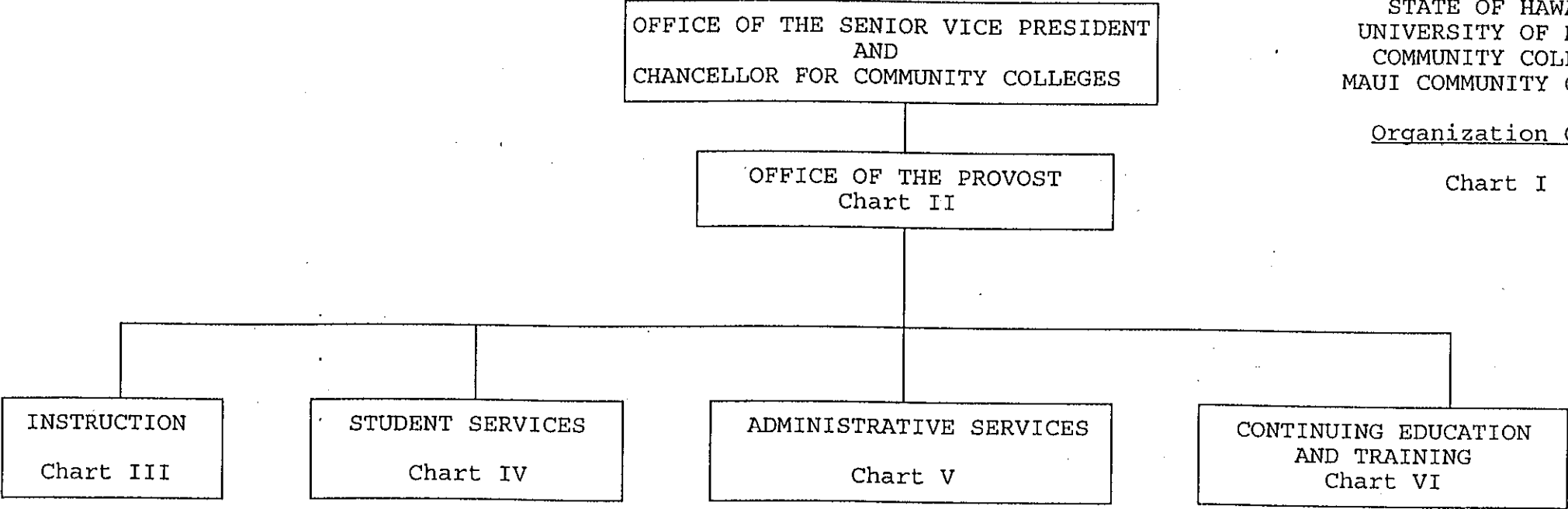
PRESENT

**ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
MAUI COMMUNITY COLLEGE

Organization Chart

Chart I

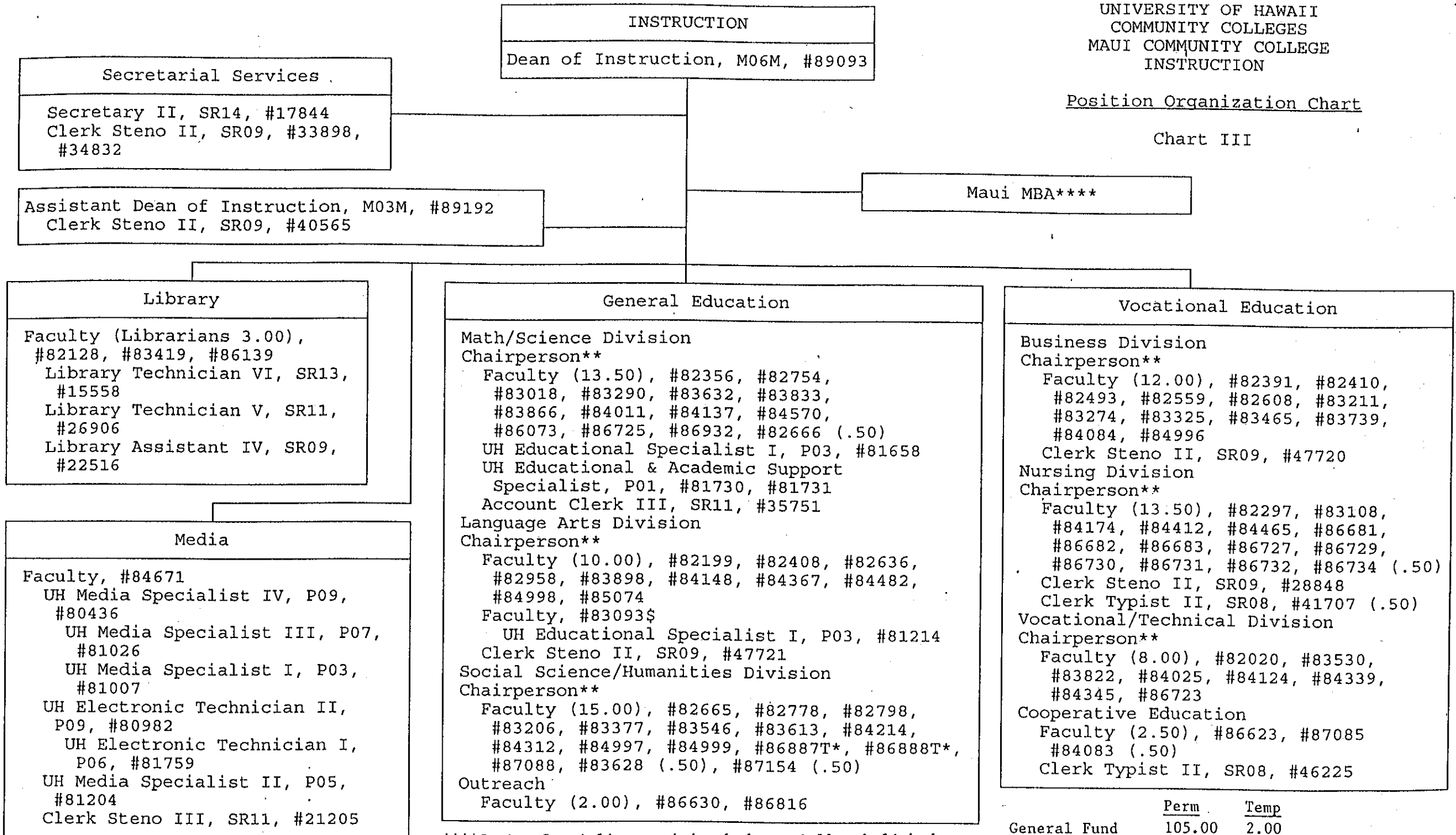


	<u>Perm</u>	<u>Temp</u>
General Fund	155.00	2.00
(B) Special Funds	6.50	
(W) Revolving Funds	3.00	

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
MAUI COMMUNITY COLLEGE
INSTRUCTION

Position Organization Chart

Chart III



****Junior Specialist position budgetarily abolished.

	Perm	Temp
General Fund	105.00	2.00

*Temporary Position

**Chairperson is appointed from among instructional positions within the division.

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
MAUI COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Provides a comprehensive post-secondary instructional program including continuing education, career education, and general education courses. Career education programs lead to certificates and Associate in Science degrees and are designed to prepare the graduate for entry-level employment. General education courses may lead to terminal associate degrees or transfer to baccalaureate degree programs offered on the four-year campuses. At present, this College provides the following programs:

- . Accounting, agricultural careers, apparel design and construction, drafting technology, auto body repair and painting, auto mechanics, building maintenance, carpentry technology, criminal justice, food service, general office training, hotel operations, human services, ADN/PN nursing, sales and marketing, secretarial science, welding technology, and general education including mathematics, science, language arts, humanities, and social science.
- . College transfer courses in the business science, mathematics, and liberal arts programs.

OFFICE OF THE PROVOST

Office of the Provost provides for the overall management of Maui Community College and for achieving the objectives of the College. The Office:

- . Directs and coordinates activities and personnel in the instruction, community services, academic support, student services, and institutional support programs.
- . Develops and updates the College's long-range educational development plans; determines and implements the annual instructional plans.
- . Maintains accreditation and instructional program standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and University of Hawaii Board of Regents, President, and Chancellor for Community Colleges, and other governing bodies; continues relationships with profession associations to maintain institutional quality and vitality.
- . Coordinates the development of a campus master plan, integrating the College's educational development plan and six-year operating budget; determines the College's Capital Improvements Program and Repairs and Maintenance Program consistent with the campus master plan; continually reviews the current status to planned schedules.
- . Evaluates College programs to insure the effectiveness of the programs, determines performance objectives, develops strategies to achieve goals, develops policies and procedures, determines appropriate budgets, allocates resources to achieve stated goals and objectives, and monitors program progress towards stated goals.
- . Coordinates the College's budget process, including the formulation of the College's biennium budget and six-year operating budget; prepares and provides testimony and other information relating to the budget; executes the budget in accordance with legislative intent and the College's approved educational plans; insures proper financial

PROPOSED

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

Office of the Senior Vice President
and
Chancellor for Community Colleges

STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE

Organization Chart

Chart I

Office of the Provost
Chart II

Instruction
Chart III

Student Services
Chart IV

Administrative Services
Chart V

Office of Continuing
Education and Training
Chart VI

University of Hawaii
Center, Maui
Chart VII

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS

FEB 20 1998

Date

APPROVED/DISAPPROVED:

James S. Linnard 02/20/98
 SENIOR VICE PRESIDENT/ DATE
 CHANCELLOR FOR COMMUNITY COLLEGES

INSTRUCTION

Dean of Instruction, M06M, #89093

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 COMMUNITY COLLEGES
 MAUI COMMUNITY COLLEGE
 INSTRUCTION

Position Organization Chart

Chart III

Secretarial Services

Secretary II, SR14, #17844
 Clerk Steno II, SR09, #33898, #34832

Assistant Dean of Instruction, M03M, #89192
 Clerk Steno II, SR09, #40565

Library

Faculty (Librarians 3.00),
 #82128, #83419, #86139
 Library Technician VI, SR13,
 #15558
 Library Technician V, SR11,
 #26906
 Library Assistant IV, SR09,
 #22516

Media

Faculty, #84671
 UH Media Specialist IV, P09,
 #80436
 UH Media Specialist III, P07,
 #81026
 UH Media Specialist I, P03,
 #81007
 UH Electronic Technician II,
 P09, #80982
 UH Electronic Technician I,
 P06, #81759
 UH Media Specialist II, P05,
 #81204
 Clerk Steno III, SR11, #21205

General Education

Math/Science Division
 Chairperson**
 Faculty (13.50), #82356, #82754,
 #83018, #83290, #83632, #83833,
 #83866, #84011, #84137, #84570,
 #86073, #86725, #86932, #82666 (.50)
 UH Educational Specialist I, P03, #81658
 UH Educational & Academic Support
 Specialist, P01, #81730, #81731
 Account Clerk III, SR11, #35751
 Language Arts Division
 Chairperson**
 Faculty (10.00), #82199, #82408, #82636,
 #82958, #83898, #84148, #84367, #84482,
 #84998, #85074
 Faculty, #83093\$
 UH Educational Specialist I, P03, #81214
 Clerk Steno II, SR09, #47721
 Social Science/Humanities Division
 Chairperson**
 Faculty (15.00), #82665, #82778, #82798,
 #83206, #83377, #83546, #83613, #84214,
 #84312, #84997, #84999, #86887T*, #86888T*,
 #87088, #83628 (.50), #87154 (.50)
 Outreach
 Faculty (2.00), #86630, #86816

*Temporary Position

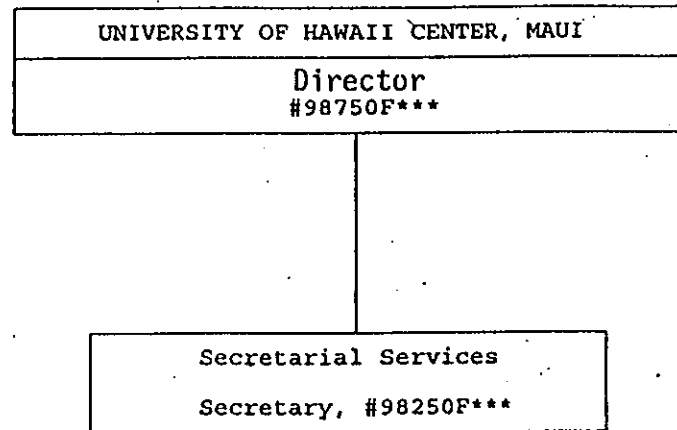
Vocational Education

Business Division
 Chairperson**
 Faculty (12.00), #82391, #82410,
 #82493, #82559, #82608, #83211,
 #83274, #83325, #83465, #83739,
 #84084, #84996
 Clerk Steno II, SR09, #47720
 Nursing Division
 Chairperson**
 Faculty (13.50), #82297, #83108,
 #84174, #84412, #84465, #86681,
 #86682, #86683, #86727, #86729,
 #86730, #86731, #86732, #86734 (.50)
 Clerk Steno II, SR09, #28848
 Clerk Typist II, SR08, #41707 (.50)
 Vocational/Technical Division
 Chairperson**
 Faculty (8.00), #82020, #83530,
 #83822, #84025, #84124, #84339,
 #84345, #86723
 Cooperative Education
 Faculty (2.50), #86623, #87085
 #84083 (.50)
 Clerk Typist II, SR08, #46225

	Perm	Temp
General Fund	105.00	2.00

**Chairperson is appointed from among instructional positions within the division.

\$As a result of the FB 1997-99 budget process the position was transferred from Honolulu CC, effective 7/1/97.



STATE OF HAWAII
UNIVERSITY OF HAWAII
MAUI COMMUNITY COLLEGE
UNIVERSITY OF HAWAII CENTER, MAUI

Position Organization Chart

Chart VII

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS
FEB 20 1998

Date

General Fund Perm
2.00

2/20/98

***To be established.
Classification and title to be determined
pending approval of proposed reorganization.

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
MAUI COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Provides a comprehensive post-secondary instructional program including continuing education, career education, and general education courses. Career education programs lead to certificates and Associate in Science degrees and are designed to prepare the graduate for entry-level employment. General education courses may lead to terminal associate degrees or transfer to baccalaureate degree programs offered on the four-year campuses. At present, this College provides the following programs:

- . Accounting, agricultural careers, apparel design and construction, drafting technology, auto body repair and painting, auto mechanics, building maintenance, carpentry technology, criminal justice, food service, general office training, hotel operations, human services, ADN/PN nursing, sales and marketing, secretarial science, welding technology, and general education including mathematics, science, language arts, humanities, and social science.
- . College transfer courses in the business science, mathematics, and liberal arts programs.

OFFICE OF THE PROVOST

Office of the Provost provides for the overall management of Maui Community College and for achieving the objectives of the College. The Office:

- . Directs and coordinates activities and personnel in the instruction, continuing education and training, academic support, student services, administrative services and University of Hawaii Center programs.
- . Develops and updates the College's long-range educational development plans; determines and implements the annual instructional plans.
- . Maintains accreditation and instructional program standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and University of Hawaii Board of Regents, President, and Chancellor for Community Colleges, and other governing bodies; continues relationships with profession associations to maintain institutional quality and vitality.
- . Coordinates the development of a campus master plan, integrating the College's educational development plan and six-year operating budget; determines the College's Capital Improvements Program and Repairs and Maintenance Program consistent with the campus master plan; continually reviews the current status to planned schedules.
- . Evaluates College programs to insure the effectiveness of the programs, determines performance objectives, develops strategies to achieve goals, develops policies and procedures, determines appropriate budgets, allocates resources to achieve stated goals and objectives, and monitors program progress towards stated goals.
- . Coordinates the College's budget process, including the formulation of the College's biennium budget and six-year operating budget; prepares and provides testimony and other information relating to the budget; executes the budget in accordance with legislative intent and the College's approved educational plans; insures proper financial

management and conformance to existing policies and procedures.

- . Creates and maintains a cooperative work climate for the faculty and staff; provides a training and professional development plan for the College covering each employee; evaluates and renders decisions on promotion, tenure, contract renewals, hiring, and excluded pay raises among others.
- . Oversees student activities and governance to insure conformance to established University policies and procedures as well as consistency to the spirit of the intent of the creation of those student programs. Serves as the College's liaison and representative to the general community including the Maui County government, State legislators, various State and community agencies, organizations, and individuals. Assures community involvement and program quality through the establishment of lay advisory bodies to critically review instructional programs, the continuance of a fund-raising committee, and the creation of other committees as the need arises.

INSTRUCTION

Office of the Dean of Instruction directs all academic programs offered by the College. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve ongoing certificate and degree programs; develop new programs; conduct ongoing evaluation of academic support programs; and maintain standard of accreditation. The Office:

- . Supervises and participates in programs and curriculum development; off-campus credit programs; reviews instructional programs; revises programs and courses as needed.
- . Supervises and coordinates the activities of division chairpersons including faculty recruitment, selection, training and evaluation; academic advising, planning, budgeting, requisitioning and recordkeeping; scheduling of classes; coordinating facility usage for instruction. Assesses resource and staffing needs, prepares biennium budget for the instructional and academic support areas.
- . Plans, budgets, organizes, implements, and evaluates a staff in-service training program. Prepares grant applications; implements plans to carry out various federally funded programs.

- . Coordinates with the Dean of Instruction (MCC) to preclude a duplication of programs or courses which are offered by the College.