

STATE OF HAWAII  
UNIVERSITY OF HAWAII

MAJOR FUNCTIONS

The University of Hawai'i provides instruction, research and public service in the fields of the liberal arts and sciences, agriculture, professional education, medicine, law, health sciences, business administration, engineering sciences and such other branches of higher learning as the Board of Regents prescribes.

The University administers and operates a system of community colleges; coordinates academic programs which include college transfer, general education, vocational, technical, semi-professional, and continuing education programs; coordinates community service programs with the various campuses, community agencies and groups; and coordinates student-related programs and services.

Operates a summer session which gives variety and flexibility to the instructional programs of the University; provides college-level instruction to students who wish to obtain it during the summer; accommodates teaching institutes, workshops, and special courses with schedules of varying lengths; sponsors lecture series and other cultural events during the summer and supervises overseas study tours offered for credit.

Provides key personnel in the government policy-making process with timely research, analyses and data concerning governmental and related problems to enable them to make informed decisions among alternative courses of action.

Participates in intercollegiate athletics programs for men and women; contributes toward the availability of non-academic cultural, social, recreational and intellectual programs made available to the students, faculty and community at large; and provides a limited intercollegiate program for a variety of minor sports.

The following agencies are placed within the University of Hawai'i for administrative purposes:

- State Postsecondary Education Commission - may cooperate with the federal government in order to qualify the State to receive funds made available under the Higher Education Act of 1965, as amended. May serve as the state agency for the receipt of federal funds where federal legislation dealing with higher education or postsecondary education requires such.

Is also responsible for inspecting and approving schools and training programs for which eligible recipients (veterans and dependents, in-service persons and reservists) can receive federal educational assistance.

- Western Interstate Commission for Higher Education - administers the Western Regional Education Compact. Sponsors educational conferences and symposia, conducts research and publishes studies on higher education problems in the Western United States.
- Research Corporation of the University of Hawai'i - the purposes of the Research Corporation include, but are not limited to the promotion of all educational, scientific, and literary pursuits by encouraging, initiating, aiding, developing, and conducting training, research, and study in the physical, biological, and social sciences, and humanities, and all other branches of learning. Encourages and aids in the education and training of persons for the conduct of such training, investigation, research, and study, by furnishing means, methods, and agencies by which the training, investigation, research, and study may be conducted.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
BOARD OF REGENTS

MAJOR FUNCTIONS

The Board of Regents serves as the governing board for the Statewide public higher education system and the State Board for Career and Technical Education. The Board of Regents' members also serve as members of the Hawaii State Post-Secondary Education Commission. In exercising its broad powers in these areas, the Board formulates educational and administrative policies and exercises control over the Statewide operations through the President of the University of Hawaii.

Secretary of the Board of Regents

Provides the necessary planning, coordination, and administrative support services to the Board.

- ◆ Prepares, approves, and distributes the agenda for each of the regular, special, and committee meetings of the Board.
- ◆ Prepares minutes and reports for each of the regular, special, and committee meetings of the Board.
- ◆ Researches and analyzes policy proposals submitted to the Board.
- ◆ Secures requisite information from the University administration on policy proposals.
- ◆ Analyzes and answers correspondence directed to the Board.
- ◆ Reviews rules and regulations affecting the University of Hawaii in accordance with the Hawaii Administrative Procedure Act and prepares legal notices to comply with the Act.
- ◆ Serves as a liaison between the University administration and the Board of Regents.
- ◆ Serves as Certifying Officer for the Western Interstate Commission for Higher Education -- Hawaii.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
SYSTEMWIDE ADMINISTRATION  
BOARD OF REGENTS  
OFFICE OF INTERNAL AUDIT**

**FUNCTIONAL STATEMENT**

**INTRODUCTION**

The Office of Internal Audit provides advice and assistance to the Board of Regents, the President, administrators and staff on auditing, internal control, and other related matters.

**MAJOR FUNCTIONS**

- Advises the Board on internal audits and serves as liaison between the Board and University administration.
- Plans, supervises and coordinates the University's audit function.
- Plans, supervises and coordinates teams of internal auditors in performing cyclical audits of selected University examinees.
- Develops and administers comprehensive System wide internal auditing to report on the quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities, adequacy of safeguards of assets, detection of variations or deficiencies for early corrective action, and extent of compliance with internal and external audit recommendations accepted by the University.
- Provides advice and assistance to various University offices in evaluating and reporting on the economy and efficiency in the use of resources, accomplishment of established objectives and goals for operations and programs, detection of unmet needs, as well as extent of compliance with policies, procedures, statutes, rules and regulations.
- Develops and administers comprehensive System wide procurement and coordination of external auditing and consulting services to report on the reliability of financial statements of examinees, quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities, and extent of reliability of the University's administrative system, organization, accounting and reporting system.
- Serves as the University's representative to external auditors and audit agencies.

**NOV 18 2004**

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
SYSTEMWIDE ADMINISTRATION  
OFFICE OF THE PRESIDENT, UNIVERSITY OF HAWAI'I**

**FUNCTIONAL STATEMENT**

**INTRODUCTION**

The Office of the President, University of Hawai'i, is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawai'i Constitution, Hawai'i Revised Statutes, and Board of Regents' policies.

**MAJOR FUNCTIONS**

*President, University of Hawai'i.* As President of the University of Hawai'i, this position serves as chief executive officer with responsibility for:

- Directing the development of plans and programs and recommending policies designed to advance the instructional, research, and service goals of the University of Hawai'i campuses.
- Maintaining effective working relationships between the University and the Governor, legislators, other government officials, and the general public; and among students, faculty, and administrators of the various campuses.
- Recommending plans and policies for the statewide career and technical education programs in public institutions and for postsecondary education programs, and overseeing the implementation of approved plans and policies to ensure continuing excellence in the performance of related activities.
- Administering and coordinating University wide functions through appropriate senior executives and managers.

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STATE OF HAWAII  
UNIVERSITY OF HAWAII ADMINISTRATION  
OFFICE OF THE PRESIDENT, UNIVERSITY OF HAWAII

FUNCTIONAL STATEMENT

INTRODUCTION

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**SUPERSEDED**  
**Date** NOV 18 2004

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
SYSTEMWIDE ADMINISTRATION  
OFFICE OF THE CHIEF OF STAFF

FUNCTIONAL STATEMENT

On behalf of the President, this office coordinates and monitors University operational matters at the senior University executive level, concentrating primarily on non-academic matters. The Chief of Staff serves as principal advisor on policy matters.

- Oversees all major presidential initiatives to assure effective development and implementation.
- Meets regularly with all senior executives to assure that their interests and principal projects are maintained at an appropriate level of presidential attention and review.
- Requires reports from senior executives on programs under their management so that the President and other University executives can be informed of significant events and occurrences that may be of interest or concern.
- Investigates areas of special concern, recommends solutions, and oversees problem resolution.
- Chairs executive committees as required.
- Provides advice and representation on administrative matters.
- Assists with operational planning.

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Date NOV 18 2004

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SYSTEMWIDE ADMINISTRATION  
OFFICE OF CAPITAL IMPROVEMENTS

FUNCTIONAL STATEMENT

Capital Improvement Projects (CIP) provides the University of Hawai'i campuses with a physical environment that supports teaching, research, and public service in keeping with the mission of the University. We believe the buildings, infrastructure, and landscapes of the campuses should reflect the excellence and diversity of the academic enterprise. Facilities provide the centerpiece around which all other educational activities exist at the University.

OFFICE OF THE DIRECTOR

Provides systemwide executive leadership, direction and control over the planning, development, implementation and integration of multi-campus capital improvement program (CIP) projects, long range physical development plans, and associated capital improvements program budget requirements.

PHYSICAL PLANNING

Physical Planning provides comprehensive general, environmental, and project planning for major CIP. With an emphasis on the early and conceptual phase of the campuses' interest and needs, provides services that meet the academics, and student services and recreation needs while reflecting campus and community values. The Physical Planning efforts are focused on facilities, infrastructure, environmental management, recreation, and open spaces, and are conducted within the framework of the Board of Regents approved strategic plan and campus long-range development plans. Program/Project Planning provides programmatic development planning, including project definition, space requirements, preliminary cost, schedule, and phasing scenarios, and implementation.

PROJECT MANAGEMENT – DESIGN AND CONSTRUCTION

Project Management-Design and Construction provides the project management for major capital projects, which includes new construction and major renovations. Functions include the direction and leadership of project teams in the implementation and execution of CIP projects to meet objectives of the plans and developing projects within budget and on schedule. Project Management serves as the primary liaison among campus committees, user groups, architects, and contractors in all project phases from planning, programming, design, and construction through occupancy. The Project Management function also includes development of project budgets and schedules, and manages the services of architects, engineers and contractors.

ADMINISTRATION AND SUPPORT SERVICES

The Administration and Support Services provides administrative support to the director, and the Physical Planning and Project Management functions. Support services include fiscal, accounting, procurement, contract award and administration, capital budget preparation, legislative participation, and budget implementation, information/data systems, management reporting, asset management, and warranties. The Administration and Support Services directs, supports, and coordinates with campuses on the development of policies and standard operating procedures for means and methods to improve delivery, quality, and accountability in the allocation and expenditure of resources for physical facilities.

**SUPERSEDED**  
**Date** NOV 18 2004