


UNIVERSITY OF HAWAII

UNIVERSITY BUDGET OFFICE

January 9, 2006

MEMORANDUM

TO: David Iha
Executive Administrator and Secretary of the Board of Regents

FROM: Glenn K. Nakamura 
Interim Director

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION FOR THE
UNIVERSITY OF HAWAII AT HILO

Enclosed for the information of the Board of Regents is a copy of a reorganization approved by Chancellor Rose Tseng on December 12, 2005 for the Auxiliary Services subunit of the University of Hawaii at Hilo. The purpose of this reorganization is explained in the executive summary and proposal narrative.

If there are any questions regarding this matter, please contact Director Kerwin Iwamoto at (808) 974-7449.

Attachment

c: Chancellor Rose Tseng (w/o attachment)
Director Kerwin Iwamoto (w/o attachment)

UNIVERSITY OF HAWAII AT HILO

UH Hilo Administration
Human Resources

December 16, 2005

MEMORANDUM

TO: The Honorable James R. Aiona, Jr.
Lt. Governor, State of Hawai'i

FROM: Kerwin Iwamoto *Kerwin Iwamoto*
Human Resources

SUBJECT: Notification of Change in Organization - University of Hawai'i at Hilo
(UHH), Administrative Affairs, Auxiliary Services

Enclosed for your information and files is a copy of the organizational chart of the above-mentioned reorganization that was approved by the Chancellor on December 12, 2005. The functional statement remains the same. The approved reorganization established a supervisory line in the maintenance section of Auxiliary Services.

If you have any questions concerning this matter, please call me at 808-974-7449.

Enclosure

c: UH System Office of Human Resources w/o enc.
UH Budget Office w/o enc.

MAR 31 2005

XC: Ker

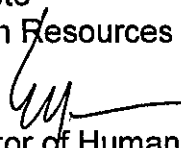
UNIVERSITY OF HAWAII

Office of Human Resources

MEMORANDUM

March 21, 2005

TO: Kerwin Iwamoto
UHH – Human Resources

FROM: Edward Yuen 
System Director of Human Resources

SUBJECT: Proposed Reorganization for UH at Hilo – Auxiliary Services,
Administrative Affairs

This is in response to your memorandum dated March 16, 2005, relating to the proposal to establish a new supervisory level for the building maintenance crew in Auxiliary Services, Administrative Affairs, University of Hawai'i at Hilo. If approved, it is our understanding that an additional cost of approximately \$35,000 will need to be allocated to pay for the salary of this new supervisory position. No ancillary cost such as desk, chair, telephone, file cabinet, computer, etc. is anticipated for this new position. Our concerns are as follows:

1. The proposal does not explain the problems, workload or inadequacies posed by the current organizational structure that requires the establishment of full-time supervisory position. There is no explanation of how the creation of a full-time supervisor will result in a more efficient operation, and productive operation.
2. We believe that the proposal will result in a possible adverse classification action to Position No. 12071, Building Maintenance Worker II, WS-09, BU-01 as the small number of positions and the organizational structure will not support the justification of having two (2) supervisory positions over a crew of three (3) workers. Although the incumbent of Position No. 12071 will not suffer a reduction to his monthly salary, we are unclear as to what benefits would be gained by having a full-time supervisor over a small work force. The additional cost does not seem to be warranted.

Thank you for the opportunity to review and comment on your reorganization proposal. If there are any questions concerning our comments, please call Jimmy Oshiro at 956-6626.

c: UH Budget Office ✓




RECEIVED

UNIVERSITY
OF HAWAII
HILO

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HUMAN RESOURCES
DEPARTMENT

April 13, 2005

To: Kerwin Iwamoto, HR
From: Kolin Kettleison, Aux Svc 
Subject: Building maintenance supervisor-supporting explanations

Auxiliary Services provides repairs for both UHH and HawCC on the Main, Manono, Downtown, Keaukaha, and Panaewa facilities. And we also provide technical support for Housing where their maintenance workers don't have the expertise. All told there is slightly over 1,000,000 GSF we fix and maintain.

National industry standards (APPA 2001-02 attached) for maintenance staffing is generally based upon student FTE. Spring enrollment for UHH was 3,216 and for HawCC 2,336, totalling 5,552. I don't have the exact Spring FTE but for analysis use the range of 3,000-4,999.

The Building Maintenance Supervisor is only one of many positions needed for facility support and repairs. The campus is growing in students, in employees, in useable space, and campus grounds. We simply don't have anywhere near enough support staff.

Currently as the Director of Auxiliary Services, I personally oversee the daily operations of the repair crews, and personally oversee the daily operations of Campus Security. There is a Janitor Supervisor for the cleaning and grounds, and an APT supervisor for the parking, motorpool, locks and keys, mailroom, switchboard and telephones. This Building Maintenance Supervisor will handle the daily responsibilities of coordinating the repair, scheduling the work, analyzing what is needed, buying the materials, arranging for necessary tools and equipment, etc. This will thus provide some relief of daily duties, so I'm available for necessary long term administrative planning.

Currently UHH has 4 positions in repairs (1 electrician, 3 general repair workers). Given the 1,000,000 GSF, that's 250,000 GSF per position. Even using the most conservative comparisons of similar universities, that's about twice as much GSF per position as minimally necessary.

Auxiliary Services

200 W. KAWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7369
FAX: (808) 974-7777

National APPA standards for similar size University's based upon our FTE is 21 positions for maintenance and 28 positions for trades. YES a total of 49 positions for what UHH does with 4 Workers and one over taxed Director! By industry comparisons UHH is short 44 positions. The reality is UHH has been forced to use outside vendors to supplement our small maintenance crew in areas of a/c, plumbing, elevators and major vehicle repairs. But even reducing the industry standards in those areas (14 positions), UHH should still have 35 positions. **YES, 35 positions are appropriate to repair the campus facilities our size, not 4!**

Currently one of the most agonizing daily rituals is deciding what repairs will be scheduled and which ones simply have to wait. Obviously the repairs directly affecting safety and health get top priority. But there's over a 3 month wait for most repairs. Having lights out, or broken restroom doors, or walls that need patching for 3 months simply isn't appropriate, and certainly not in UH's best interest.

This Maintenance Supervisor position will increase productivity and reduce the wait time of most repairs in the following ways.

- 1) This position will check out repair requests before scheduling, and determine the best methods and schedule things efficiently. Right now that duty is left up to the individual workers, so they spend time determining what needs to be done, getting their own supplies, tools, and equipment.
- 2) This position while supervisory, will complete some minor requests (add a name plate to an office, put a hand towel dispenser back up in a restroom, etc.). When checking out a request, if it's something very minor, instead of scheduling a crew member to make a special time consuming trip it, this position will simply "tighten the screw, etc."
- 3) This position will also have expanding supervisory responsibilities as the repair crews grow in both the number of workers and in the specialized trades.
- 4) This position requires modern computer skills to perform searches for specialty products and equipment parts, which is currently handled by the Director of Auxiliary (as time permits) or by the workers (which takes time away from performing the actual repairs).

The addition of a Building Maintenance Supervisor won't cause any adverse classification action to the maintenance foreman (Position No. 12071, Building Maintenance Worker II). The difference will be instead of reporting directly to the Director of Auxiliary Services the foreman will report to this new Supervisor, along with the current Electrician, and the future Carpenters, Plumbers, Locksmith, Welder, and Painter. The Building Maintenance Worker II will still oversee the general all purpose repair group of Building Maintenance Worker I's.

May 3, 2005

MEMORANDUM

TO: Ed Yuen
System Director, OHR

✓ Glenn K. Nakamura
Interim Director, Budget Office

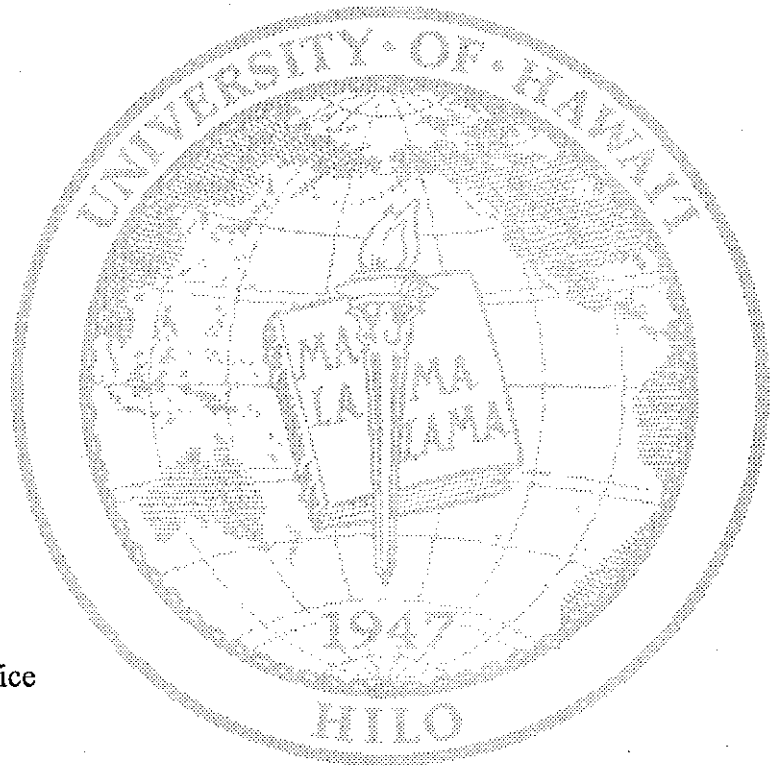
FROM: Kerwin Iwamoto
Human Resources, UHH

SUBJECT: **Responses to Questions/Comments to Proposed Reorganization for UH at Hilo – Auxiliary Services, Administrative Affairs**

Attached is a memo from Kolin Kettleson with his response to your inquiries.

Thank you in advance for your assistance. If you any questions, please call me at (808) 974-7449 or e-mail me at kerwini@hawaii.edu.

Attachment



Executive Summary

The Auxiliary Services unit at the University of Hawai'i at Hilo is part of Administrative Affairs and reports to the Vice Chancellor for Administrative Affairs. It is one of six major units in Administrative Affairs. The others are Human Resources, Facilities Planning, Theater, Business Management and Environmental Health and Safety.

Auxiliary Services consists of five areas, grounds & janitorial, parking, security, mail and building maintenance. Currently, the building maintenance crew report directly to the head of Auxiliary Services, Facilities Plant Management, position number 80755. It is proposed to establish a new supervisory line between the head of Auxiliary Services and the building maintenance crew. This position will be responsible for the day-to-day operations and management of the building maintenance section.

We believe that the new supervision line will produce more efficient operations in the building maintenance because there will be a full-time supervisor. Currently, the head of Auxiliary Services has to split his time between the day-to-day operational responsibilities and the overall responsibilities of managing Auxiliary Services.

The only alternative to the reorganization is to leave the operations as status quo. This has proven to be inefficient and detrimental to building maintenance operations.

It is anticipated that there will be additional costs for the salary of the new supervision line of about \$35,000. Any changes in the duties and responsibilities of the positions due to the reorganization will be submitted for reclassification. However, we anticipate very little, if any, impact on the classification of these positions. The cost of the new position and any additional costs associated with the reorganization will be borne by internal reallocation so there will be no additional costs.

REORGANIZATION OF THE UNIVERSITY OF HAWAII AT HILO
ADMINISTRATIVE AFFAIRS, AUXILIARY SERVICES

Present Organization

The present organization of Auxiliary Services consists of five (5) areas. These are grounds & janitorial, parking, security, mail services and building maintenance. The grounds & janitorial functions report to a Janitor Supervisor II, position number 03662; the parking and mail services report to the Auxiliary & Facilities Services Officer, position number 81473; and the security and building maintenance functions report to the Auxiliary & Facilities Services Officer (Director of Auxiliary Services), position number 80755.

Proposed Organization

It is proposed to establish a new supervisory line between the Auxiliary & Facilities Officer (Director of Auxiliary Services), position number 80755 and the building maintenance crew. This position will be responsible for the day-to-day operations and management of the building maintenance section.

Background/Nature of the Proposed Reorganization

The Auxiliary & Facilities Services Officer (Director of Auxiliary Services), position number 80755 cannot spend the time to manage the day-to-day operations of the building maintenance section.

The proposed reorganization will establish a supervisory line between the Auxiliary & Facilities Services Officer (Director of Auxiliary Services), position number 80755 and the building maintenance crew. This position will manage and administer the day-to-day operations of the building maintenance section.

There will no reassignment of existing positions. A new position (building maintenance supervisor) will be established. If there is a need to redescribe or reclassify current positions, it will be completed after the reorganization is approved.

Operational, organizational, functional and programmatic relationships should improve with this reorganization. There will be a position responsible for supervising and managing the building maintenance function on a full-time basis. The building maintenance function should increase in efficiency with a full-time supervisor.

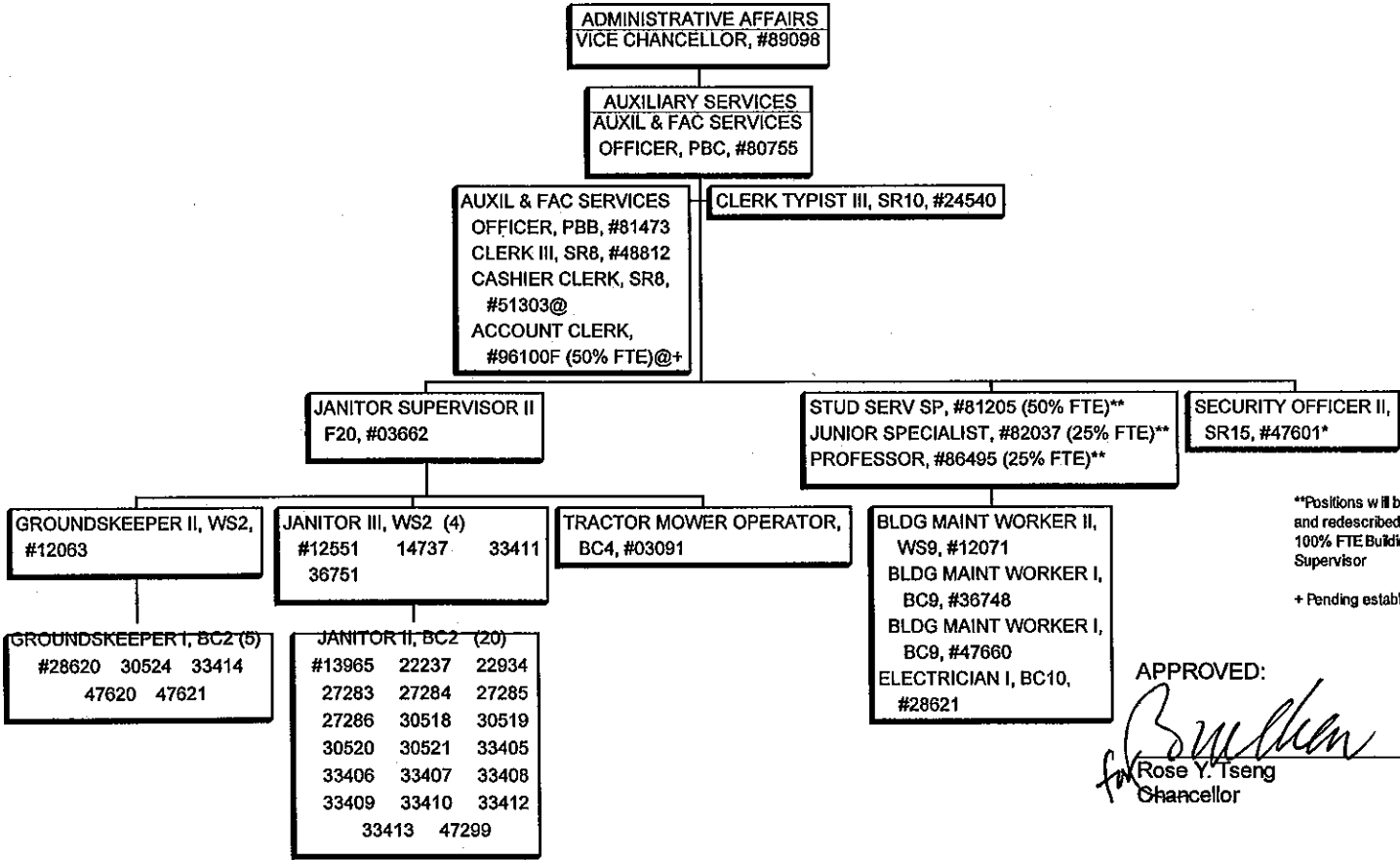
There will be an additional cost of approximately \$35,000 which funding will come from internal reallocations. There are no other anticipated costs for this reorganization.

Reasons for Proposing the Reorganization

The basis of law which supports the reorganization is health and safety. In accordance with OSHA laws, we are to provide a safe environment for our employees and the public. Since the present organization is not meeting the needs of UH at Hilo, there needs to be a full-time supervisor to oversee the building maintenance function. It is anticipated that the full-time supervisor will provide the guidance, leadership and responsiveness to address the building maintenance needs of UHH.

NEW ORGANIZATIONAL CHART

STATE OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ADMINISTRATIVE AFFAIRS
AUXILIARY SERVICES
POSITION ORGANIZATION CHART
CHART VIIC



APPROVED:
Rose Y. Tseng
Rose Y. Tseng
Chancellor

DEC 12 2005
Date

POSITIONS
GENERAL FUND - 41.00
TEMPORARY GENERAL FUND - 1.00*
REVOLVING FUND - 1.50@

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
BEFORE REORGANIZATION

OFFICE OF ADMINISTRATIVE AFFAIRS

As part of the Chancellor's Office, provides the business and managerial leadership required to support the administrative needs of the University of Hawai'i at Hilo.

OFFICE OF THE VICE CHANCELLOR

Serves as the principal assistant to the Chancellor in all non-academic matters.

Plans, organizes, directs, coordinates and evaluates all of the business, budgeting, personnel, financial, administrative and CIP activities, including management systems and analytical studies requirements of the campus and the system wide office.

HUMAN RESOURCES

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, etc.

AUXILIARY SERVICES

Administers the repair and maintenance of the campus buildings and grounds, campus security, campus communication, food service, inventory, and parking.

FACILITIES PLANNING AND CONSTRUCTION

Administers the CIP program (planning, design, construction) repairs and maintenance projects, facilities use program, space utilization programs and facilities inventory management.

BUSINESS MANAGEMENT

Prepares, administers, and audits budget and financial transactions of the UHH, including maintenance of position controls. Procures all goods and services, receipts and disburses all University of Hawai'i at Hilo funds, and maintains accounting and financial records.

THEATER

Administers and directs the theater program (productions, promotions, financial and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community and other public and private agencies.

ENVIRONMENTAL HEALTH AND SAFETY

Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, workers' compensation, hazardous waste, chemical safety, etc.