



UNIVERSITY
of HAWAII
SYSTEM

UNIV. OF HAWAII
UH BUDGET OFFICE

Office of Human Resources

'07 JUL 25 P2:38

July 24, 2007

MEMORANDUM

TO: Virginia S. Hinshaw
Chancellor, UH Manoa
Brenna Hashimoto

FROM: Brenna Hashimoto
System Director of Human Resources

SUBJECT: **REORGANIZATION OF THE OFFICE OF AUXILIARY ENTERPRISES –
AUXILIARY SERVICES SECTION**

This is in response to your memorandum dated July 11, 2007 regarding the minor proposal to reorganize the Office of Auxiliary Enterprises – Auxiliary Services Section. Essentially, the proposal involves the transfer of position number 12979, Building Maintenance Worker I and position number 43011, Building Maintenance Helper, from the Faculty Housing Unit to the Parking Services Unit. It is our understanding that there will be no significant changes to the duties and responsibilities of the affected positions.

We do not foresee any adverse classification impact as a result of this proposal.

Thank you for the opportunity to review and comment on your reorganization proposal. Should you have any questions, please call Jimmy Oshiro at 956-6626.

c: UH Budget Office✓

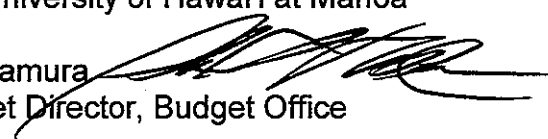


UNIVERSITY
of HAWAII®
SYSTEM

Glenn K. Nakamura
Interim Budget Director

July 24, 2007

TO: Virginia S. Hinshaw
Chancellor, University of Hawai'i at Manoa

FROM: Glenn K. Nakamura 
Interim Budget Director, Budget Office

SUBJECT: PROPOSED REORGANIZATION OF THE OFFICE OF
AUXILIARY ENTERPRISES – AUXILIARY SERVICES SECTION

After review of the submitted proposed reorganization documents of July 11, 2007, our comments follow below:

1. Approval Under Delegation of Authority.

In our opinion, this reorganization may be approved under delegation of authority per Administrative Procedure A3.101.3.b (University of Hawai'i Organizational and Functional Changes – Policy, Approval Under Delegation of Authority).

2. Executive Summary.

The heading should: a) include the Office of the Vice Chancellor for Administration, Finance, and Operations, b) delete "& OFFICE OF FACILITIES, GROUNDS, AND SAFETY" as this is unaffected by the proposed reorganization, and c) include the Auxiliary Services Section.

A reason for seeking transfer of positions from the Faculty Housing Sub-unit to the Parking Services Sub-unit should be provided.

3. Proposal Narrative.

a. Present Organization.

The Office of Auxiliary Enterprises is currently comprised of three organizational segments: Auxiliary Services, Bookstore System, and Business Development Sections. The reference to Auxiliary Services as a program is not organizationally accurate. The second sentence should be amended to state that the Auxiliary Services Section under the Office of Auxiliary Enterprises operates a variety of general funded and revenue generating programs.

2442 Campus Road
Admin Services Bldg 1, Room 101
Honolulu, HI 96822
Telephone: (808) 956-6071
Fax: (808) 956-5056

An Equal Opportunity/Affirmative Action Institution

The Auxiliary Services Section is currently comprised of the following organizational segments: Duplicating and Mail Services, Faculty Housing and Food Services, and Parking and Transportation Units. The Faculty Housing Sub-unit of the Faculty Housing and Food Services Unit and the Parking Services Sub-unit of the Parking and Transportation Unit should also be properly identified.

b. Proposed Organization.

The heading should be amended to read Proposed Organization (rather Proposed Reorganization) per Administrative Procedure A3.101.5.b (University of Hawai'i Organizational and Functional Changes – Reorganization Proposal Requests).

The organizational structure of the Faculty Housing Sub-unit (of the Faculty Housing and Food Services Unit) is proposed to be changed by abolishing and deleting the boxes containing Building Maintenance Worker I, Pos. No. 12979 and Building Maintenance Helper, Pos. No. 43011.

These two existing positions will be transferred and reassigned to the Parking Services Sub-unit (of the Parking and Transportation Unit). However, a statement that the Building Maintenance Worker I, Pos. No. 12979 (which is currently vacant) will no longer perform a supervisory role after the transfer and reassignment should be provided.

The organizational structure of the Parking and Transportation Unit and Parking Services Sub-unit does not have to be changed, as depicted in Proposed Chart V-C 1b, to accommodate the proposed transfer and reassignment. The Parking Services Sub-unit does not require the proposed creation of new boxes, as Pos. No. 12979 can be added to the existing box containing Pos. No. 46437 and Pos. No. 43011 can be added to the existing box containing Pos. No. 900186.

An explanation of the need to maintain Pos. No. 80754, Auxiliary and Facilities Services Officer, as a supervisory position with the transfer and reassignment of the two positions should be provided.

c. Background/Nature of the Proposed Reorganization.

The heading should be amended to read Background/Nature of the Proposed Reorganization (rather than Background/Reasons of the Proposed Reorganization) per Administrative Procedure A3.101.5.c (University of Hawai'i Organizational and Functional Changes – Reorganization Proposal Requests).

Line 11 should be amended to state that the "...current organizational structure" is that of the "...Faculty Housing Sub-unit's current organizational structure."

The reference to Parking Operations should be amended to Parking Services Sub-unit.

d. Summary of the Impact.

The operational impact portion should be amended to read that the operations of the Faculty Housing Sub-unit or the Parking Services Sub-unit (rather than programs) will be unchanged.

The reclassification or redescription impact portion may have to be amended as the position description for Pos. No. 12979 may require changes to show that it will no longer perform a supervisory role.

4. Proposed Organizational Chart V-C1b.

Pos. No. 45631 should show its position classification as Building Maintenance Worker II.

See 3b above regarding the deletion of proposed boxes for Pos. No. 12979 and Pos. No. 43011.

Both Pos. Nos. 12979 and 46437 should show their position classification as Building Maintenance Worker I.

5. Miscellaneous.

The privatization issue regarding the contracting for property management services should be researched and resolved prior to the approval of this reorganization.

Current organization chart V-C 1 should be added to reflect the Office of the Vice Chancellor for Administration, Finance, and Operations and provide an overview of the full organizational structure.

All organizational charts and functional statements should be prepared on legal-sized (8.5 x 14 in.) paper and labeled "Current" or "Proposed" as appropriate.

If there are any questions regarding this matter, please contact Ed Leong at 956-8472.

c: Director Brenna Hashimoto



UNIVERSITY
of HAWAII
MĀNOA

UNIV. OF HAWAII
UH BUDGET OFFICE

07 JUL 17 P4:24

Virginia S. Hinshaw
Chancellor

July 11, 2007

MEMORANDUM

TO: ✓ Glenn Nakamura, Director
University Budget Office

Ed Yuen, Director
Office of Human Resources

FROM: Virginia S. Hinshaw
Chancellor

A handwritten signature in black ink, appearing to be 'V. Hinshaw', written over the printed name.

SUBJECT: PROPOSED REORGANIZATION OF THE OFFICE OF
AUXILIARY ENTERPRISES – AUXILIARY SERVICES SECTION

Attached for your review is a proposal for a minor reorganization of the University of Hawai'i, Office of Auxiliary Enterprises – Auxiliary Services Section. I would appreciate your input regarding this proposal by July 27, 2007.

Enclosure

2500 Campus Road, Hawai'i Hall 202
Honolulu, Hawai'i 96822
Telephone: (808) 956-7651
Fax: (808) 956-4153

An Equal Opportunity / Affirmative Action Institution

UNIVERSITY OF HAWAII

Auxiliary Enterprises

RECEIVED

'07 JUL -5 P3:42

July 2, 2007

MĀNOA CHANCELLOR'S
OFFICE**MEMORANDUM**

TO: Virginia Hinshaw
Chancellor, University of Hawai'i at Mānoa

VIA: Kathy Cutshaw *Kathy Cutshaw*
Vice Chancellor for Administration, Finance and Operations

FROM: Wayne Fujishige *Wayne Fujishige*
Director

SUBJECT: PROPOSED REORGANIZATION OF THE OFFICE OF AUXILIARY
ENTERPRISES – AUXILIARY SERVICES SECTION

In accordance with the Administrative Procedures A3.101, Organizational and Functional Changes, we submit this internal review for a minor reorganization of the University of Hawai'i, Office of Auxiliary Enterprises – Auxiliary Services Section.

We have submitted the enclosed letter to the United Public Workers Union and received no response. Therefore, we would like to proceed with the internal review from the Chancellor's office.

If there are any questions regarding this matter, please contact me at x62980, or Sheryl Yamashiro at x69388. Your attention to this matter is greatly appreciated.

Enclosures

c: Director Peggy Hong, UHM Human Resources

EXECUTIVE SUMMARY

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

Enclosed for your information is the proposed reorganization of the University of Hawai'i Office of Auxiliary Enterprises – Auxiliary Services Section. The proposed reorganization seeks to transfer positions from the Faculty Housing Section to the Parking Services Section within Auxiliary Services.

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 MĀNOA
OFFICE OF AUXILIARY ENTERPRISES -
AUXILIARY SERVICES SECTION
MAY 2007**

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 Hawai'i at Mānoa campus. The Bookstore system is also part of Auxiliary Enterprises, and operates bookstores at eight (8) campuses throughout the University of Hawai'i system.

PROPOSED REORGANIZATION

It is proposed that within the Auxiliary Services Section two positions from Faculty Housing be transferred to Parking.

To accomplish this objective, it is proposed that position #12979, Building Maintenance Worker I and position #43011, Building Maintenance Helper be transferred from Faculty Housing to Parking Services without changes to the job duties and responsibilities of these positions. No functional changes are proposed.

BACKGROUND/REASONS OF THE PROPOSED REORGANIZATION

Position #12979, Building Maintenance Worker I and position #43011, Building Maintenance Helper were positions providing maintenance support for Wa'ahila Apartments during the period when Wa'ahila Apartments was a University self managed operation. With the addition of Kau'iokahalua Nui Apartments and Kau'iokahalua Iki Condominiums to Faculty Housing, Wa'ahila Apartments was converted from a self managed operation to a Property Management Contract. The Property Management contractor assumed the responsibility of managing the Wa'ahila Apartments, which includes contracting services for maintenance and repairs. Because of the changes to how the Wa'ahila Apartments are managed and maintenance and repairs being addressed through private vendors, Position #12979, Building Maintenance Worker I and position #43011, Building Maintenance Helper are no longer appropriate within the current organizational structure. Parking Operations has similar positions responsible for repair and maintenance of parking facilities and equipment. With the addition of two new parking structures and plans for construction of future parking structures, there is a need for additional maintenance positions within Parking Operations.

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 Faculty Housing or Parking Services program. Continued services will be provided to the Manoa Campus community.

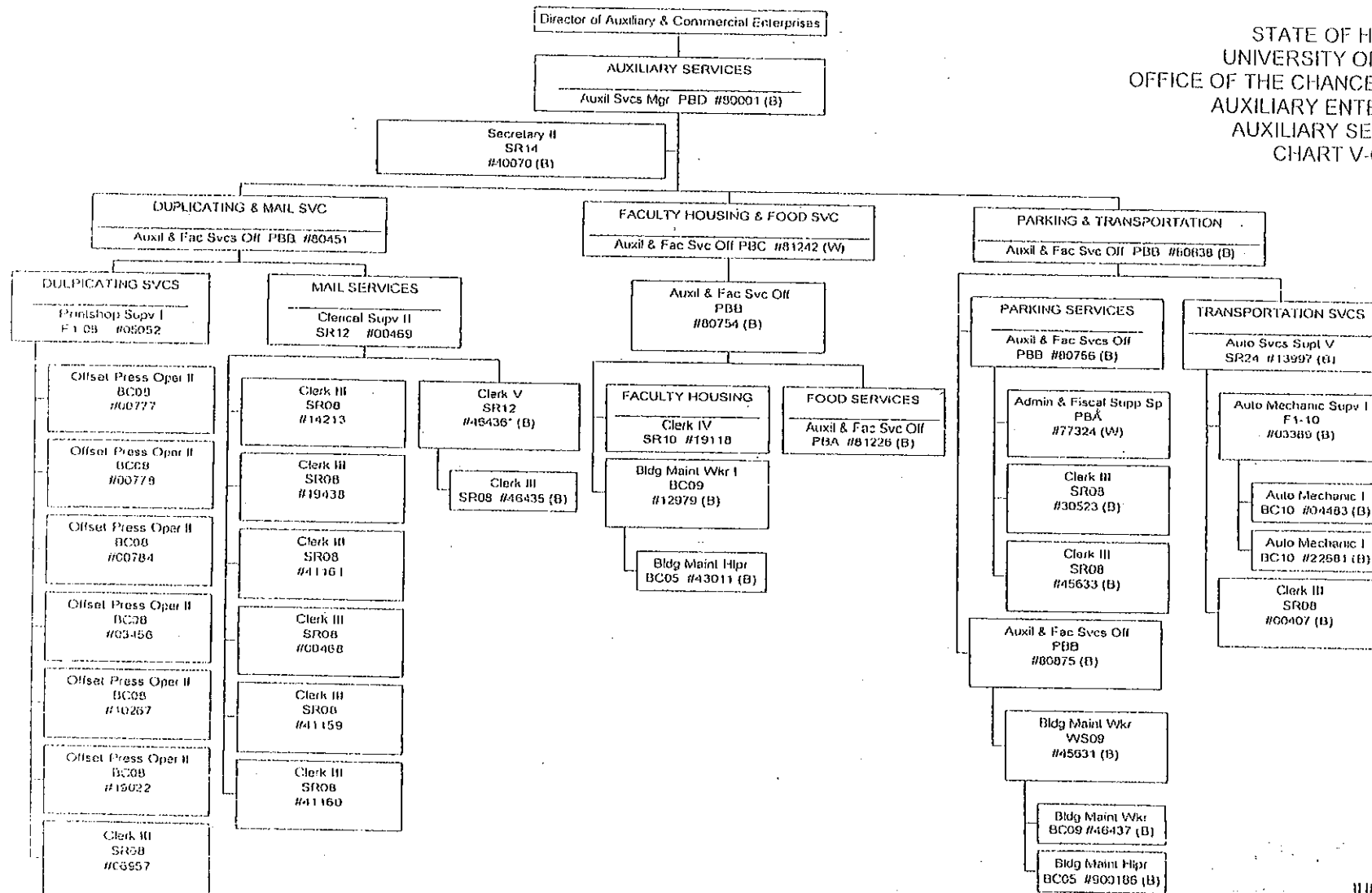
Reclassification or redescription impact: There will be no changes to any of the position descriptions.

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.

Attachment I:	Current Organization Chart
Attachment II:	Current Functional Statement
Attachment III:	Proposed Organization Chart
Attachment IV:	Proposed Functional Statement (no change from current statement)

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
AUXILIARY SERVICES
CHART V-C1b



Org 0507-VB doc (07-30-05)

JUL - 1 2006

General Funds = 18.00, Special Funds (B)=21, Revolving Funds (W)=2.00
*To be redescribed
Pending Establishment: #80089

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES

INTRODUCTION

Provides leadership and coordination in planning, developing, and directing activities relating to UH Manoa Auxiliary Services, the UH Bookstore System, 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, administrative services, 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.

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.

DUPPLICATING & MAIL SERVICES

Responsible for the daily operations of the Duplicating & Campus Mail sections.

1. Establishes goals and objectives, and directs the daily operations of the Duplicating & Campus Mail programs.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed.

DUPPLICATING

Responsible for providing efficient, low-cost reprographic services and capabilities through its central facility and satellite copy machine sites.

1. Provides duplicating services to campus users.
2. Provides a centralized service for copy machine maintenance and acquisition.

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES

3. Issues, evaluates, and controls departmental allocations for reprographic services
4. Researches technological advances and implements feasible changes.

MAIL SERVICES

Provides daily mail pickup and delivery services to Manoa campus departments on a timely, cost-efficient basis.

1. Picks up, sorts, and delivers intra-campus, incoming, outgoing, and state messenger mail.
2. Issues, evaluates, and controls departmental allocations for mail services.
3. Develops and maintains delivery point barcode (Zip + 4) database for Manoa campus departments.
4. Keeps abreast of United States postal service rules and regulations concerning non-profit mailers.
5. Offers a variety of methods to ship mail and parcels.
6. Provides mailbox rental services.
7. Sells a full line of postal services and a variety of mailing supplies, including, stamps, envelopes, boxes, etc.

FACULTY HOUSING & FOOD SERVICE

Advises and participates in the development, sale, and mortgage loan assistance of faculty housing properties. Responsible for the daily operations of the Faculty Housing & Food Service sections.

1. Establishes goals and objectives, and directs the daily operations of the Faculty Housing & Food Service sections.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed.

FACULTY HOUSING

Provides self-sustaining faculty housing program to assist new faculty members with low-cost, temporary housing during their period of adjustment to local economic conditions. Provides faculty housing units for sale to faculty members.

1. Manages rental agreements for all faculty housing apartments. Operates and maintains the apartment unit rentals.
2. Provides for the acceptance, evaluation, and processing of requests for housing; reviews and approves assignments of leases in accordance with University policies.
3. Conducts preventive maintenance programs, major renovations, and replacement of furniture and equipment, and custodial and grounds maintenance to improve the physical quality of faculty housing, and provides security of the apartments in order to make the faculty housing complex safe and livable.
4. Provides mortgage loan assistance to eligible faculty members interested in purchasing faculty housing units through the University.

FOOD SERVICE

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES

Responsible for satisfying the nutritional needs of the University community by providing choices of products at the lowest possible cost that are high in quality, and with the best possible services.

1. Administers the food service contract for the Manoa campus. Develops contract specifications focusing on the quality of menus, the manner of service, the economy of prices, and merchandising that provides optimal customer satisfaction.
2. Monitors the food service contractor to insure adequate delivery of service, in compliance with the provisions of the contract and applicable codes and ordinances.
3. Serves as liaison with the University community, and ensures customer satisfaction in all aspects of the food service program.

PARKING & TRANSPORTATION

Responsible for the daily operations of the Parking & Transportation sections.

1. Establishes goals and objectives, and directs the daily operations of the Parking & Transportation sections.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed.

PARKING

Responsible for orderly parking and traffic flow on the Manoa campus in accordance with the applicable parking regulations as approved by the Board of Regents.

1. Provides for the allocation and sale of available campus parking spaces to various users on an equitable basis.
2. Repairs and maintains parking areas, participates in the planning of additions and improvements to existing parking areas on campus.
3. Provides emergency repairs for the Manoa campus.
4. Develops and enforces parking regulations and controls vehicular traffic on campus.
5. Provides and manages an appeals process for people contesting parking citations for violating parking regulations on campus.
6. Provides parking-related services for special events held on campus such as sporting events, charity functions, concerts, etc.

TRANSPORTATION

Provides for the rental, purchasing/leasing, preventive maintenance, and repair of University vehicles.

1. Administers services related to the operation of a central motor pool and garage on campus.
2. Prepares specifications and bid proposals for the purchase of motor vehicles based on users' requirements and vehicle replacement program.
3. Conducts preventive maintenance and repairs on vehicles.

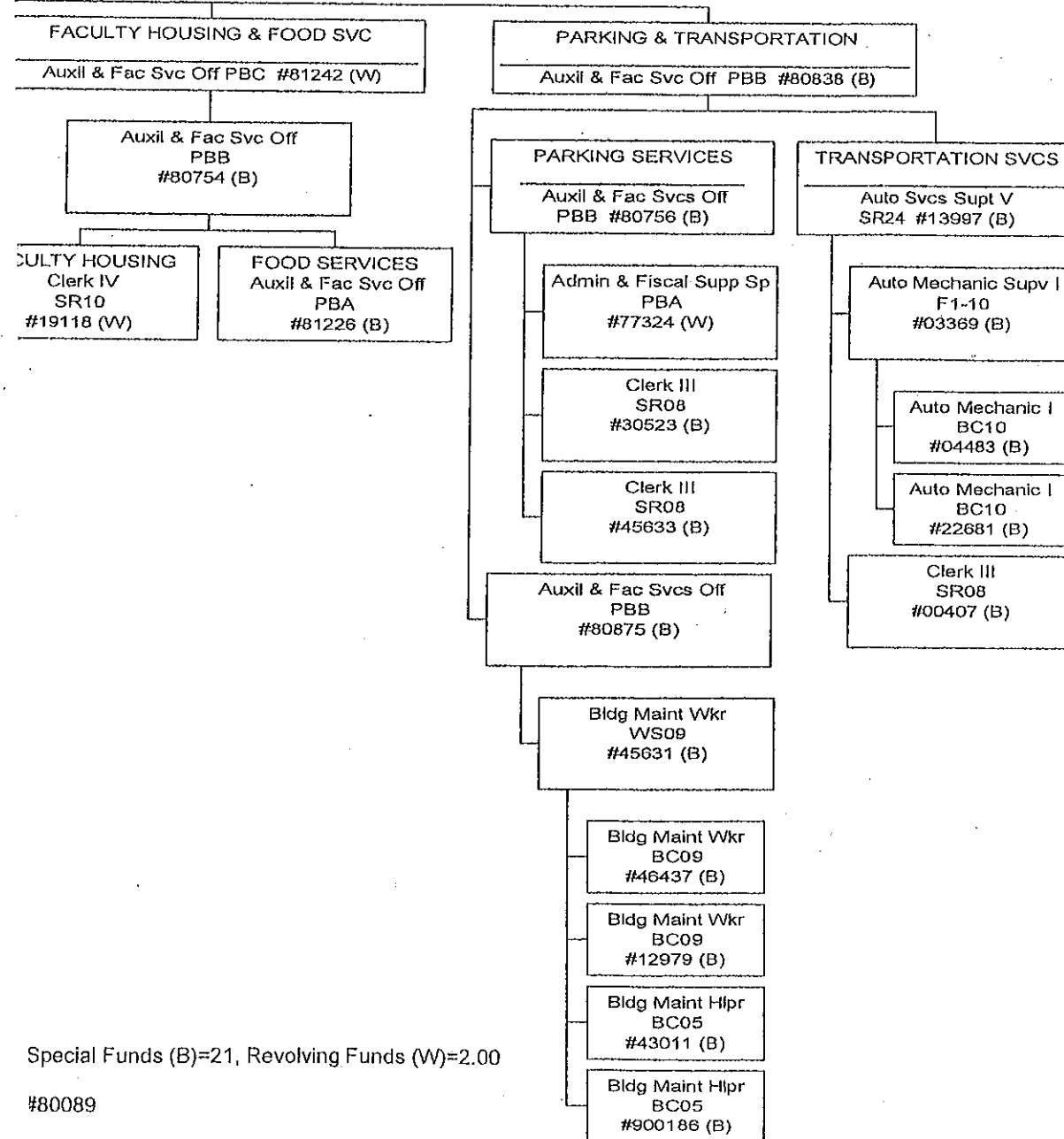
BOOKSTORE SYSTEM

Auxiliary & Commercial Enterprises

AUXILIARY SERVICES

Asst Mgr PBD #80001 (B)

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
AUXILIARY SERVICES
CHART V-C1b



UNIVERSITY OF HAWAII

Auxiliary Enterprises

May 11, 2007

Mr. Dayton Nakanelua
State Director
United Public Workers
1426 North School Street
Honolulu, HI 96817-1914

Dear Mr. Nakanelua:

Enclosed for your information is a proposal to reorganize the University of Hawai'i, Office of Auxiliary Enterprises – Auxiliary Services Section. This action will improve the efficiency and effectiveness of these offices. The proposal involves the transfer of Building Maintenance Worker position # and Building Maintenance Helper position # from the Faculty Housing Section to Parking Services.

There are no changes to the function of the Faculty Housing or Parking Services, nor changes to the job duties and responsibilities of the affected positions. We do not anticipate any adverse affect on the pay rate for any employees.

Please inform us by **May 25, 2007** if you wish to meet with us to discuss the proposal. If we do not hear from you by that date, we will proceed with the reorganization.

If there are any questions regarding this matter, please contact me at 956-2980, or Sheryl Yamashiro (Personnel Officer) at 956-9388.

Sincerely,



Wayne Fujishige
Director

Enclosure

- c: University of Hawai'i at Mānoa Human Resources
- University of Hawai'i System Office of Human Resources
- ✓ University Budget Office



UNIVERSITY
of HAWAII
MĀNOA

UNIV. OF HAWAII
UH BUDGET OFFICE

07 JUL 17 P4:24

Virginia S. Hinshaw
Chancellor

July 11, 2007

MEMORANDUM

TO: ✓ Glenn Nakamura, Director
University Budget Office

Ed Yuen, Director
Office of Human Resources

FROM: Virginia S. Hinshaw
Chancellor

A handwritten signature in dark ink, appearing to read "V. Hinshaw", written over the printed name and title.

SUBJECT: PROPOSED REORGANIZATION OF THE OFFICE OF
AUXILIARY ENTERPRISES – AUXILIARY SERVICES SECTION

Attached for your review is a proposal for a minor reorganization of the University of Hawai'i, Office of Auxiliary Enterprises – Auxiliary Services Section. I would appreciate your input regarding this proposal by July 27, 2007.

Enclosure

RECEIVED

07 JUL -5 P3:42

July 2, 2007

MĀNOA CHANCELLOR'S
OFFICE

MEMORANDUM

TO: Virginia Hinshaw
Chancellor, University of Hawai'i at Mānoa

VIA: Kathy Cutshaw *Kathy Cutshaw*
Vice Chancellor for Administration, Finance and Operations

FROM: Wayne Fujishige *Wayne Fujishige*
Director

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Enclosures

c: Director Peggy Hong, UHM Human Resources

EXECUTIVE SUMMARY

OFFICE OF THE CHANCELLOR, UH MĀNOA
OFFICE OF AUXILIARY ENTERPRISES
(& OFFICE OF FACILITIES, GROUNDS, AND SAFETY) *has existed originally*

Enclosed for your information is the proposed reorganization of the University of Hawai'i Office of Auxiliary Enterprises – Auxiliary Services Section. The proposed reorganization seeks to transfer positions from the Faculty Housing Section to the Parking Services Section within Auxiliary Services.

reason for transfer of positions

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 MĀNOA
OFFICE OF AUXILIARY ENTERPRISES -
AUXILIARY SERVICES SECTION
MAY 2007**

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 Hawai'i at Mānoa campus. The Bookstore system is also part of Auxiliary Enterprises, and operates bookstores at eight (8) campuses throughout the University of Hawai'i system.

PROPOSED REORGANIZATION

It is proposed that within the Auxiliary Services Section two positions from Faculty Housing be transferred to Parking.

To accomplish this objective, it is proposed that position #12979, Building Maintenance Worker I and position #43011, Building Maintenance Helper be transferred from Faculty Housing to Parking Services without changes to the job duties and responsibilities of these positions. No functional changes are proposed.

BACKGROUND/REASONS OF THE PROPOSED REORGANIZATION

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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 Faculty Housing or Parking Services program. Continued services will be provided to the Manoa Campus community.

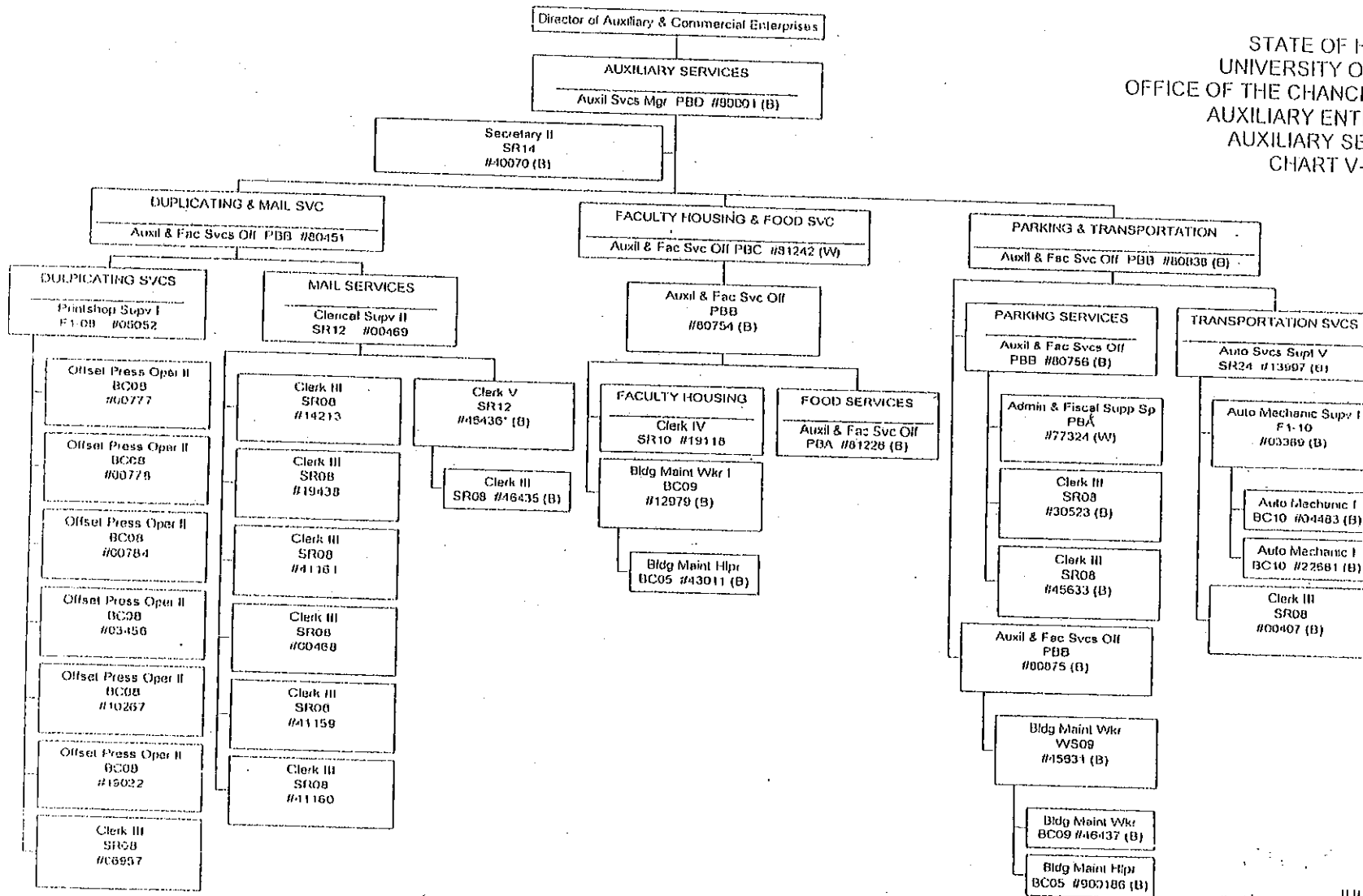
Reclassification or redescription impact: There will be no changes to any of the position descriptions.

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.

Attachment I:	Current Organization Chart
Attachment II:	Current Functional Statement
Attachment III:	Proposed Organization Chart
Attachment IV:	Proposed Functional Statement (no change from current statement)

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
AUXILIARY SERVICES
CHART V-C1b



Org 0507-VB doc (07-30-05)

JUL - 1 2006

General Funds = 18.00, Special Funds (B)=21, Revolving Funds (W)=2.00
*To be redescribed
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UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
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3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

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DUPICATING & MAIL SERVICES

Responsible for the daily operations of the Duplicating & Campus Mail sections.

1. Establishes goals and objectives, and directs the daily operations of the Duplicating & Campus Mail programs.
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STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES

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FACULTY HOUSING & FOOD SERVICE

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1. Establishes goals and objectives, and directs the daily operations of the Faculty Housing & Food Service sections.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed.

FACULTY HOUSING

Provides self-sustaining faculty housing program to assist new faculty members with low-cost, temporary housing during their period of adjustment to local economic conditions. Provides faculty housing units for sale to faculty members.

1. Manages rental agreements for all faculty housing apartments. Operates and maintains the apartment unit rentals.
2. Provides for the acceptance, evaluation, and processing of requests for housing; reviews and approves assignments of leases in accordance with University policies.
3. Conducts preventive maintenance programs, major renovations, and replacement of furniture and equipment, and custodial and grounds maintenance to improve the physical quality of faculty housing, and provides security of the apartments in order to make the faculty housing complex safe and livable.
4. Provides mortgage loan assistance to eligible faculty members interested in purchasing faculty housing units through the University.

FOOD SERVICE

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES

Responsible for satisfying the nutritional needs of the University community by providing choices of products at the lowest possible cost that are high in quality, and with the best possible services.

1. Administers the food service contract for the Manoa campus. Develops contract specifications focusing on the quality of menus, the manner of service, the economy of prices, and merchandising that provides optimal customer satisfaction.
2. Monitors the food service contractor to insure adequate delivery of service, in compliance with the provisions of the contract and applicable codes and ordinances.
3. Serves as liaison with the University community, and ensures customer satisfaction in all aspects of the food service program.

PARKING & TRANSPORTATION

Responsible for the daily operations of the Parking & Transportation sections.

1. Establishes goals and objectives, and directs the daily operations of the Parking & Transportation sections.
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to other Auxiliary Services programs as needed.

PARKING

Responsible for orderly parking and traffic flow on the Manoa campus in accordance with the applicable parking regulations as approved by the Board of Regents.

1. Provides for the allocation and sale of available campus parking spaces to various users on an equitable basis.
2. Repairs and maintains parking areas, participates in the planning of additions and improvements to existing parking areas on campus.
3. Provides emergency repairs for the Manoa campus.
4. Develops and enforces parking regulations and controls vehicular traffic on campus.
5. Provides and manages an appeals process for people contesting parking citations for violating parking regulations on campus.
6. Provides parking-related services for special events held on campus such as sporting events, charity functions, concerts, etc.

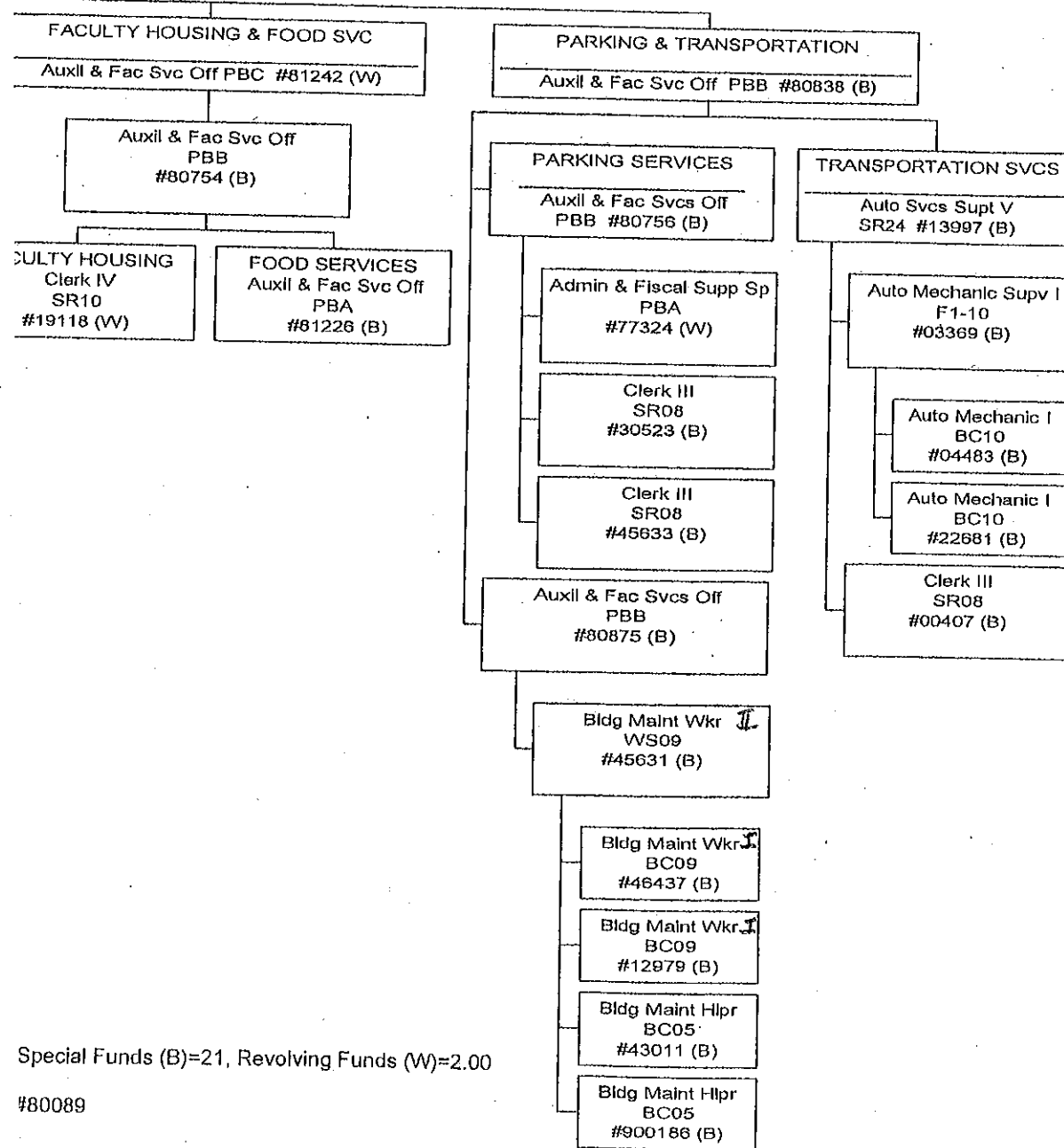
TRANSPORTATION

Provides for the rental, purchasing/leasing, preventive maintenance, and repair of University vehicles.

1. Administers services related to the operation of a central motor pool and garage on campus.
2. Prepares specifications and bid proposals for the purchase of motor vehicles based on users' requirements and vehicle replacement program.
3. Conducts preventive maintenance and repairs on vehicles.

BOOKSTORE SYSTEM

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
AUXILIARY SERVICES
CHART V-C1b



Special Funds (B)=21, Revolving Funds (W)=2.00

#80089

UNIVERSITY OF HAWAII

Auxiliary Enterprises

May 11, 2007

Mr. Dayton Nakanelua
State Director
United Public Workers
1426 North School Street
Honolulu, HI 96817-1914

Dear Mr. Nakanelua:

Enclosed for your information is a proposal to reorganize the University of Hawaii, Office of Auxiliary Enterprises – Auxiliary Services Section. This action will improve the efficiency and effectiveness of these offices. The proposal involves the transfer of Building Maintenance Worker position # and Building Maintenance Helper position # from the Faculty Housing Section to Parking Services.

There are no changes to the function of the Faculty Housing or Parking Services, nor changes to the job duties and responsibilities of the affected positions. We do not anticipate any adverse affect on the pay rate for any employees.

Please inform us by May 25, 2007 if you wish to meet with us to discuss the proposal. If we do not hear from you by that date, we will proceed with the reorganization.

If there are any questions regarding this matter, please contact me at 956-2980, or Sheryl Yamashiro (Personnel Officer) at 956-9388.

Sincerely,



Wayne Fujishige
Director

Enclosure

c: University of Hawaii at Manoa Human Resources
University of Hawaii System Office of Human Resources
✓ University Budget Office