


UNIVERSITY OF HAWAII

University Budget Office

January 31, 2002

MEMORANDUM

TO: Board Secretary David Iha

FROM: Glenn K. Nakamura 

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION FOR THE OFFICE OF AUXILIARY ENTERPRISES, AND OFFICE OF FACILITIES, GROUNDS, AND SAFETY, UNIVERSITY OF HAWAII AT MĀNOA

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on January 22, 2002 to reassign the Campus Security Office from the Office of Facilities, Grounds, and Safety to the Office of Auxiliary Enterprises. The purpose of this reorganization is outlined in the accompanying executive summary and proposal narrative.

If there are any questions regarding this matter, please call Director Wayne Fujishige at 956-2980.

Attachment

c: Interim Vice Chancellor Rodney Sakaguchi (w/o attachment)
Director Wayne Fujishige (w/o attachment)

UNIVERSITY OF HAWAII

Auxiliary Enterprises

January 24, 2002

MEMORANDUM

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

FROM: Wayne Fujishige *Wayne Fujishige*
Director, University of Hawaii Auxiliary Enterprises

SUBJECT: **NOTIFICATION OF APPROVED REORGANIZATION, UNIVERSITY OF HAWAII, OFFICE OF AUXILIARY ENTERPRISES AND OFFICE OF FACILITIES, GROUNDS, & SAFETY**

Enclosed for your files is a copy of a minor reorganization which was approved by the University for the Office of Auxiliary Enterprises and the Office of Facilities, Grounds, & Safety. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call me at 956-2980.

Enclosure

c: Neal Miyahira
Director, Department of Budget and Finance

Davis Yogi
Director, Department of Human Resources Development

Vice Chancellor Rodney Sakaguchi

University Office of Human Resources

✓University Budget Office

EXECUTIVE SUMMARY

OFFICE OF THE CHANCELLOR, UH MĀNOA OFFICE OF AUXILIARY ENTERPRISES & OFFICE OF FACILITIES, GROUNDS, AND SAFETY

A minor reorganization of the University of Hawai'i Office of Auxiliary Enterprises and Office of Facilities, Grounds, & Safety has been approved by the Interim Chancellor for UH Mānoa. The reorganization further consolidates Auxiliary Services programs for the University of Hawai'i at Mānoa campus.

This will be accomplished by transferring the Campus Security program from the Office of Facilities, Grounds, & Safety to the Office of Auxiliary Enterprises. This program transfer will enable the Office of Facilities, Grounds, & Safety to focus more attention on the construction, repair, and maintenance projects that need to be completed under strict time constraints in the foreseeable future.

The reorganization will have no adverse affect on the University community. There is no additional annual cost for this reorganization. No additional allotment of funds or positions is being requested to accomplish this reorganization.

**PROPOSED REORGANIZATION
OF THE UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
OFFICE OF AUXILIARY ENTERPRISES
& OFFICE OF FACILITIES, GROUNDS, AND SAFETY
DECEMBER 2001**

PRESENT ORGANIZATION

The Office of Auxiliary Enterprises is one of the major offices reporting to the Vice Chancellor for Administration, Finance, & Operations. The Auxiliary Services programs under the Office of Auxiliary Enterprises include a variety of general funded and revenue generating programs. The Auxiliary Services programs provide institutional support for the University of Hawaii at Manoa campus. The Bookstore system is also part of Auxiliary Enterprises, and operates bookstores at eight (8) campuses throughout the University of Hawaii system.

The Office of Facilities, Grounds, & Safety is another major office reporting to the Vice Chancellor for Administration, Finance, & Operations. This office is responsible for Facilities Planning & Management, Buildings & Grounds Management, Environmental Health & Safety, and Campus Security operations for the University of Hawaii at Manoa campus. The Campus Security program under the Office of Facilities, Grounds, & Safety provides protection and security for the Manoa campus community.

PROPOSED REORGANIZATION

It is proposed that the Campus Security program transfer from the Office of Facilities, Grounds, & Safety to the Office of Auxiliary Enterprises. This program transfer will further consolidate auxiliary services that are provided to the Manoa campus students, faculty, and staff.

To accomplish this objective, it is proposed that all of the positions under the Campus Security program transfer to the Office of Auxiliary Enterprises without changes to the job duties and responsibilities of the positions. The only change would be a change in reporting relationship for UH Auxiliary & Facilities Services Officer VI, position number 80477. Due to the critical nature of the program and the concern for the safety and security of the campus community, this position would report to the Director of Auxiliary & Commercial Enterprises (position no. 89251). All of the other reporting relationships in Campus Security will remain the same. No functional changes are proposed.

BACKGROUND/REASONS OF THE PROPOSED REORGANIZATION

The University of Hawaii is engaged in planning and actual construction of major new facilities and repair and maintenance projects in the shortest time span in the university's history. Over the next 12 to 14 months the University will increase its capacity to handle new students, increase research capability for faculty, replace aging classroom and office facilities, and will expedite repair and maintenance projects. The sudden extra workload is placing a strain on the resources of the Office of Facilities, Grounds, & Safety. In order to alleviate some of this workload, it is proposed that the Campus Security program transfer out of the Office of Facilities, Grounds, & Safety. In order to further consolidate auxiliary services for the campus, it is appropriate that this program transfer to the Office of Auxiliary Enterprises.

The transfer of the Campus Security program to the Office of Auxiliary Enterprises will enable the Office of Facilities, Grounds, & Safety to focus more attention on the construction, repair, and maintenance projects that need to be completed under strict time constraints in the foreseeable future.

Following is a summary of the impact of this proposed reorganization:

Additional positions, functions, and programs: None

Variances: None

Operational impact: There will be no changes to the operations of the Campus Security program. Continued services will be provided to the Manoa Campus community. The proposed reorganization will help by alleviating the workload of the Office of Facilities, Grounds, & Safety which is focusing priorities on construction, repair, and maintenance of the University of Hawaii.

Reclassification or redescription impact: There will be no changes to any of the position descriptions, except for a change in reporting relationship for UH Auxiliary & Facilities Services Officer VI, position number 80477.

Additional office space required: There will be no need for additional office space.

Additional cost of reorganization: No additional costs are anticipated to accomplish this reorganization. Funding for Campus Security positions will be transferred from the Office of Facilities, Grounds, & Safety to the Office of Auxiliary Enterprises.

OTHER ALTERNATIVES CONSIDERED

An alternative to the proposed reorganization is to have the Campus Security program remain under the Office of Facilities, Grounds, & Safety. This alternative would place a strain on the resources of the Office of Facilities, Grounds, & Safety. This may cause delays in accomplishing the construction, repair, and maintenance projects that need to be completed in the immediate future.

The ideal alternative will be to accept the proposed reorganization. This alternative will provide for the consolidation of related functions within one office and efficiently utilize existing personnel without any additional costs.

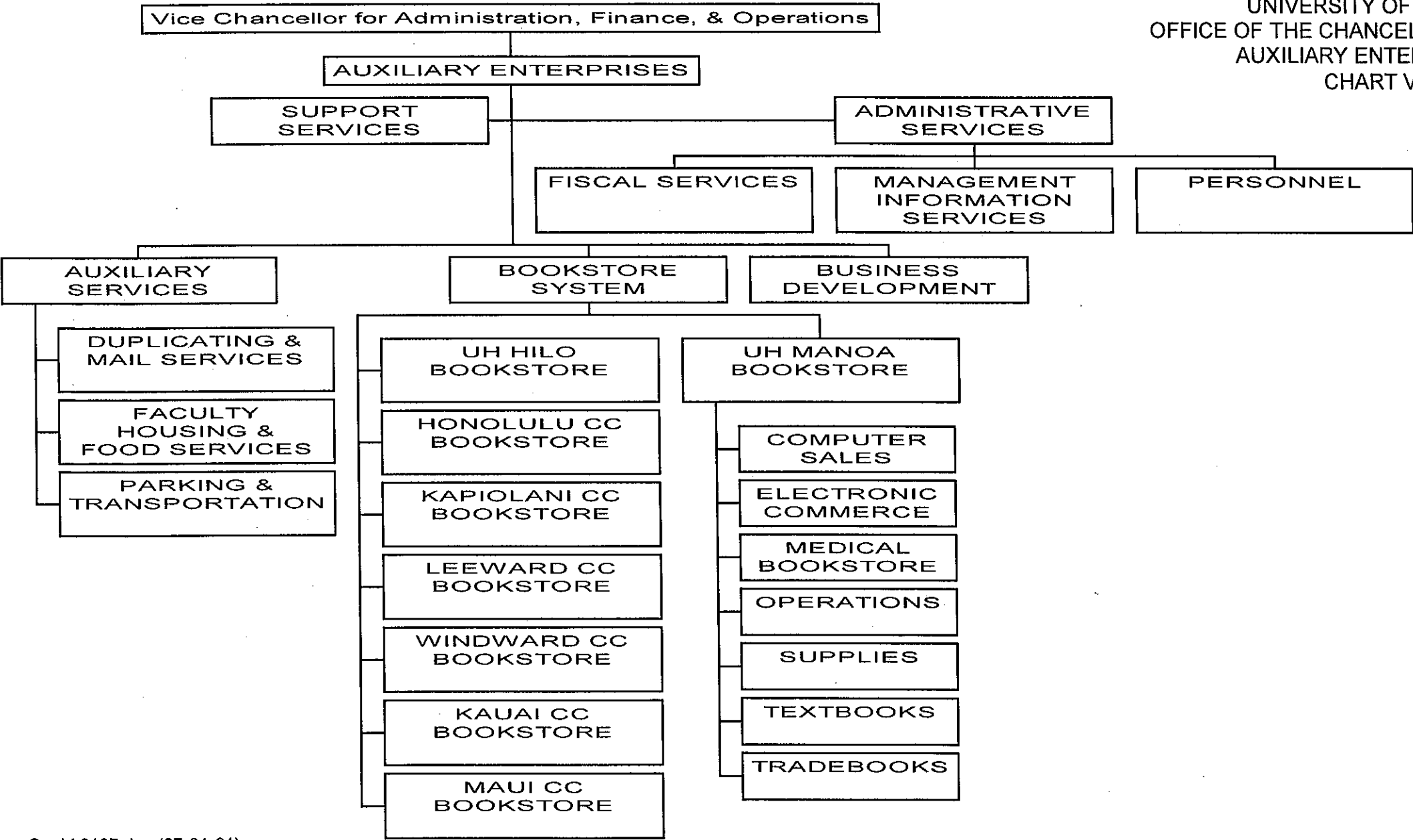
Attachment I:	Current Organization Chart
Attachment II:	Current Functional Statement
Attachment III:	Proposed Organization Chart
Attachment IV:	Proposed Functional Statement

CURRENT ORGANIZATION CHARTS

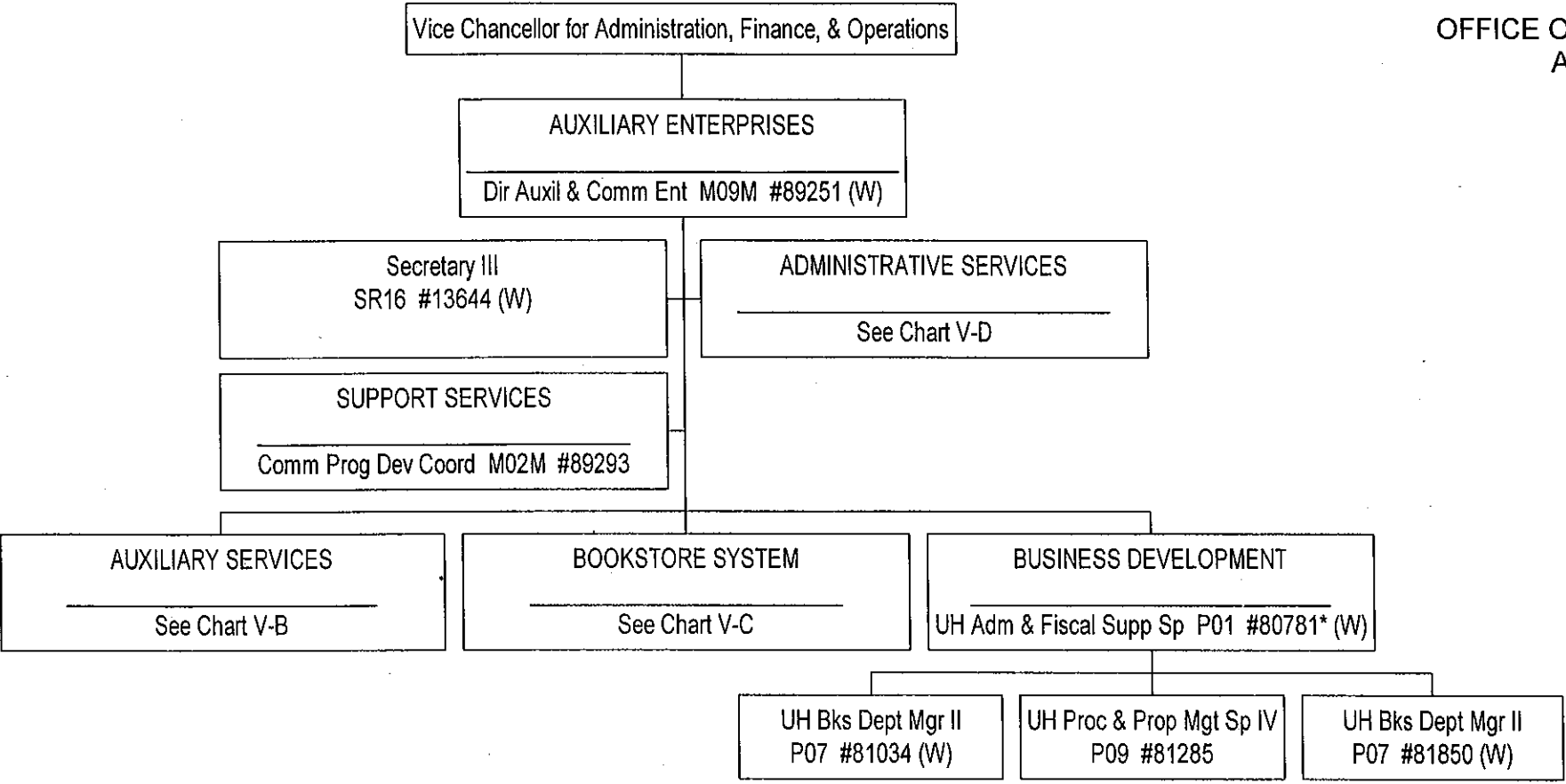
PROPOSAL FOR MINOR REORGANIZATION OF THE
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
& FACILITIES, GROUNDS, AND SAFETY

DECEMBER 2001

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
CHART V

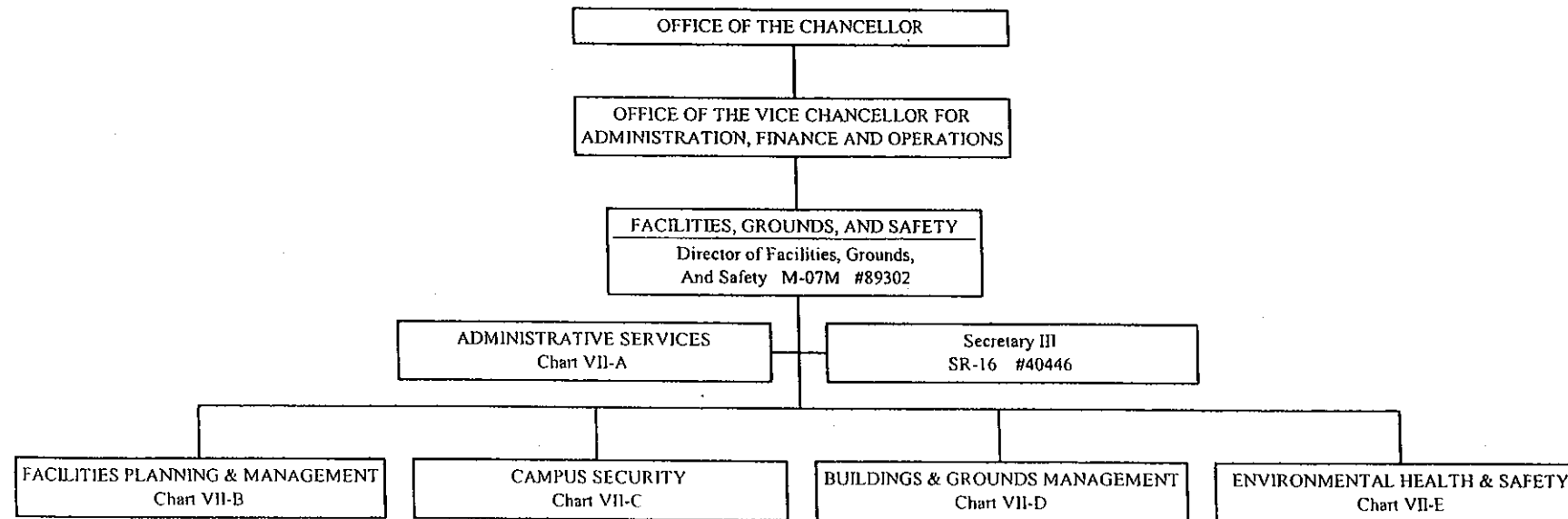


STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
CHART V-A

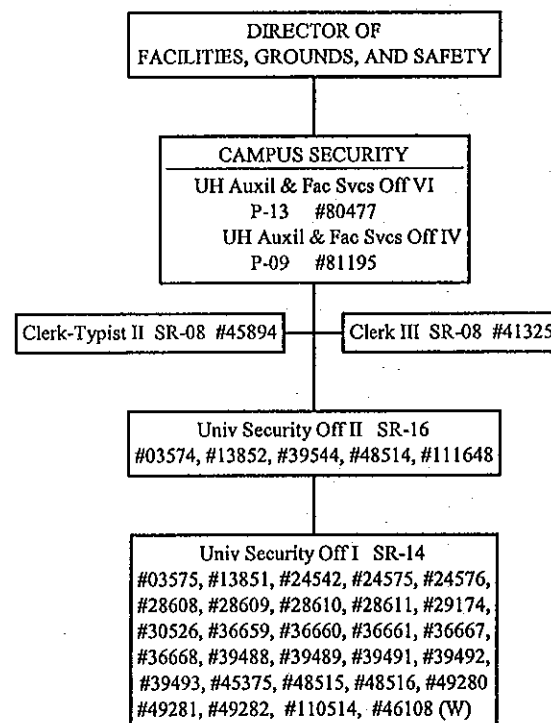


General = 2.00, Revolving = 5.00
*To be redescribed

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



STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT MANOA
 OFFICE OF THE CHANCELLOR
 FACILITIES, GROUNDS, & SAFETY
 CAMPUS SECURITY
 CHART VII-C



General Funds 37.00
 (W) Revolving Funds 1.00 (Not included in our position count, this position belongs to Student Hsg)

CURRENT FUNCTIONAL STATEMENT

PROPOSAL FOR MINOR REORGANIZATION OF THE

UNIVERSITY OF HAWAII

OFFICE OF THE CHANCELLOR, UH MANOA

AUXILIARY ENTERPRISES

& FACILITIES, GROUNDS, AND SAFETY

DECEMBER 2001

**STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES**

INTRODUCTION

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

MAJOR FUNCTIONS

DIRECTOR OF AUXILIARY ENTERPRISES

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

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

SUPPORT SERVICES

Responsible for coordinating UH Civil Defense activities, and commuter program development.

1. Performs functions of Civil Defense Coordinator for the University System.
2. Plans, organizes, and implements programs to address transportation and traffic congestion problems relating to commuters throughout the University System.

AUXILIARY SERVICES

Plans, organizes, directs, and controls the activities of the following Auxiliary Services programs -- Duplicating Services, Campus Mail Services, Faculty Housing, Food Services, Parking Services, and Transportation Services, in accordance with established policies.

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

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE AND OPERATIONS
FACILITIES, GROUNDS, & SAFETY

INTRODUCTION

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

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 Manoa, in creating a safe environment conducive to learning and research.
- Develops long-range physical plans for the UH Manoa campus.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for UH Manoa.
- 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 CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA
VICE CHANCELLOR FOR ADMINISTRATION,
FINANCE AND OPERATIONS
FACILITIES, GROUNDS, & SAFETY
CAMPUS SECURITY

MAJOR FUNCTIONS

- Provides for the protection and security of personnel and property on the Manoa campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.

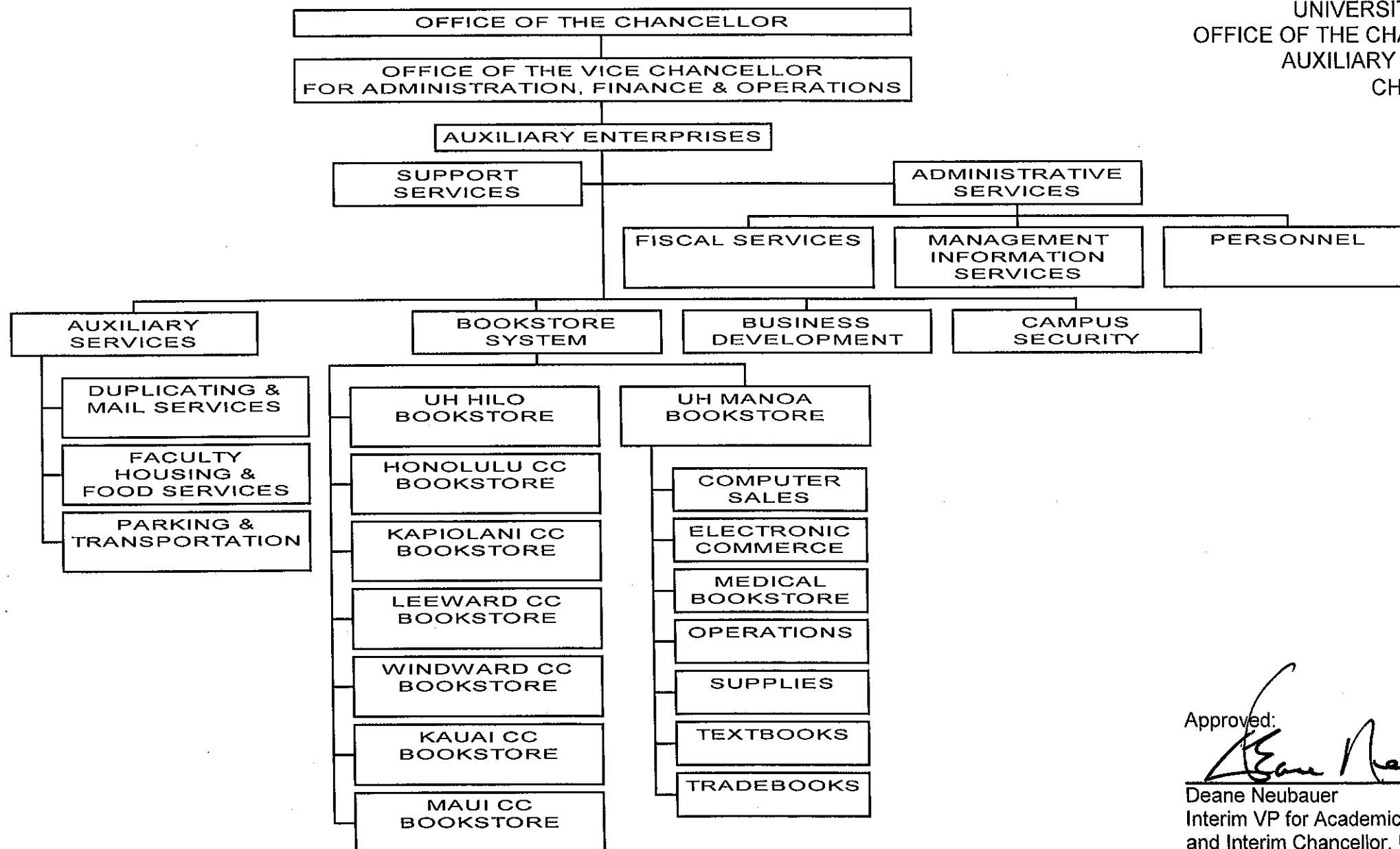
PROPOSED ORGANIZATION CHARTS

PROPOSAL FOR MINOR REORGANIZATION OF THE
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
& FACILITIES, GROUNDS, AND SAFETY

APPROVED January 22, 2002

DECEMBER 2001

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
CHART V



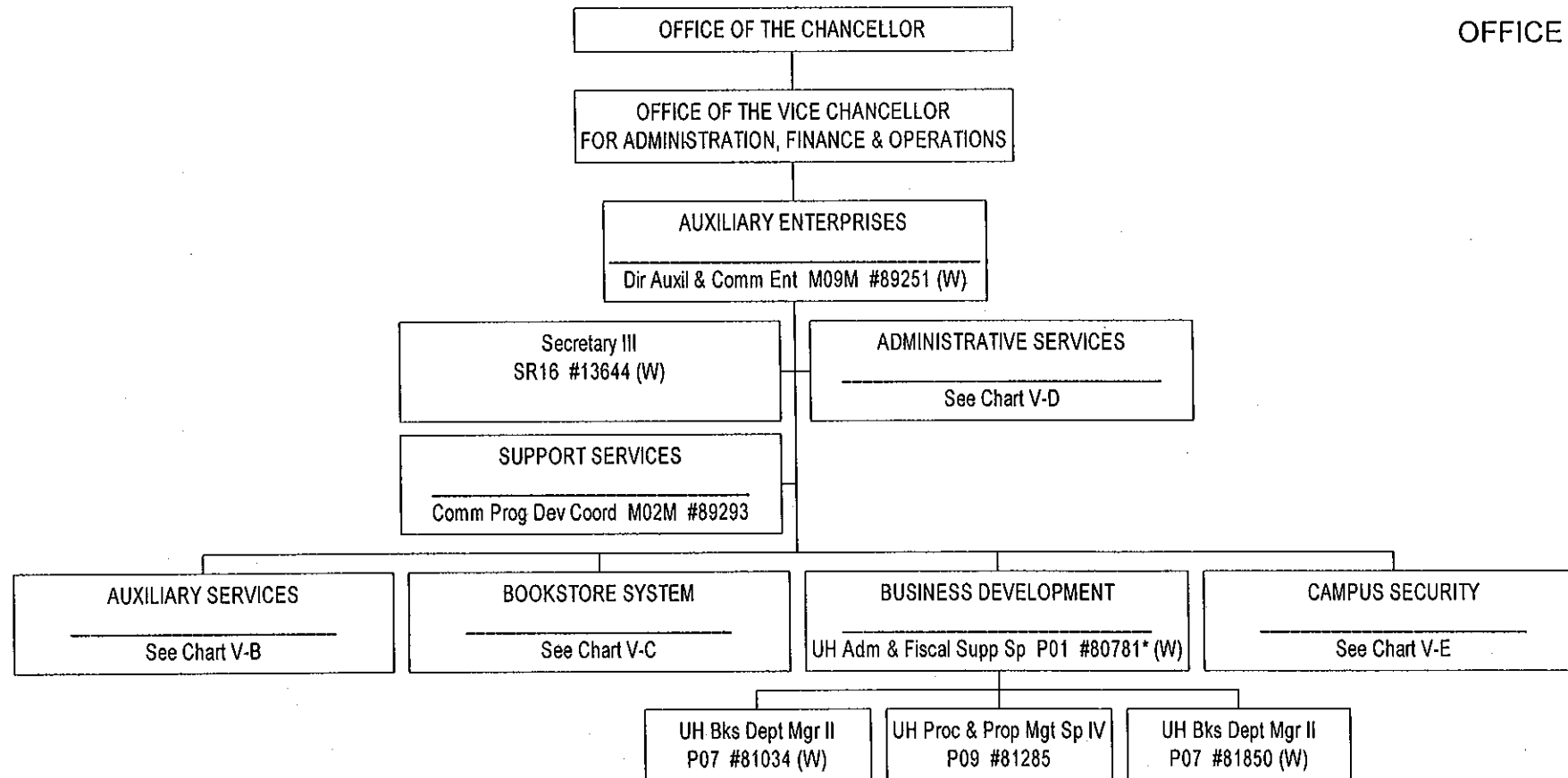
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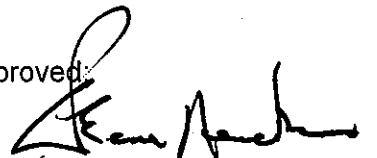
Deane Neubauer

Deane Neubauer
Interim VP for Academic Affairs, UH
and Interim Chancellor, UH Manoa

Date: JAN 22 2002

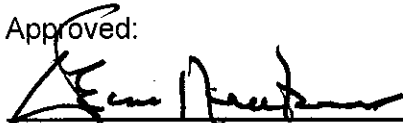
STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
CHART V-A

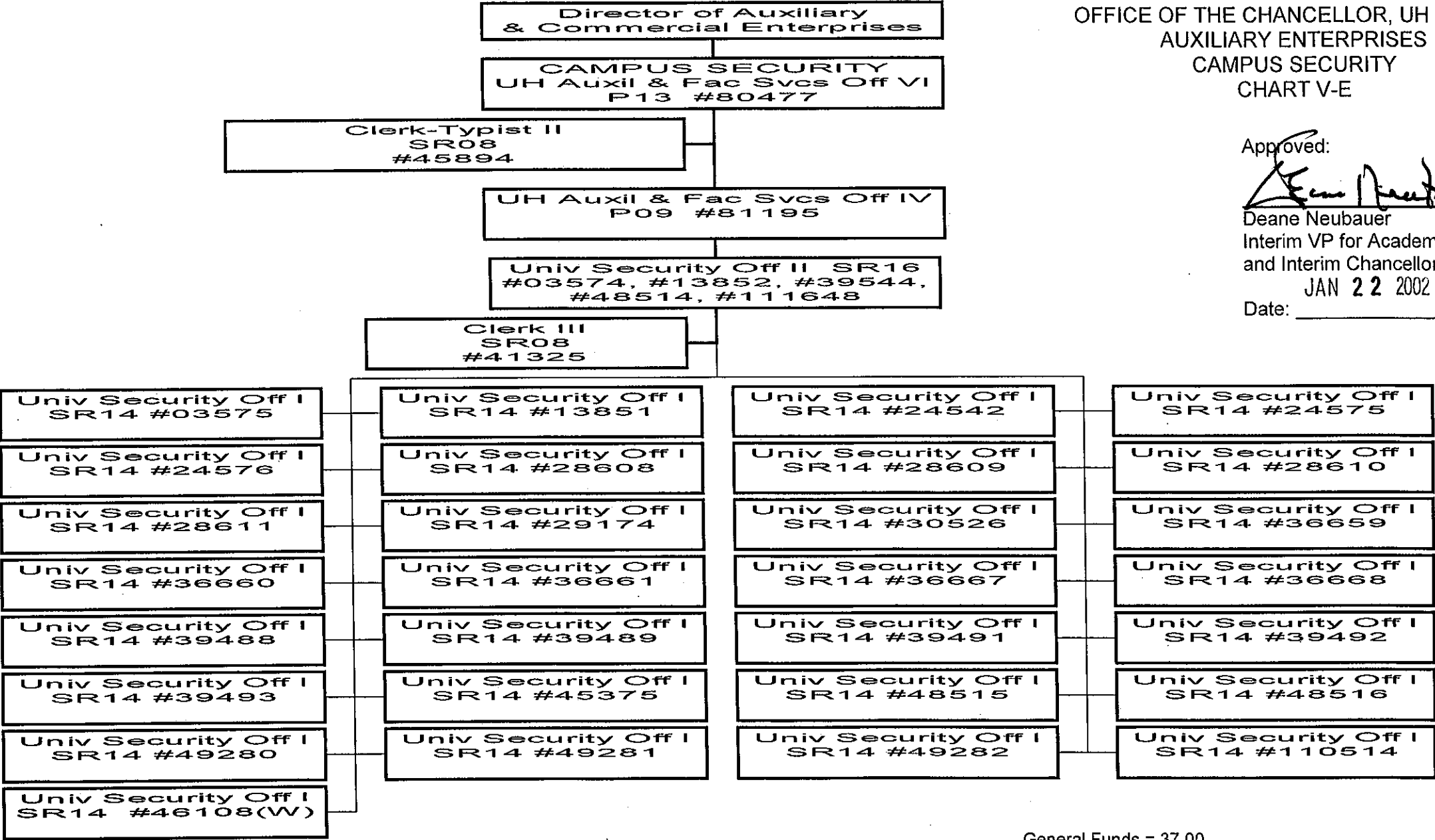


Approved: 
Deane Neubauer
Interim VP for Academic Affairs, UH
and Interim Chancellor, UH Manoa
Date: JAN 22 2002

General = 2.00, Revolving = 5.00
*To be redescribed

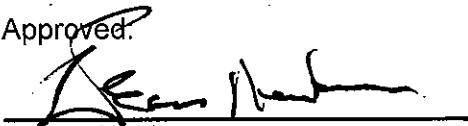
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CHART V-E

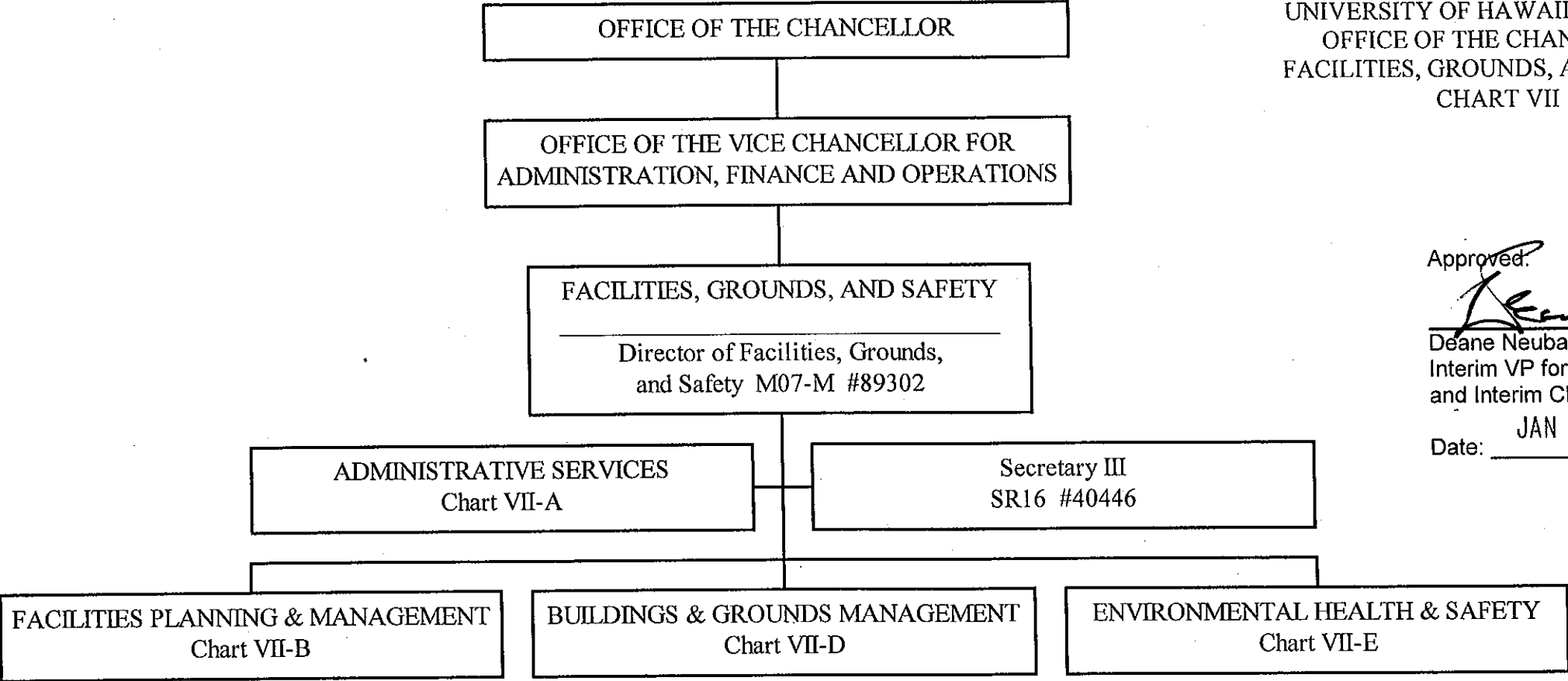
Approved: 
Deane Neubauer
Interim VP for Academic Affairs, UH
and Interim Chancellor, UH Manoa
JAN 22 2002
Date: _____



General Funds = 37.00
Revolving Funds (W) = 1.00 (Position count belongs to Student Housing)

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

Approved: 
Deane Neubauer
Interim VP for Academic Affairs, UH
and Interim Chancellor, UH Manoa
Date: JAN 22 2002



PROPOSED FUNCTIONAL STATEMENT

PROPOSAL FOR MINOR REORGANIZATION OF THE
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
& FACILITIES, GROUNDS, AND SAFETY

APPROVED January 22, 2002

DECEMBER 2001

**STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
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- Develops and administers programs to provide for an environmentally safe campus and to ensure compliance with applicable federal, state, and county regulations relating to environmental and occupational health and safety.