



UNIVERSITY
of HAWAII
MĀNOA

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MANOA CHANCELLOR'S
OFFICE

December 16, 2008

MEMORANDUM

TO: Virginia S. Hinshaw
Chancellor

VIA: Peter Quigley
Interim Vice Chancellor for Academic Affairs

FROM: Maenette Benham, Dean
Hawaiʻinuiākea School of Hawaiian Knowledge

SUBJECT: Approval of Minor Reorganization

SPECIFIC ACTION REQUESTED:

We request approval of a minor reorganization of the Dean's Office for Hawaiʻinuiākea School of Hawaiian Knowledge. The reorganization adds two positions to the Administrative Office of the School, a personnel officer and an administrative officer (for Kamakakūokalani Center for Hawaiian Studies), under the supervision of the School's Administrative Officer.

RECOMMENDED EFFECTIVE DATE:

Upon approval.

ADDITIONAL COST:

The salary for the Personnel Officer position is projected at \$51,600; the Administrative Officer position's salary is projected at \$42,984. Since the new administrative officer position will replace a temporary (funded) Administrative Officer position, no additional costs are associated for that position. Consequently, the only additional cost for the request is for the personnel officer position (\$51,600). Funding for this position was allocated to the School in the 2007-2009 biennium.

PURPOSE:

The reorganization will strengthen the management infrastructure in the Dean's Office to insure organizational effectiveness and efficiency.

BACKGROUND:

The Administrative Office in the Dean's Office of Hawai'i inuiākea School of Hawaiian Knowledge currently consists of a single Administrative Officer who is responsible for managing the fiscal and personnel matters for the School. It has become increasingly difficult to attend to the important tasks of personnel/human resources and budgeting, procurement, and fiscal planning across a growing new school and its three centers with a single Administrative Officer. The School is in dire need of skilled expertise in human resources to insure that personnel actions across the school are carefully and comprehensively attended to in a timely manner. The addition of a personnel officer to the Administrative Office will insure that the human resources needs of the School are met. It will also allow the Administrative Officer to devote the appropriate attention to fiscal operations of the School.

The FTE and funding for the positions in the requested reorganization have already been allocated to the School. In the 2007-2009 biennium budget, the Legislature approved funding for two academic advisor positions for Hawai'i inuiākea. That biennium budget request was submitted to the Legislature in anticipation of the establishment of the School, which was approved by the Board of Regents effective July 1, 2007. When the funding for the positions was released to the School in late Fall 2007, the School's need to build its administrative support infrastructure by adding a personnel officer became a priority. It was proposed to use one of the two new biennium positions to create the personnel officer position. The proposed change was discussed with and approved by the Aha Kuhina, the Hawai'i inuiākea governing council.

The 2007-2009 biennium budget also allocated to the School 5.00 FTE for graduate assistant positions. However, funding was allocated for only 2.50 FTE. The School proposes using one of these "unfunded" FTE to create the permanent administrative officer position. The School is currently funding a temporary administrative officer position (0077061T). Funding from the temporary position will be used to fund the new permanent position.

The requested organizational changes fall under the "delegated authority" provided in APM A3.101: Organizational and Functional Change. There is no impact on BOR policy and/or laws. The change does not create, eliminate, or significantly change the responsibilities of the programs that report directly to the BOR. The proposed change does not incur significant additional expenses and there is no significant programmatic impact on the University.

The proposal has been reviewed by the OVCAA, the OVCAFO, the Mānoa Budget Office, Mānoa Finance and Accounting, and Mānoa Human Resources. The proposal was submitted to HGEA for input with a request for a response by November 24, 2008. No response has been received.

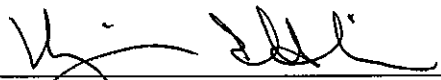
Virginia Hinshaw
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ACTION RECOMMENDED:

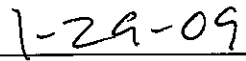
We request your approval of the reorganization of the Dean's Office of Hawai'i inuiākea School of Hawaiian Knowledge that will add a Personnel Officer and an Administrative Officer to the Administrative Office of the School, effective upon approval.

Attachments

APPROVED/DISAPPROVED:



Virginia S. Hinshaw
Chancellor



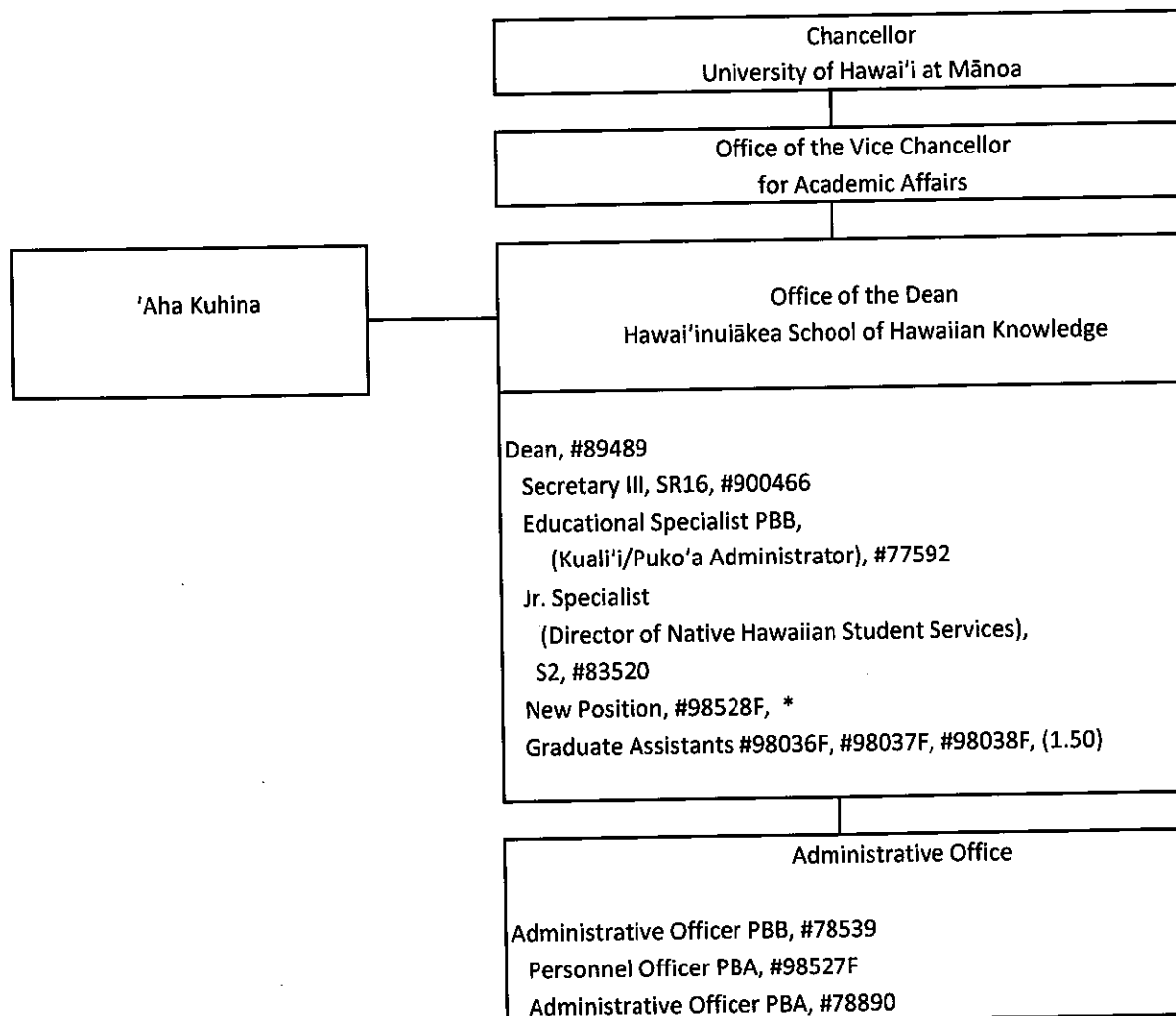
Date

Proposed

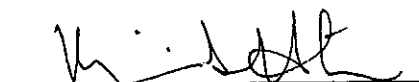
State of Hawai'i
University of Hawai'i
University of Hawai'i at Mānoa
Hawai'inuiākea School of Hawaiian Knowledge
Dean's Office
Organizational Chart
Chart II

General Funds 9.50

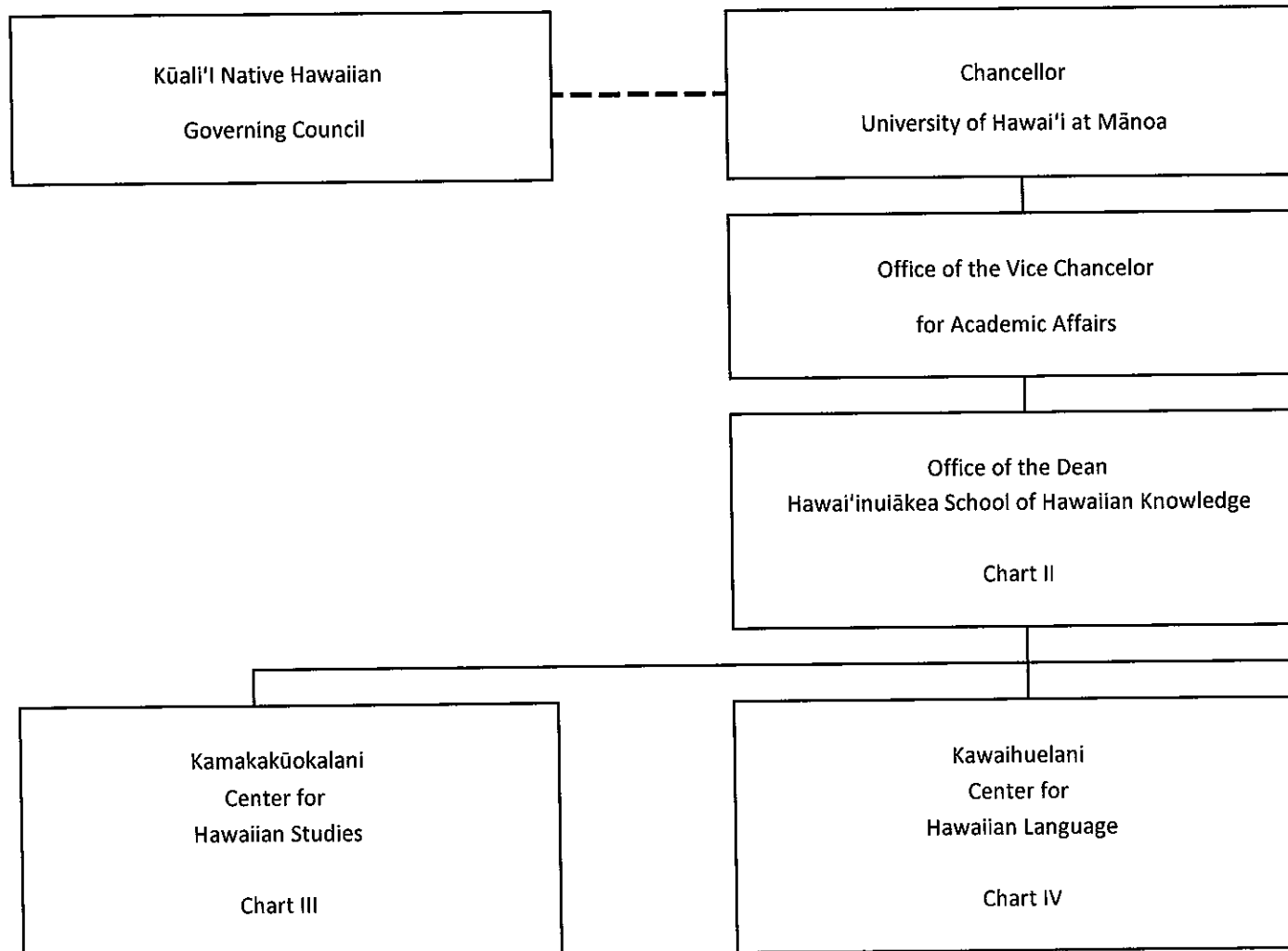
*new position, position number and
classification to be determined.



Approved:


Virginia S. Hinshaw
Chancellor

1-29-09
Date



Proposed


State of Hawai'i
University of Hawai'i
University of Hawai'i at Mānoa
Hawai'inuiākea School of Hawaiian Knowledge
Organizational Chart

Chart I

General Funds 52.00

----- = Advisory

Approved:


Virginia S. Hinshaw
Chancellor

1-29-09
Date

**State of Hawaii
University of Hawaii at Manoa
Hawaiʻinuiākea School Of Hawaiian Knowledge**

Functional Statement

No Changes

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
HAWAII'INUIĀKEA SCHOOL OF HAWAIIAN KNOWLEDGE

FUNCTIONAL STATEMENT

The mission of the Hawai'inuiākea School of Hawaiian Knowledge is to pursue, perpetuate, research, and revitalize all areas and forms of Hawaiian knowledge, including its language, origins, history, arts, sciences, literature, religion, and education; its laws and society; its political, medicinal, and cultural practices; as well as all other forms of knowledge. We recognize the unique status of the Native Hawaiian people and recognize their unique connection to these forms of knowledge by encouraging, supporting, facilitating, and ensuring the incorporation of Native Hawaiians at all levels of the university. We seek to accomplish this mission with a Native Hawaiian perspective that recognizes the holistic aspects of this knowledge, its diversities, and the importance of practical applications. Our mission is to apply this knowledge to provide service and support to the Hawaiian community, as well as extending this knowledge outward from the academy and the community, into the Pacific and other international domains.

The School offers Bachelor's and Master's degrees in Hawaiian and Hawaiian Studies and a certificate in Hawaiian Language. In addition, it operates the Ka Papa Lo'i o Kānawai Cultural Garden.

A. Office of the Dean

The Dean's Office will serve as administrative head of Hawai'inuiākea School of Hawaiian Knowledge, working in consultation with the 'Aha Kuhina in all of the following functions:

Plans, organizes, directs, and coordinates the activities, curricular, personnel, and budget affairs of the school and its ancillary support components including budget and personnel management, staff supervision, community relations, grievance and litigation, and travel.

Articulates and conveys to faculty, staff, students, and others the school's basic values, direction and goals, and develops and implements policies governing the activities of the school.

Manages the day-to-day operations of the school and represents the school within the university and to the local, national, and international community.

The 'Aha Kuhina is the primary advisory council to the Office of the Dean. It is a more traditional Hawaiian administration or governing council. The 'Aha Kuhina will be made up of ten members: the Dean, the Director and three faculty from Kamekākōkalanī Center for Hawaiian Studies, the Director and three faculty from Kawaihuelani Center for Hawaiian Language, and the Director of Ka Papa Lo'i o Kānawai Cultural Garden. The 'Aha Kuhina will work closely with the Dean as advisors and as members of standing committees on issues pertaining to the administration of the school, including budget, curriculum, fundraising, research, grants, organizing conferences, student services, etc. The 'Aha Kuhina will also advise on issues regarding hiring and other personnel matters, except those matters that will be decided by Personnel Committees, as defined by the Board of Regents and union contracts.

B. Kamekākōkalanī Center for Hawaiian Studies

Kamekākōkalanī offers both Bachelor and Master degrees in Hawaiian Studies. The center creates and teaches undergraduate and graduate courses in Hawaiian arts and sciences that focus on history and literature; traditional Hawaiian agriculture, horticulture and aquaculture, the environment and natural resource management; Native Hawaiian rights and Western law; land tenure in Hawai'i; Hawaiian herbal medicine; social, economic and political issues; performing and visual arts; and comparative Polynesian culture. The center provides students academic advising and study resources including computers and a library.

Kamekākōkalanī promotes and conducts research in its curriculum's subject areas; acquires and manages grants; trains researchers and houses research projects within its facility. These include the Kā'i Ala Ceded Lands Research Project and Kā'i Kai Northwestern Hawaiian Islands Research Project.

Kamekākōkalanī provides the university an interface with the wider community by hosting forums, lectures, classes and demonstrations relevant to Hawaiian culture, Hawaiian issues and the practices of other indigenous peoples. Kamekākōkalanī faculty and staff participate in, and often plan, Native Hawaiian academic, cultural and political events, and speak to the media about Hawaiian and indigenous issues.

C. Kawaihuelani Center for Hawaiian Language

Kawaihuelani offers Bachelor and Master degrees in Hawaiian and an undergraduate certificate. The center conducts research in relevant fields of study and offers four years of language study as well as courses on immersion education, curriculum development, and topics of relevant Hawaiian cultural content.

In partnership with the College of Education (COE), Kawaihuelani trains teachers for Hawaiian immersion schools, public schools with Hawaiian language courses, Hawaiian charter schools, and the UH Mānoa program.

The faculty and staff of Kawaihuelani create and implement projects and programs that promote Hawaiian language, culture, history, and traditions such as: Ka Haleu Hanalei, Hōkūle'ā Institute for Native Hawaiian and Indigenous Education, Hō'olaupā'i: Hawaiian Newspapers Resources, Kāukūlāhale, Kāukūhā Aloha, Ka Aolama, Kū'i ka Lono, Mary Kawena Pukui Hale, Ka Wāhona a ke Aloha, and Ole na Iwi.

D. Ka Papa Lo'i o Kānewai Cultural Garden

Ke Papa Lo'i o Kānewai Cultural Garden assists in, and support, educational research and curriculum development while fully embracing the traditional Hawaiian values and practices that revived this historic land of Kānewai. Kānewai is a refuge to all who come to partake of its resources, be they educational groups, classes, or community entities seeking information and knowledge through tours or hands-on experience; by providing cultural education ranging from ahupua'a traditional resource management, Hawaiian scientific land tenure, ma uka ma kai issues and water concerns, to the application of traditional Hawaiian values in caring for the lo'i and garden on a daily basis.

As the foremost "hull bank" in Hawai'i, Kānewai provides consultation, advisement and assistance to other kalo farmers through the information gathered in its research studies.