UNIVERSITY OF HAWAI'I

University Budget Office

November 20, 2002

MEMORANDUM

TO:

David Iha

Executive Administrator and Secretary to the Board of Regents

FROM:

Glenn K. Nakamura

Acting Director

SUBJECT:

Notification of Approved Reorganizations

for the University of Hawai'i at Mānoa

Enclosed for the information of the Board of Regents are copies of reorganizations approved on November 5, 2002 for the College of Natural Sciences, and November 9, 2002 for the John A. Burns School of Medicine. The purpose of these reorganizations is explained in the executive summary and proposal narrative of each proposal.

If there are any questions regarding these reorganizations, please call Interim Vice Chancellor Karl Kim at 956-8447.

Enclosures

c: Interim Vice Chancellor Karl Kim



UNIVERSITY OF HAWAI'I AT MĀNGA

OFFICE OF THE CHANCELLOR

October 7, 2002

MEMORANDUM

TO:

Alan Teramura, Director-

Lyon Arboretum

FROM:

Karl E. Kim

Interim Vice Chancellor for Academic Affairs

SUBJECT:

Transfer to the College of Natural Sciences

The unions have had a chance to review the proposed transfer of Lyon Arboretum to the College of Natural Sciences and both organizations did not have any concerns. However, before we can move ahead, there are several points which need to be addressed.

In several instances within the proposal, it was stated that Lyon Arboretum will achieve a status "similar to a department." This statement may cause confusion as it could be interpreted that Lyon Arboretum is changing its mission from being primarily a research unit to an academic one. If you are attempting to point out that the director will report to the dean of the college, then this fact should be mentioned instead.

In the first paragraph of the section, "Present Organization," in the fifth line, there is a reference to the most recent University "reorganization." Since there was no official reorganization, please use the word, "organization" instead. Please make the same change to the third line of the third paragraph of the section, "Factors Prompting the Proposed Reorganization."

For the section, "Details of the Proposed Reorganization," please use the former APT titles for: 81584 Research Associate (instead of Research Support, PBB), 80331 Research Associate, 81934 Educational Specialist, and 81067T Research Associate. If these titles are incorrect, please provide the correct titles.

Please refer to the attached memorandum dated May 8, 2002 from Acting Budget Director Glenn Nakamura. Thus far, items 2e, 2f, and 4b have been completed; the remaining items need to be handled. After all the items have been addressed, please send a revised proposal to me in Bachman 105, and we will forward it to the Chancellor for approval.

Attachment

c: Interim Dean Charles Hayes

PROPOSAL TO REORGANIZE THE LYON ARBORETUM AND THE COLLEGE OF NATURAL SCIENCES

EXECUTIVE SUMMARY

The Lyon Arboretum is currently an organized research unit reporting to the Office of the Chancellor, University of Hawaii at Manoa. The Arboretum was established by the Hawaii Sugar Planters Association in 1918 and donated to the University of Hawaii in 1953. Although originally established within the College of Agriculture, it became an independent organized research unit in 1965. It is proposed here that the Arboretum become a new, independent research unit within the College of Natural Sciences, with the Director reporting directly to the Dean of the College. This proposed reorganization will not require any additional funds and it will not negatively impact services to students or other clientele of the University, but rather increase opportunities for graduate and undergraduate students.

PRESENT ORGANIZATION

The Lyon Arboretum was created in 1918 by the Hawaii Sugar Planters Association and donated to the University of Hawaii in 1953. It was initially administered within the College of Agriculture but later established as an independent organized research unit in 1965 under the Office of the Vice President for Research and Graduate Education. Under the current University organization, it reports directly to the Office of the Chancellor, University of Hawaii at Manoa. The living collection of tropical trees and plants is an important milestone in the history of sugar, watershed management and Hawaii's biological heritage.

The Lyon Arboretum does not formally offer for credit, academic courses or programs. Students and faculty from the University and Community Colleges use the resources for coursework, laboratories, and field research. However, nearly 100 non-credit courses are offered annually for community enrichment.

The Arboretum has seven permanent positions and three temporary positions which are renewable annually. One of these temporary positions is supported by extramural grants, one by the affiliated Lyon Arboretum Association, and the third funded by an endowment at the University of Hawaii Foundation.

The College of Natural Sciences is comprised of the Departments of Botany, Chemistry, Information and Computer Sciences, Marine Option Program, Mathematics, Microbiology, Physics and Astronomy, Zoology, and the interdisciplinary Biology Program. Each department offers bachelors, masters, and doctorate degrees.

PROPOSED ORGANIZATION

It is proposed that the Lyon Arboretum be transferred from the Office of the Chancellor, University of Hawaii at Manoa and merged into the College of Natural Sciences. Specifically, the Lyon Arboretum will become a new, independent research unit within the College. All personnel and positions along with their locus of tenure will be transferred and held at the College level. The Director of the Lyon Arboretum will report directly to the Dean of the College of Natural Sciences.

FACTORS PROMPTING THE PROPOSED REORGANIZATION

The Lyon Arboretum is the only lowland tropical rainforest botanical garden and arboretum in the nation. It is a research unit of the University, whose mission it is to coordinate, facilitate, and execute research, instruction, and service activities that utilizes its collections and resources. Its major emphases are tropical plants with a Hawaii, Pacific Basin, and Asian focus.

It has strong, nationally recognized programs in the preservation of genetic diversity of Hawaii's rapidly disappearing vascular flora, the conservation of endangered plants, and the education of the people of Hawaii in conservation of Hawaii's natural heritage. The Arboretum is responsible for a wide array of botanical and horticultural interests.

The Arboretum has never received adequate resources to support nor enhance its programs. It is perceived that part of the problem is because it has not been associated with a strong, campus based academic program. The current organization of the University administration has the Arboretum reporting to the Office of the Chancellor, University of Hawaii at Manoa. This proposal emphasizes the Arboretum's association with academic programs on campus and specifically integrates the Arboretum within the College of Natural Sciences.

The Arboretum requires a home within an academic college so that it can enhance its research and educational missions. Since the majority of the use of the Arboretum is by departments in the College of Natural Sciences, it would most appropriately be housed there, although there will continue to be strong linkages with the College of Tropical Agriculture, the Cancer Research Center of Hawaii, and the Pacific Biomedical Research Center.

DETAILS OF THE PROPOSED REORGANIZATION

Reassignment of Existing Positions and Functions

All positions currently in the Lyon Arboretum will be transferred into the College of Natural Sciences and allocated as follows:

#86159	Director
#82954	Assistant Researcher, R3
#88742	Junior Researcher, R2
#81584	Research Associate
#80331	Research Associate
#81934	Educational Specialist
#10081	Agricultural Research Technician III
#38683	Secretary II
#81067T	Research Associate
#22848	Building Maintenance Worker I

New Positions, Functions, Programs

The proposed reorganization does not require any new positions, functions or programs.

Position Variances

Position #82954 is currently vacant and recruitment is underway.

Impact on Services and Organizational, Functional, Programmatic Relationships

No negative impact on services and relationships, but rather an overall increased activity resulting from a closer working relationship with academic programs in the College of Natural Sciences.

Impact of the Reorganization on Existing Positions

The transfer of positions from the Lyon Arboretum to the College of Natural Sciences will not require major re-description or reclassification of positions since the mission of the Arboretum will remain unchanged as a result of the reorganization. However, it will be necessary to request a change in the locus of tenure to the College of Natural Sciences.

Need and Availability of Office Space/Other Requirements

No additional space will be necessary to implement this reorganization since the Arboretum has its own off-campus facility.

Estimated Additional Cost of the Reorganization

No additional cost will be incurred because of this reorganization.

Policy which Supports the Reorganization

Board of Regents Policy, Section 3-1 states in part the "the President shall have the authority to reassign or relocate established organizational units where such reassignments or relocations do not significantly affect students and other clientele of the University..." Because no degree programs nor courses are taught at the Lyon Arboretum, students and other clientele will not be adversely impacted.

Reasons for Proposing the Reorganization and Why an Organizational Solution is Being Advocated

Given its current resources, the Lyon Arboretum is unable to expand its research and educational programs, unless it leverages its significant assets with other academic programs on campus. Therefore, an organizational solution is sought that would facilitate and allow the Arboretum to reach its full potential, by providing a closer working relationship with academic departments within the College of Natural Sciences. This proposed reorganization would then foster more collaboration and interaction with other faculty in the College and thereby provide some of the expertise needed to advance its research and educational programs.

How the Reorganization will Improve Existing Conditions

There are several research and educational themes which are commonly shared both by the College of Natural Sciences and the Lyon Arboretum, such as plant ecology, conservation biology, and ethnobotany. Therefore, this proposed reorganization will facilitate interactions and collaborations between individual faculty in the College of Natural Sciences and the Lyon Arboretum.

Benefits and Desired Results of the Reorganization

Being more closely aligned with the College of Natural Sciences will result in an enhancement of the quality and volume of research conducted at the Lyon Arboretum, in addition to an increased use of the Arboretum for educational purposes. This is anticipated due to the increased interaction with faculty in the College. There will also be more opportunities for undergraduate and graduate students to utilize the resources at the Lyon Arboretum through joint student assistantships.

Data That Supports the Reorganization

Better integration of the Manoa Campus with the Arboretum will enhance the teaching and research efforts of both. There are abundant opportunities for course enrichment using Arboretum resources. For example, the Arboretum is expanding its ethnobotanical resources, which is a major program in the Botany Department. We are also preparing grant proposals for student conservation programs with faculty from the Departments of Botany and Zoology.

The Arboretum is most closely aligned with the Department of Botany and the Department of Tropical Plant and Soil Science. The greenhouse programs, grounds maintenance, the herb and economic gardens, and research efforts to develop new cultivars are most closely aligned with the Department of Tropical Plant and Soil Science. The extensive collections of several families, some of them among the best in the world, the large herbarium, the extensive taxonomic database, the recent addition of a faculty member in integrated island conservation research and teaching, the genetic diversity conservation project for endangered Hawaiian plants, the brief courses, etc., show a much stronger affiliation with the Department of Botany, a member of the College of Natural Sciences. Thus, the recommendation for this proposed incorporation of the Arboretum into the College of Natural Sciences.

Functional Structure of the Proposed Reorganization

The proposed organizational chart for the merger of the Lyon Arboretum and the College of Natural Sciences will have the Director reporting to the Dean. Reporting lines within the Arboretum will remain unchanged.

Other Alternatives Considered

The Arboretum could potentially be transferred to the College of Tropical Agriculture; however, the greater interaction with the educational programs and research in the College of Natural Sciences make the latter the better choice.

The Arboretum teaches a large number of short courses for community enrichment. These courses could potentially fit into the structure of Outreach College; however, the research and service oriented conservation programs do not fit at all with this College.

Although several research and educational themes at the Lyon Arboretum are closely related to the Botany Department, many others are more closely aligned with other departments in the College of Natural Sciences, such as Zoology, Biology, and Chemistry. Still others are associated with units outside the College of Natural Sciences such as Tropical Agriculture, the Cancer Research Center of Hawaii, and the Pacific Biomedical Research Center. Also, the K-12 educational programs and outreach missions of the Arboretum are quite different from those of the Botany Department. Therefore, this reorganization proposes that the Arboretum become an independent, new research unit within the College of Natural Sciences, with the Director reporting directly to the Dean of the College, rather than being merged into the Botany Department.

PREVIOUS ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

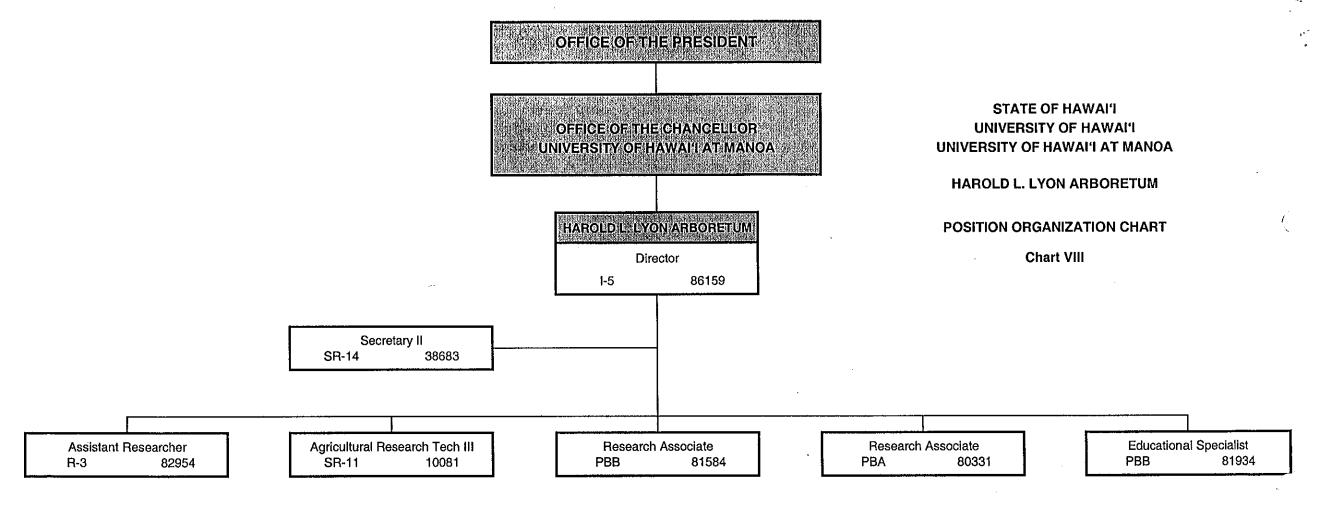


CHART UPDATED

DATE

JUL -1 2002

GENERAL FUND POSITIONS

STATE OF HAWAI'I UNIVERSITY OF HAWAI'I HAROLD L. LYON ARBORETUM

FUNCTIONAL STATEMENT

Since severe damage was caused to once prevalent rain forests in the Hawaiian Islands by the early emphasis on ranching, the Hawaiian Sugar Planters' Association (HSPA) in 1918 organized a Department of Botany and Forestry to assist in the restoration of these forests as watersheds to meet the demand for water for the agricultural industries. HSPA purchased 124 acres for a master arboretum where the department planted exotic trees. With the introduction of thousands of species of plants, the Manoa Arboretum became a vast reservoir of valuable plant material for botanists, foresters, horticulturists and other researchers. Once the need for introduction of plants for reforestation was completed, the Manoa Arboretum had served the purpose for which it was created. Therefore, on July 1, 1953, title to the 124 acres of land was conveyed by HSPA to the University of Hawai'i "solely for the use and benefit of the University of Hawai'i to use, maintain and preserve the granted premises as an arboretum and botanical garden only".

Since its establishment in 1965 as one of the organized research units of the University of Hawai'i at Manoa, the Harold L. Lyon Arboretum has served to coordinate, facilitate and execute onsite and university system-wide research, instruction and services as related to its resources. Although its initial principal responsibility has been to University of Hawai'i system-wide students, instructors and researchers, in recent years, it has been expanded to include elementary and secondary schools, other colleges and universities and the community as a whole within the State of Hawai'i. Most recently, it has included a national and international clientele.

Currently, the Harold L. Lyon Arboretum is responsible for:

Development of a major resource center of tropical plants with Hawai'i/Pacific Basin/Asian focus by field explorations, exchanges and collation of research results and publications.

Performing research and collating of accessions to make collections and information available to a broad clientele including students, researchers, industry and general public.

Identification, improvement through breeding and introduction of plants useful for research, instruction or industry.

Preservation and propagation of germplasm of endangered plant species, especially those native to Hawai'i and other tropical areas. Promotion and dissemination of information, focusing on the importance of plant germplasm conservation in general, and native Hawaiian plants in particular.

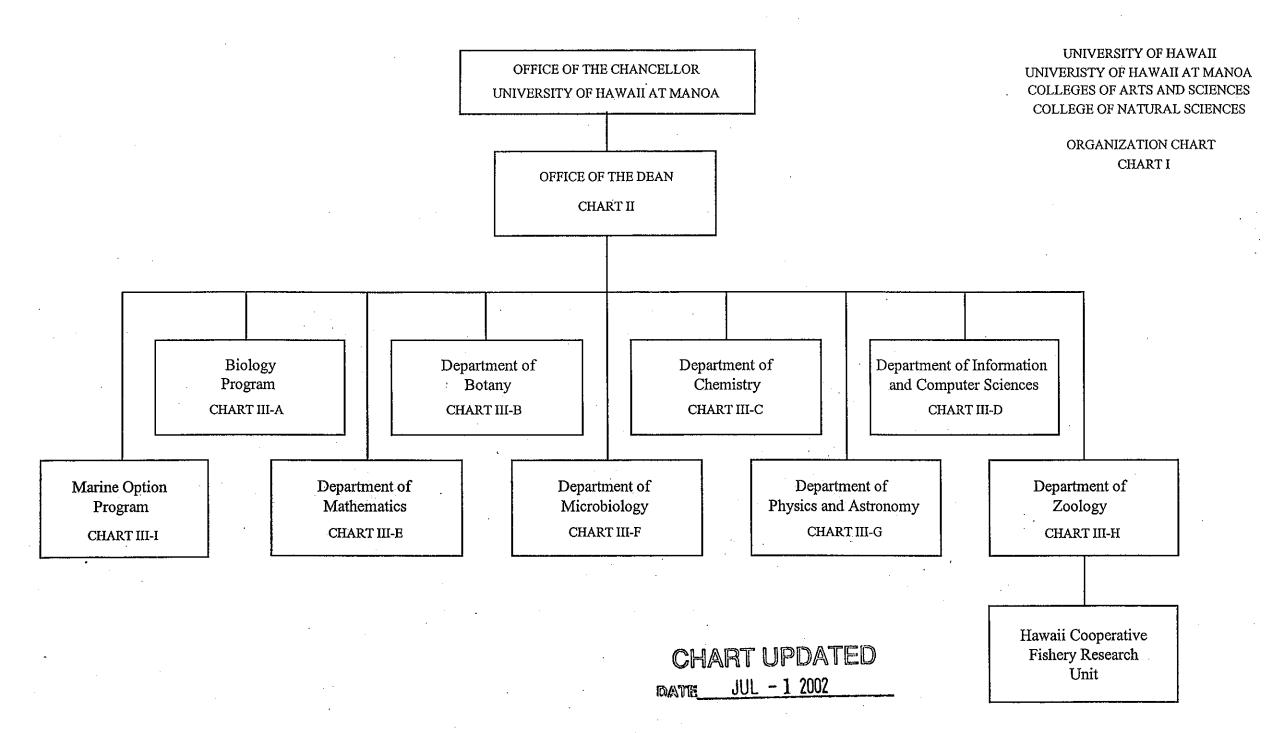
Development of an active program of plant and seed exchanges with local, domestic and international clientele.

Enrichment of experiences of students in the university system by introduction of living plants into classroom and laboratory; by onsite field experience; and offering part-time employment or technical and practical training.

Research and collating ethnobotanical data and development of collections related to the ethnic diversity of Hawai'i.

Development through guided educational tours, classes, workshops and other events of an educational program capitalizing on Arboretum resources, for a broad clientele, including students and teachers at K-12, college and university, and post-graduate levels, and for the community at large.

Development of a research and training program in restoration of Hawaiian ecosystems.



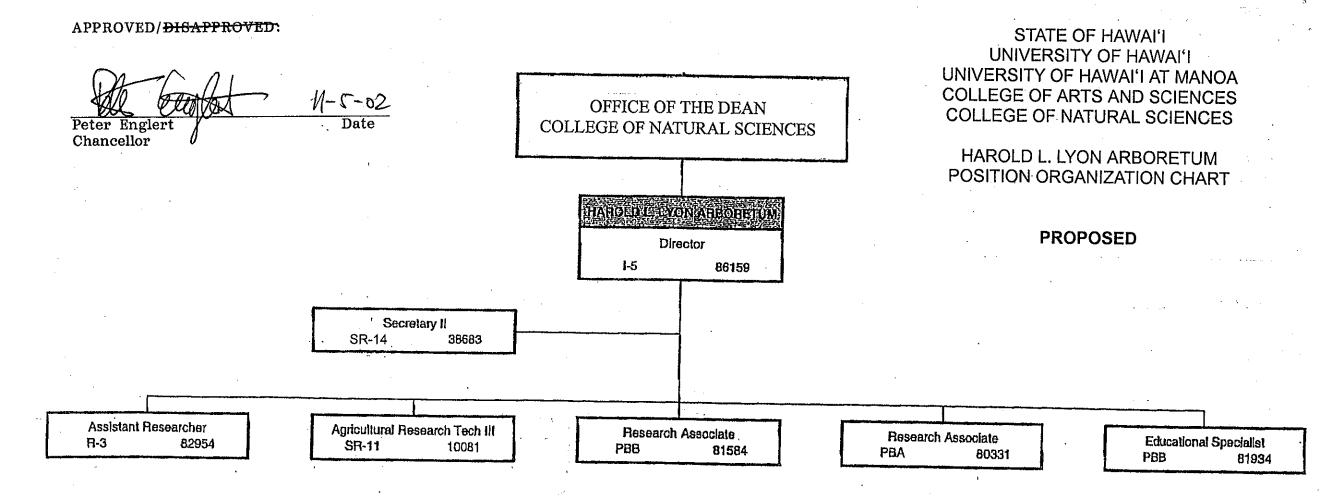
STATE OF HAWAI'I UNIVERSITY OF HAWAI'I AT MĀNOA COLLEGES OF ARTS AND SCIENCES COLLEGE OF NATURAL SCIENCES OFFICE OF THE DEAN

DEAN OF THE COLLEGE OF NATURAL SCIENCES

The Office of the Dean of the College of Natural Sciences directs and coordinates the activities, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, staff supervision, community relations, grievance and litigation and travel.

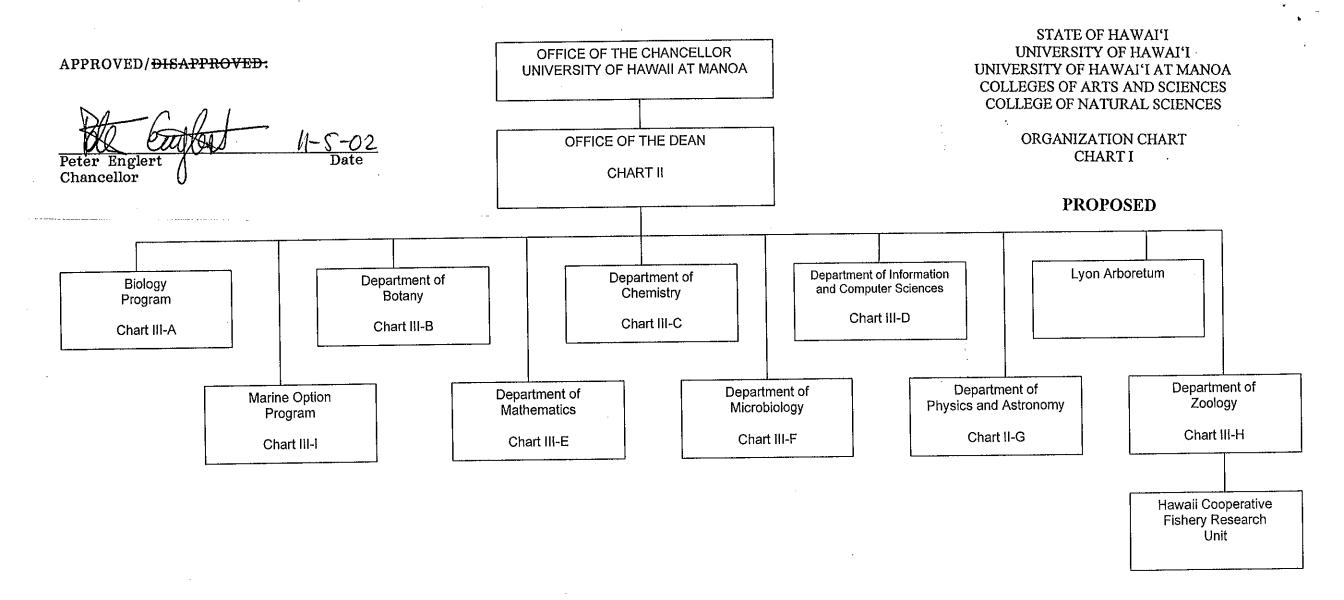
The Dean reports to the Office of the Chancellor, University of Hawai'i at Mānoa and functions with the authority delegated by the President and Vice Presidents.

NEW ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS



STATE OF HAWAII UNIVERSITY OF HAWAII AT MANOA COLLEGES OF ARTS AND SCIENCES COLLEGE OF NATURAL SCIENCES LYON ARBORETUM

The Lyon Arboretum is under the leadership of the Director who reports to the Dean of the College of Natural Sciences. The Arboretum serves to facilitate both research and instruction in the restoration of Hawaiian ecosystems, ethnobotany, conservation biology, and evolution. In pursuing these activities it provides a needed resource for faculty and students both from departments in the College of Natural Sciences and from the University as a whole. Through tours, workshops and special classes, the Arboretum provides service activities for groups of students and teachers in K-12, to tourists, and to the community at large.



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