

November 21, 2000

# **MEMORANDUM**

TO: The Honorable Mazie Hirono

Lt. Governor, State of Hawai'i

FROM: John Whittager

Vice Chancellor for Administrative Affairs

SUBJECT: Notification of Change in Organization - University of Hawai'i at Hilo,

Establishment of the Office of Technology and Distance Learning (OTDL)

Enclosed for your information and files are copies of the executive summary, organizational charts and functional statements of the above-mentioned reorganization that was approved by the Senior Vice President & Chancellor on November 21, 2000.

Please replace the respective organization charts and functional statements on file with the new material.

If you have any questions, please call Mr. Kerwin Iwamoto at (808) 974-7449.

**Enclosures** 

cc: UH-Hilo Human Resources Office w/o encs. UH Budget Office w/o encs.

Administrative Affairs

200 W. KAWILI STREET HILO, HAWAIT 96720-4091 PHONE: (808) 974-7445 FAX: (808) 974-7622

#### **Executive Summary**

The technology units on UHH campus consist of the Computing Center which reports to the Vice Chancellor for Administrative Affairs, Media Services (responsible for Hawaii Interactive Television System) which reports to Director of Library Services, and Multimedia Lab (established to support distance learning) which reports to Vice Chancellor for Academic Affairs. All these units function well separately. However, there is very little coordination in everyone's effort. For example, when someone on campus requires service from the technology groups, there is confusion as to which unit should be contacted.

Recognizing the importance of technology in the delivery of educational services both to on-campus faculty, staff and students as well as to students off-campus, we propose to establish an Office of Technology and Distance Learning which will house all technology services under one roof reporting directly to the Office of the Senior Vice President and Chancellor of UH-Hilo. Besides, the Director and the secretary to the Director, the Office of Technology and Distance Learning will consist of the follow functional areas: Computing Center, Distance Learning Delivery Services, Academic Computing, Multimedia Development, and General Help Desk.

The current personnel who are in the Computing Center (which reports to the Vice Chancellor for Administrative Affairs), Media Services (responsible for Hawaii Interactive Television System and reports to Director of Library Services), and Multimedia Lab (established to support distance learning and reports to Vice Chancellor for Academic Affairs) will be reassigned to the Office of Technology and Distance Learning. This reassignment has no additional cost to the University. The State Legislature recently funded eight (8) positions and a total of \$582,000 to establish the new office. This includes the new Director's position, a secretary, and six (6) professional staff. They will be housed in current assigned space and funding for office equipment and furniture are included in the appropriation from the Legislature.

We believe the technology services on and off-campus will improve. For example, when someone on campus requires service from the technology group, there is one place for them to make the contact. UHH is currently providing a BS computer science program to Maui, Kauai, and Leeward CC, a BA Marine Science program to Maui, and a BA degree in Hawaiian Studies to Maui and Molokai. Plans to expand the offerings to include BA in Psychology and English and BS degree in Agriculture are being considered. To consolidate the multimedia service, HITS service, and academic and administrative computing under one organization will promote close coordination of these important service which are crucial to the success of the program. By consolidating these units, we can effectively provide backups without additional staff. Although the organization chart shows that OTDL is organized into five distinct units, namely, computing center, distance learning delivery services, academic computing, multimedia development, and general help desk, and some units may only have one or two positions, it is the intent of UHH to expand the services and ultimately with proper staffing to make each unit more or less independent. However, prior to full staffing, cross training will take place and backups for each unit will be assured.

The only alternative to the reorganization is to leave the units where they are now with very little coordination between units. This promotes duplication and inefficiency. Furthermore, there exists no centralized unit where all technology questions can be answered. With new initiatives in improving campus infrastructure and to expand distance learning, no office can provide central coordination. With technology playing a major role in shaping the future of education, UHH cannot afford to ignore this important function.

With the implementation of the IT Demonstration Project, all of the existing computer specialists have been broad-banded and reclassified to their appropriate level. Any changes in the duties and responsibilities of the positions due to the reorganization will be submitted for reclassification. However, we anticipate very little, if any, impact on the classification of these positions. Thus, any additional costs associated with the reorganization other than incidental costs related to the reorganization would be less than \$5,000 per year. Any additional costs associated with the reorganization will be borne by internal reallocation so there will be no additional costs.

Narrative Report of proposed change(s)

Purpose: To consolidate all technology units at UHH into one unit under the new Office of Technology and Distance Learning (OTDL) reporting to the Office of Chancellor

## I. Present Organization

Currently, the technology units on campus consist of the Computing Center which reports to the Vice Chancellor for Administrative Affairs, Media Services (responsible for Hawaii Interactive Television System) which reports to Director of Library Services, and Multimedia Lab (established to support distance learning) which reports to Vice Chancellor for Academic Affairs. (When the multimedia lab was established, then Interim VCAA Bill Chen was also in charge of the Technology and Distance Learning program. Thus, the multimedia lab was established under the Vice Chancellor of Academic Affairs). All these units function well separately. However, there is very little coordination in everyone's effort. For example, when someone on campus requires service from the technology groups, there is confusion as to which unit should be contacted.

## II. Proposed Organization

Recognizing the importance of technology in the delivery of educational services both to on-campus faculty, staff and students as well as to students off-campus, we propose to establish an Office of Technology and Distance Learning which will house all technology services under one roof reporting directly to the Office of the Senior Vice President and Chancellor of UH-Hilo.

The Office of Technology and Distance Learning will consist of the follow functions:

- Distant learning delivery services whose primary function is to operate the Hawaii Interactive Television System (HITS), produce live TV programs such as Focus on Ag and Focus on UHH, and produce promotional materials such as the 5-minutes video, and informational CD-ROM;
- Computing Center whose primary function is to install, maintain, update, and operate the Student Information System with components in admissions, registration, tuition/fee collections, student records, financial aid, and web applications; to support various other administrative system such as, FMIS, PeopleSoft; maintain and install campus network; and maintain campus servers such as email, and Web for both instruction and information;
- Academic computing unit who is responsible for university-wide academic computer labs, general student access, and to a certain extent faculty support;
- Multimedia development lab to support distance learning and to maintain the UHH website; and
- General help desk to help faculty/staff/student in accessing and utilizing the technology

The main advantage of this structure is that there will be an "one-stop" service point where faculty/staff/students can come to seek assistance in technology services.

## III. Reasons of the Proposed Reorganization

As mentioned above, the current units tend to function separately with no formal reason to function collectively. This reorganization will bring together these units to service the campus cohesively.

UHH just completed the Phase I of the Utility Grid Upgrade. This is an opportune time for us to upgrade our campus networking infrastructure. With the proposed structure, all planning can be under one roof.

UHH is currently providing a BS computer science program to Maui and Leeward CC, and a BA Marine Science program to Maui. We will initiate a BA degree in Hawaiian Studies starting Fall 2000. Plans to expand the offerings to include BA in Psychology and English and BS degree in Agriculture are being considered. To consolidate the multimedia service and HITS service under one organization will promote close coordination of these important services which are crucial to the success of the program.

Providing adequate computing facilities for student use has always been a priority of UH-Hilo. By separating the academic computing out from the Computing Center, we want to send a message to faculty and students that they will be properly supported. (At this time, academic computing is responsible for maintaining 10 labs with over 210 computers. It also maintains the network servers and software that run on these computers.) In addition, a general help desk, which does not currently exist, will be established to centralize the assistance of faculty/staff/student computing needs.

To consolidate the multimedia service, HITS service, and academic and administrative computing under one organization will promote close coordination of these important service which are crucial to the success of the program. By consolidating these units, we can effectively provide backups without additional staff. Although the proposed organization chart shows that OTDL is organized into five distinct units, namely, computing center, distance learning delivery services, academic computing, multimedia development, and general help desk, and some units may only have one or two positions, it is the intent of UHH to expand the services and ultimately with proper staffing to make each unit more or less independent. However, prior to full staffing, cross training will take place and backups for each unit will be assured.

The current personnel who are in the Computing Center (which reports to the Vice Chancellor for Administrative Affairs), Media Services (two positions, #80572, #80777, who are currently responsible for Hawaii Interactive Television System and are reporting to the Director of Library Services), and Multimedia Lab (established to support distance learning and which reports to the Vice Chancellor for Academic Affairs) will be reassigned to the Office of Technology and Distance Learning. This reassignment has no additional cost to the University.

## IV. Nature of the Proposed Reorganization

Addition of new positions, functions, and programs

The State Legislature recently funded eight (8) positions and a total of \$582,000 to establish the new office. This includes the new Director's position, a secretary, and six (6) professional staff. They will be housed in current assigned space and funding for office equipment and furniture are included in the appropriation from the Legislature.

Impact on services to target groups

We believe the services will improve. For example, when someone on campus requires service from the technology group, there is one place for them to make the contact.

Impact of the reorganization on existing positions

With the IT Demonstration Project, all of the existing computer specialists have been broad-banded and reclassified into their proper place.

In February 1999 the University of Hawai'i initiated an Information Technology Study to update the existing class specifications for the UH Computer Specialist, UH Systems Programmer and UH Information Technology Services Division Manager classes. This new classification and compensation approach (broadbanding) for the University's IT professionals departs from the traditional position classification and pricing methodology.

The project establishes a new Information Technology Specialist series with four broad pay bands (A, B, C, D) that will replace the existing thirteen classes (UH Computer Specialist I-VI, UH Systems Programmer I-VI, and UH Information Technology Services Division Manager). The new IT Specialist series encompasses major specialty areas including multi-user system administration, system analysis and development, database management and administration, user technical support and consultation, multimedia development and networking.

The new approach includes a compensation program to recognize pertinent individual credentials in determining salary placement, and enables the University to recognize professional growth and exceptional performance.

It is not anticipated that there will be any impact on the classifications of the IT Specialists due to the reorganization. Any changes in duties and responsibilities of the positions due to the reorganization will be submitted for appropriate review and reclassification. Thus, any additional costs associated with the reorganization other than incidental costs related to the reorganization would be less than \$5,000 per year. If there are costs, it will be borne by internal reallocation.

## V. Alternatives Considered

The only alternative is to leave the units where they are now with very little coordination between units. This promotes duplication and inefficiency. Furthermore, there exists no centralized unit where all technology questions can be answered. With new initiatives in improving campus infrastructure and to expand distance learning, no office can provide central coordination. With technology playing a major role in shaping the future of education, UHH can not afford to ignore this important function.

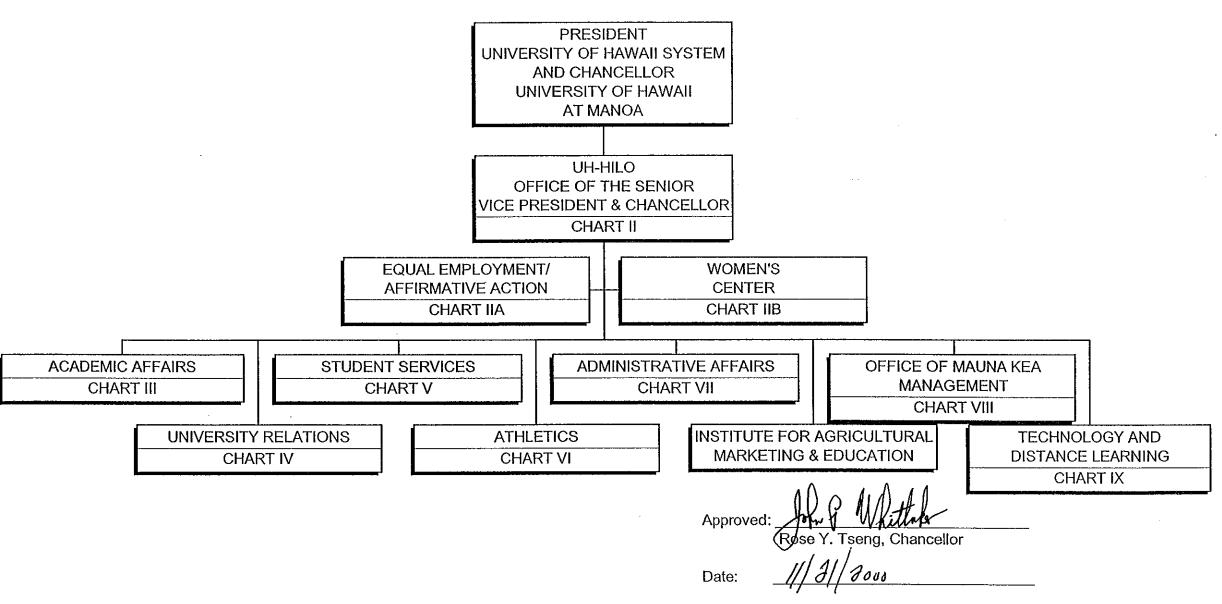
### VI. Action Requested

To establish an Office of Technology & Distance Learning and to consolidate all technology units at UHH into one unit under the new Office of Technology and Distance Learning (OTDL) reporting to the Office of Chancellor.



# NEW ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

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



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
VICE CHANCELLOR'S OFFICE
POSITION ORGANIZATION CHART
CHART IIIA

OFFICE OF THE SENIOR VP SR VP & CHANCELLOR, M12, #89064

ACADEMIC AFFAIRS
VICE CHANCELLOR, M10
#89319

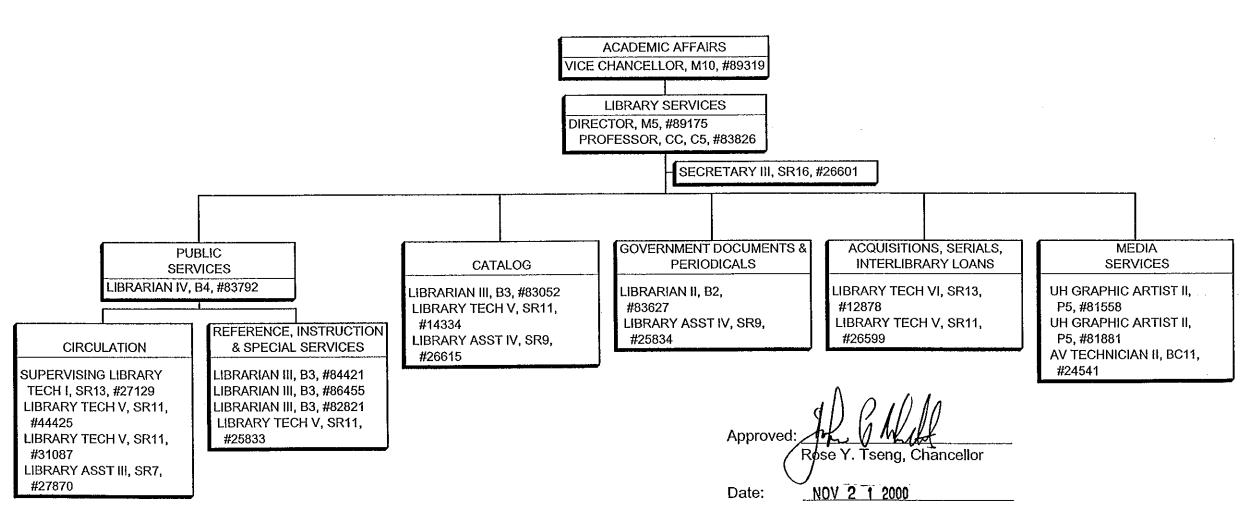
SECRETARY IV, SR18,
#48327

Approved:

Rose Y. Tseng, Chancellor

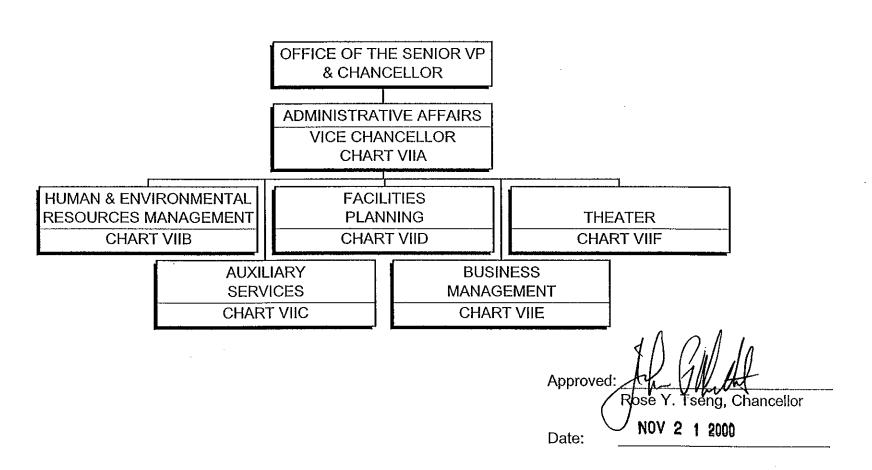
Date:

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
LIBRARY SERVICES
POSITION ORGANIZATION CHART
CHART IIIF

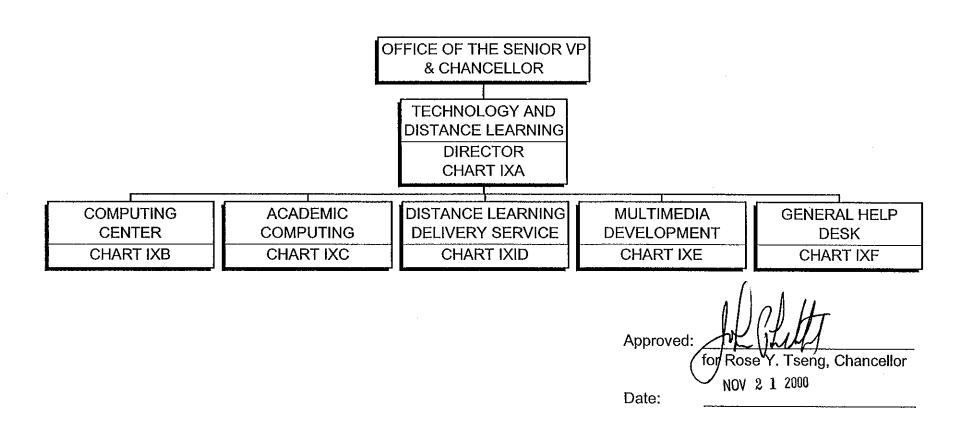


POSITIONS
GENERAL FUND - 22.00

STATE OF HAWAII
NIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ADMINISTRATIVE AFFAIRS
POSITION ORGANIZATION CHART
CHART VII



STATE OF HAWAII
NIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
TECHNOLOGY AND DISTANCE
LEARNING
POSITION ORGANIZATION CHART
CHART IX



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
TECHNOLGY AND DISTANCE
LEARNING
POSITION ORGANIZATION CHART
CHART IXA

OFFICE OF THE SENIOR VP SRVP & CHANCELLOR, M12, #89064

TECHNOLOGY AND DISTANCE LEARNING DIRECTOR, M, #91600F

SECRETARY, #91100F CLERK TYPIST, #99101F

Approved:

for Rose Y. Tseng, Chancellor

NOV 2 1 2000

Date:

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
TECHNOLGY AND DISTANCE
LEARNING
POSITION ORGANIZATION CHART
CHART IXB

TECHNOLOGY AND DISTANCE LEARNING

DIRECTOR, M, #91600F

COMPUTING CENTER

UH IT SPECIALIST - BAND C,

#81829

UH IT SPECIALIST - BAND B, #80972

UH IT SPECIALIST - BAND B, #81589

UH IT SPECIALIST - BAND B, #81772

UH IT SPECIALIST - BAND B, #80824

**UH IT SPECIALIST** 

**UH IT SPECIALIST** 

#91602F

#91601F

Approved:

Date:

for Rose Y. Tseng, Chancellor

STATE OF HAWAII **UNIVERSITY OF HAWAII** UNIVERSITY OF HAWAII AT HILO TECHNOLGY AND DISTANCE **LEARNING** POSITION ORGANIZATION CHART **CHART IXC** 

**TECHNOLOGY AND** DISTANCE LEARNING DIRECTOR, M, #91600F

ACADEMIC COMPUTING UH IT SPECIALIST - BAND B #80841

Approved:

for Rose Y. Tseng, Chancellor

Date:

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
TECHNOLGY AND DISTANCE
LEARNING
POSITION ORGANIZATION CHART
CHART IXD

TECHNOLOGY AND DISTANCE LEARNING DIRECTOR, M, #91600F

DISTANCE LEARNING DELIVERY SERVICE

UH MEDIA SP V, P11 #80572

UH ELECTRONIC TECH II, P9, #80777

Approved:

Date:

for Rose Y. Vseng, Chancellor

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
TECHNOLGY AND DISTANCE
LEARNING
POSITION ORGANIZATION CHART
CHART IXE

TECHNOLOGY AND DISTANCE LEARNING DIRECTOR, M, #91600F

MULTIMEDIA DEVELOPMENT UH IT SPECIALIST, #99609F UH IT SPECIALIST, #99608F

Approved:

for Rose Y. Tseng, Chancellor

Date: NOV 2 1 2000

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
TECHNOLGY AND DISTANCE
LEARNING
POSITION ORGANIZATION CHART
CHART IXF

TECHNOLOGY AND DISTANCE LEARNING DIRECTOR, M, #91600F

> GENERAL HELP DESK UH IT SPECIALIST, #99607F

> > Approved:

for Rose Y. Tseng, Chancellor

NOV 2 1 2000

Date:

## 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 four (4) major educational delivery units: the College of Arts & Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; and the College of Continuing Education and Community Service. 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, Student Services, and Technology and Distance Learning. 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;
- Oversees Institute for Agricultural Marketing and Education; and
- Provides general direction to the Office of Mauna Kea Management.

#### LIBRARY SERVICES

#### <u>ADMINISTRATION</u>

Directs all library and media activities, services and personnel for the University of Hawai'i at Hilo.

- Directs the development of library and media services, resources, and facilities.
- Responsible for fiscal planning and management to insure the efficient operation and development of the Library and Media Center.
- Provides for staff development and training to insure an adequate level of services.
- Directs the selection, acquisition, and processing of library and media resources.
- Provides for special collections and services in response to instructional and research needs of the University community.

#### LIBRARY

#### Public Services

# Reference, Instruction, & Special Services

- Provides informational and reference services to students, faculty, and the community.
- Responsible for the development and maintenance of Reference, Hawaiian, and other special collections.
- Provides access to bibliographic information through online data bases, CD ROM, and other products.
- Supervises the operation of Special Collections, including the management of archival materials.
- Provides access to Hawai'i island newspapers and other materials through the Hawai'i Island Newspaper Indexing Project and other indexing endeavors.
- Provides a bibliographic instruction program to assist students in making effective use of the library's collections and services. Special programs to instruct faculty with the new technologies are also available.
- Develops bibliographies, guides, handbooks, and other finding tools to assist students in using the library's resources.

## Circulation

Responsible for the circulation of all library materials.

- Handles shelving and stack maintenance.
- Responsible for the automated circulation system, including documentation, training, and maintenance.
- Provides interlibrary loan services to the University Community, including films and videotapes.
- Manages special collection housed in Circulation: closed shelves, reserves, all audiovisual materials, computer software, etc.
- · Process all periodical and serial binding.
- Handles general book mending and preservation.
- Coordinates room reservations for the multilevel facility.
- Responsible for the maintenance of a variety of equipment in the public areas.
- Manages all public and staff photocopying.

### Cataloging

- Responsible for the cataloging and processing of all materials added to the collection.
- Responsible for the development and maintenance of the online data base.

## Acquisitions, Receiving, and Serials

- Responsible for the ordering of library materials.
- Responsible for the receipt, processing, and payment of materials purchased.
- Maintains control over the materials and equipment budgets.
- Process all gift materials presented to the library.
- Responsible for the acquisition and receipt of serial materials.

# Government Documents and Periodicals

- Responsible for the selection, acquisition, processing, development, and maintenance of the U.S. Government documents collection.
- Provides reference services for government documents.
- Responsible for the check-in, claiming, and maintenance of the periodical and newspaper collections.

#### MEDIA SERVICES

### **Audiovisual Services**

 Makes available a variety of audiovisual equipment and services to support instructional activities. • Responsible for the acquisition, inventory, repair, and maintenance of audiovisual equipment.

# **Graphics Services**

- Provides duplication services for the campus.
- Provides graphics production for institutional and curricula support.

#### OFFICE OF ADMINISTRATIVE AFFAIRS

As part of the Senior Vice-President and Chancellor's Office, provides the business and managerial leadership required to support the administrative needs of the University of Hawai'i at Hilo.

## OFFICE OF THE VICE CHANCELLOR

Serves as the principal assistant to the Senior Vice-President and Chancellor in all non-academic matters.

Plans, organizes, directs, coordinates and evaluates all of the business, budgeting, personnel, financial, administrative and CIP activities, including management systems and analytical studies requirements of the campus and the system wide office.

# HUMAN AND ENVIRONMENTAL RESOURCES MANAGEMENT

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, etc. Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, hazardous waste, chemical safety, etc.

# **AUXILIARY SERVICES**

Administers the repair and maintenance of the campus buildings and grounds, campus security, campus communication, food service, inventory, and parking.

### FACILITIES PLANNING AND CONSTRUCTION

Administers the CIP program (planning, design, construction) repairs and maintenance projects, facilities use program, space utilization programs and facilities inventory management.

## **BUSINESS MANAGEMENT**

Prepares, administers, and audits budget and financial transactions of the UHH, including maintenance of position controls. Procures all goods and services, receipts and disburses all University of Hawai'i at Hilo funds, and maintains accounting and financial records.

### THEATER

Administers and directs the theater program (productions, promotions, financial and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community and other public and private agencies.

# OFFICE OF TECHNOLOGY AND DISTANCE LEARNING

#### **MAJOR FUNCTIONS**

As part of the Senior Vice-President and Chancellor's Office, provides the leadership required to support the technology and distance learning programs of the University of Hawai'i at Hilo.

#### OFFICE OF THE DIRECTOR

Serves as the principal assistant to the Senior Vice-President and Chancellor in all technology and distance learning matters.

Plans, organizes, directs, coordinates and evaluates all technology and distance learning programs, including the Computing Center, distance learning, delivery services relating to distance learning, academic computing, student information system, web design, and university hardware and software standards.

## COMPUTING CENTER

Plans, organizes, directs and coordinates the functions of the Computing Center to serve the administrative programs and institutional research activities, including the student information system, the financial management information system, the human resource information system, campus network and servers, web design, and faculty and staff training.

### DISTANCE LEARNING DELIVERY SERVICES

Plans, organizes, directs and coordinates the functions of the distance learning delivery services to serve the instruction programs, administrative programs, and research activities, including distance learning delivery via Hawai'i Interactive Television System (HITS), internet and other means, the production of live TV programs, the production of promotional materials, and the faculty and staff training.

## **ACADEMIC COMPUTING**

Plans, organizes, directs and coordinates the functions of the academic computing services to serve the instructional programs, and academic research activities, including academic computer labs, general student access, campus-wide academic hardware and software standards and procurement, and the faculty and staff training and consulting.

#### MULTIMEDIA DEVELOPMENT

Plans, organizes, directs and coordinates the functions of the multimedia development services to serve the instructional programs, administrative programs, and research activities, including the multimedia courseware development, the technology for streaming audio and video, the maintenance of internet and intranet web servers, and the faculty and staff training and consulting.

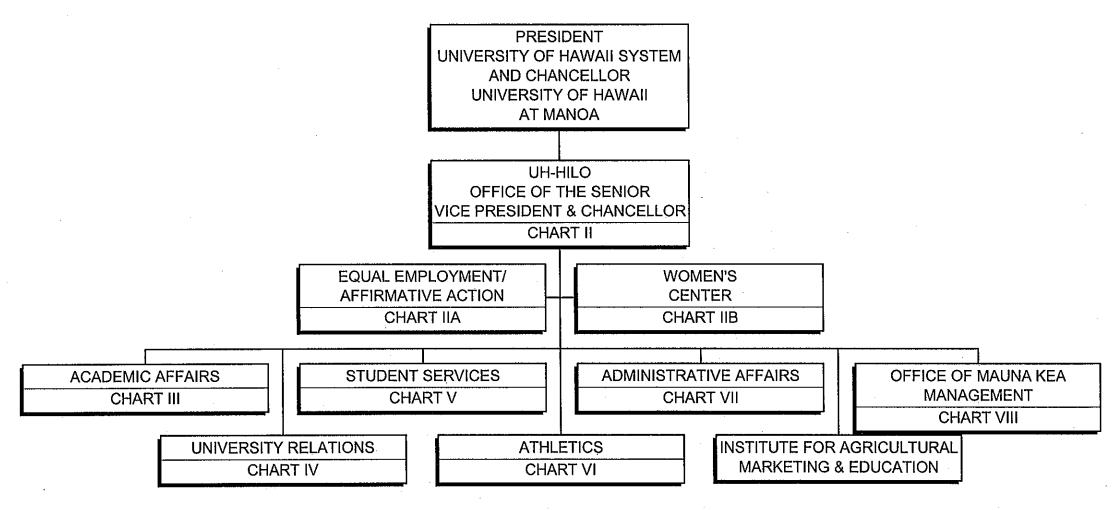
## **GENERAL HELP DESK**

Plans, organizes, directs and coordinates the functions of the general help desk services to serve instructional programs, administrative programs, and research activities, including the consultation of access and utilization of technology by faculty, staff and students, the trouble-shooting of hardware and software problems, and the training needs of faculty and staff.

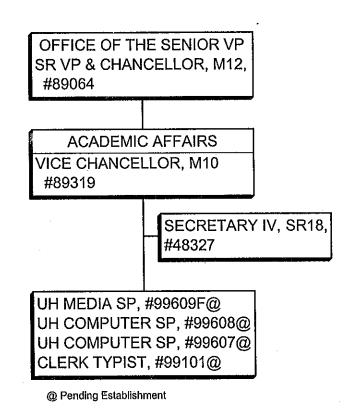
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# PREVIOUS ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

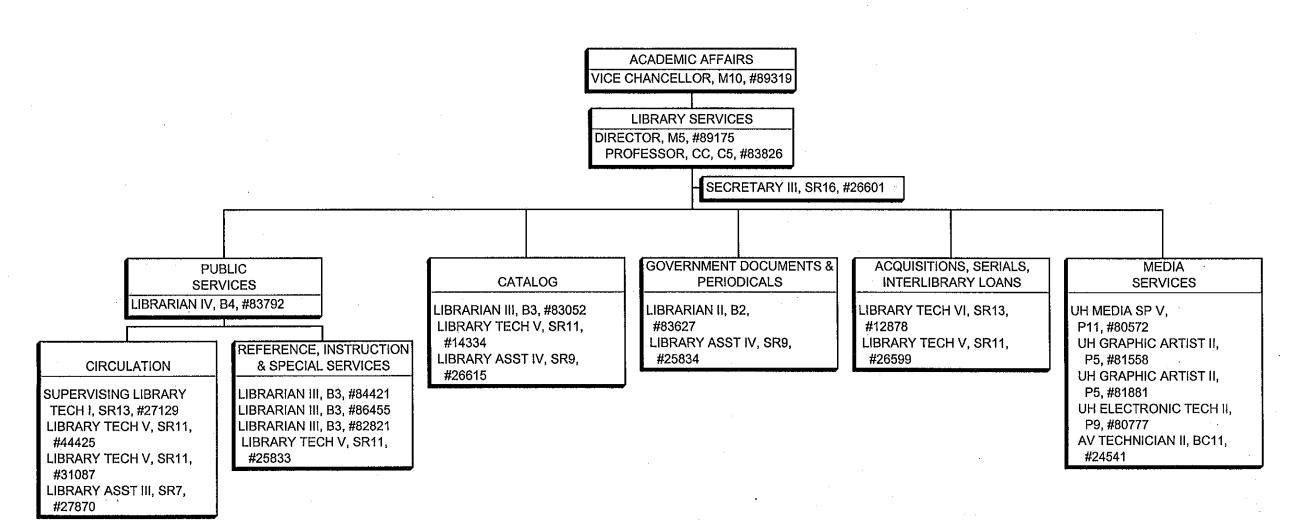
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
POSITION ORGANIZATIONAL CHART
CHART I



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
VICE CHANCELLOR'S OFFICE
POSITION ORGANIZATION CHART
CHART IIIA



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
LIBRARY SERVICES
POSITION ORGANIZATION CHART
CHART IIIF



POSITIONS GENERAL FUND - 24.00

STATE OF HAWAII

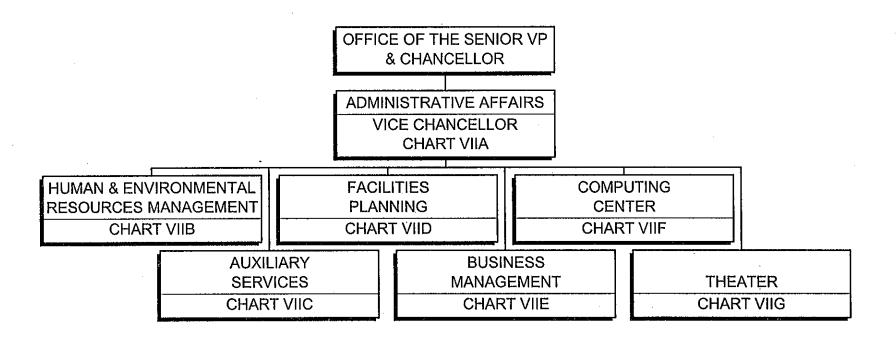
NIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT HILO

ADMINISTRATIVE AFFAIRS

POSITION ORGANIZATION CHART

CHART VII



### **CURRENT**

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ADMINISTRATIVE AFFAIRS
COMPUTING CENTER
POSITION ORGANIZATION CHART
CHART VIIF

ADMINISTRATIVE AFFAIRS
VICE CHANCELLOR, M6,
#89098

COMPUTING CENTER
UH COMPUTER SP V, P11,
#81829
UH COMPUTER SP III,
P7, #80972
UH COMPUTER SP III,
P7, #81589
UH COMPUTER SP III,
P7, #81772
UH COMPUTER SP III,
P7, #80824
UH COMPUTER SP III,
P7, #80841

POSITIONS GENERAL FUND - 6.00

## 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 four (4) major educational delivery units: the College of Arts & Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; and the College of Continuing Education and Community Service. 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;
- Oversees Institute for Agricultural Marketing and Education; and
- Provides general direction to the Office of Mauna Kea Management.

### LIBRARY SERVICES

#### **ADMINISTRATION**

Directs all library and media activities, services and personnel for the University of Hawai'i at Hilo.

- Directs the development of library and media services, resources, and facilities.
- Responsible for fiscal planning and management to insure the efficient operation and development of the Library and Media Center.
- Provides for staff development and training to insure an adequate level of services.
- Directs the selection, acquisition, and processing of library and media resources.
- Provides for special collections and services in response to instructional and research needs of the University community.

#### LIBRARY

#### **Public Services**

### Reference, Instruction, & Special Services

- Provides informational and reference services to students, faculty, and the community.
- Responsible for the development and maintenance of Reference, Hawaiian, and other special collections.
- Provides access to bibliographic information through online data bases, CD ROM, and other products.
- Supervises the operation of Special Collections, including the management of archival materials.
- Provides access to Hawai'i island newspapers and other materials through the Hawai'i Island Newspaper Indexing Project and other indexing endeavors.
- Provides a bibliographic instruction program to assist students in making effective use of the library's collections and services. Special programs to instruct faculty with the new technologies are also available.
- Develops bibliographies, guides, handbooks, and other finding tools to assist students in using the library's resources.

## Circulation

 Responsible for the circulation of all library materials.

- Handles shelving and stack maintenance.
- Responsible for the automated circulation system, including documentation, training, and maintenance.
- Provides interlibrary loan services to the University Community, including films and videotapes.
- Manages special collection housed in Circulation: closed shelves, reserves, all audiovisual materials, computer software, etc.
- Process all periodical and serial binding.
- · Handles general book mending and preservation.
- Coordinates room reservations for the multilevel facility.
- Responsible for the maintenance of a variety of equipment in the public areas.
- Manages all public and staff photocopying.

# Cataloging

- Responsible for the cataloging and processing of all materials added to the collection.
- Responsible for the development and maintenance of the online data base.

#### Acquisitions, Receiving, and Serials

- Responsible for the ordering of library materials.
- Responsible for the receipt, processing, and payment of materials purchased.
- Maintains control over the materials and equipment budgets.
- Process all gift materials presented to the library.
- Responsible for the acquisition and receipt of serial materials.

## **Government Documents and Periodicals**

- Responsible for the selection, acquisition, processing, development, and maintenance of the U.S. Government documents collection.
- Provides reference services for government documents.
- Responsible for the check-in, claiming, and maintenance of the periodical and newspaper collections.

### MEDIA SERVICES

#### **Audiovisual Services**

 Makes available a variety of audiovisual equipment and services to support instructional activities.

- Responsible for the acquisition, inventory, repair, and maintenance of audiovisual equipment.
- Provides video and other services for both institutional and curricular support, including telecommunications support for HITS, etc.

# **Graphics Services**

- Provides duplication services for the campus.
- Provides graphics production for institutional and curricula support.

#### OFFICE OF ADMINISTRATIVE AFFAIRS

As part of the Senior Vice-President and Chancellor's Office, provides the business and managerial leadership required to support the administrative needs of the University of Hawai'i at Hilo.

## OFFICE OF THE VICE CHANCELLOR

Serves as the principal assistant to the Senior Vice-President and Chancellor in all non-academic matters.

Plans, organizes, directs, coordinates and evaluates all of the business, budgeting, personnel, financial, administrative, computing and CIP activities, including management systems and analytical studies requirements of the campus and the system wide office.

## HUMAN AND ENVIRONMENTAL RESOURCES MANAGEMENT

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, etc. Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, hazardous waste, chemical safety, etc.

## **AUXILIARY SERVICES**

Administers the repair and maintenance of the campus buildings and grounds, campus security, campus communication, food service, inventory, and parking.

#### FACILITIES PLANNING AND CONSTRUCTION

Administers the CIP program (planning, design, construction) repairs and maintenance projects, facilities use program, space utilization programs and facilities inventory management.

#### **BUSINESS MANAGEMENT**

Prepares, administers, and audits budget and financial transactions of the UHH, including maintenance of position controls. Procures all goods and services, receipts and disburses all University of Hawai'i at Hilo funds, and maintains accounting and financial records.

## **COMPUTING CENTER**

Plans, organizes, directs and coordinates the functions of the Computing Center to serve the instructional programs, administrative programs, and research activities.

#### THEATER

Administers and directs the theater program (productions, promotions, financial and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community and other public and private agencies.

#### OFFICE OF ACADEMIC AFFAIRS

As part of the Senior Vice-President and Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i-Hilo

## OFFICE OF THE VICE CHANCELLOR

Serves as the principle assistant to the Senior Vice-President and Chancellor in all academic matters.

- Plans, organizes, directs coordinates and evaluates all academic programs, including student information systems and analytical studies requirements of the campus, the system-wide office and the federal government;
- Directly supervises the personnel responsible for the: the College of Agriculture, Forestry and Natural Resource Management; the College of Arts and Sciences, Ka Haka 'Ula O Ke'elikōlani; the Library; and the College of Continuing Education and Community Services;
- Bears senior responsibility for the effectiveness of programs such as the Freshman Year Program and the Hawai'i Small Business Development Program; and
- Serves as Acting Senior Vice-President and Chancellor in the absence of the Senior Vice-President and Chancellor with all the authority and responsibility pertaining thereto.