

UNIVERSITY OF HAWAII

University Budget Office

May 20, 2002

MEMORANDUM

TO: Board Secretary David Iha

FROM: Glenn K. Nakamura
Acting Budget Director *GN*

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION REASSIGNING
THE CASHIER'S OFFICE FROM THE OFFICE OF THE VICE
PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER
TO THE OFFICE OF THE CHANCELLOR, UNIVERSITY OF HAWAII AT
MĀNOA

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on May 8, 2002 that reassigns the Bursar Cashier's Office in Financial Management, Office of the Vice President for Administration and Chief Financial Officer to the Office of the Chancellor, University of Hawaii at Mānoa. The purpose of this reorganization is explained in the accompanying executive summary and proposal narrative.

If there are any questions regarding this matter, please call Interim Vice Chancellor Rodney Sakaguchi at 956-8209.

Attachment

c: Interim Vice Chancellor Rodney Sakaguchi

**EXECUTIVE SUMMARY
REORGANIZATIONAL PROPOSAL
UNIVERSITY OF HAWAII
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND
CHIEF FINANCIAL OFFICER (Systemwide Administration) AND
OFFICE OF THE CHANCELLOR, UNIVERSITY
OF HAWAII AT MĀNOA**

The purpose of this reorganization is to continue the consolidation of Mānoa campus support programs under the Office of the Chancellor, University of Hawai'i at Mānoa (OCUHM). Although such programs served the University of Hawai'i at Mānoa, they were organizationally part of the University's systemwide administration. Coinciding with plans to reestablish the Office of the Mānoa Chancellor and its approval in January 2001, Mānoa campus support programs under the systemwide administration have gradually been reassigned to the OCUHM.

The Bursar's Office under Financial Management contains a Cashier's Office (CO) and a Treasury Office and is part of the systemwide Office of the Vice President for Administration and Chief Financial Officer. Services provided by the CO are largely in support of the Mānoa campus, e.g., receiving, receipting, and recording Mānoa campus departmental collections. A minor part of the services provided by the CO is systemwide in nature. This proposal will reassign this Cashier's Office and its funding, positions, and functions from the Bursar's Office, Financial Management to the Office of the Vice Chancellor for Administration, Finance, and Operations, University of Hawai'i at Mānoa. No additional positions or funding will be required to implement this proposal and no adverse effect on services to students is anticipated.

REORGANIZATIONAL PROPOSAL
UNIVERSITY OF HAWAII
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND
CHIEF FINANCIAL OFFICER (Systemwide Administration) AND
OFFICE OF THE CHANCELLOR, UNIVERSITY
OF HAWAII AT MĀNOA

I. Present Organization

The Financial Management program under the systemwide Office of the Vice President for Administration and Chief Financial Officer (OVPACFO) oversees the Bursar's Office which has two subunits, Cashier's Office (CO) and Treasury Office. With its seven positions, the CO provides Mānoa campus cashing services as its major activity.

The Office of the Vice Chancellor for Administration, Finance and Operations in the Office of the Chancellor, University of Hawaii at Mānoa oversees the Mānoa Budget Office, Auxiliary Enterprises, and Facilities, Grounds and Safety subunits. In the fairly recent past, these three programs were reassigned from the systemwide administration (currently designated the OVPACFO) to the UH Mānoa Chancellor's Office.

II. Proposed Organization

As proposed, this reorganization will reassign the Bursar Cashier's Office, its functions, funding, and seven (FTE) positions from Financial Management to the Office of the Vice Chancellor for Administration, Finance and Operations, University of Hawaii at Mānoa. Position no. 81626, UH Fiscal Accounting Specialist V, P11, the Cashier's Office supervisor will report directly to Pos. No. 89354, Vice Chancellor for Administration, Finance and Operations, M-11. Internal position reporting relationships and functions of the CO will be unaffected by this proposal.

With the development of the proposed student information system, Cashier's Office services provided to other campuses will be reviewed to ensure consistency with the new information system and fiscal responsibilities of each campus.

III. Background/Reasons for the Proposal

Coinciding with plans to reestablish a Mānoa Chancellor's Office, programs that provided UH Mānoa services but were organizationally under what is currently designated the OVPACFO, have gradually been reassigned from the University's systemwide administration and consolidated under what is now the Office of the Chancellor, UH Mānoa since February 2000. The objective of these program reassignments and the proposed reassignment of the CO is to enable the Office of

the Chancellor, UH Mānoa to directly oversee Mānoa campus support programs that were organizationally under the University's systemwide administration.

IV. Impact on Staffing and Resources

No new positions or funding will be required to implement this reorganization and no adverse effect on services to students is anticipated. Funding for the Cashier's Office will be reallocated from the systemwide administration to the Office of the Chancellor, UH Mānoa. Positions will be redescribed as necessary.

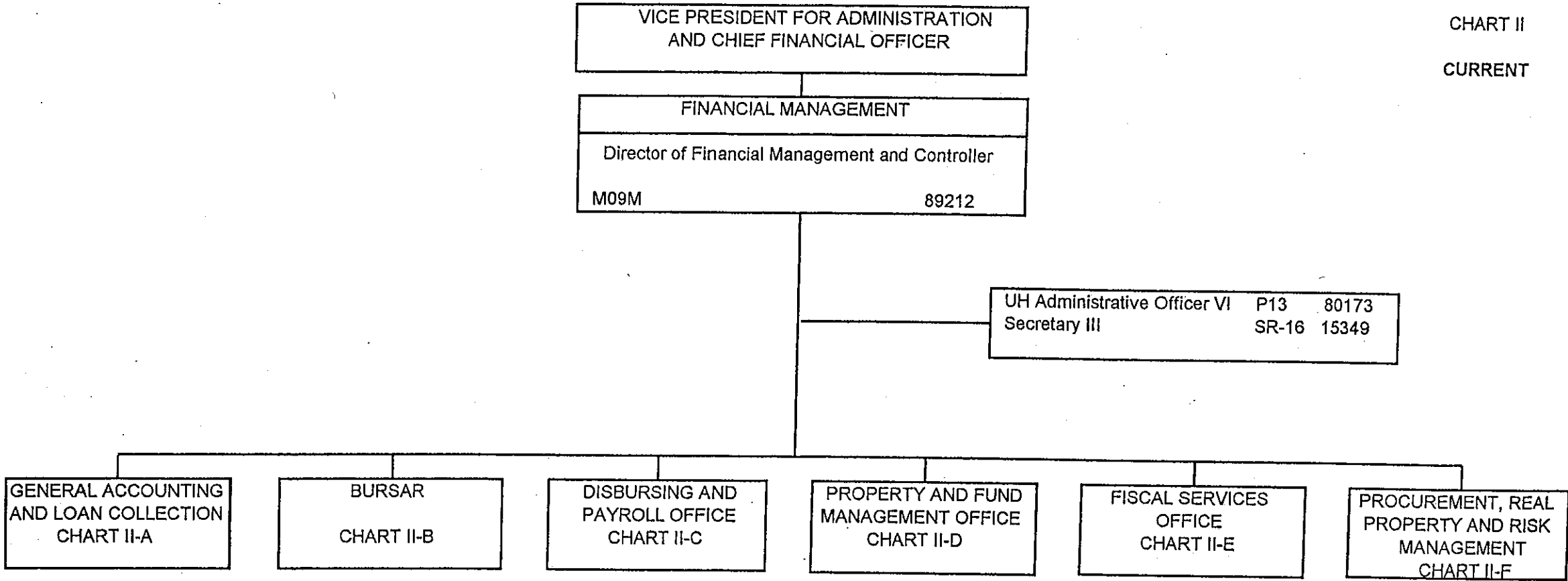
V. Alternatives Considered

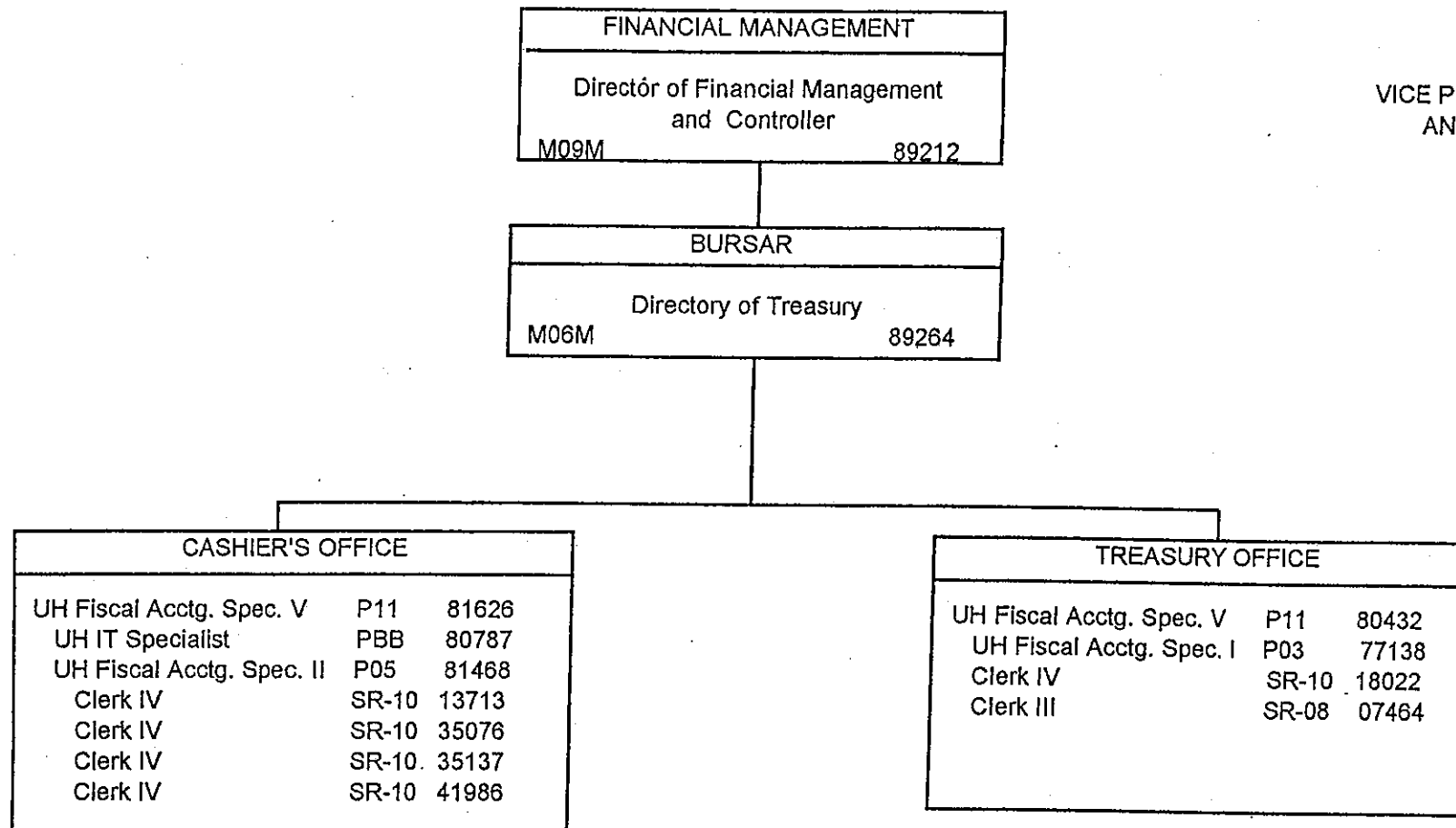
Maintaining the organizational status quo was not considered a viable alternative as it would not allow the Office of the Chancellor, UH Mānoa to directly manage Mānoa cashiering services.

**PREVIOUS ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT

CHART II
CURRENT





STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
BURSAR
CHART II-B
CURRENT

General Funds: 12.00
(89212 excluded from total)

CHANCELLOR,
UNIVERSITY OF HAWAI'I
AT MĀNOA

OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS

Vice Chancellor for Administration, Finance and Operations	M11E	89354
Secretary IV	SR-18	18549

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAI'I AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE AND OPERATIONS
ORGANIZATION CHART

CURRENT

Associate VP for Administration	M10E	89233**
Secretary IV	SR-18	100033**

AUXILIARY ENTERPRISES

FACILITIES, GROUNDS AND SAFETY

UNIVERSITY OF HAWAII AT MĀNOA
BUDGET OFFICE

General Funds: 4.00

** To be redescribed.

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Plans, directs, and controls Systemwide accounting, and loan collection activities.

Plans, directs, and controls Systemwide disbursing, and payroll activities.

Plans, directs, and controls Systemwide treasury and cashiering, and loan collection activities.

Plans, directs, and controls Systemwide fiscal services activities.

Plans, directs, and controls the University Bond System, Systemwide inventory management, Systemwide surplus property, and Systemwide tax management activities.

Plans, directs, and controls the procurement, real property, and risk management activities.

Plans, directs, and controls the fiscal officer's function for Financial Management operations.

CURRENT

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
BURSAR
FUNCTIONAL STATEMENT

Treasury Office

1. Receives, pre-audits, and records all cash collection data of the University System and coordinates the quarter and year-end closing to ensure proper recording of cash receipts.
2. Reconciles cash collections with deposits appearing in daily UHGA bank statements and follows up on unrecorded deposits for all campuses. Also follows up on wire transfers and UHGA debit and credit memos.
3. Prepares State of Hawai'i Treasury Deposit Receipt forms for state collections and transmits funds to State via UHGA checks.
4. Deposits State of Hawai'i reimbursements to the University of Hawai'i into the UHGA to assure immediate interest earnings.
5. Writes receipts for funds credited to the UHGA from federal agencies.
6. Develops and disseminates internal policies/procedures on collections and deposits.
7. Responsible for the approval/disapproval of requests, which include establishment, decrease/close, permanent/temporary increases, change in custodian and or alternate custodian of change funds. Reviews and authorizes all action requests and reviews all incidents of change fund overages and shortages.
8. Administrates and controls all temporary cash advances for registration purposes.
9. Manages the short-term investment program of the University of Hawai'i by monitoring current market conditions and the University's cash flow and invests funds determined to be in excess of current obligations. Monitors collateral assigned to the University by financial institutions for the security of UH funds.
10. Works closely with fiscal officers and the State of Hawai'i Treasury in the investment of Special Funds of the University.
11. Responsible for the charge card program of the University of Hawai'i. Includes the review and change, if necessary, of technical specifications of new contract for charge card and lockbox transactions.
12. Inputs UHGA returned checks into the University system.
13. Record on line departmental deposits to FMIS.

Cashier's Office

Collects, receives, and receipts all departmental collections for deposit, all tuition and fee collections, and records all collections into the Central Accounting System for the Mānoa Campus. Disburses all checks, warrants and refund checks to students.

1. Receives all departmental collections. Pre-audits deposits and transships collection via armored car to bank. Controls departmental receipt data input to Central Accounting System.
2. Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates all special pick-ups at the Registration Cashier's site or any department requesting special armored car service.
3. Assists all departments and organizations on cash collections and charge card program. Disseminates internal policies and procedures on collections, deposits, refunds and reimbursements.
4. Responsible for issuing and deleting security codes to department(s) to access the financial obligation file. Controls all input and deletions to the central financial obligations file under the ISIS Program to ensure that there is a "Hold" as necessary on all:
 - a. Registrants
 - b. Application for transcript
 - c. Application short-term loans
 - d. Financial aid awards
 - e. Tuition and all other refunds
5. Responsible for the operation, accounting and annual reporting of the Cashier's Office Suspense Accounts:
 - a. Suspense account for temporary deposits.
 - b. Suspense account for returned items for all returned tuition and fee payment checks.
6. Responsible for the control and coordination with other departments, the fiscal aspects of the "Integrated Student Information System" (ISIS), registration process. Controls the processing of:
 - a. The fiscal portion of all registration material.
 - b. Receipts all tuition and fees collections via the ISIS fee collection module.
 - c. Maintains an accounts receivable file for all third party tuition and fee billing.
 - d. Issues official receipts to disburse all tuition and fee collections to the proper funds and departments.
7. Disburses all Financial Aid Checks, warrants and other cash awards to financial aid recipients.
8. Pre-audits all tuition and fee refunds, and issues check after checking for financial obligation clearance.
9. Operates Imprest Checking Account to issue tuition and fees refund checks only.

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE AND OPERATIONS

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Provides executive leadership in planning, coordinating, and directing the financial management, administrative operations and support services programs for the University of Hawai'i at Mānoa. Financial management, administrative operations, and support service programs may include research support services, financial planning and analysis, budget preparation and administration, human resource management support services, procurement, facilities operations, auxiliary services, information technologies, capital improvement planning, cashiering, and other programs such as bookstore operations, and support services that may be extended to other University systems.

- Develops innovative plans and initiatives with respect to financial management, administrative operations and support services within a resource development framework; long and short-range planning; and provides program direction to ensure infrastructure support to the Mānoa campus and its satellite off-campus programs.
- Develops and implements policies, procedures, reporting requirements, and compliance reviews.
- Creates processes that insure the broad inclusion of campus constituencies in the collaborative development of plans, policies, and procedures for financial management, administrative, and support services programs.
- Advises the Chancellor and other senior executives on UH Mānoa administrative, finance, and operations issues and programs.
- Administers long-range plans for the development of facilities to ensure that campus growth is consistent with the University's Master Plan.

**NEW ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

CHANCELLOR,
UNIVERSITY OF HAWAII
AT MĀNOA

OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS

Vice Chancellor for Administration, Finance
and Operations M11E 89354
Secretary IV SR-18 18549

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE AND OPERATIONS
ORGANIZATION CHART

PROPOSED

Associate VP for Administration M10E 89233**
Secretary IV SR-18 100033**

AUXILIARY ENTERPRISES

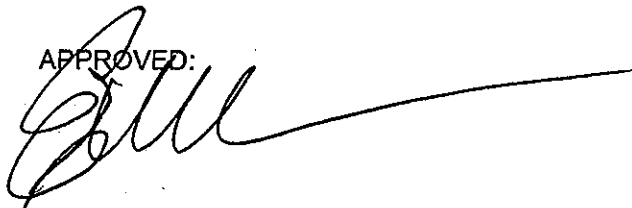
CASHIER'S OFFICE

UH Fiscal Acctg. Spec. V P11 81626**
UH IT Specialist PBB 80787
UH Fiscal Acctg. Spec. II P05 81468
Clerk IV SR-10 13713
Clerk IV SR-10 35076
Clerk IV SR-10 35137
Clerk IV SR-10 41986

FACILITIES, GROUNDS AND SAFETY

UNIVERSITY OF HAWAII AT MĀNOA
BUDGET OFFICE

APPROVED:


Evan S. Dobelle, President
University of Hawai'i

DATE:

5/8/02

FINANCIAL MANAGEMENT		
Director of Financial Management and Controller		
M09M		89212

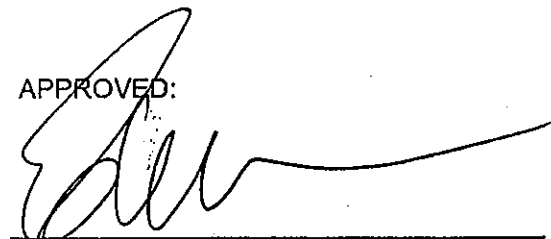
BURSAR		
Directory of Treasury		
M06M		89264

TREASURY OFFICE			
UH Fiscal Acctg. Spec. V	P11		80432
UH Fiscal Acctg. Spec. I	P03		77138
Clerk IV	SR-10		18022
Clerk III	SR-08		07464

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
BURSAR
CHART II-B

PROPOSED

APPROVED:



Evan S. Dobelle, President
University of Hawaii

DATE:

5/8/02

General Funds: 5.00
(89212 excluded from total)

PROPOSED

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
OFFICE OF THE CHANCELLOR, UH MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE
AND OPERATIONS
CASHIER'S OFFICE

FUNCTIONAL STATEMENT

Collects, receives, and receipts all departmental collections for deposit, all tuition and fee collections, and records all collections into the Central Accounting System for the Mānoa Campus. Disburses all checks, warrants and refund checks to students.

1. Receives all departmental collections. Pre-audits deposits and transships collection via armored car to bank. Controls departmental receipt data input to Central Accounting System.
2. Coordinates daily campus security and armored car pick-up and deliveries with various departments and organizations. Coordinates all special pick-ups at the Registration Cashier's site or any department requesting special armored car service.
3. Assists all departments and organizations on cash collections and charge card program. Disseminates internal policies and procedures on collections, deposits, refunds and reimbursements.
4. Responsible for issuing and deleting security codes to department(s) to access the financial obligation file. Controls all input and deletions to the central financial obligations file under the ISIS Program to ensure that there is a "Hold" as necessary on all:
 - a. Registrants
 - b. Application for transcript
 - c. Application short-term loans
 - d. Financial aid awards
 - e. Tuition and all other refunds
5. Responsible for the operation, accounting and annual reporting of the Cashier's Office Suspense Accounts:
 - a. Suspense account for temporary deposits
 - b. Suspense account for returned items for all returned tuition and fee payment checks.
6. Responsible for the control and coordination with other departments, the fiscal aspects of the "Integrated Student Information System" (ISIS), registration process. Controls the processing of:
 - a. The fiscal portion of all registration material.
 - b. Receipts all tuition and fees collections via the ISIS fee collection module.
 - c. Maintains an accounts receivable file for all third party tuition and fee billing.
 - d. Issues official receipts to disburse all tuition and fee collections to the proper funds and departments.

7. Disburses all Financial Aid Checks, warrants and other cash awards to financial aid recipients.
8. Pre-audits all tuition and fee refunds, and issues check after checking for financial obligation clearance.
9. Operates Imprest Checking Account to issue tuition and fees refund checks only.

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAI'I
VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Plans, directs, and controls Systemwide accounting, and loan collection activities.

Plans, directs, and controls Systemwide disbursing, and payroll activities.

Plans, directs, and controls Systemwide treasury and loan collection activities.

Plans, directs, and controls Systemwide fiscal services activities.

Plans, directs, and controls the University Bond System, Systemwide inventory management, Systemwide surplus property, and Systemwide tax management activities.

Plans, directs, and controls the procurement, real property, and risk management activities.

Plans, directs, and controls the fiscal officer's function for Financial Management operations.

PROPOSED

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
VICE PRESIDENT FOR ADMINISTRATION AND CHIEF FINANCIAL OFFICER
FINANCIAL MANAGEMENT
BURSAR
FUNCTIONAL STATEMENT

Treasury Office

1. Receives, pre-audits, and records all cash collection data of the University System and coordinates the quarter and year-end closing to ensure proper recording of cash receipts.
2. Reconciles cash collections with deposits appearing in daily UHGA bank statements and follows up on unrecorded deposits for all campuses. Also follows up on wire transfers and UHGA debit and credit memos.
3. Prepares State of Hawai'i Treasury Deposit Receipt forms for state collections and transmits funds to State via UHGA checks.
4. Deposits State of Hawai'i reimbursements to the University of Hawai'i into the UHGA to assure immediate interest earnings.
5. Writes receipts for funds credited to the UHGA from federal agencies.
6. Develops and disseminates internal policies/procedures on collections and deposits.
7. Responsible for the approval/disapproval of requests, which include establishment, decrease/close, permanent/temporary increases, change in custodian and or alternate custodian of change funds. Reviews and authorizes all action requests and reviews all incidents of change fund overages and shortages.
8. Administrates and controls all temporary cash advances for registration purposes.
9. Manages the short-term investment program of the University of Hawai'i by monitoring current market conditions and the University's cash flow and invests funds determined to be in excess of current obligations. Monitors collateral assigned to the University by financial institutions for the security of UH funds.
10. Works closely with fiscal officers and the State of Hawai'i Treasury in the investment of Special Funds of the University.
11. Responsible for the charge card program of the University of Hawai'i. Includes the review and change, if necessary, of technical specifications of new contract for charge card and lockbox transactions.
12. Inputs UHGA returned checks into the University system.
13. Records on line departmental deposits to FMIS.

UNIV. OF HAWAII
UH BUDGET OFFICE



01 DEC 11 P2:36

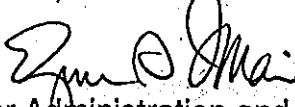
UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

December 4, 2001

MEMORANDUM

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

FROM: Eugene S. Imai 
Vice President for Administration and Chief Financial Officer

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION, UNIVERSITY OF
HAWAII, DISTRIBUTED LEARNING AND USER SERVICES WITHIN
INFORMATION TECHNOLOGY SERVICES

Enclosed for your files is a copy of the reorganization which was approved by the University for the Office of the Vice President for University Relations. The purpose of the reorganization is explained in the accompanying Executive Summary.

If there are any questions regarding this matter, please call Director David Lassner at 956-3501.

Enclosures

c: The Honorable Neil Miyahira, Director, Department of Budget and Finance
The Honorable Davis Yogi, Director, Department of Human Resources Development
✓ Glenn Nakamura, Director, University Budget Office
Peggy Hong, System Director of Human Resources

Executive Summary
PROPOSAL FOR REORGANIZATION WITHIN
UH INFORMATION TECHNOLOGY SERVICES

October 18, 2001

Enclosed for your information is an approved reorganization within Information Technology Services.

The proposed reorganization will combine Information Services (IS) with Distance Learning and Instructional Technology (DLIT) into a single group, resulting in 4 functional groups within ITS. In addition, it includes a revised graphical depiction of the Telecommunications group.

No new funds, space or positions are required to implement this reorganization.

PROPOSAL FOR REORGANIZATION WITHIN UH INFORMATION TECHNOLOGY SERVICES

October 18, 2001

Present Organization

Information Technology Services (ITS) is a major support unit within the Office of the Vice President for Administration and Chief Financial Officer. ITS provides all systemwide information technology support and also serves as the only campuswide information technology support unit for the UH-Mānoa campus. ITS is composed of a Director's Office, five functional groups and an administrative services group. These groups are:

1. Director's Office
2. Management Information System
3. Telecommunications
4. Distance Learning and Instructional Technology
5. System Services
6. Information Services
7. Administrative Services

Proposed Organization

The proposed reorganization will combine Information Services (IS) with Distance Learning and Instructional Technology (DLIT) into a single group, resulting in four functional groups within ITS. In addition, it changes the graphical depiction of the Telecommunications group to match that of the other major groups within ITS.

Background/Nature of the Proposed Reorganization

Conditions and Factors Prompting this Reorganization

The DLIT group within ITS has responsibility for systemwide support of a variety of technologies and modalities of instruction. The work of this group can be characterized as providing direct support for faculty and students using technology for teaching and learning.

The IS group within ITS has responsibility for systemwide support of computing technologies including Help Desk and general customer support in addition to general-purpose microcomputer lab management for UH-Mānoa. The majority of work in this group is providing direct computing support for faculty, staff and students in the application of technology for teaching and learning, along with research and administration.

There are several areas of overlapping functions between the two groups in their support of the university community. Duplication of duties can be found in training, documentation, troubleshooting software, and managing computing labs. While the focus of the DLIT group is primarily for teaching and learning, many of the services offered by the IS group also serves the faculty and student populations.

Simultaneously, the UH has been criticized in our audits by not having an Information Security Officer. The current manager of the IS group has the necessary skills and the desire to serve in this needed role. Therefore, The combining of the DLIT and IS group under one senior technology services manager will both provide for a more cohesive delivery of services as well as permit ITS to address the need for an Information Security Officer without additional resources

Finally, this proposal includes a change to the graphical depiction of the Telecommunications group on our org chart to match the DLUS and MIS groups within ITS. No individual's duties or responsibilities will altered as a result of this change.

Effects on Staffing

The changes to persons and positions as a result of this reorganization are:

- 1) position 81042 will manage all positions formerly with the IS group and will be redescribed accordingly;
- 2) position 80057 will be reassigned to the Director's Office to serve as the University's Information Security Officer and no "downgrade" will take place as a result of this action;
- 3) position 32114 (vacant) will be redescribed;
- 4) all other persons and positions in IS and DLIT will move into this new group intact; and
- 5) no new positions will be required as a result of this reorganization.

Impacts on Services and Students

This reorganization will improve services throughout the University of Hawaii system by providing more focused and comprehensive support for the use of technology for teaching, learning, and operations.

Costs and Space

No new funds or space will be required to implement this reorganization.

Reasons for Proposed Reorganization

This reorganization will allow ITS to implement an infrastructure consistent with the Strategic Plan for Information Technology 2000 for providing tools, services and support that will enable our faculty, students, and staff to be effective in their endeavors. This structure will provide a focused point of interaction with the wide array of technologies and services, regardless of the purpose of its use.

Alternatives Considered

The alternative considered was to leave the current structure intact. This was considered unacceptable since there arose not only duplication and inconsistencies in services depending on how one was using technology, but a general sense of confusion on the part of the user as to where to go for assistance.

**PREVIOUS ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT**

STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
INFORMATION TECHNOLOGY SERVICES

Chart IV
(current)

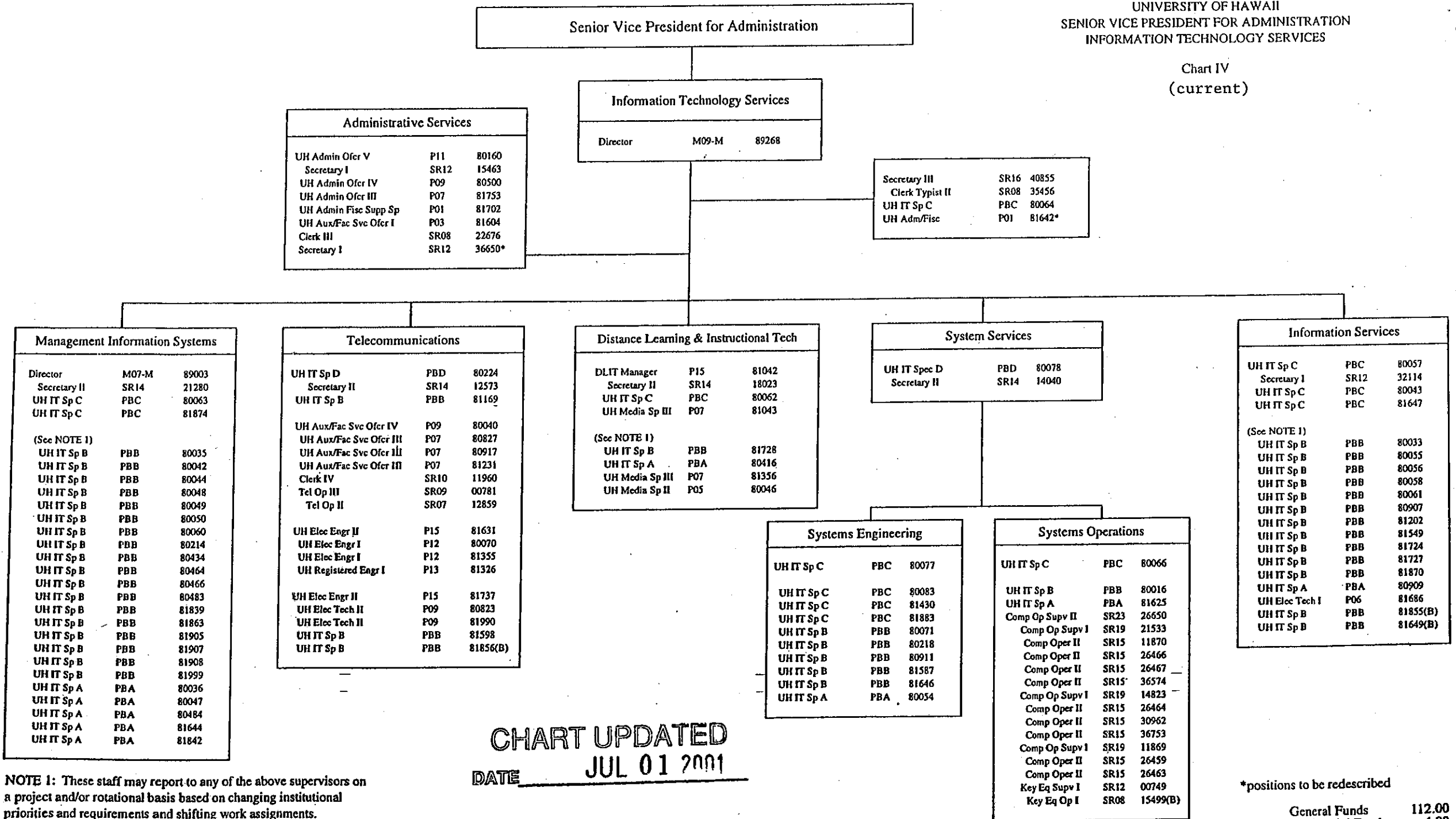


CHART UPDATED
DATE JUL 01 2001

*positions to be redescribed

General Funds 112.00
(B) Special Funds 4.00

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
INFORMATION TECHNOLOGY SERVICES**

FUNCTIONAL STATEMENT

Introduction

Information Technology Services has responsibility and authority for University of Hawaii information technologies including telecommunications, academic computing and administrative information systems. It has operational responsibility for UH-Mānoa campuswide facilities and services, and Systemwide responsibility for planning, policy, coordination, external relations and operational activities cutting across campuses.

Major Functions

Provides a broad range of information technology facilities to meet the instruction, research, public service and administrative needs of the University community, including appropriate centralized computing facilities for the System, campuswide computer lab facilities for UH Manoa, and libraries of software.

Provides a broad range of information technology services to meet the instruction, research, public service and administrative needs of the University community, including dissemination of information relating to the use of information technology in higher education, provision of informal classes, seminars, training and documentation in the effective use of information technologies, and consultation and support in the planning and use of information technologies to meet specific functional statements.

Provides effective and secure administrative information systems (fiscal, student, human resources, budget, etc.) and assists users in accessing these systems for transaction processing, updating information, and retrieving relevant data and reports.

Provides effective and economical telecommunications networks that supply voice, data and video services to meet Systemwide needs relating to instruction, research, public service and administration, including the provision of Systemwide access to and external liaison with state, national and international networks and information technology services.

Provides instructional technologies to facilitate Statewide access to high-quality higher education; coordinates Systemwide use of shared telecommunications and distance education technologies; and operates UH Manoa-based distance education technologies and systems,

Develops strategic plans, programs and policies pertaining to all aspects of information technology; provides consultation to University executive offices relating to information technology; promotes and represents the university's information technology activities, programs and plans within the University and to relevant Statewide, national and international communities.

NEW ORGANIZATIONAL CHART

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER
INFORMATION TECHNOLOGY SERVICES

Information Technology Services

Director M09-M 89268

Administrative Services

UH Admin Ofcr V	P11	80160
Secretary I	SR12	15463
UH Admin Ofcr IV	P09	80500
UH Admin Ofcr III	P07	81753
UH Admin Fisc Supp Spec	P01	81702
UH Aux/Fac Svc Ofcr I	P03	81604
Clerk III	SR08	22676
Secretary I	SR12	36650*

Secretary III	SR16	40855
Clerk Typist II	SR08	35456
UH IT Spec		80057*
UH IT Spec		80064
UH Admin/Fisc Supp Sp	P01	81642*

APPROVED


Eugene S. Imai, Senior VP for Administration and
Chief Financial Officer
December 4, 2001

Management Information Systems

Director	M07-M	89003
Secretary II	SR14	21280
UH IT Spec		80063
UH IT Spec		81874

(See NOTE 1)

UH IT Spec		80035
UH IT Spec		80042
UH IT Spec		80044
UH IT Spec		80048
UH IT Spec		80049
UH IT Spec		80050
UH IT Spec		80060
UH IT Spec		80214
UH IT Spec		80434
UH IT Spec		80464
UH IT Spec		80466
UH IT Spec		80483
UH IT Spec		81839
UH IT Spec		81863
UH IT Spec		81905
UH IT Spec		81907
UH IT Spec		81908
UH IT Spec		81999
UH IT Spec		80036
UH IT Spec		80047
UH IT Spec		80484
UH IT Spec		81644
UH IT Spec		81842

Telecommunications

UH IT Spec		80224
Secretary II	SR14	12573
UH Aux/Fac Svc Ofcr IV	P09	80040
UH Elec Engr II	P15	81631
UH Elec Engr II	P15	81737
UH IT Spec		81169

(See NOTE 1)

Clerk IV	SR10	11980
Tel Op III	SR09	00781
Tel Op II	SR07	12859
UH Aux/Fac Svc Ofcr III	P07	80827
UH Aux/Fac Svc Ofcr III	P07	80917
UH Aux/Fac Svc Ofcr III	P07	81231
UH Elec Engr I	P12	80070
UH Elec Engr I	P12	81355
UH Registered Engr I	P13	81326
UH Elec Tech II	P09	80823
UH Elec Tech II	P09	81990
UH IT Spec		81598
UH IT Spec		81856(B)

System Services

UH IT Spec		80078
Secretary II	SR14	14040

Systems Engineering

UH IT Spec		80077
UH IT Spec		80083
UH IT Spec		81430
UH IT Spec		81883
UH IT Spec		80071
UH IT Spec		80218
UH IT Spec		80911
UH IT Spec		81587
UH IT Spec		81646
UH IT Spec		80054

Systems Operations

UH IT Spec		80066
UH IT Spec		80016
UH IT Spec		81625
Comp Op Supv II	SR23	26650
Comp Op Supv I	SR19	21533
Comp Oper II	SR15	11870
Comp Oper II	SR15	26466
Comp Oper II	SR15	26467
Comp Oper II	SR15	36574
Comp Op Supv I	SR19	14823
Comp Oper II	SR15	26464
Comp Oper II	SR15	30982
Comp Oper II	SR15	36753
Comp Op Supv I	SR19	11869
Comp Oper II	SR15	26459
Comp Oper II	SR15	26463
Key Eq Supv I	SR12	00749
Key Eq Op I	SR08	15499(B)

Distributed Learning & User Services

DLIT Manager	P15	81042*
Secretary II	SR14	18023
UH IT Spec		80082
UH IT Spec		80043
UH Media Spec III	P07	81043

(See NOTE 1)

UH IT Spec		81647
UH IT Spec		80033
UH IT Spec		80055
UH IT Spec		80056
UH IT Spec		80058
UH IT Spec		80061
UH IT Spec		80907
UH IT Spec		81202
UH IT Spec		81549
UH IT Spec		81724
UH IT Spec		81727
UH IT Spec		81728
UH IT Spec		81870
UH IT Spec		80416
UH IT Spec		80909
Secretary I	SR12	32114*
UH Elec Tech I	P06	81686
UH Media Spec III	P07	81356
UH Media Spec II	P05	80046
UH IT Spec		81855(B)
UH IT Spec		81649(B)

NOTE 1: These staff may report to any of the above supervisors on a project and/or rotational basis based on changing institutional priorities and requirements and shifting work assignments. (Except Tel Op II, Posn 12859 will continue to report to Tel Op III, Posn 00781)

*positions to be redescribed

General Funds	112.00
(B) Special Funds	4.00

September 10, 2001

MEMORANDUM

TO: Board Secretary David Iha

FROM: Glenn Nakamura

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION FOR THE OFFICE OF THE CHANCELLOR, UNIVERSITY OF HAWAI'I AT MĀNOA (OCUHM) AND THE OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION (OSVPA)

Enclose for the information of the Board of Regents is a copy of a reorganization approved on August 21, 2001 to reassign the Auxiliary Enterprises, and Facilities, Grounds and Safety from the OSVPA to the OCUHM. The purpose of this reorganization is explained in the accompanying executive summary and proposal narrative.

If there are any questions regarding this matter, please contact Interim Vice Chancellor Rodney Sakaguchi at 956-8209.

Attachment

c: Senior Vice President Eugene Imai
Interim Vice Chancellor Rodney Sakaguchi



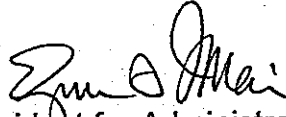
UNIVERSITY OF HAWAII

August 28, 2001

SENIOR VICE PRESIDENT FOR ADMINISTRATION

MEMORANDUM

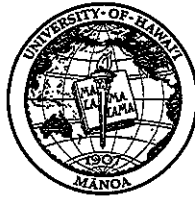
TO: Peggy Hong
David Lassner
Russell Miyake
Claire Nakamura
✓ Glenn Nakamura
Alex Uyeda
Ed Yuen

FROM: Eugene S. Imai 
Senior Vice President for Administration

SUBJECT: **REORGANIZATION**

FYI, on August 21, 2001, President Dobelle approved the reorganization of the Office of the Senior Vice President for Administration. The following offices have been transferred to the Office of the Chancellor, UHM:

- Associate VP for Administration
- Facilities, Grounds and Safety
 - Facilities Planning and Management
 - Campus Security
 - Buildings and Grounds Management
 - Environmental Health and Safety
- Auxiliary Enterprises
 - Auxiliary Services
 - Bookstore System
 - Business Development



Glenn Nakamura

UNIVERSITY OF HAWAII AT MĀNOA

OFFICE OF THE CHANCELLOR

August 15, 2001

MEMORANDUM

TO: President Evan S. Dobbelle
University of Hawai'i

FROM: Senior Vice President Eugene Imai
University of Hawai'i

Interim Chancellor Deane Neubauer
University of Hawai'i at Mānoa

SUBJECT: PROPOSED REORGANIZATION OF THE OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION AND THE OFFICE OF THE CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA

Your approval of the attached reorganization proposal is requested.

This reorganization would reassign the UH Mānoa Facilities, Grounds and Safety Office (FGS) and UH Mānoa Auxiliary Enterprises Office from the Office of the Senior Vice President for Administration to the Office of the Chancellor, UH Mānoa.

The Facilities, Grounds and Safety Office is responsible for managing the planning, design, construction, maintenance and operation of physical facilities and grounds for UH Mānoa. In addition it is responsible for environmental health and safety as well as campus security. Auxiliary enterprises include parking, transportation services, food services, faculty housing, and bookstore operations.

The reassignment of these offices is proposed as part of an overall effort to consolidate UH Mānoa programs under the administration of the Mānoa chancellor's office and would further implement the January 2001 action by the Board of Regents which established the Office of the Mānoa Chancellor. Both offices will be transferred intact and will report to the Vice Chancellor for Administration, Finance, and Operations. This change will enable the Chancellor, UH Mānoa, to exercise greater control over programs that directly serve the UH Mānoa campus.

Evan S. Dobelle
Page 2
August 15, 2001

While positions will be redescribed to reflect reassignment to the Mānoa chancellor's office, no additional costs are anticipated. All affected employee bargaining unit representatives were consulted and there were no objections or concerns raised.

Your approval of this proposal can be indicated with your signature below.

Approved Disapproved:

 8/21/01

Evan S. Dobelle Date
President, University of Hawai'i

Enclosure

c: Board Secretary David Iha
Interim Vice Chancellor Rodney Sakaguchi
Director Peggy Hong
Director of University Budget

EXECUTIVE SUMMARY
REORGANIZATION PROPOSAL
UNIVERSITY OF HAWAII
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION
AND OFFICE OF THE CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA

This reorganization proposes the reassignment of the Facilities, Grounds and Safety Office (FGS) and Auxiliary Enterprises (AE) from the Office of the Senior Vice President for Administration (OSVPA) to the Office of the Chancellor, UH Mānoa (OCUHM). Also proposed is the reassignment of Pos. No. 89233, Associate Vice President for Administration, M10-E, and Pos. No. 100033, Secretary IV, SR-18, from the OSVPA to the OCUHM.

The reassignment of the FGS, AE, and the two positions identified above, is proposed as part of an overall effort to consolidate UH Mānoa programs that are currently outside of the OCUHM under the direct administration of that office. Both the FGS and AE will be transferred intact to the OCUHM and will report to the Vice Chancellor for Administration, Finance, and Operations. This change will enable the Chancellor, UH Mānoa, to exercise greater control over programs that directly serve the UH Mānoa campus.

No additional funding will be required to implement this reorganization. Affected positions will be redescribed as necessary.

REORGANIZATION PROPOSAL
UNIVERSITY OF HAWAII
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION
AND OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MĀNOA

Reorganization of the Office of the Senior Vice President for Administration (OSVPA) and the Office of the Chancellor, University of Hawai'i at Mānoa (OCUHM) is proposed to enable the Chancellor, UH Mānoa to exercise greater control over programs that serve the UH Mānoa campus. Specifically, the programs proposed for reassignment from the OSVPA to the OCUHM are Facilities, Grounds and Safety (FGS); and Auxiliary Enterprises (AE).

I. Present Organization and Background

Consolidation of UH Mānoa Programs. The OCUHM among its responsibilities, oversees the major academic units and programs of UH Mānoa and coordinates its academic direction. Although the Facilities, Grounds and Safety; and Auxiliary Enterprises programs are primarily UH Mānoa support programs, these programs have been under the OSVPA since the abolishment of the UH Mānoa Chancellor's office. Areas of responsibility for the FGS include facilities planning and management; buildings and grounds management; environmental health and safety; and campus security. Auxiliary Enterprises is responsible for auxiliary services, and systemwide bookstores and business development.

II. Proposed Organization

Consolidation of UH Mānoa Programs. The FGS and AE will be reassigned intact to the OCUHM and directors of the FGS (Pos. No. 89302) and AE (Pos. No. 89251) will report to the UH Mānoa Vice Chancellor for Administration, Finance, and Operations. Also, the reassignment of Pos. No. 89233, Associate Vice President for Administration, M10-E, and Pos. No. 100033, Secretary IV, SR-18 from the OSVPA to the OCUHM is proposed. Position no. 89233 will report to the Vice Chancellor for Administration, Finance and Operations.

III. Reasons for the Proposed Reorganization

The reassignment of the FGS, AE, and position numbers 89233 and 100033 to the OCUHM is part of an overall effort to consolidate UH Mānoa programs that are currently outside of the OCUHM under the direct administration of that office. This will enable the Chancellor, UH Mānoa to exercise greater control over programs that directly serve the Mānoa campus. This effort to consolidate UH Mānoa programs was begun prior to the establishment of the Office of the UH Mānoa Chancellor. Previously, the UH Mānoa Budget Office was transferred to the OCUHM from the OSVPA as part of this plan.

IV. Impact on Resources/Staff

No additional funding will be required to implement this reorganization. Positions will be redescribed as necessary.

V. Alternatives Considered

No other alternatives were deemed appropriate to resolve the issues that are pending.

**CURRENT ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

PRESIDENT,
UNIVERSITY OF HAWAII SYSTEM

OFFICE OF THE SENIOR VICE PRESIDENT
FOR ADMINISTRATION

Senior VP for Administration	M14-E	89094
Private Secretary II	SR-22	100055
Assoc. VP for Administration	M10-E	89233
Secretary IV	SR-18	100033
Dir. of System Admin. Affairs	M06-M	89310
Secretary II	SR-14	22222

CENTRAL ADMINISTRATION FISCAL OFFICE

OFFICE OF LONG-RANGE PHYSICAL DEVELOPMENT

OFFICE OF INTERNAL AUDIT

FINANCIAL
MANAGEMENT

CHART II

HUMAN
RESOURCES

CHART III

INFORMATION
TECHNOLOGY
SERVICES
CHART IV

AUXILIARY
ENTERPRISES

CHART V

BUDGET

CHART VI

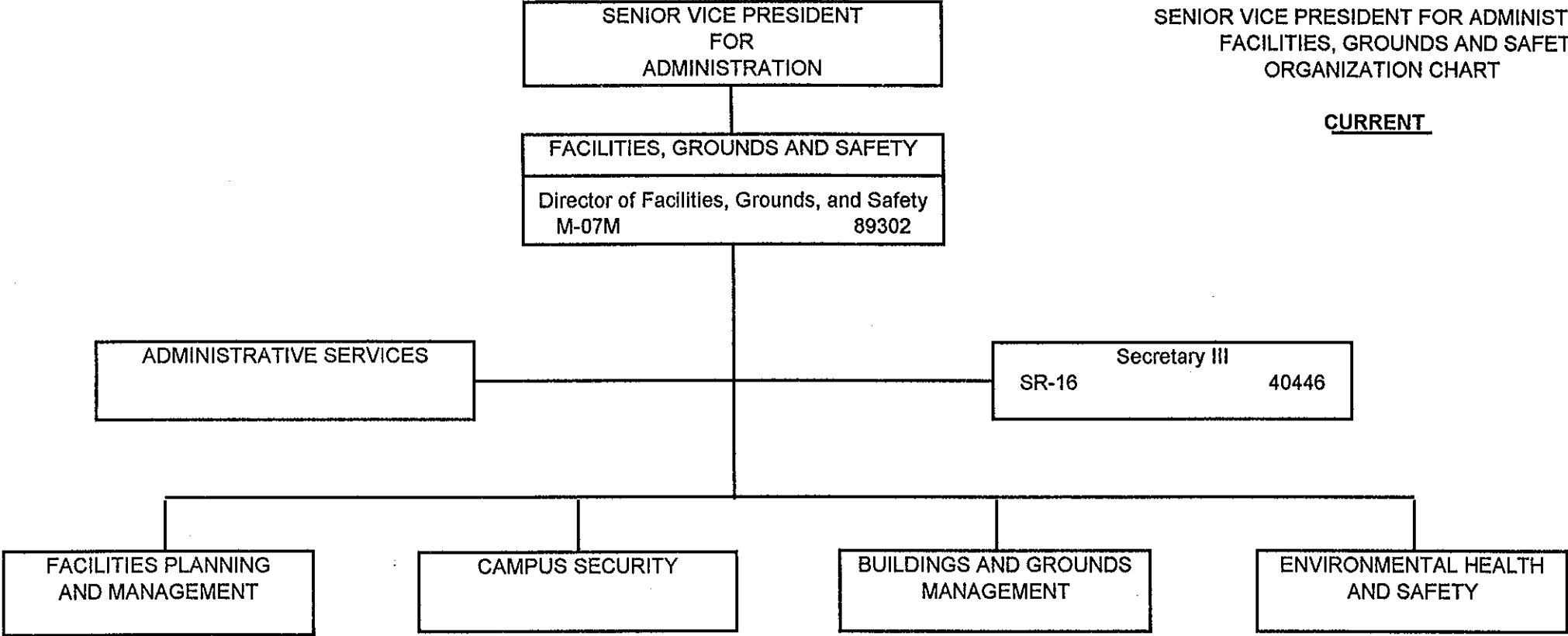
FACILITIES
GROUNDS AND
SAFETY
CHART VII

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
SENIOR VICE PRESIDENT FOR ADMINISTRATION
ORGANIZATION CHART I

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR ADMINISTRATION
FACILITIES, GROUNDS AND SAFETY
ORGANIZATION CHART

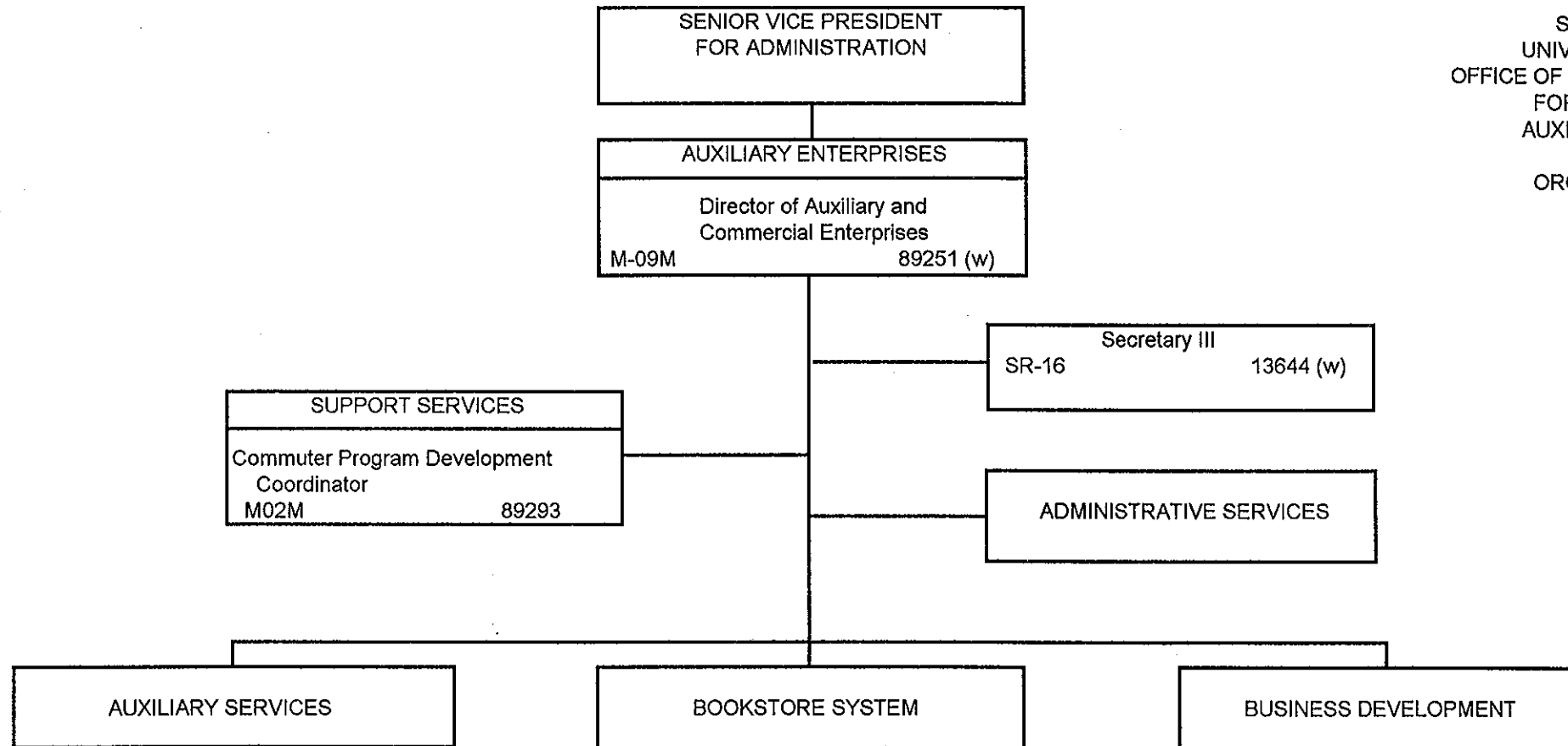
CURRENT



STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE SENIOR VICE PRESIDENT
FOR ADMINISTRATION
AUXILIARY ENTERPRISES

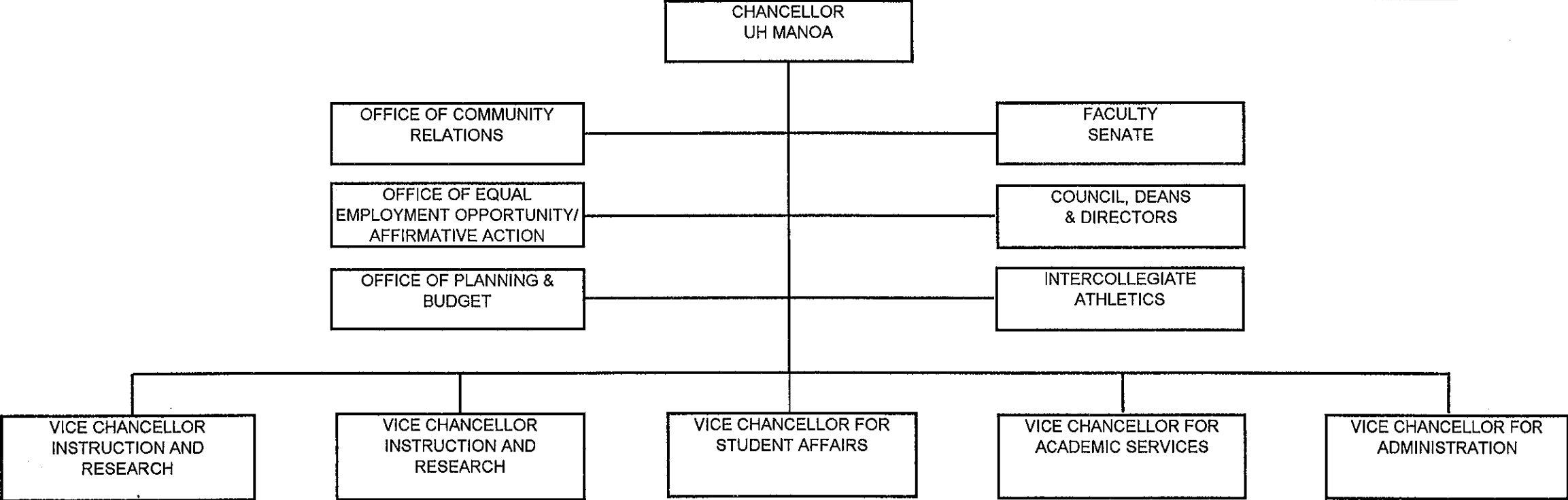
ORGANIZATION CHART

CURRENT



STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA
ORGANIZATION CHART

CURRENT



APPROVED BY THE UNIVERSITY BOARD OF REGENTS
ON JANUARY 19, 2001

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION
FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Provides executive leadership in planning, organizing, directing, evaluating, and coordinating all aspects of:

UH Systemwide administrative and support functions including accounting, assets management, bond system operations, disbursing and payroll, treasury and cashiering, internal and external auditing, procurement, real property, risk management, human resources administration, physical planning and capital improvements, information technology, bookstore operations, budgeting, and faculty housing development and assistance programs.

UH Mānoa administrative and support functions include facilities planning and management, buildings and grounds management, auxiliary enterprises, campus security, and environmental health and safety.

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION
FACILITIES, GROUNDS, AND SAFETY

INTRODUCTION

Plans, organizes, and directs activities relating to Facilities Planning and Management, Buildings and Grounds Management, Environmental Health and Safety, and Campus Security operations for UH Mānoa.

MAJOR FUNCTIONS

- Provides leadership, direction, and guidance to subordinate directors in the planning, design, construction, maintenance, and operation of physical facilities and grounds for UH Mānoa, in creating a safe environment conducive to learning and research.
- Develops long-range physical plans for the UH Mānoa campus.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for UH Mānoa.
- Reviews and approves the preparation and execution of divisional program plans and operating budgets, including the determination of program priorities.
- Reviews and recommends the multi-year and biennial Capital Improvements Program budget and annual expenditure plans, including the determination of priorities and scheduling of projects to ensure the timely execution of campus master plans.
- Develops and administers programs to provide for a safe campus environment and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety and campus security.

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION
AUXILIARY ENTERPRISES

FUNCTIONAL STATEMENT

INTRODUCTION

Provides leadership and coordination in planning, developing, and directing activities relating to UH Mānoa Auxiliary Services, the UH Bookstore System, systemwide Administrative Services, and systemwide Business Development.

MAJOR FUNCTIONS

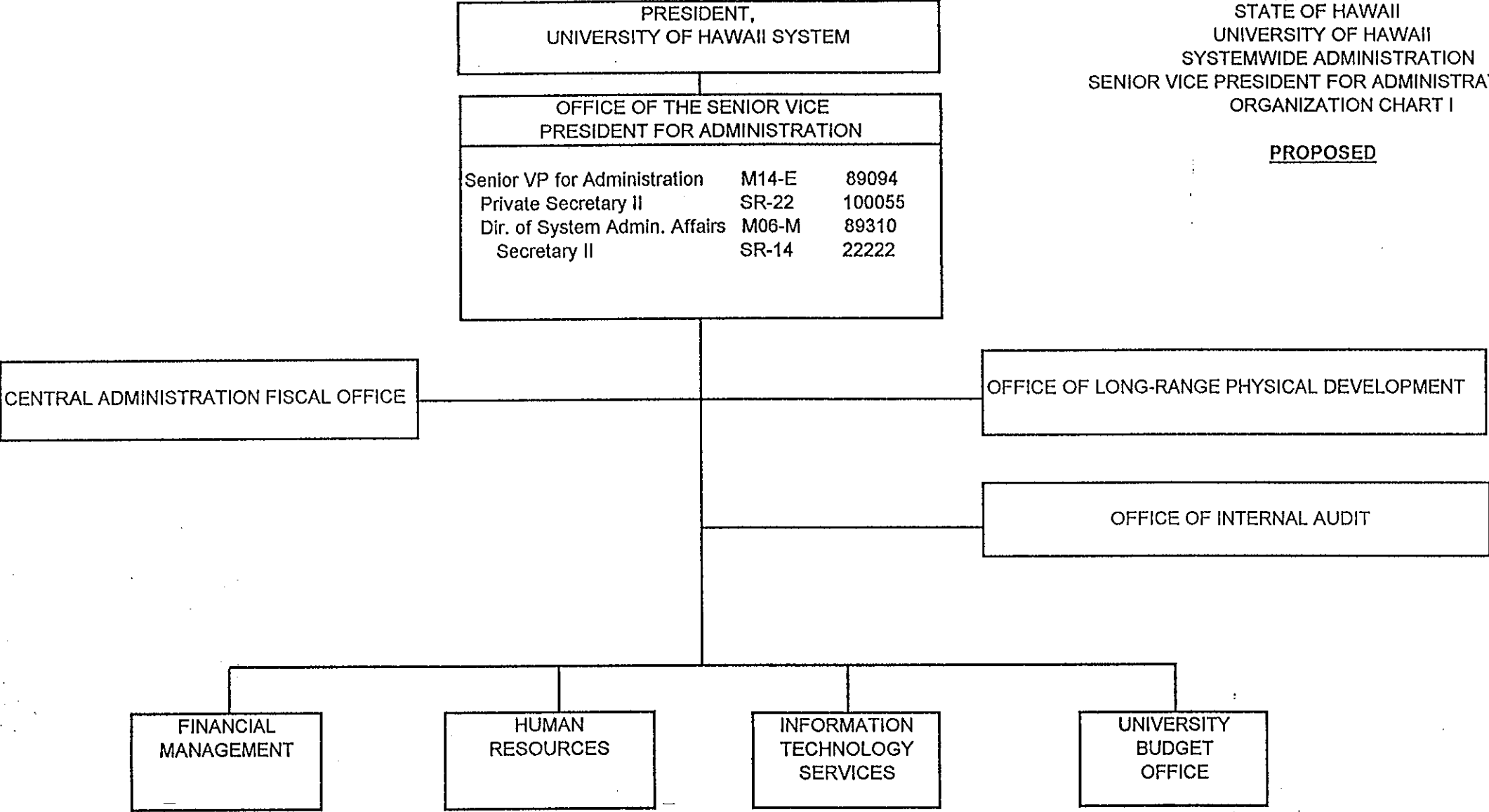
Plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: Systemwide business development and commercial enterprise opportunities, systemwide administrative and support services, Mānoa campus auxiliary services, systemwide bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.

- Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
- Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
- Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

**PROPOSED ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
SENIOR VICE PRESIDENT FOR ADMINISTRATION
ORGANIZATION CHART I

PROPOSED

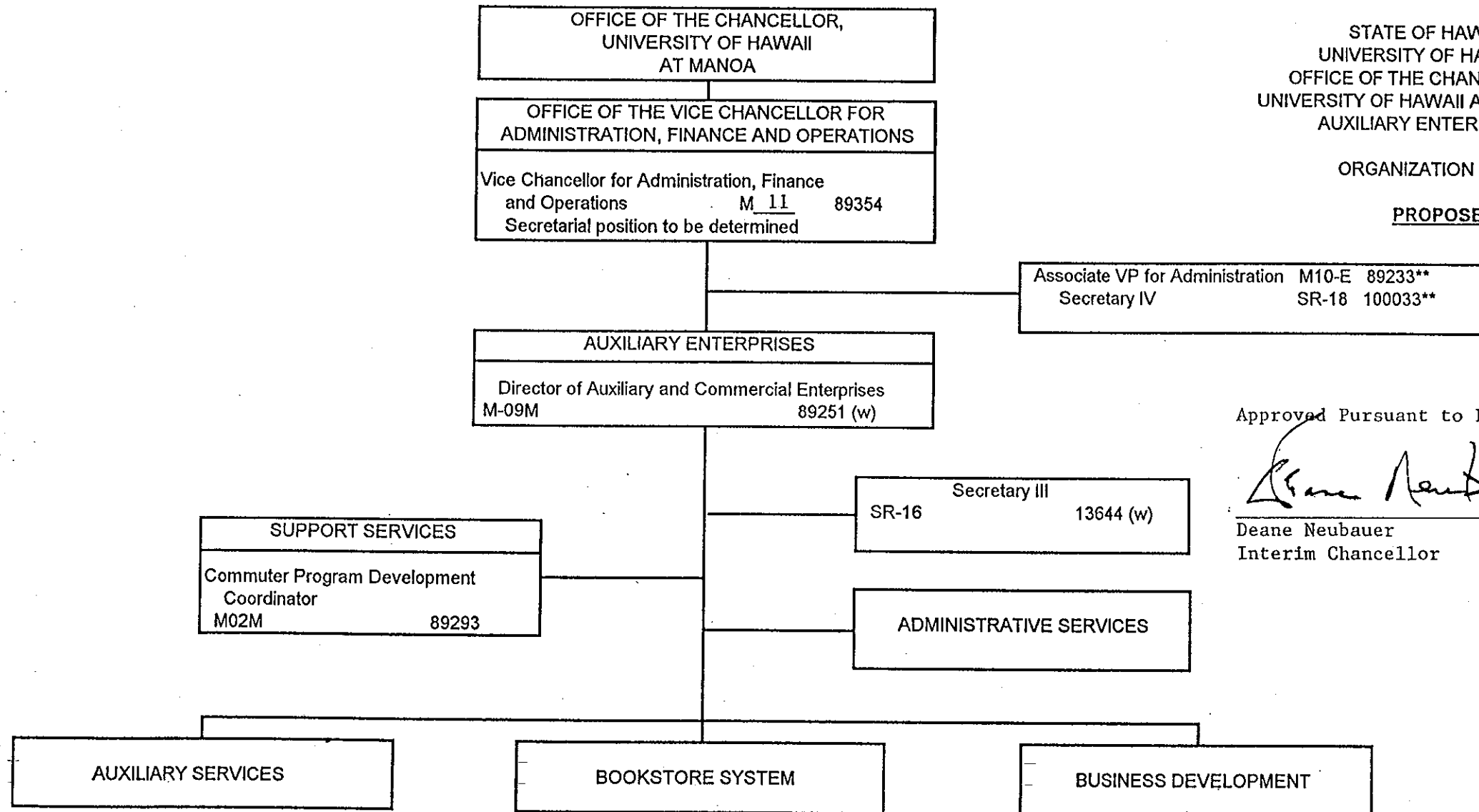


Reorganization Approved by
President Dobelle, 8/21/01

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA
AUXILIARY ENTERPRISES

ORGANIZATION CHART

PROPOSED



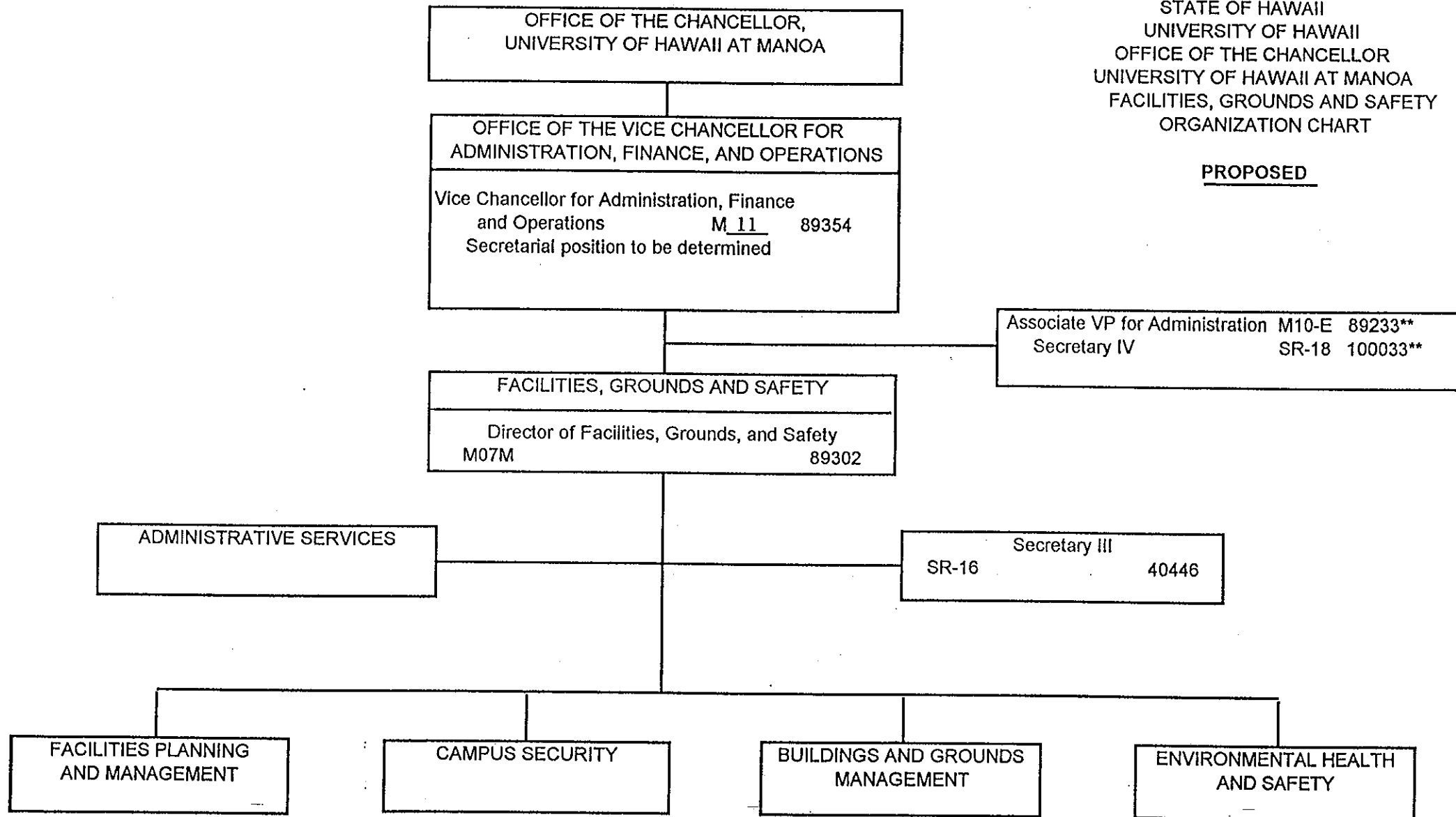
Approved Pursuant to President's Action

Deane Neubauer
Interim Chancellor

8-21-01
Date

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA
FACILITIES, GROUNDS AND SAFETY
ORGANIZATION CHART

PROPOSED



fgsprop

** To be redescribed.

Approved Pursuant to President's Action

Deane Neubauer

Deane Neubauer
Interim Chancellor

8-21-01

Date

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION
FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Provides executive leadership in planning, organizing, directing, evaluating, and coordinating all aspects of:

UH Systemwide administrative and support functions include accounting, assets management, bond system operations, disbursing and payroll, treasury and cashiering, internal and external auditing, procurement, real property, risk management, human resources administration, long-range physical development, information technology, and budgeting programs.

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE AND OPERATIONS

FUNCTIONAL STATEMENT

MAJOR FUNCTIONS

Provides executive leadership in planning, coordinating, and directing the financial management, administrative operations and support services programs for the University of Hawai'i at Mānoa. Financial management, administrative operations, and support service programs may include research support services, financial planning and analysis, budget preparation and administration, human resource management support services, procurement, facilities operations, auxiliary services, information technologies, capital improvement planning, cashiering, and other programs such as bookstore operations, and support services that may be extended to other University systems.

- Develops innovative plans and initiatives with respect to financial management, administrative operations and support services within a resource development framework; long and short-range planning; and provides program direction to ensure infrastructure support to the Mānoa campus and its satellite off-campus programs.
- Develops and implements policies, procedures, reporting requirements, and compliance reviews.
- Creates processes that insure the broad inclusion of campus constituencies in the collaborative development of plans, policies, and procedures for financial management, administrative, and support services programs.
- Advises the Chancellor and other senior executives on UH Mānoa administrative, finance, and operations issues and programs.
- Administers long-range plans for the development of facilities to ensure that campus growth is consistent with the University's Master Plan.

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE, AND OPERATIONS
AUXILIARY ENTERPRISES

FUNCTIONAL STATEMENT

INTRODUCTION

Provides leadership and coordination in planning, developing, and directing activities relating to UH Mānoa Auxiliary Services, the UH Bookstore System, Administrative Services, and systemwide Business Development.

MAJOR FUNCTIONS

Plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: Systemwide business development and commercial enterprise opportunities, administrative and support services, Mānoa campus auxiliary services, systemwide bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.

- Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
- Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
- Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAI'I AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE, AND OPERATIONS
FACILITIES, GROUNDS, AND SAFETY

FUNCTIONAL STATEMENT

INTRODUCTION

Plans, organizes, and directs activities relating to Facilities Planning and Management, Buildings and Grounds Management, Environmental Health and Safety, and Campus Security operations for UH Mānoa.

MAJOR FUNCTIONS

- Provides leadership, direction, and guidance to subordinate directors in the planning, design, construction, maintenance, and operation of physical facilities and grounds for UH Mānoa, in creating a safe environment conducive to learning and research.
- Develops long-range physical plans for the UH Mānoa campus.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for UH Mānoa.
- Reviews and approves the preparation and execution of divisional program plans and operating budgets, including the determination of program priorities.
- Reviews and recommends the multi-year and biennial Capital Improvements Program budget and annual expenditure plans, including the determination of priorities and scheduling of projects to ensure the timely execution of campus master plans.
- Develops and administers programs to provide for a safe campus environment and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety and campus security.