

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

FUNCTIONAL STATEMENT

I. INTRODUCTION

- A. Overview of the Office: The Office of the Vice Chancellor for Administration, Finance and Operations (VCAFO) provides leadership and executive management over administrative functions and services, as well as campus operations, for The University of Hawai'i at Mānoa. In addition, the following units report to the Vice Chancellor: Office of Financial and Physical Resource Management; Office of Human Resources Management; Campus Services; Office of Safety and Security; Office of Information and Educational Technology Services; and, Office of Community Relations.
- B. Authority: The office has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai'i at Mānoa as they pertain to campus financial management, physical planning and development, human resources, information technology services, auxiliary services, facilities management, and community, alumni and public relations. The establishment of new standing policies are prepared by the VCAFO and approved by the Chancellor.
- C. Interaction with Others: The Office of the VCAFO consults with other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the office coordinates with the offices of the Vice President for Administration, Chief Financial Officer, Vice President for Research and Vice President for Academic Affairs on administrative and financial matters as appropriate.

II. MAJOR FUNCTIONS OF THE OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE AND OPERATIONS

Through the various organizational sub-units, the VCAFO provides leadership and executive management over the following:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Human resource administration.
- In cooperation with the system office of Information Technology Services, identification of needs and coordination of planning and implementation of campus information technology services.
- Campus physical planning and management of space resources.
- Facilities and grounds maintenance.
- Environmental health and safety.
- Community Relations.
- Campus security and civil defense.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.

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**OFFICE OF FINANCIAL AND PHYSICAL
RESOURCES MANAGEMENT**

FUNCTIONAL STATEMENT

The Office of Financial and Physical Resources Management (OFPRM) is under the administration of the Mānoa Vice Chancellor for Administration, Finance and Operations. The office has campus wide responsibility for planning and management of campus finances, the operating and CIP budgets and long term planning for the physical development of the campus and other land and buildings supporting campus programs.

Functional responsibilities are assigned to sub-units as follows: Manoa Budget Office; Office of Physical, Environmental and Capital Planning; Office of Finance and Accounting; and Research and Technical Support Services. Major functions of the OFPRM are:

Manoa Budget Office

- Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation of budget testimonies to the legislature, and analysis of various versions of the budgets.
- Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution policies and instructions; and the review of unfunded budget proposals.

Office of Finance and Accounting

- Prepares and analyzes periodic operating statements in support of the Mānoa chancellor's overall management of the campus.
- Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans.
- Keeps abreast of University accounting policies and procedures and manages compliance with these among campus fiscal officers.

Office of Physical, Environmental, and Capital Planning

- Maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Administers the preparation and implementation of the campus CIP budgets.
- Manages the allocation and reallocation of space on campus to operating units.

Research and Technical Support

- Maintains a database of institutional information supporting the financial, budgetary, and physical planning functions of the campus
- Provides data analysis in support of the financial, budgetary, and physical planning functions of the campus, using modern software applications.

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OFFICE OF HUMAN RESOURCES MANAGEMENT

FUNCTIONAL STATEMENT

The Office of Human Resources Management is assigned campus-wide functional responsibility for human resources management, except for academic personnel matters. The Office develops policies and procedures for the campus necessary to effectively implement BOR and Executive policies as they pertain to employees of the campus.

Major functional responsibilities of the Office include the development of effective policies and procedures and the consistent and effective compliance with these policies and procedures as they pertain to:

- Recruitment and appointment of employees.
- Implementation classification and pricing of executive/ managerial and APT positions.
- Implementation compensation packages including new hire rates, merit adjustments and other in-grade adjustments.
- Operation of employee relations and benefits programs.
- Maintaining employee records management.
- Implementing contract implementation including grievances.
- Providing in-service training.

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OFFICE OF CAMPUS SERVICES**

FUNCTIONAL STATEMENT

The Office of Campus Services has functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, bookstore operations, student housing, faculty housing, facilities repairs and renovation, custodial services, utilities management, and grounds maintenance.

Campus services functions are grouped under the major categories of Auxiliary Enterprises and Facilities and Grounds and primarily:

- Maintains and service a fleet of vehicles for use by various campus organizations
- Operates on campus parking facilities for students, faculty, staff and employees
- Manages contractors to provide food services on campus, in dormitories and athletic events on a retail and catered basis
- Operates a system-wide bookstore operation with outlets on each University campus
- Operates commercial retail outlets for University apparel and other merchandise
- Manages the University's faculty housing facilities
- Manages the overall campus physical infrastructure including roadways, utilities, and utility distribution systems
- Repairs and renovates buildings
- Maintains and landscapes grounds.

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OFFICE OF SAFETY AND SECURITY

FUNCTIONAL STATEMENT

The Office of Safety and Security is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The office is also responsible for protecting against property and personal loss due to natural and man-made disasters to the campus community.

Major functions of the office are administered through sub units as follows:

Campus Security

- Responds to incidences which may result in personal injury or property damage.
- Coordinates with HPD where enforcement of laws or ordinances are necessary.
- Provides safety or security escort services.
- Secures campus facilities.
- Provides routine campus patrol services.

Environmental Health and Safety

- Assures compliance with environmental regulations as they pertain to University teaching, research and support activities.
- Administers biological, fire, radiation, diving, and laboratory safety programs.
- Identifies, evaluates and controls workplace hazards including asbestos, chemical exposure, indoor air quality, excessive noise, and ergonomics.
- Manages the transportation, segregation, consolidation, and storage of potentially hazardous chemicals and chemicals in compliance with federal and state regulations.

Civil Defense

- Administers an emergency management program for the campus.
- Coordinates with applicable city, state, and federal agencies in preparing for and responding to natural and man made disasters such as hurricanes, tidal waves, and terrorist and criminal acts.

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**OFFICE OF INFORMATION AND
EDUCATIONAL TECHNOLOGY SERVICES**

FUNCTIONAL STATEMENT

The Office of Information and Educational Technology Services has responsibility for assuring that students, faculty and staff are provided modern technical support for information processing on campus. The Office develops and maintains hardware and application standards appropriate to administrative, instructional, and research environments on and off campus, and advises users on appropriate technological applications. The Office manages student computer laboratories on campus.

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OFFICE OF COMMUNITY RELATIONS**

FUNCTIONAL STATEMENT

The Office of Community Relations provides leadership and direction for the planning, development, coordination, and management of the overall public and alumni relations, governmental relations, advancement, and special events strategy that brings greater visibility, recognition, and support to the University of Hawai'i at Mānoa as a leader in higher education. Specific responsibilities include developing and maintaining productive and mutually beneficial relations and effectuating regular interaction and communication with the University's multiple publics such as alumni, students and prospective students, parents, friends of the University, donors, businesses and corporations, and community groups; coordinating and monitoring legislative and governmental actions that impact the campus; and providing support and serving as the liaison to the University of Hawai'i Foundation. The Office:

- Establishes and implements a coordinated development strategy for the Mānoa campus in collaboration with Mānoa's senior leadership and the UHF.
- Establishes and implements a coordinated communications strategy and needed materials that support alumni and the campus' fundraising initiatives in collaboration with Mānoa's senior leadership and the UHF.
- Coordinates friend-raising and fund-raising initiatives in conjunction with the UHF.
- Establishes and maintain an up-to-date alumni database, by unit, for the campus in coordination with UHF.
- Serve as the campus' liaison to the University of Hawai'i Foundation (UHF) to build individual, organizational and corporate commitment and financial support for the Mānoa campus.
- Plans, coordinates and executes events in support of the campus' strategic objectives.
- Manages a special events schedule that fosters alumni and donor support of the campus.
- Oversees the campus' major annual events such as convocation.
- Serves as the liaison to and maintains positive working relations with internal and external departments and to vendors in the execution of special events affecting those units.
- Provides protocol services, information, and logistics to Mānoa units relating to interactions with dignitaries and guests.
- Builds awareness, pride, involvement, and support among identified influential audiences.
- Ensures that the campus community participates in programs, organizations, and committees that advance its public service mission to increase the visibility and appreciation for the University of Hawai'i at Mānoa campus.
- Manages and enhance the campus' relationships with federal, state, and local governments.
- In concert with the Executive Assistant to the Chancellor, ensures that the University's interests are appropriately represented in legislative and policy deliberations relating to higher education.
- Receives and review all legislative bills and resolutions affecting the Mānoa campus.
- Reviews and assigns all legislative bills and resolutions to appropriate individuals/units to prepare responses, and coordinate and monitor legislative activity relating to those bills and resolutions to ensure accurateness and timeliness of response to the Legislature.

- Serves as the campus' information center on legislative initiatives and respond to constituent inquiries.
- Coordinates collaborative efforts among schools, colleges and other UH campuses and the community to build support for campus initiatives through appropriate legislative channels.