



UNIVERSITY
of HAWAII®
SYSTEM

M.R.C. Greenwood, Ph.D.
President

UNIVERSITY OF HAWAII
BOARD OF REGENTS

October 28, 2010

10 NOV -8 P3:02

MEMORANDUM

TO: Howard Karr
Chairman, Board of Regents

FROM: M.R.C. Greenwood
President *M.R.C. Greenwood*

SUBJECT: Reassignment of the Offices of Capital Improvements and Human Resources from the Office of the Vice President for Administration to Report Respectively to Office of Budget and Finance/Chief Financial Officer and Office of the Vice President for Academic Planning and Policy

REQUEST:

It is requested that the Board of Regents approve (1) the reassignment of the Office of Capital Improvements, its functions and staff from the Office of the Vice President for Administration to the Office of Vice President for Budget and Finance/Chief Financial Officer; (2) the reassignment of the Office of Human Resources, its functions and staff from the Office of the Vice President for Administration to the Office of the Vice President for Academic Planning and Policy; (3) the re-titling of the Office of the Vice President for Academic Planning and Policy to the Office of the Executive Vice President for Academic Affairs/Provost in recognition of proposed expanded oversight responsibilities for non-academic personnel administration; (4) the reservation in the Office of the President of executive position no. 89446, Vice President for Administration and position no. 900120, Private Secretary II for possible future use; (5) the reassignment of Position No. 99971F from the Office of the President to the Office of the Vice President for Information Technology/Chief Information Officer for establishment and description; (6) the reassignment of the capital improvements and human resources functions of the Office of the Vice President for Administration coincident with functional and organizational unit revisions and realignments; (7) the recognition of an advisory Council of University Chancellors to the President at the system level; and (8) the inclusion of clarifying functional statements for the Office of the Vice President for Student Affairs and University/Community Relations relating to Hawaiian affairs and relations with community organizations.

ADDITIONAL COSTS:

None.

RECOMMENDED EFFECTIVE DATE:

Upon approval.

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PURPOSE:

To streamline the system level organizational structure by reducing the number of system offices from seven to six while maintaining operations through the reassignment of functions formerly assigned to the Office of the Vice President for Administration.

BACKGROUND:

The attached reorganization proposal was prepared in accordance with the provisions of Administrative Procedure A3.101 dated March 2008. The proposed reorganization proposal is being submitted to the Board for approval, because the affected units in the proposed reorganization are direct reports to the President and involve the abolishment of the Office of the Vice President for Administration.

Functions currently assigned to the Office of the Vice President for Administration will be re-assigned as follows: Office of Capital Improvement to the Office of Budget and Finance/Chief Financial Officer and Office of Human Resources to the Office of the Vice President for Academic Planning and Policy. Currently, the Office of Capital Improvements collaborates with the Office of Budget and Finance/Chief Financial Office in the preparation of the capital improvement budget for integration with the operating budget to create the biennium and supplemental budget requests; hence the realignment will allow for even greater coordination in the development and integration of the operating and capital improvements budgets.

Currently the Office of Academic Planning and Policy is responsible for academic personnel administration to include academic personnel labor relations and negotiations. Re-assigning the Office of Human Resources to report to the Office of Vice President for Academic Planning and Policy will allow for greater coordination of personnel policies affecting academic and non-academic personnel system-wide. In conjunction with the expansion of the scope beyond academic affairs of the Office of Academic Planning and Policy, it is being proposed that the Office title and position title be changed respectively to the Office of Academic Affairs/Provost and to Executive Vice President for Academic Affairs/Provost in recognition of proposed expanded oversight responsibilities for non-academic personnel administration.

In conjunction with the reassignment of human resources and capital improvements functions, it is being requested that the current vacant positions of Vice President for Administration, Position No. 89446, and Private Secretary II, Position No. 900120, assigned to the Office of the Vice President for Administration shall be reassigned and held in reserve in the Office of the President for possible future use. The system level organization charts will be revised to reflect the reassignment of functions and positions.

With respect to the reassignment of Position No. 99971 F, a request was submitted to the Legislature to authorize the establishment of a staff support position for the Regents Candidate Advisory Council. However, due to the protracted legislative review process and the urgent need for staff support, an existing University position was reassigned to meet the urgent staff support needs prior to the legislature authorizing Position No. 99971 F. When Position No. 99971 F was finally authorized legislatively, the staffing requirement had already been satisfied by the University in order to meet urgent operating needs.

Given that Position No. 99971 F is currently an un-established authorized position, I am proposing that Position No. 99971 F be reassigned to the Office of the Vice President for Information Technology/Chief Information Officer (VPIT/CIO) for redescription as a deputy to the VPIT/CIO. Information Technology Services is the single largest systemwide support office, with some 130 positions providing information technology support to the entire UH system. Yet the VPIT/CIO is the sole executive position in the Information Technology Services unit; all other staff are BU08 Administrative, Professional and Technical (APT) positions.

Other systemwide units have executive positions at the associate VP, assistant VP and/or director levels. Within Information Technology Services, there is a growing need for executive leadership in a variety of areas including IT system operations, response to natural and man-made incidents and vulnerabilities, and IT-enabled improvement in teaching & learning, research, administration and service. In addition, there is increasing need for UH to engage externally at the local, national and international levels in order to achieve the strategic objectives of the University. Authorizing the establishment of an executive position to serve as the deputy in the Office of VPIT/CIO will help to ensure continuity of operations and executive leadership for Information Technology Services.

The system Offices of Human Resources and Budget have been consulted on the reassignment of Position No. 99971 F to the Office of VPIT/CIO, and concur with the proposed reassignment and use of the authorized position.

The inclusion of clarifying functional statements for the Office of the Vice President for Student Affairs and University/Community Relations relating to Hawaiian affairs and relations with community organizations will conform to previous discussions with the Board regarding the function of this office.

The functional reassignments will allow for the reduction in the number of system offices from seven (7) to six (6) with the reassignment of all functions and positions formerly assigned to the Office of Vice President for Administration. Such organizational restructuring through the reassignment of functions and staff will serve to streamline the organization and yet ensure uninterrupted continuation of existing operations and staff support services.

A Council of University Chancellors comprised of the Chancellors from the University of Hawai'i at Manoa, University of Hawaii at Hilo and the University of Hawai'i at West Oahu is being created to facilitate the dialogue between University Chancellors on issues and concerns common to the University campuses. The Council of University Chancellors will serve as an advisory group to the President on matters relating to Universities. Council of Community College Chancellors will continue to meet, discuss issues and concerns unique to the community colleges, and serve as an advisory group to the President on community colleges. All Chancellors will meet collectively as the Council of Chancellors to advise and make recommendation to the President on issues and concerns from a system-wide perspective.

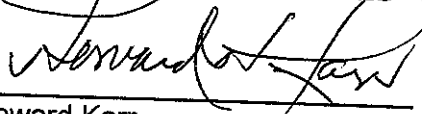
Given the current austere economic conditions facing the University at this time, Vice Presidents Johnsrud and Todo have agreed to the expansion of their scope of authority and responsibility associated with the reassignment of the human resources and capital improvements functions respectively with the foreknowledge that there will be no adjustment in their current rates of compensation. Should economic conditions change in the future, due consideration may be given to the fact that the scopes of responsibility for Vice Presidents Johnsrud and Todo have been broadened. Vice Presidents Johnsrud's and Todo's willingness to accept these additional responsibilities is very much appreciated and indicative of the exceptional individuals that they are. I am very honored to have them as part of my system team.

The University of Hawai'i Professional Assembly (UHPA) and Hawai'i Government Employees Association (HGEA) have been consulted as required by Chapter 89-9c and expressed concerns taken into consideration.

ACTION RECOMMENDED:

It is recommended that the Board of Regents approve (1) the reassignment of the Office of Capital Improvements, its functions and staff from the Office of the Vice President for Administration to the Office of Vice President for Budget and Finance/Chief Financial Officer; (2) the reassignment of the Office of Human Resources, its functions and staff from the Office of the Vice President for Administration to the Office of the Vice President for Academic Planning and Policy; (3) the re-titling of the Office of the Vice President for Academic Planning and Policy to the Office of the Executive Vice President for Academic Affairs/Provost in recognition of proposed expanded oversight responsibilities for non-academic personnel administration; (4) the reservation in the Office of the President of executive position no. 89446, Vice President for Administration and position no. 900120, Private Secretary II for possible future use; (5) the reassignment of Position No. 99971F from the Office of the President to the Office of the Vice President for Information Technology/Chief Information Officer for establishment and description; (6) the reassignment of the capital improvements and human resource functions of the Office of the Vice President for Administration coincident with functional and organizational unit revisions and realignments; (7) the recognition of an advisory Council of University Chancellors to the President at the system level; and (8) the inclusion of clarifying functional statements for the Office of the Vice President for Student Affairs and University/Community Relations relating to Hawaiian affairs and relations with community organizations.

APPROVED / NOT APPROVED



Howard Karr
Chairman, Board of Regents

12/7/10
Date

Attachments

cc: Interim Executive Office and Secretary of the Board Amemiya
Vice Presidents Johnsrud, Todo, Lassner, and Freitas
Associate Vice President for CIP Minaai
System Director of Human Resources Hashimoto
Budget Director Okimoto

University of Hawai'i
Systemwide Administration

Proposed Reorganization

Introduction

Currently, the Offices of Capital Improvements and Human Resources report to the Office of the Vice President for Administration, which is responsible for providing executive leadership for administrative affairs through subordinate offices responsible for human resource and capital improvements program at the system level. The proposed reorganization documents: (1) the reassignment of the Office of Capital Improvements, its functions and staff from the Office of the Vice President for Administration to the Office of Vice President for Budget and Finance/Chief Financial Officer; (2) the reassignment of the Office of Human Resources, its functions and staff from the Office of the Vice President for Administration to the Office of the Vice President for Academic Planning and Policy; (3) the re-titling of the Office of the Vice President for Academic Planning and Policy to the Office of the Executive Vice President for Academic Affairs/Provost in recognition of proposed expanded oversight responsibilities for non-academic personnel administration; (4) the reservation in the Office of the President of executive position no. 89446, Vice President for Administration and position no. 900120, Private Secretary II for possible future use; (5) the reassignment of Position No. 99971F from the Office of the President to the Office of the Vice President for Information Technology/Chief Information Officer for establishment and description; (6) the reassignment of the capital improvements and human resource functions from the Office of the Vice President for Administration coincident with functional and organizational unit revisions and realignments; (7) the recognition of an advisory Council of University Chancellors to the President at the system level; (8) the inclusion of clarifying functional statements for the Office of the Vice President for Student Affairs and University/Community Relations relating to Hawaiian affairs and relations with community organizations; and (9) subsequent to the approval of the proposed reorganization, the organizational charts and functional statements for the Office of the Vice President for Academic Planning and Policy and the Office of the Vice President for Budget and Finance/Chief Financial Officer would be updated respectively to reflect the inclusion of the Office of Human Resources and Office of Capital Improvements. Within the Office of Capital Improvements and Human Resources, there will be no changes in the internal organizational structure or reporting relationships, supervisory, position descriptions, functional changes, work location, or any other changes in current internal work assignments or working relationships as the result of the proposed offices' reassignment.

Subject to the approval of the proposed reorganization, the position descriptions for the Associate Vice President for Capital Improvements and System Director of Human Resources and Vice President for Budget and Finance/Chief Financial Officer will be appropriately revised to reflect the new reporting relationship to the

organizational reporting relationship; the class specifications and position description for the Vice President for Academic Planning and Policy will be appropriately revised to reflect the new title Executive Vice President for Academic Affairs/Provost; and the Position No. 99971F will be appropriately re-described as a direct report to the Vice President for Information Technology/Chief Information Officer.

The following reorganization proposal has been prepared in accordance with Administrative Procedure A3.101 dated March 2008.

Rationale for Reorganization

Description of conditions or factors prompting the proposed reorganization and explain how the proposed reorganization will address the conditions or factors prompting the reorganization.

Factors Prompting the Reorganization: Based on a review of the existing organization of system offices, it seems appropriate that the Offices of Capital Improvement and Human Resources be realigned and reassigned to other system offices with similar functions facilitating the streamlining of the system level organization. Currently, the Office of Capital Improvements closely collaborates with the Office of Budget and Finance/Chief Financial Officer with the former developing the capital improvements budget and the latter the operating budgets for the biennium and supplemental budgets. The Office of the Vice President for Academic Planning and Policy is already responsible for academic personnel administration to include labor relations administration and collective bargaining.

How Will the Reorganization Address the Prompting Factors? The proposed reorganization will help align similar functions, e.g., the capital improvements and operating budget development and execution processes; and the academic and non-academic personnel administration, under the authority of the existing vice presidents with similar existing functional responsibilities.

The realignment will not affect current functions and services being provided by the Office of Capital Improvements and Human Resources. In fact, the realignment may facilitate enhanced collaboration and integration of policy development, e.g., academic and non-academic personnel administration. Furthermore, the reassignment of the Offices of Capital Improvements and Human Resources will allow for the holding in reserve for possible future use the positions of the Vice President for Administration, Position No. 89446, Private Secretary II, Position No. 900120, and the revision of the organizational units and associated functions accordingly. The Office of Information Technology/Chief Information Officer will be assigned a position, Position No. 99971F from the Office of the President, for appropriate description to assist the Vice President for

Information Technology/Chief Information Officer in the management of the Office of Information Technology.

The effects of the proposed reorganization on operational, organizational, functional, programmatic relationships and impact on services to students, other target groups and relationship with other segments of the university.

Effect on Operations: No negative operational impacts are anticipated. It is anticipated that with clarified lines of authority, communications and operational efficiencies will be enhanced and policy decision-making facilitated with improved coordination between similar functions.

Effect on the Organization: With proposed reassignment of the Office of Capital Improvements and Human Resources the number of system level offices will be reduced by one system office with the benefit of a more streamlined organizational structure.

Effect on Functions: While capital improvements planning and human resource administration functions will be maintained, it is anticipated with the realignment with similar functions that greater efficiencies and collaboration may be realized between existing functions and services, e.g. development of integrated academic and non-academic personnel administration policies. Inclusion of statements relating to the role of the Office of the Vice President for Student Affairs and University/Community Relations for relations with Hawaiian and other community groups will serve to clarify roles and functional responsibilities.

Effect on Programmatic Relationships: No negative affects are anticipated as functions are being reassigned to other offices with existing similar functions.

Impact on Students: There will be no direct impact on students, as neither the Office of Capital Improvements nor Office of Human Resources, as staff support offices, directly impact students.

Impact on Other Groups: It is anticipated that system services, responses and communications between system office and other groups will be enhanced because there will be fewer system offices yet existing functions and services provided by the system will be continued.

Relationship with Other University Segments: Other than for the Offices of Capital Improvements and Human Resources reporting to different vice presidents, the staff support services of these units to other university segments will continue uninterrupted.

A Council of University Chancellors comprised of the Chancellors from the University of Hawai'i at Mānoa, University of Hawai'i at Hilo and the University of

Hawai'i at West Oahu is being created to facilitate the dialogue between University Chancellors on issues and concerns common to the University campuses. The Council of University Chancellors will serve as an advisory group to the President on matters relating to Universities. The Council of Community College Chancellors will continue to meet, discuss issues and concerns unique to the community colleges, and serve as an advisory group to the President on community college matters. All Chancellors will meet collectively as the Council of Chancellors, to advise and make recommendation to the President on issues and concerns from a system-wide perspective.

Efficiencies, service improvements and other benefits. It is envisioned that the realignment of the Office of Capital Improvements and Human Resources ensure the continuation of current system-level support functions and services while streamlining the organizational structure.

Resource Requirements or Savings

Funding, position, space, equipment, and other resources required by the proposed reorganization. Funding requirements and position counts will be met by means of existing system budgeted funds. While there are no anticipated office space, equipment and other resource needs, such will be satisfied with existing resources and budgeted funds.

Source of Resources - reallocation or new revenue. As noted, the source of funding, if any, to implement the proposed reorganization will be through the use of existing resources.

Programmatic Impact on the University

It is anticipated that as the result of the implementation of the proposed reorganization, functions assigned to the Offices of Capital Improvements and Human Resources will continue to be satisfied. With the reassignment of the Offices of Capital Improvements and Human Resources, a Vice President will be available to provide broad policy guidance formerly provided by the Vice President for Administration.

Other than changing the reporting relationship of the Associate Vice President for Capital Improvements to the Vice President for Budget and Finance/Chief Financial Officer and System Director of Human Resources to the Vice President for Academic Planning and Policy, no other changes are envisioned to the scope or function of these positions. The proposed reorganization was shared with the staffs of the Office of Capital Improvements and Human Resources for their review and input. Comments were received from the Office of Human Resources and incorporated into the proposal. No comments were received from the staff of the Office of Capital Improvements. In conjunction with the proposed reorganization, no positions in the Offices of Capital

Improvements and Human Resources are being re-described and all employees will continue in their respective classification, supervisory relationships, wages, hours and working conditions that existed prior to the proposed reorganization.

The Hawai'i Government Employees Association and University of Hawai'i Professional Assembly were consulted and expressed concerns taken into consideration.

Attachments

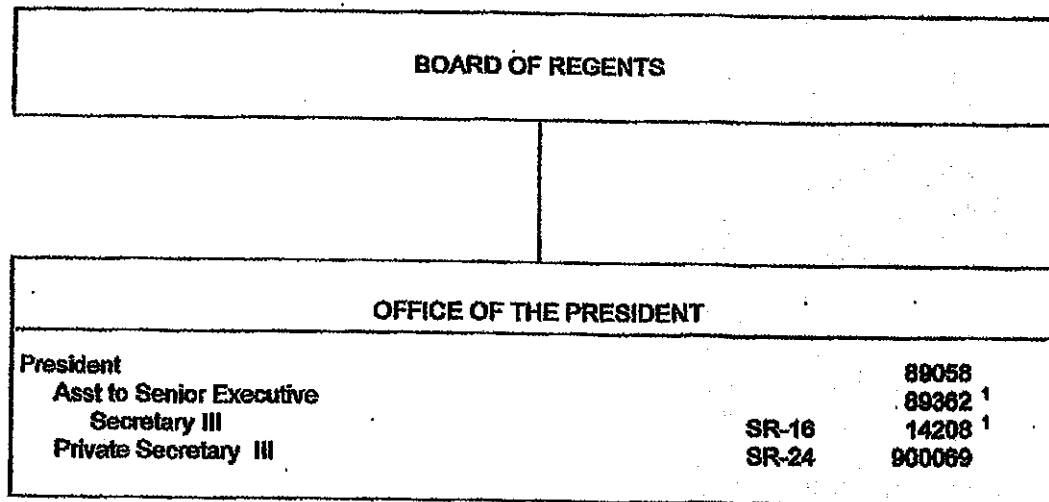
Current organization charts and functional statements

Proposed organizational charts and functional statements

List of all permanent positions affected by the reorganization, position number, vacant or filled, and impact of the reorganization on position

PROPOSED

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE PRESIDENT
POSITION ORGANIZATION CHART**



¹ To be redescribed

~~Position appropriated but not established: 99971F Appropriated position no. 9971F to be assigned to, established and described in the Office of the Vice President for Information Technology~~
~~Positions being held in reserve for future use: Position No. 89446, Vice President for Administration and Position No. 900120, Private Secretary II, SR 22~~

General Fund Perm
 6.00

PROPOSED

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

FUNCTIONAL STATEMENT

INTRODUCTION

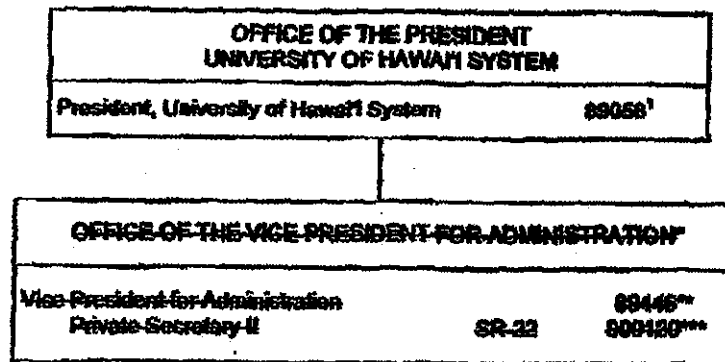
The Office of the President, University of Hawai'i, is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawai'i Constitution, Hawai'i Revised Statutes, and Board of Regents' policies.

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.

PROPOSED



STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
POSITION ORGANIZATION CHART

- ¹ Estimated from position count.
^{*} To be phased out.
^{**} To be reassigned to the Office of the Vice President for Information Technology/Chief Information Officer.
^{***} To be phased out: count to be transferred to the Office of the President.

Control Field

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Proposed

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

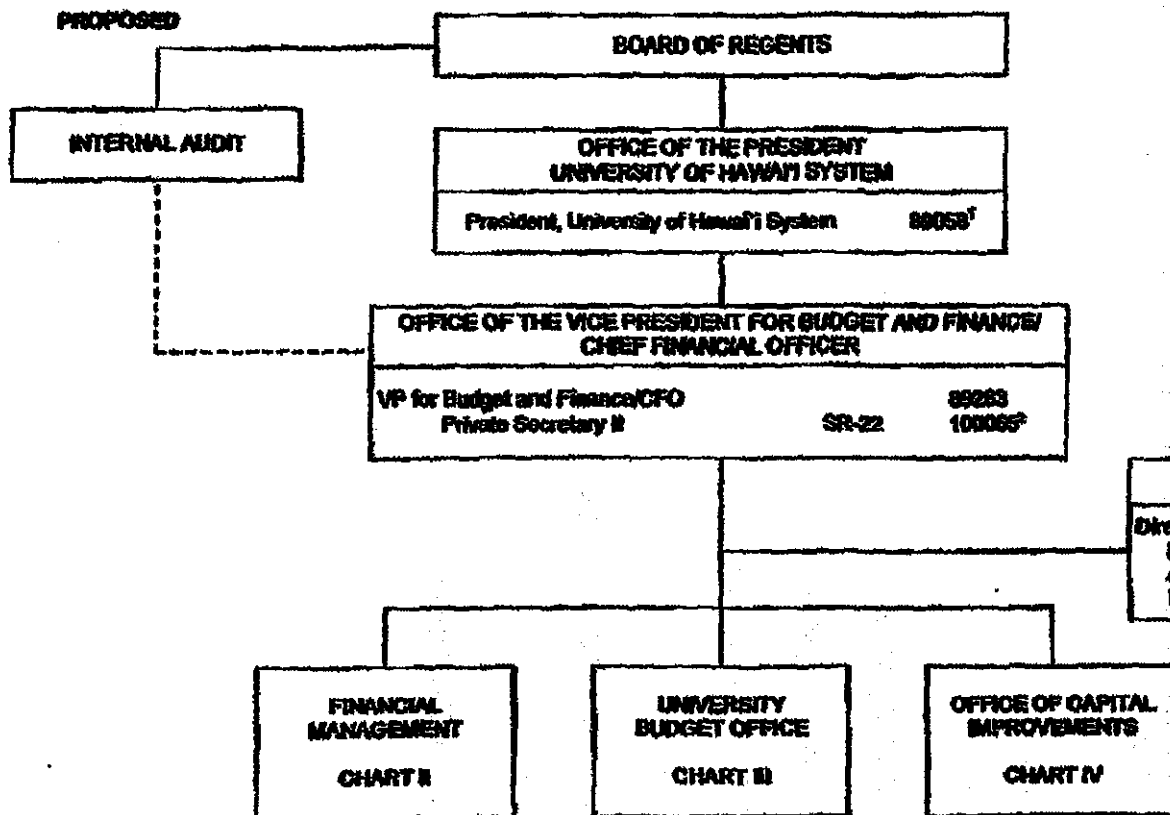
FUNCTIONAL STATEMENT

INTRODUCTION

~~This office provides executive leadership in planning, organizing, directing, evaluating, and coordinating the following aspects of UH System wide administrative and support functions.~~

MAJOR FUNCTIONS

- ~~• Human resources administration~~
- ~~• Capital Improvements Program~~



**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR
BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER**

POSITION ORGANIZATION CHART

CHART I

- ¹ Excluded from position count
- ² To be reclassified
- ³ Position 78879 in System Administrative Services abolished, pending reestablishment

28705gchrlupdsh c/s

Est.
General Funds 7.90

Proposed

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER

FUNCTIONAL STATEMENT

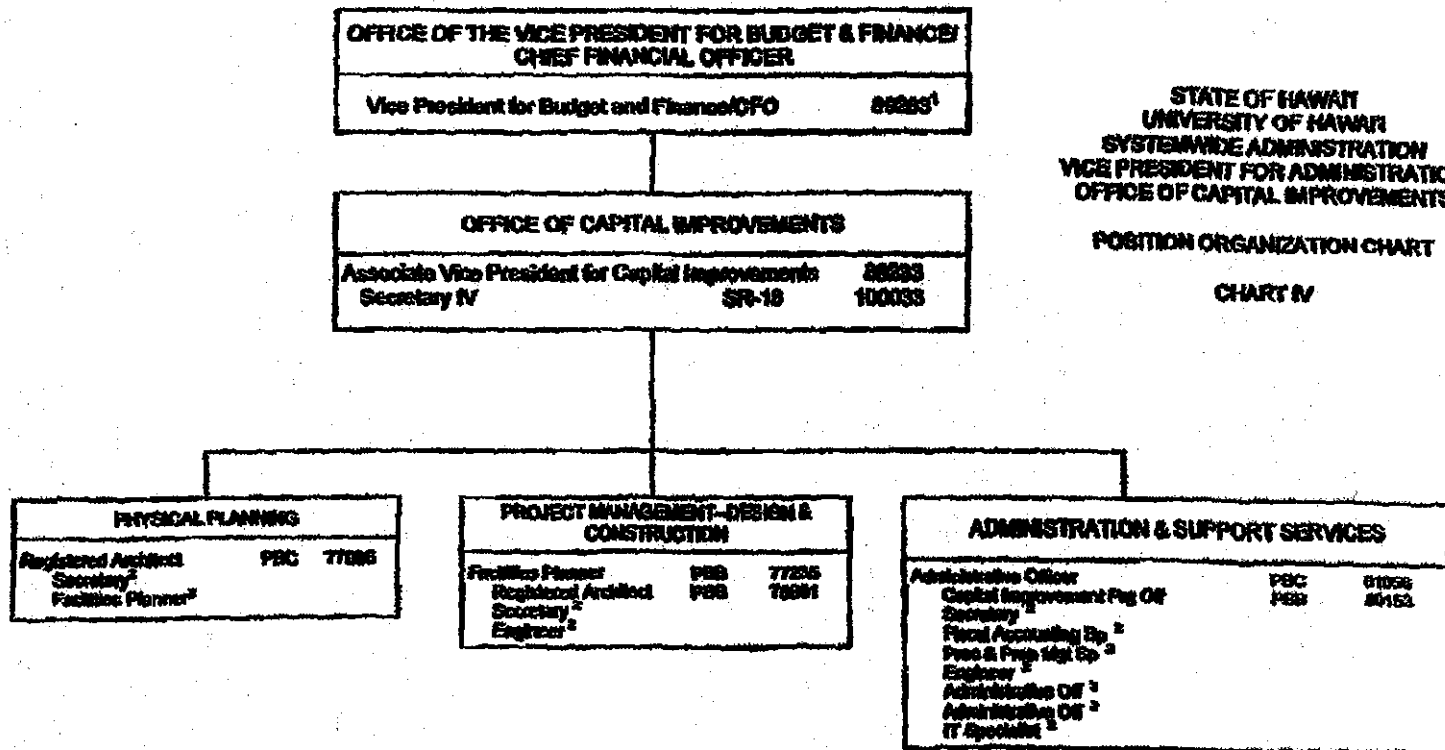
INTRODUCTION

This office provides executive leadership in planning, organizing, directing, evaluating, and coordinating the following aspects of UH System wide budget and financial management functions.

MAJOR FUNCTIONS

- Accounting
- Assets management
- Bond system operations
- Disbursing and payroll
- Treasury
- Procurement and real property
- Budgeting
- Capital Improvements

PROPOSED



STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
OFFICE OF CAPITAL IMPROVEMENTS

POSITION ORGANIZATION CHART

CHART IV

- ¹ Excluded from position detail
- ² To be created via reassignment position within the University and/or to be requested

General Fund 7.00
General Fund 11.00 (to be reassigned/requested)

2018 org chart update capital improvement used

Proposed

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER
OFFICE OF CAPITAL IMPROVEMENTS

FUNCTIONAL STATEMENT

Capital Improvement Program (CIP) projects 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 ASSOCIATE VICE PRESIDENT

Provides system-wide executive leadership, direction and control over the planning, development, implementation and integration of multi-campus CIP projects, long-range physical development plans, and associated CIP 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, 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 Associate Vice President 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 expenditures of resources for physical facilities.

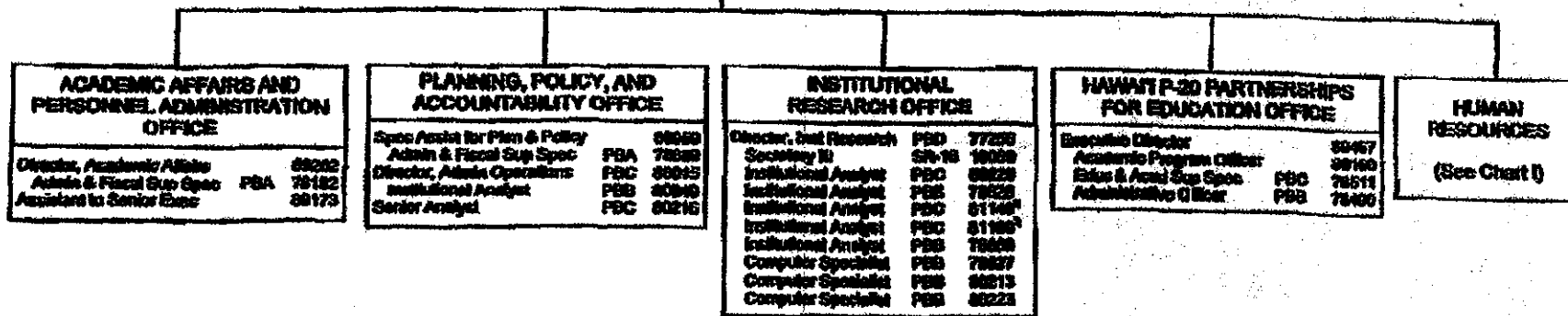
Provides leadership by facilitating and assisting campuses in the planning, development, implementation, and integration of a multi-campus repair and maintenance program.

PROPOSED

**OFFICE OF THE PRESIDENT
UNIVERSITY OF HAWAII SYSTEM**
President, University of Hawaii System 88000²

**OFFICE OF THE VICE PRESIDENT
FOR ACADEMIC PLANNING AND POLICY**
Executive Vice President for Academic Affairs/Fiscal 88851
Private Secretary II SR-22 800020

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ACADEMIC
PLANNING AND POLICY
POSITION ORGANIZATION CHART



¹ Excluded from position count
² Part of UOH 882 appropriation reflected organizationally on this chart
 Positions appropriated but not established (NOF by 88888²: 88878²)

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General Funds (UOH 882)	22.00
General Funds (UOH 882)	2.00
Special Funds (88 (UOH 882)	2.00

Proposed

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION
~~OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY~~
EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS/PROVOST
(OEVPA/Provost)

FUNCTIONAL STATEMENT

~~OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY~~
~~(OVPAPP)~~

INTRODUCTION

The ~~OVPAPP~~ OEVPA/Provost provides executive leadership in setting forth the system wide academic vision and goals for the University of Hawai'i in collaboration with internal and external stakeholders and is comprised of four~~five~~ offices: Academic Affairs and Personnel Administration Office; Planning, Policy, and Accountability Office; Institutional Research Office; and the Hawai'i P-20 Partnerships for Education Office and Human Resources.

MAJOR FUNCTIONS

- Advises the President and university executives on academic matters.
- Establishes the higher education agenda for the University of Hawai'i.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawai'i.
- Facilitates a council of campus chief academic officers for planning and policy purposes.
- Provides leadership and support for system wide articulation and transfer.
- Develops academic plans, policies and procedures. Reviews all academic policies and programs prior to action by the President.
- Serves as academic liaison with State and national academic educational boards and other system wide University offices.
- Formulates mission and planning documents, policy statements, recommendations for action, and guidelines for implementation.

- Develops and implements system wide tuition policies and procedures.
- Serves as academic liaison with state and federal educational boards, stakeholder groups, system wide University offices, and the All Campus Council of Faculty Senate Chairs.
- Manages University wide institutional long range planning efforts and provides planning support.
- Coordinates policy development/analysis and institutional assessment initiatives and serves as chief spokesperson on assessment and accountability issues.
- Provides leadership and direction for institutional research for the ten campuses of the UH system.
- Oversees system wide P-20 policies, programs, and initiatives, including those for GEARUP and P-3.
- Support and promote the P-20 Council's efforts to develop a seamless system of educational delivery.
- Monitors system wide distributed learning and international education planning and policies.
- Provides executive leadership in the management of systemwide non-academic human resources administration.
- Oversees the development and maintenance of personnel policies and procedures to ensure compliance with Board of Regents' Policies, Executive policies, State statutes, federal laws and regulations, administrative procedures, and applicable collective bargaining agreements.
- Monitors the administration of the University's classification and compensation system for APT and E/M personnel and of the State's classification and compensation plans for civil service employees.
- Provides guidance in the negotiation of collective bargaining agreements and oversees the implementation of grievance administration for non-academic personnel.

ACADEMIC AFFAIRS AND PERSONNEL ADMINISTRATION OFFICE

INTRODUCTION

The Academic Personnel and Administration Office provides system wide executive staff support in two major functional areas: first, academic affairs through the Council of Chief Academic Officers (CCAO), e.g., new program proposals, and support as it relates to academic policies affecting all campuses, faculty and student policy issues, and liaising to the All Campus Council of Faculty Senate Chairs (ACCFSC); and second, exercising leadership at the system level for academic personnel administration including development of academic personnel administration policies and providing system-wide leadership in academic personnel administration, e.g., interpretation of the academic personnel collective bargaining agreement, conducts investigations into academic personnel matters, and serves as a consultant to campuses on academic personnel administrative matters.

MAJOR FUNCTIONS

ACADEMIC AFFAIRS FUNCTIONS

- **Reviews academic plans and develops/revises policies and procedures.**
- **Initiates, coordinates and supports system-wide academic initiatives.**
- **Provides staff support to the Council of Chief Academic Officers and other system wide academic committees.**
- **Ensures that campus program proposals are consistent with University guidelines.**
- **Serves as the Vice President's liaison to the All Campus Council of Faculty Senate Chairs.**
- **Reviews academic policies and proposals requiring President or Board of Regents action.**
- **Prepares required reports for the Board of Regents.**
- **Researches and consults with university wide constituents on emerging academic affairs issues in higher education at the national, state, and local levels.**
- **Prepares responses to international, national, and local inquiries and ad hoc requests to the Board of Regents, State Postsecondary Education Commission, and the President on university and state educational policies and practices.**

ACADEMIC PERSONNEL ADMINISTRATION FUNCTIONS

Academic Personnel Administration

- Collaborates with the VPAPP in the development of strategies to provide system-wide coordination relating to academic personnel administration, *policies, practices, and compliance with collective bargaining agreements in a manner responsive to campus operating practices and needs, yet consistent with the intent of the collective bargaining agreement and applicable university policies and procedures, e.g., system-wide tenure and promotion.*
- Provides consultative assistance to Chancellors, senior executives and academic personnel administrators in the interpretation and application of the academic collective bargaining agreement, Board of Regent, and university academic personnel policies and procedures.

Academic Personnel Labor Relations

- Conducts fact-finding and other personnel administration related investigations relating to academic personnel prepares and submits to appropriate authority investigatory report and/or conclusions and recommendations may assist in final impasse resolution proceedings, such as arbitration, and may be designated by the President as the President's designee in the academic grievance review process.
- Develops and conducts training on academic personnel labor relations and collective bargaining including the terms, conditions and interpretation of academic collective bargaining agreement with UHPA.

Academic Personnel Collective Bargaining Negotiations

- Provides research and analytic staff support in master agreement negotiations and associated memoranda of agreement.
- Conducts training on negotiated changes and on the application and interpretation of provisions of the negotiated collective bargaining agreement.
- As determined by the President, may be designated as a University negotiations spokesperson for academic personnel negotiations.

Academic Personnel Grievance Adjudication and Resolution

- Assists the university's General Counsel in the preparation of cases for mediation and arbitration.

PLANNING, POLICY, AND ACCOUNTABILITY OFFICE

INTRODUCTION

The Planning, Policy, and Accountability Office plays a central role in system wide institutional planning, including planning assumptions, mission statement and strategic plan updates, and tuition-setting; development of Board of Regents and executive planning policies; establishment of system wide benchmarks and performance measures to meet legislative reporting requirements; special studies and reports that provide key background information on academic planning and policy-related issues; management of the organization's administrative operations.

MAJOR FUNCTIONS

- Serves as resource to campuses in providing planning policy interpretation and guidance, monitors system wide planning initiatives, assists the effort to link the planning and budgeting processes, and facilitates priority-setting at system and campus levels.
- Assists senior executives with the formulation of Board and executive policies across the full array of university activities.
- Consults with university and external constituents on emerging issues in higher education at the local, national, and international levels; and conducts research, institutional comparisons, and analyses.
- Prepares reports, studies, or briefing papers in response to requests from the Board of Regents, President of the University of Hawai'i, and local, national, or international entities.
- Manages state and university assessment and accountability reporting requirements for the OVPAPP.
- Serves as liaison with state agencies and other external stakeholders to ensure that university plans are consistent with state priorities and planning efforts, and the University of Hawai'i's strategic objectives are communicated.
- Supports tuition-setting and analyses.
- Facilitates university initiatives in support of system strategic goals, such as the development of faculty and staff across the system.
- Facilitates university initiatives that have system wide impact and address strategic outcomes such as educational access or workforce development through distance learning efforts.

- Provides legislative support to the Vice President for Academic Planning and Policy by preparing testimony, reports, and studies.
- Serves as the university wide source of expertise on issues relating to institutional assessment and accountability.
- Coordinates the development and maintenance of university wide benchmarks/institutional effectiveness indicators, and prepares required institutional reports.
- Provides expert analysis for university wide planning, policy analysis, research, and executive decision making.
- Handles administrative operations for the OVPAPP, including budget and personnel.
- Coordinates system wide assessment, research, and surveys.
- Produces documents and briefings for accountability purposes to internal and external audiences.

INSTITUTIONAL RESEARCH OFFICE

INTRODUCTION

The Institutional Research Office is responsible for providing analyses and management information for use in planning, decision-making, assessment and policy formulation. The Office manages the Operational Data Store (ODS), and develops and maintains the student data warehouse. It is responsible for data administration; systemized series of MAPS reports; data analyses support for administrators; Student Tracking Systems; responding to requests for information from internal and external agencies and individuals, developing and producing special studies in response to management requirements, special reports and studies; coordinating and responding to selected surveys sent to the university; coordinating the university's IPEDS input; coordinating response to applicable federal mandates; assisting in the development of an integrated UH data warehouse capability; and conducting training (data warehouse, IPEDS, etc.)

MAJOR FUNCTIONS

Information Services Functions

- Designs systematic reports, develops formats, defines terms, and summarizes and analyzes data to be distributed to university administrators and campus personnel as part of Management and Planning Support Studies (MAPS), and other special studies.

- Researches key changes in programs, course offerings, and other required information, and updates master code and lookup tables used in the generation of system-wide reports from data housed in administrative databases.
- Develops and coordinates on-line database structures and warehouses, including system design, systematic data, definition, installation, and training, e.g., the ODS and the university's student data warehouse and management information reporting system.
- Designs and develops automated reports or new administrative computer systems by using the latest computer technology (including the World Wide Web); and works with the Information Technology Services Office to streamline data retrieval, access, and reporting.

System wide Data Administration Functions

- Develops, administers, coordinates, and monitors data management information on a system-wide basis for ODS and the student data warehouse.
- Administers and manages the master code set and data element definitions in ODS and the student data warehouse to ensure data integrity and consistency.
- Coordinates, monitors, and responds to information needs as required by university administrators, planners, staff, and external agencies such as other state departments and federal agencies; requirements include IPEDS, Student Right-to-Know, requests from the private sector, and special legislative requests.
- Coordinates and conducts workshops, training sessions, and committees to facilitate the dissemination of information and information analysis to UH administrators and campus/program directors and their staff as part of the university's overall management program.

Analytical Services Functions

- Provides system wide direction for institutional research.
- Researches and prepares analyses supported by charts and graphs for management and planning support reports, assessment reports, and special reports as required.
- Researches, identifies and defines key data elements required for university wide data use and analysis; develops policies and procedures required to

systemize data across campuses; and disseminates information on definitions, scope, and use of these data elements.

- Develops and utilizes analytical techniques to support the university's institutional and campus-level planning process, including simulated models, enrollment projection models, quantitative unit activity and resources indicators analyses; workload measures; program efficiency measures; quantitative program review indicators; historical enrollment patterns; institutional comparisons; and student progress and outcomes analyses.
- Researches system-wide indicators and develops analytical data and studies on the factors affecting university programs, and researches and summarizes the external benefits directly or indirectly attributable to university programs.
- Provides analytical support, training, and consultation to campuses regarding the data and tables in ODS and the student data warehouse, and academic planning and analysis and the utilization of analytical techniques and systems.
- Provides technical support and consultation in the training and dissemination of computer modeling and statistical techniques as required for operations and strategic planning.

HAWAII P-20 PARTNERSHIPS FOR EDUCATION OFFICE

INTRODUCTION

The Office of P-20 Partnerships for Education Office is responsible for developing policies, plans, and coordinating the implementation joint public-private ventures which have as their goals improving academic achievement of learners at all levels, closing the gap between those who have traditionally been well-served by educational institutions and those who have not, and—ultimately—improving the quality of life of all people of the state by enhancing the quality of our workforce and engendering greater civic engagement.

MAJOR FUNCTIONS

- Develops system wide policies, programs, and initiatives designed to promote attainment of the P-20 mission to assure that more of Hawai'i's people persist through this pipeline.
- Partners with the Hawai'i Department of Education, the Good Beginnings Alliance and the University of Hawai'i to work with the P-20 Council to develop a seamless system of educational delivery to prepare Hawai'i's learners for success.

- Advises the Vice President for Academic Planning and Policy and other university executives on P-20 plans and initiatives.
- Coordinate, facilitate and partners in program development and administration efforts with the University of Hawai'i system and with participating state agencies and community stakeholder groups, e.g., the Hawai'i Department of Education, the Good Beginnings Alliance.
- Serves as liaison to local, state and federal academic educational entities, system wide university offices, the State Department of Education, the legislature, and community stakeholder groups.

OFFICE OF HUMAN RESOURCES

MAJOR FUNCTIONS

The Office of Human Resources has systemwide responsibility for human resources management as further described below.

The System Director of Human Resources is responsible for planning, organizing, and managing the University's human resources programs in conjunction with the campus human resources offices. This responsibility includes developing, implementing, and maintaining personnel policies and procedures to ensure compliance with Board of Regents' Policies, Executive policies, State statutes, federal laws and regulations, administrative procedures, and applicable collective bargaining agreements; administering the University's classification and compensation system for APT and E/M personnel and of the State's classification and compensation plans for civil service employees; reviewing E/M appointments and other personnel actions; directing special projects and studies; providing leadership and advice to senior level executives; negotiating collective bargaining agreements; conducting hearings and rendering decisions on grievances; and administering the University's employee benefits, and staff development and training programs.

SYSTEM SUPPORT AND ANALYSIS SECTION

- Provides leadership in analyzing, developing and implementing functional components of new electronic human resources systems
- Serves as liaison between OHR and State agencies on technological matters
- Provides support to personnel officers in the processing of personnel transactions
- Serves as central source of systemwide human resources information
- Oversees the University's automated leave accounting system
- Develops and conducts studies and analyses to provide data to management for program development
- Undertakes special projects and conducts special studies as required
- Implements BOR collective bargaining provisions as they relate to electronic data processing

- Implements civil service collective bargaining provisions as they relate to electronic data processing
- Supports internal (OHR) computer requirements
- Provides leadership in overseeing and implementing the University's leave accounting system

CIVIL SERVICE EMPLOYEE RELATIONS SECTION

- Oversees and coordinates the labor relations program for civil service employees
- Interprets State personnel rules, policies and collective bargaining agreements relative to the management and direction of civil service employees
- Administers and oversees, on a systemwide basis, the civil service recruitment, examination and personnel transaction programs
- Reviews and recommends the compensation, pricing and repricing of civil service classes
- Administers and coordinates the civil service job performance evaluation program
- Oversees and administers the State's return to work priority program for the University system
- Coordinates and implements the State's Reduction in Force (RIF) and Separation Incentive Program for the University system
- Implements and oversees the State's Commercial Driver's License Alcohol and Drug Testing Program
- Serves as custodian of official personnel files for all civil service employees

CLASSIFICATION AND BENEFITS SECTION

- Maintains Human Resources section of Administrative Procedures Manual to provide complete, comprehensive instructions for performing specific tasks
- Recommends revisions to Human Resources sections of Board of Regents and Executive policies as appropriate
- Conducts comprehensive and ongoing training of employees responsible for performing human resources management functions, including training in federal and State laws, DHRD policies and procedures, BOR and Executive policies, and OHR administrative procedures
- Coordinates training programs to assist employees in performing existing tasks and to prepare them for future advancement
- Implements formal compliance review program to identify violations of federal and State laws, collective bargaining requirements, DHRD policies and procedures, BOR and Executive policies, and OHR administrative procedures
- Develops standardized evaluative criteria for the classification of APT positions so as to insure objectivity and equity
- Develops class specifications for new E/M positions
- Reviews E/M and APT classification and reclassification actions to insure compliance with established criteria
- Takes final classification actions on civil service positions and represents the University before appellate boards and commissions
- Compiles and analyzes E/M, APT and faculty salary survey data, e.g., CUPA-HR
- Develops E/M and APT compensation plans to ensure salary equity

- Monitors E/M and APT salaries to insure compliance with approved compensation plans and collective bargaining agreements
- Coordinates with EEO/AA Office in the review of E/M and APT salaries so as to avoid charges of unlawful discrimination
- Coordinates the State's benefits programs (EUTF, ERS, Deferred Compensation, Tax Sheltered Annuities) for University employees on a systemwide basis and serves as liaison with State agencies

COLLECTIVE BARGAINING AND LABOR RELATIONS SECTION

- Provides research and analytical support to State and University negotiators in Unit 07 and Unit 08 negotiations
- Drafts proposals for negotiations as required
- Participates in collective bargaining negotiations as required
- Serves as President's Designee to adjudicate APT and civil service grievances
- Provides support to the President's Designee in faculty grievances
- Advises and interprets collective bargaining agreements, personnel statutes, rules, regulations and policies
- Conducts training on terms and conditions of new collective bargaining agreements
- Coordinates and administers the job performance review program for Board of Regents' appointees
- Develops and conducts training on labor relations issues for supervisors and managers
- Develops Administrative Procedures regarding labor relations issues as appropriate

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY

Executive Vice President for Academic Affairs/Provost 00001¹

OFFICE OF HUMAN RESOURCES

System Director of Human Resources 00425
Associate Director of Human Resources 00010
Secretary III SR-16 10200

SYSTEM SUPPORT AND ANALYSIS

HR Specialist	PBB	00004
HR Specialist	PBB	01323
HR Specialist	PBB	01322
HR Specialist	PBB	70006
HR Specialist	PBB	70007
IT Specialist	PBB	00004
IT Specialist	PBB	77006

CIVIL SERVICE EMPLOYEE RELATIONS

HR Specialist	PBB	00002
Personnel Tech VII	SR-17	00005
Personnel Clerk VI	SR-15	00423
Personnel Clerk V	SR-13	00000
Personnel Clerk IV	SR-11	00002
Personnel Clerk V	SR-13	10004

CLASSIFICATION AND BENEFITS

HR Specialist	PBB	00000
HR Specialist	PBB	00000
HR Specialist	PBB	00000
HR Specialist	PBB	77000
HR Specialist	PBB	00000
Personnel Technician VI	SR-15	00000

COLLECTIVE BARGAINING AND LABOR RELATIONS

HR Specialist	PBB	01004
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STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
OFFICE OF HUMAN RESOURCES
POSITION ORGANIZATION CHART
CHART I

¹ Embodied in the product space

257 Wangchukpala, Chitral, 1963

General Funds

Price
125.00

Proposed

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR INFORMATION TECHNOLOGY/
CHIEF INFORMATION OFFICER

FUNCTIONAL STATEMENT

Introduction

Information Technology Services has responsibility and authority for University of Hawai'i information technologies including telecommunications, academic computing and administrative information systems. It has operational responsibility for UH-Mānoa campuswide facilities and services, and Systemwide responsibility for planning, policy, coordination, external relations and operational activities cutting across campuses.

Major Functions

Provides a broad range of information technology facilities to meet the instruction, research, public service and administrative needs of the University community, including appropriate centralized computing facilities for the System, campuswide computer lab facilities for UH Mānoa, and libraries of software.

Provides a broad range of information technology services to meet the instruction, research, public service and administrative needs of the University community, including dissemination of information relating to the use of information technology in higher education, provision of informal classes, seminars, training and documentation in the effective use of information technologies, and consultation and support in the planning and use of information technologies to meet specific functional statements.

Provides effective and secure administrative information systems (fiscal, student, human resources, budget, etc.) and assists users in accessing these systems for transaction processing, updating information, and retrieving relevant data and reports.

Provides effective and economical telecommunications networks that supply voice, data and video services to meet Systemwide needs relating to instruction, research, public service and administration, including the provision of Systemwide access to and external liaison with state, national and international networks and information technology services.

Provides instructional technologies to facilitate Statewide access to high-quality higher education; coordinates Systemwide use of shared telecommunications and distance

education technologies; and operates UH Mānoa-based distance education technologies and systems.

Develops strategic plans, programs and policies pertaining to all aspects of information technology; provides consultation to University executive offices relating to information technology; promotes and represents the university's information technology activities, programs and plans within the University and to relevant Statewide, national and international communities.

Proposed (No Change)

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR STUDENT AFFAIRS
& UNIVERSITY/COMMUNITY RELATIONS

POSITION ORGANIZATION CHART

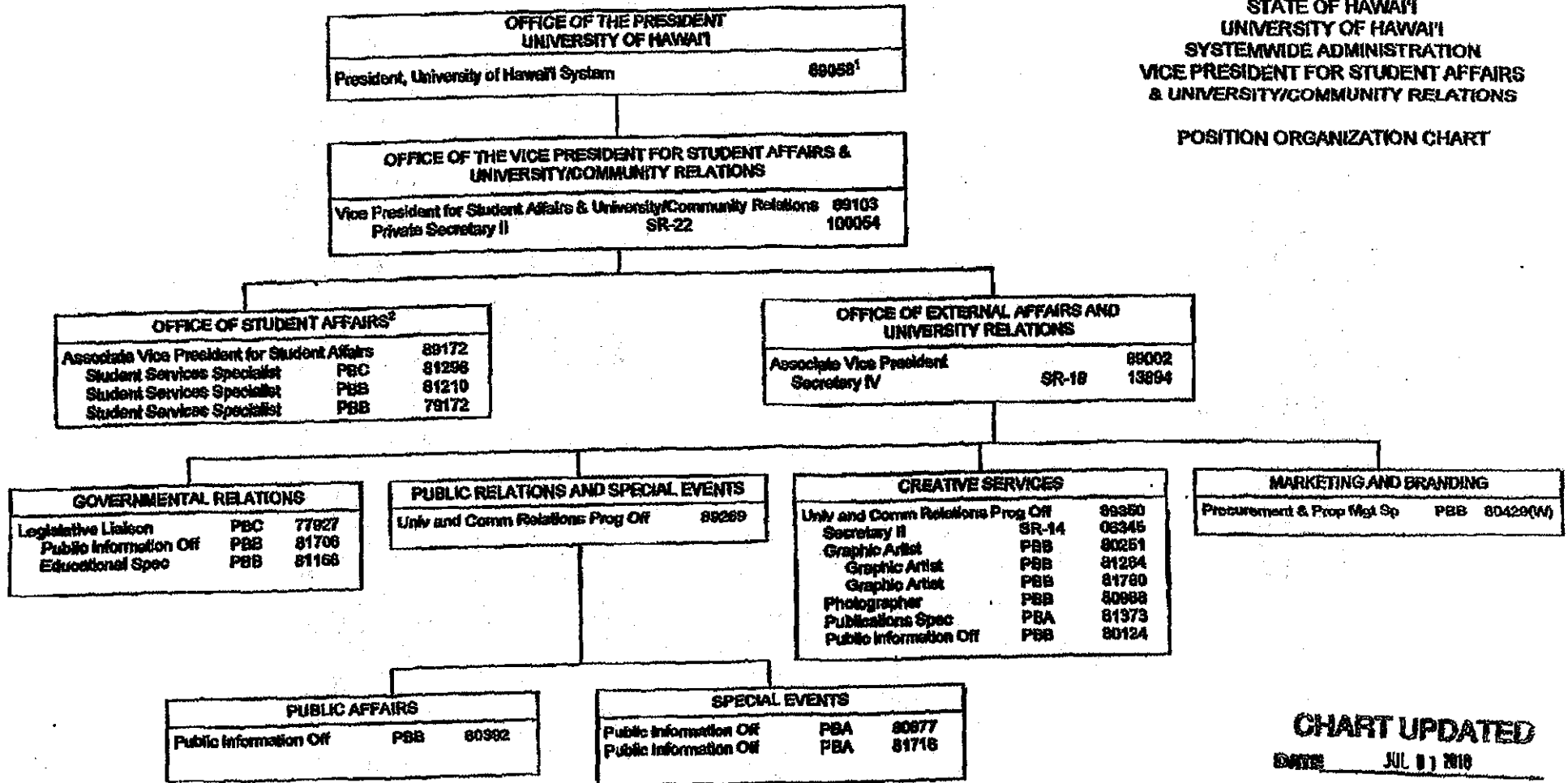


CHART UPDATED

DATE JUL 11 2010

¹ Excluded from position count
² Serves as administrative liaison for the Hawaii Commission for National and Community Service and the National Corporation for Community Service

Proposed

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND
UNIVERSITY/COMMUNITY RELATIONS

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of Student Affairs and University/Community Relations (OSA&U/CR) provides executive leadership for student affairs and university/community relations in the University of Hawai'i System. Relating to university/community relations, a major function of the OSA&U/CR is responsibility for advising on and interfacing with Hawaiian and other community organizations. The Office of Student Affairs and University/Community Relations has two subordinate offices: Office of Student Affairs (OSA) and Office of External Affairs and University Relations (OEAUR) whose functions are to fulfill and support student affairs and university/community relations.

With respect to student affairs, in collaboration and consultation with the Office of the UH System Vice President for Academic Planning and Policy and Senior Student Affairs and Student Services Officers on all UH campuses, this office initiates, develops, and coordinates student affairs programs and policies and procedures related to system-wide Student Affairs programs.

The OSA advocates for Student Affairs faculty and staff, students, and equity of service to students throughout the University of Hawai'i System. This office serves as administrative liaison for the Hawai'i Commission for National and Community Service and the National Corporation for Community Service. This office interacts and collaborates with public and private pre-K through 20 schools and educational institutions on numerous and varied topics, issues, and projects that are mutually beneficial to students and the community.

The OEAUR provides executive leadership in planning, organizing, directing, evaluating, and coordinating the University's internal and external affairs and relations relating to marketing, brand management and collegiate licensing; governmental liaison and coordinating activities; public relations, news and media relations; print, broadcast and electronic communications and design; and event planning and execution.

Proposed

MAJOR FUNCTIONS

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND UNIVERSITY/COMMUNITY RELATIONS

- Serves as the University's lead point of contact at the system level for Hawaiian and other community organizations, as well as with county, state, and federal governmental agencies, governing boards and legislative bodies by promoting.
- Promotes the mission of public higher education in Hawai'i by developing and strengthening relationships between the University of Hawai'i and the members of the community and community organizations; the county, state, and federal agencies and leaders; and the legislative branches of government.
- Collaborates with UH campuses and the community to build support for the University's system-wide mission with focus on serving the Hawaiian community.
- Develops and maintains effective working relationships between the University and Hawaiian and other community organizations, and the executive and legislative branches of county, state and federal levels of governments with a focus on two-way communication on matters of shared interest and/or concern.
- Serves as senior advisor to the President, Regents, senior University executives and other University personnel on Hawaiian affairs.

OFFICE OF STUDENT AFFAIRS

- Advises the senior University staff on Student Affairs matters.
- Serves as administrative liaison with Board of Regents Committee on Student Affairs.
- Serves as an advocate for students within the scope and intent of the Board of Regents, executive policy and the UH system and campus strategic plans, goals, and objectives.
- In consultation with the Office of the UH System Vice President for Academic Planning and Policy, participates in the development of student affairs policies and coordinates the implementation of system wide policies among UH campuses, including but not limited to residency, admissions, enrollment management, recruitment, records and registration, financial aid, tuition waivers, scholarships and tuition differentials.

Proposed

- In consultation with campus student affairs and student services offices, develops and facilitates Student Affairs programs that require coordination among UH campuses, including but not limited to counseling; student employment and cooperative education; career services; internships; service learning; judicial affairs; residence halls; students with disabilities; child care; student health insurance; student health services; student equity and diversity; and international student services.
- Convenes/facilitates meetings of the UH Council of Senior Student Affairs Officers (CSSAO).
- Works with UH System Student Caucus.
- Monitors campuses' compliance with federal and state statutes, acts, and administrative procedures related to Student Affairs programs and jurisdictions.
- Works with other appropriate UH schools, colleges, and campuses to collaborate, develop, and facilitate partnerships with pre-K through 20 educational institutions on projects that are mutually beneficial to students and the community.
- Serves as Certifying Officer for the Western Interstate Commission for Higher Education – Hawai'i.

Note: ACADEMIC PLANNING AND POLICY AND STUDENT AFFAIRS COLLABORATION

It is imperative that the Office of the UH System Vice President for Academic Planning and Policy and the Office of the UH System Vice President for Student Affairs work closely and collaboratively in matters related to enrollment management, admissions, recruitment, records, and registration, financial aid, tuition waivers, scholarships and tuition differentials. In general, the Vice President for Academic Planning and Policy will have jurisdiction and leadership for the initiation and development of policies related to these areas, while the Vice President for Student Affairs will have jurisdiction and leadership for coordinating among campuses the implementation of system wide student affairs policies.

OFFICE OF EXTERNAL AFFAIRS AND UNIVERSITY RELATIONS

The Office of External Affairs and University Relations provides system-wide leadership in planning, organizing, directing, evaluating, and coordinating the University's external affairs and relations. Program areas of responsibility include: marketing, brand management and collegiate licensing; governmental liaison and coordinating activities;

Proposed

public relations, news and media relations; print, broadcast and electronic communications and design; and event planning and execution.

Creative Services

Creative Services produces university system print and electronic publications and provides direct editorial and design services to the University system administration and campus, department and programs. Services included but are not limited to:

- Coordinates, prepares, edits, designs, photographs, and produces a variety of publications for distribution within and outside the university.
- Design, editorial, photographic and production management in preparation of promotional and informational materials for the University system and its campuses, departments and programs.
- Manages the University's corporate identity program through education and application of its use in the University stationery program and other publications and materials.
- Reviews marketing, promotional, and recruiting publications and materials for compliance with University graphics standards and branding/marketing goals.
- Collaborates with information technology personnel in development of the look, content and usability of and application of University graphics standards to University Web pages.
- Designs, coordinates and monitors the dissemination of information relating to programs and activities within the University in compliance with University policies and procedures.
- Prepares edits and produces a variety of publications for distribution within and outside of the University.
- Provides design and editorial resources to system, unit, and campus departments in the preparation of promotional and informational materials.
- Develops strategies for appropriate publication of stories on University web pages.

Governmental Relations

The Governmental Relations unit seeks to promote the mission of public higher education in Hawai'i by developing and strengthening relationships between the University of Hawai'i and the members of the federal, state and local executive and legislative branches of government. This office ensures that the university's goals receive state and federal recognition and support; informs the university community on local, state and federal government matters by monitoring legislation that has a potential impact upon the University, responding to constituent inquiries, and collaborating with other UH campuses and the community to build support for the University. This office also serves as the official point of contact for government constituencies. Responsibilities include but are not limited to:

Proposed

- Development and maintenance of effective working relationships with the executive and legislative branches of federal, state and county governments.
- Coordinating the University's efforts in communicating with government officers.
- Development of University policies for addressing governmental issues.
- Consolidating, editing, and finalizing administrative proposals for insertion into the annual administrative legislation package.
- Tracking all legislative initiatives as they proceed through the state legislative session.
- Providing an official contact point for local, state, and federal governmental issues.
- Development of an effective advocacy plan that includes the University's own constituency, alumni, and friends.

Marketing and Branding

Marketing and Branding provides leadership in the development and implementation of an integrated identity and branding strategy for the University System to serve as a resource to campuses in the area of marketing education; development of complementary campus marketing strategies, and development and implementation of the University's advertising package. Responsibilities include but are not limited to:

- Development of the University marketing strategy and preparation of related marketing materials.
- Oversight of the University's collegiate licensing and University branding (logo/trademark) and marketing program, ensuring proper collection of royalties and compliance of existing and proposed licensing agreements with appropriate legal and policy requirements; maximum revenues for the University's collegiate licensing programs, investigation of possible violations of licensing agreements; and review of use of University name/logo/trademark on products for appropriateness, quality, and accuracy; development and interpretation of University collegiate licensing policies and procedures.

Public Relations

Public Relations supports the University of Hawai'i system and primarily the Office of the President with all matters relating to national and international media audiences, public affairs and events related to building support for the University and its activities. The unit is organized into two sub-units: Public Affairs and Special Events.

Public Affairs manages the University national/international media relations program and public affairs broadcast programming projects. Responsibilities include but are not limited to:

Proposed

- Advising University officials, including the President, Regents, and others on public and media relations.
- Developing strategies for appropriate placement of stories through print, broadcast, and/or web media.
- Developing and maintaining relationship with media outlets to assure appropriate coverage of university news and respond to inquiries in an effective manner.
- Maintaining relationships with all units in the university system to assure thorough familiarity with program operations and areas of expertise and the accomplishments of faculty and students so that their successes may be communicated to internal and external offices.
- Coordinating University and external resources for the production of radio, television, and other broadcast programming featuring University expertise, programs, successes, and services.
- Monitoring and evaluation of university public and media relations activities to ensure consistency with university goals and objectives.
- Develops and maintains relationships with local media outlets to assure appropriate coverage of university news and responds to inquiries from the media in an effective manner.
- Produces news releases, articles, commentaries, and other communication materials for dissemination in the media.
- Monitors local media for coverage of the University and to detect and remain knowledgeable on issues to which University faculty may contribute insight and expertise.

Special Events plans, coordinates, and executes events in support of the University's strategic objectives related to public relations, marketing, and support building. Responsibilities include but are not limited to:

- Developing events for the University of Hawai'i system administration, University units, and related organizations. Sample events include: receptions, dinners, groundbreaking ceremonies, etc.
- Coordinating all phases of event planning, which may include invitation and program design, event logistics, speech and script writings, etc.
- Maintaining a positive working relationship with internal and external departments and vendors.
- Providing protocol services, information, and logistics.
- Coordinating special projects as required.

**Permanent Positions Affected by Reorganization of the Office of the Vice President for Administration
Office of the Human Resources**

Position No.	Position Title	Current and (Proposed Organizational Unit)	Status - Vacant or Name of Current Position Incumbent	Reorganization Proposal Impact on the Position
89446	Vice President for Administration	Office of the Vice President for Administration <i>(To Be Realigned)</i>	Vacant	Position to be Reserved
89425	System Director of Human Resources	Office of the Vice President for Administration, Office of Human Resources <i>(Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources)</i>	Brenna Hashimoto	Position description to be revised to reflect new supervisor, Executive Vice President for Academic Affairs/Provost
89310	Associate Director of Human Resources	Office of the Vice President for Administration, Office of Human Resources <i>(Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources)</i>	Vacant	None
16286	Secretary III	Office of the Vice President for Administration, Office of Human Resources <i>(Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources)</i>	Marilyn Takeshita	None
80094	HR Specialist (System Support & Analysis)	Office of the Vice President for Administration, Office of Human Resources <i>(Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources)</i>	Steve Yamada	None

Position No.	Position Title	Current and (Proposed Organizational Unit)	Status - Vacant or Name of Current Position Incumbent	Reorganization Proposal Impact on the Position
81323	HR Specialist (System Support & Analysis)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Carole Teshima	None
81322	HR Specialist (System Support & Analysis)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Stacy Shigemura	None
78586	HR Specialist (System Support & Analysis)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Vacant	None
78587	HR Specialist (System Support & Analysis)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Shannan Yoshimura	None
80394	IT Specialist (System Support & Analysis)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Dan Blom	None

Position No.	Position Title	Current and (Proposed Organizational Unit)	Status - Vacant or Name of Current Position Incumbent	Reorganization Proposal Impact on the Position
77028	IT Specialist (System Support & Analysis)	Office of the Vice President for Administration, Office of Human Resources (Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources)	Diana Chun	None
80092	HR Specialist (Civil Svc Employee Relations)	Office of the Vice President for Administration, Office of Human Resources (Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources)	James Oshiro	None
3395	Personnel Tech VII (Civil Svc Employee Relations)	Office of the Vice President for Administration, Office of Human Resources (Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources)	Irene Nakahara	None
42423	Personnel Clerk VI (Civil Svc Employee Relations)	Office of the Vice President for Administration, Office of Human Resources (Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources)	Donna Morinaga	None
12260	Personnel Clerk V (Civil Svc Employee Relations)	Office of the Vice President for Administration, Office of Human Resources (Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources)	Gizella Wong	None

Position No.	Position Title	Current and (Proposed Organizational Unit)	Status - Vacant or Name of Current Position Incumbent	Reorganization Proposal Impact on the Position
45682	Personnel Clerk IV (Civil Svc Employee Relations)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Mac Lau	None
12894	Personnel Clerk V (Civil Svc Employee Relations)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Luana Keliikoa	None
80540	HR Specialist (Classification & Benefits)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Diane Ho	None
81866	HR Specialist (Classification & Benefits)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Clifford Shinchl	None
80538	HR Specialist (Classification & Benefits)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Darrick Tanigawa	None

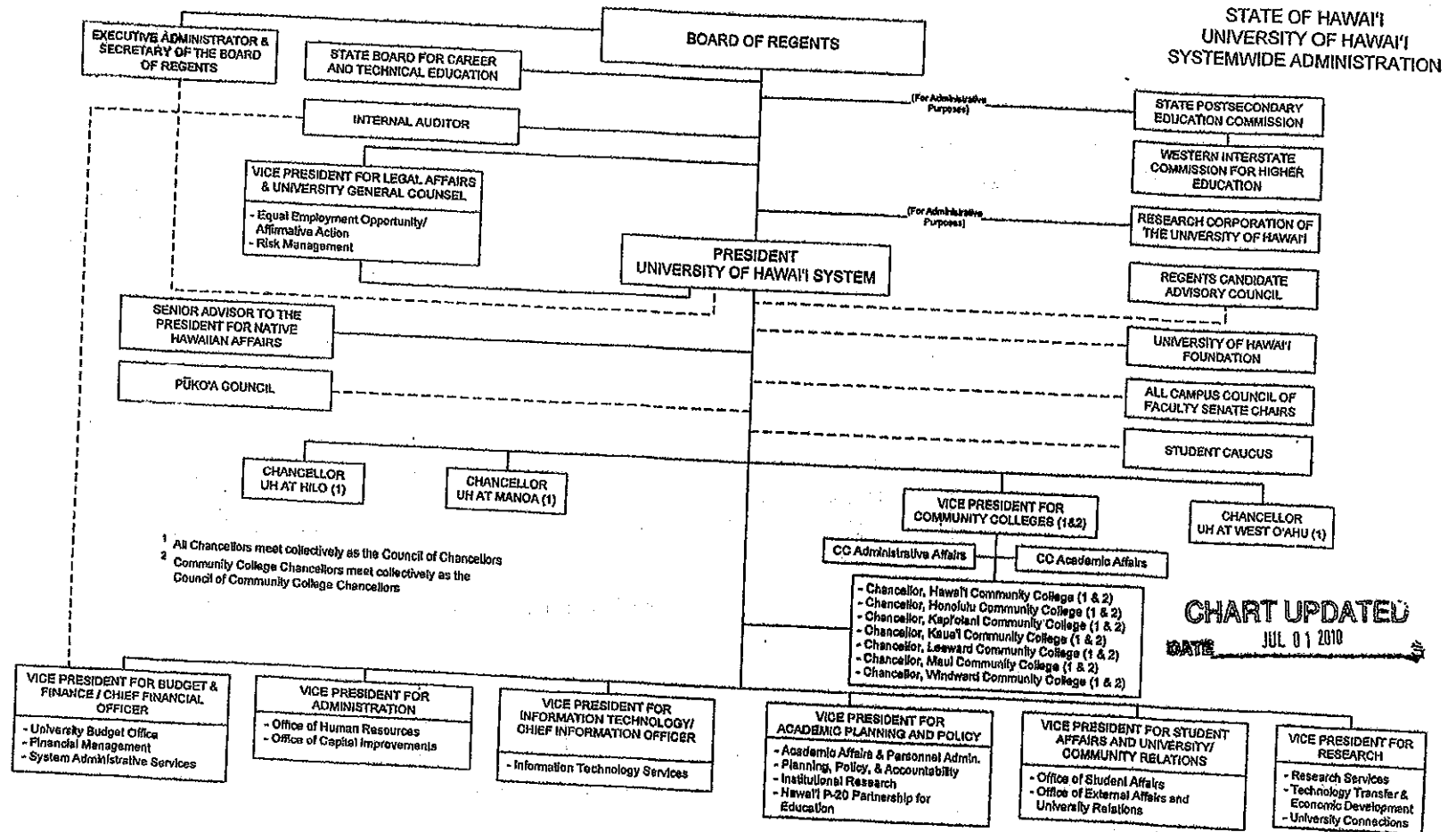
Position No.	Position Title	Current and (Proposed Organizational Unit)	Status - Vacant or Name of Current Position Incumbent	Reorganization Proposal Impact on the Position
77959	HR Specialist (Classification & Benefits)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Dean Isono	None
80093	HR Specialist (Classification & Benefits)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Adele Fujita	None
33086	Personnel Technician VI (Classification & Benefits)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Donna Matsumura	None
81834	HR Specialist (Collective Bargaining & Labor Relations)	Office of the Vice President for Administration, Office of Human Resources (<i>Proposed: Office of the Executive Vice President for Academic Affairs/Provost, Office of Human Resources</i>)	Germaine Ogasawara	None

**Permanent Positions Affected by Reorganization of the Office of the Vice President for Administration
Office of Capital Improvements***

Position No.	Position Title	Current and (Proposed Organizational Unit)	Status - Vacant or Name of Current Position Incumbent	Reorganization Proposal Impact on the Position
89446	Vice President for Administration	Office of the Vice President for Administration (To Be Realigned)	Vacant	Position to be Reserved
89233	Associate Vice President for Capital Improvements	Office of the Vice President for Administration, Office of Capital Improvements (Proposed: Office of the Vice President for Budget & Finance/Chief Financial Officer, Office of Capital Improvements)	Brian Minaal	Position description to be revised to reflect reporting relationship to the Vice President for Budget and Finance/Chief Financial Officer
100033	Secretary IV	Office of the Vice President for Administration, Office of Capital Improvements (Proposed: Office of the Vice President for Budget & Finance/Chief Financial Officer, Office of Capital Improvements)	Colleen Ueda	None
77086	Registered Architect (Physical Planning)	Office of the Vice President for Administration, Office of Capital Improvements (Proposed: Office of the Vice President for Budget & Finance/Chief Financial Officer, Office of Capital Improvements)	Maynard Young	None
77235	Facilities Planner (Project Mgmt-Design & Construction)	Office of the Vice President for Administration, Office of Capital Improvements (Proposed: Office of the Vice President for Budget & Finance/Chief Financial Officer, Office of Capital Improvements)	Bruce Teramoto	None
78691	Registered Architect (Project Mgmt-Design & Construction)	Office of the Vice President for Administration, Office of Capital Improvements (Proposed: Office of the Vice President for Budget & Finance/Chief Financial Officer, Office of Capital Improvements)	Loren Lau	None
81066	Administrative Officer (Administration & Support Services)	Office of the Vice President for Administration, Office of Capital Improvements (Proposed: Office of the Vice President for Budget & Finance/Chief Financial Officer, Office of Capital Improvements)	Ryan Kurashige	None
80153	Capital Improvement Prg Off (Administration & Support Services)	Office of the Vice President for Administration, Office of Capital Improvements (Proposed: Office of the Vice President for Budget & Finance/Chief Financial Officer, Office of Capital Improvements)	Scott Oshiro	None

*While there are additional positions cited on the organizations, these positions are not cited above. The positions not cited above are footnoted: "To be created via reassigned position within the University and/or to be requested. All footnoted positions are vacant and have not been officially established."

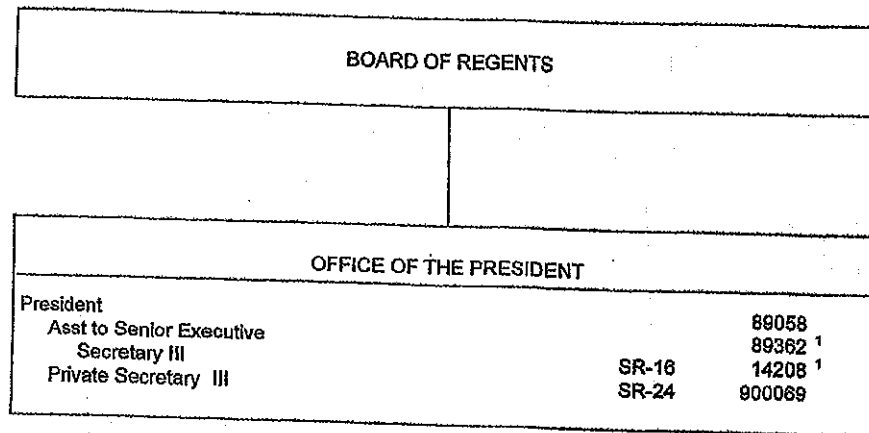
CURRENT



CURRENT

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

POSITION ORGANIZATION CHART



¹ To be redescribed
Position appropriated but not established: 99971F
2010update presidents office.vsd

CHART UPDATED
DATE JUL 01 2010

General Fund Perm
5.00

CURRENT

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

FUNCTIONAL STATEMENT

INTRODUCTION

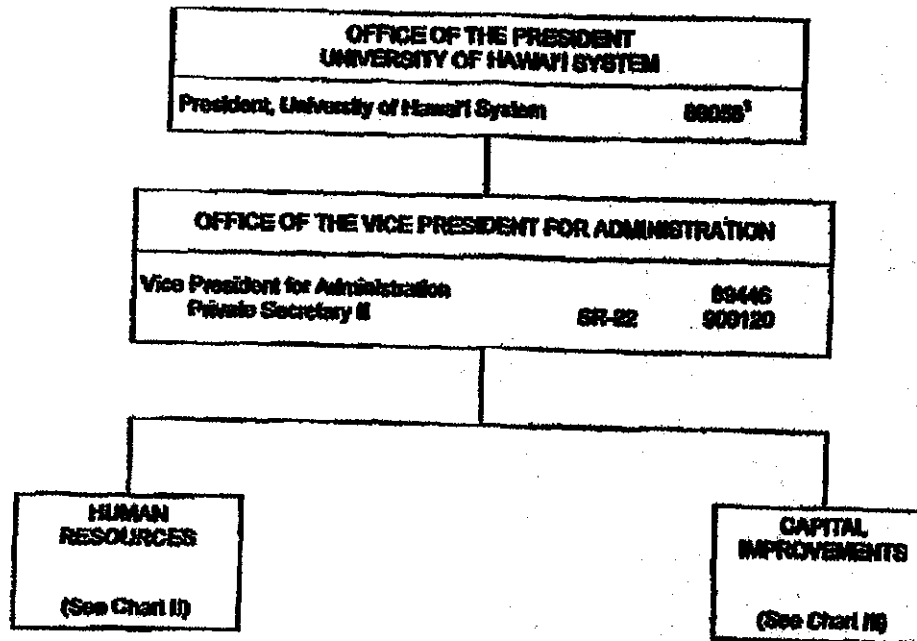
The Office of the President, University of Hawaii, is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawaii Constitution, Hawaii Revised Statutes, and Board of Regents' policies.

MAJOR FUNCTIONS

President, University of Hawaii. As President of the University of Hawaii, 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 Hawaii 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.

CURRENT



STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
POSITION ORGANIZATION CHART
CHART I

¹ Excluded from position count

Current

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
FUNCTIONAL STATEMENT**

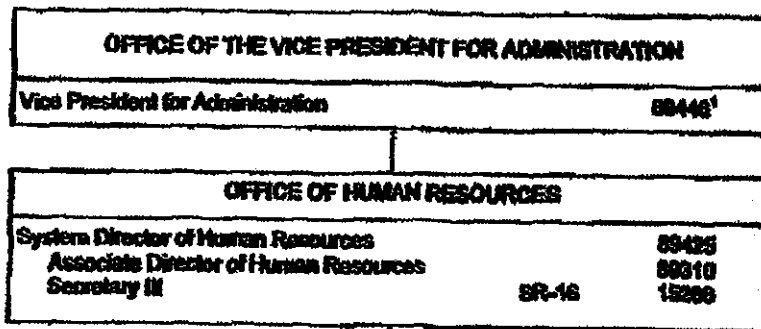
INTRODUCTION

This office provides executive leadership in planning, organizing, directing, evaluating, and coordinating the following aspects of UH System wide administrative and support functions.

MAJOR FUNCTIONS

- Human resources administration
- Capital Improvements Program

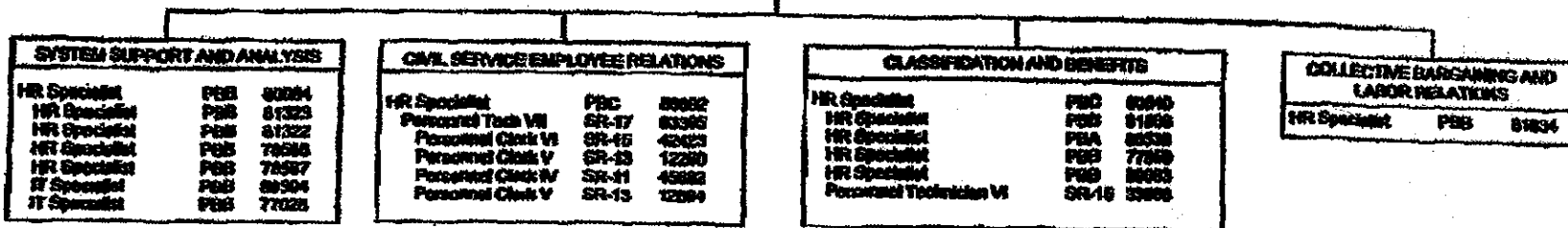
CURRENT



STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
OFFICE OF HUMAN RESOURCES

POSITION ORGANIZATION CHART

CHART 8



* Excluded from previous count

2017-09-28 10:00:00

General Fields

Expiry
20.00

Current

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
OFFICE OF HUMAN RESOURCES

MAJOR FUNCTIONS

The Office of Human Resources has systemwide responsibility for human resources management as further described below.

The System Director of Human Resources is responsible for planning, organizing, and managing the University's human resources programs in conjunction with the campus human resources offices. This responsibility includes developing, implementing, and maintaining personnel policies and procedures to ensure compliance with Board of Regents' Policies, Executive policies, State statutes, federal laws and regulations, administrative procedures, and applicable collective bargaining agreements; administering the University's classification and compensation system for APT and E/M personnel and of the State's classification and compensation plans for civil service employees; reviewing E/M appointments and other personnel actions; directing special projects and studies; providing leadership and advice to senior level executives; negotiating collective bargaining agreements; conducting hearings and rendering decisions on grievances; and administering the University's employee benefits, and staff development and training programs.

SYSTEM SUPPORT AND ANALYSIS SECTION

- Provides leadership in analyzing, developing and implementing functional components of new electronic human resources systems
- Serves as liaison between OHR and State agencies on technological matters
- Provides support to personnel officers in the processing of personnel transactions
- Serves as central source of systemwide human resources information
- Oversees the University's automated leave accounting system
- Develops and conducts studies and analyses to provide data to management for program development
- Undertakes special projects and conducts special studies as required
- Implements BOR collective bargaining provisions as they relate to electronic data processing
- Implements civil service collective bargaining provisions as they relate to electronic data processing
- Supports internal (OHR) computer requirements
- Provides leadership in overseeing and implementing the University's leave accounting system

CIVIL SERVICE EMPLOYEE RELATIONS SECTION

- Oversees and coordinates the labor relations program for civil service employees
- Interprets State personnel rules, policies and collective bargaining agreements relative to the management and direction of civil service employees
- Administers and oversees, on a systemwide basis, the civil service recruitment, examination and personnel transaction programs
- Reviews and recommends the compensation, pricing and repricing of civil service classes
- Administers and coordinates the civil service job performance evaluation program
- Oversees and administers the State's return to work priority program for the University system
- Coordinates and implements the State's Reduction in Force (RIF) and Separation Incentive Program for the University system
- Implements and oversees the State's Commercial Driver's License Alcohol and Drug Testing Program
- Serves as custodian of official personnel files for all civil service employees

CLASSIFICATION AND BENEFITS SECTION

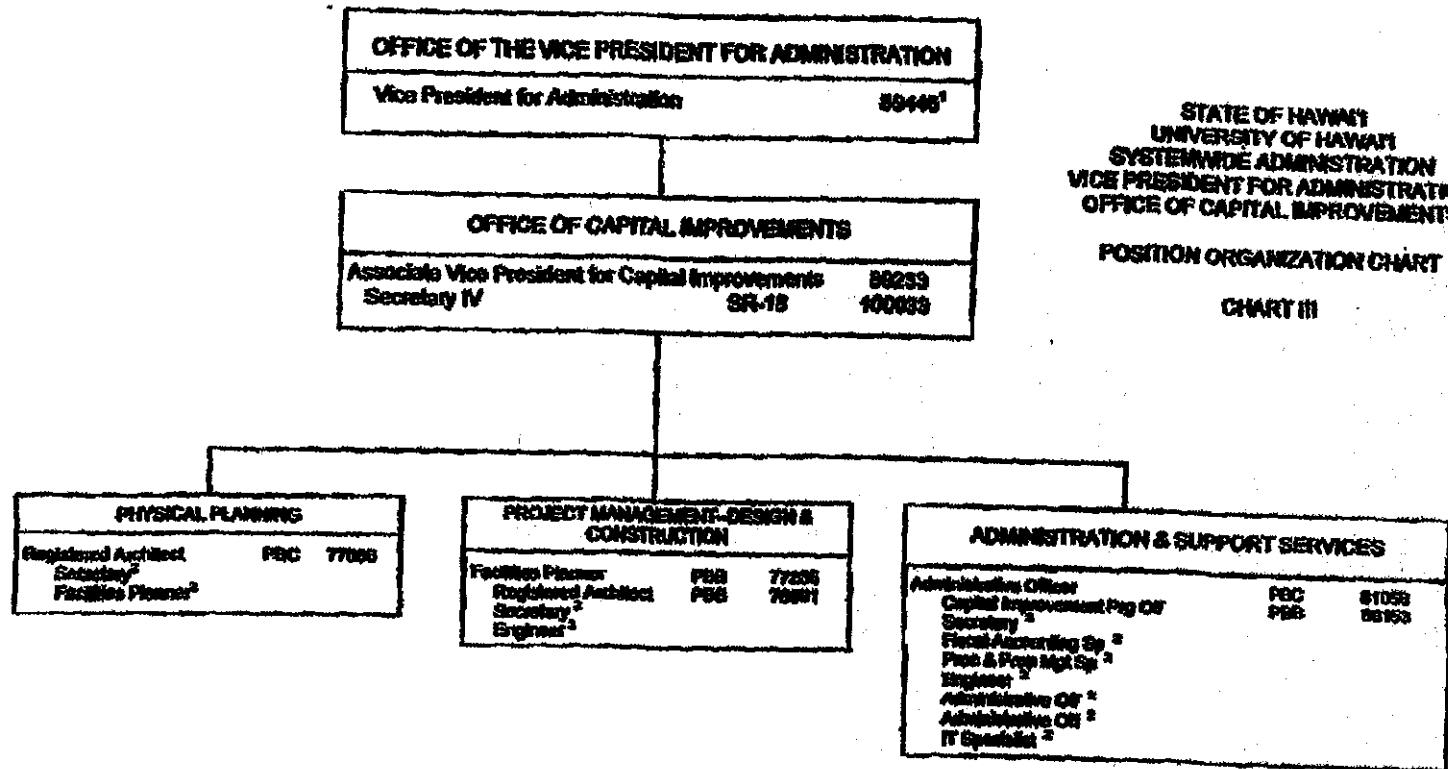
- Maintains Human Resources section of Administrative Procedures Manual to provide complete, comprehensive instructions for performing specific tasks
- Recommends revisions to Human Resources sections of Board of Regents and Executive policies as appropriate
- Conducts comprehensive and ongoing training of employees responsible for performing human resources management functions, including training in federal and State laws, DHRD policies and procedures, BOR and Executive policies, and OHR administrative procedures
- Coordinates training programs to assist employees in performing existing tasks and to prepare them for future advancement
- Implements formal compliance review program to identify violations of federal and State laws, collective bargaining requirements, DHRD policies and procedures, BOR and Executive policies, and OHR administrative procedures
- Develops standardized evaluative criteria for the classification of APT positions so as to insure objectivity and equity
- Develops class specifications for new E/M positions
- Reviews E/M and APT classification and reclassification actions to insure compliance with established criteria
- Takes final classification actions on civil service positions and represents the University before appellate boards and commissions
- Compiles and analyzes E/M, APT and faculty salary survey data, e.g., CUPA-HR
- Develops E/M and APT compensation plans to ensure salary equity

- Monitors E/M and APT salaries to insure compliance with approved compensation plans and collective bargaining agreements
- Coordinates with EEO/AA Office in the review of E/M and APT salaries so as to avoid charges of unlawful discrimination
- Coordinates the State's benefits programs (EUTF, ERS, Deferred Compensation, Tax Sheltered Annuities) for University employees on a systemwide basis and serves as liaison with State agencies

COLLECTIVE BARGAINING AND LABOR RELATIONS SECTION

- Provides research and analytical support to State and University negotiators in Unit 07 and Unit 08 negotiations
- Drafts proposals for negotiations as required
- Participates in collective bargaining negotiations as required
- Serves as President's Designee to adjudicate APT and civil service grievances
- Provides support to the President's Designee in faculty grievances
- Advises and interprets collective bargaining agreements, personnel statutes, rules, regulations and policies
- Conducts training on terms and conditions of new collective bargaining agreements
- Coordinates and administers the job performance review program for Board of Regents' appointees
- Develops and conducts training on labor relations issues for supervisors and managers
- Develops Administrative Procedures regarding labor relations issues as appropriate

CURRENT



STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
OFFICE OF CAPITAL IMPROVEMENTS

POSITION ORGANIZATION CHART

CHART III

- ¹ Excluded from position count
- ² To be created via redesignated position within the University and/or to be requested

General Fund
General Fund

Exbit
7.20
11.00 (to be redesignated/compacted)

201509chartup0406 capital improvements.usd

Current

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
OFFICE OF CAPITAL IMPROVEMENTS

FUNCTIONAL STATEMENT

Capital Improvement Program (CIP) projects 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 ASSOCIATE VICE PRESIDENT

Provides system-wide executive leadership, direction and control over the planning, development, implementation and integration of multi-campus CIP projects, long-range physical development plans, and associated CIP 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, phasing scenarios, and implementation.

PROJECT MANAGEMENT – DESIGN AND CONSTRUCTION

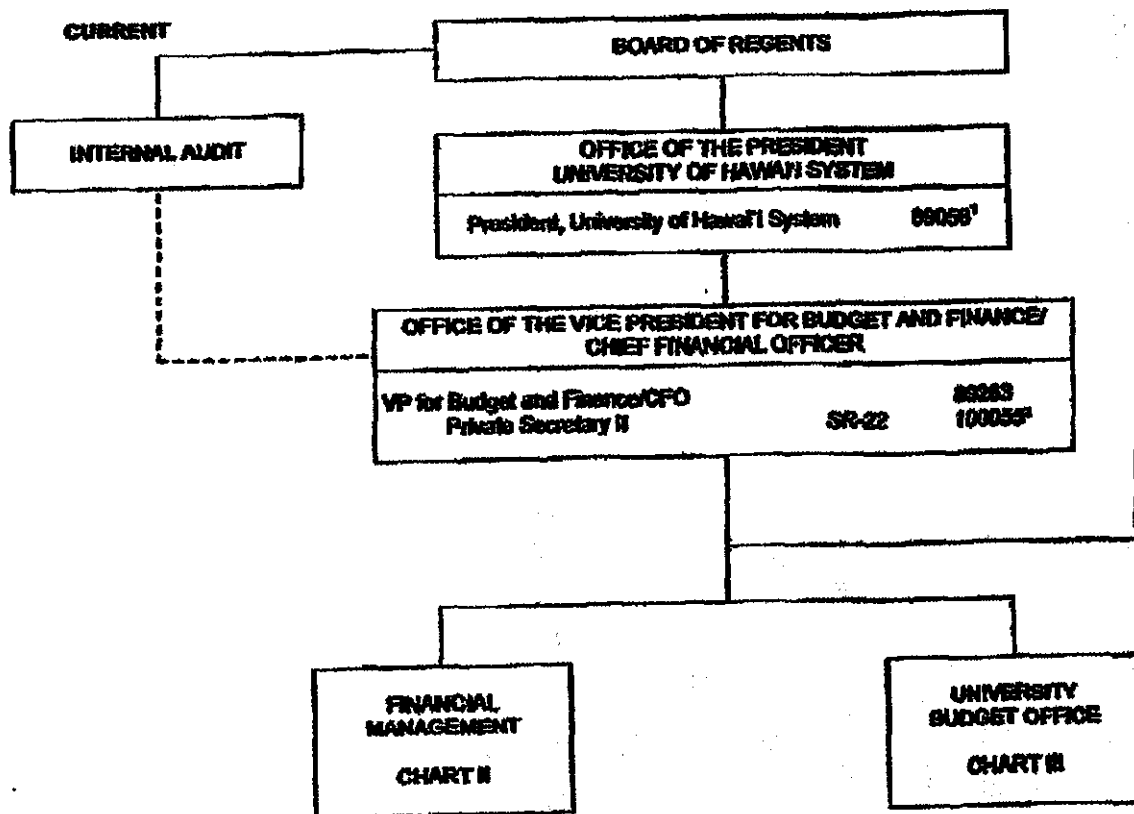
Project Management-Design and Construction provides the project management for major capital projects, which includes new construction and major renovations. Functions include the direction and leadership of project teams in the implementation and execution of CIP projects to meet objectives of the plans 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 Associate Vice President 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 expenditures of resources for physical facilities.

Provides leadership by facilitating and assisting campuses in the planning, development, implementation, and integration of a multi-campus repair and maintenance program.



STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR
BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER

POSITION ORGANIZATION CHART

CHART I

SYSTEM ADMINISTRATIVE SERVICES ³	
Director of System Admin Svcs	PBC 81463
HR Specialist	PBB 76393
Administrative Officer	PBB 76394
Budget Specialist	PBB 80905

- ¹ Excluded from position count
- ² To be repositioned
- ³ Position 76393 in System Administrative Services abolished pending reestablishment

2010orgchartupdate.cib

Page
General Funds 7.00

Current

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR BUDGET AND FINANCE/
CHIEF FINANCIAL OFFICER

FUNCTIONAL STATEMENT

INTRODUCTION

This office provides executive leadership in planning, organizing, directing, evaluating, and coordinating the following aspects of UH System wide budget and financial management functions.

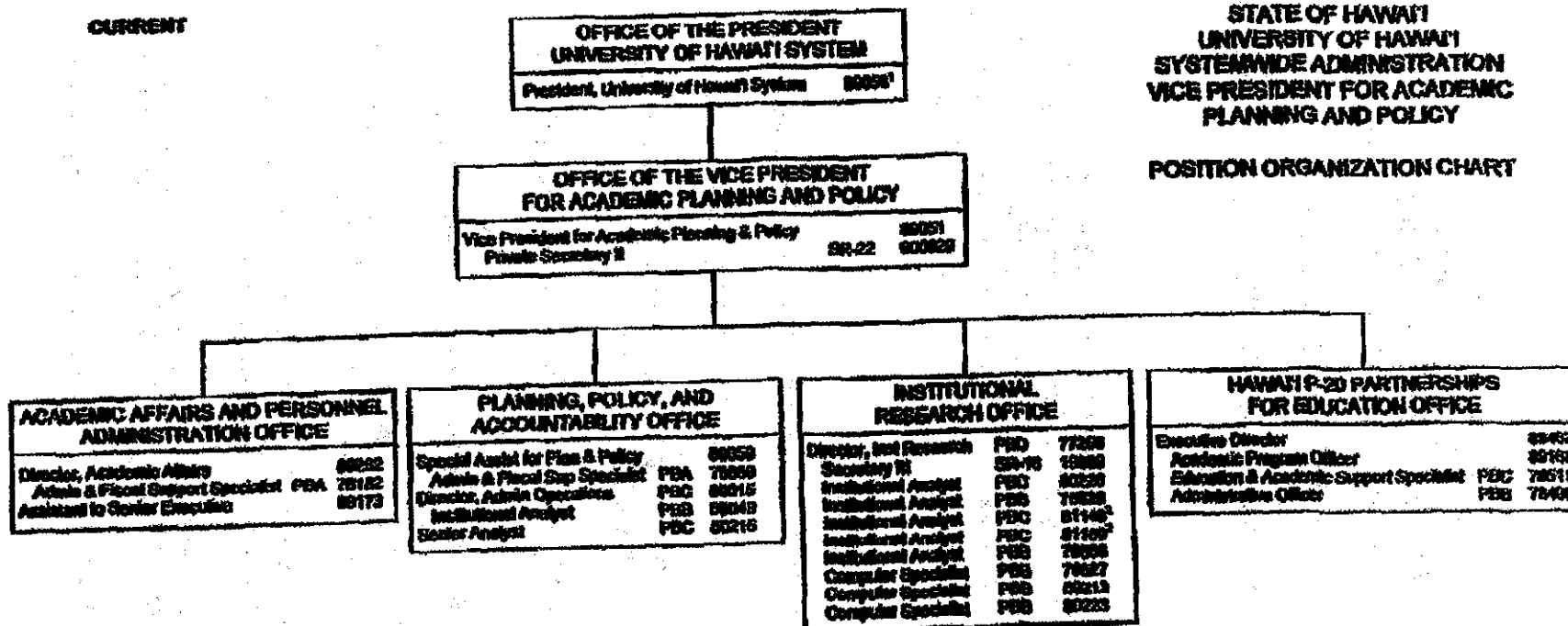
MAJOR FUNCTIONS

- Accounting
- Assets management
- Bond system operations
- Disbursing and payroll
- Treasury
- Procurement and real property
- Budgeting

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ACADEMIC
PLANNING AND POLICY

POSITION ORGANIZATION CHART



¹ Excluded from position count
² Part of UCHH 002 appropriation reflected organizationally on this chart
Positions appropriated but not established (NCF by contract, contract)

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General Funds (UCHH 001)	22.00
General Funds (UCHH 002)	2.00
Special Funds (S) (UCHH 003)	2.00

Current

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY
FUNCTIONAL STATEMENT**

**OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY
(OVPAPP)**

INTRODUCTION

The OVPAPP provides executive leadership in setting forth the system wide academic vision and goals for the University of Hawai'i in collaboration with internal and external stakeholders and is comprised of four offices: Academic Affairs and Personnel Administration Office; Planning, Policy, and Accountability Office; Institutional Research Office; and the Hawai'i P-20 Partnerships for Education Office.

MAJOR FUNCTIONS

- Advises the President and university executives on academic matters.
- Establishes the higher education agenda for the University of Hawai'i.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawai'i.
- Facilitates a council of campus chief academic officers for planning and policy purposes.
- Provides leadership and support for system wide articulation and transfer.
- Develops academic plans, policies and procedures. Reviews all academic policies and programs prior to action by the President.
- Serves as academic liaison with State and national academic educational boards and other system wide University offices.
- Formulates mission and planning documents, policy statements, recommendations for action, and guidelines for implementation.
- Develops and implements system wide tuition policies and procedures.

- Serves as academic liaison with state and federal educational boards, stakeholder groups, system wide University offices, and the All Campus Council of Faculty Senate Chairs.
- Manages University wide institutional long range planning efforts and provides planning support.
- Coordinates policy development/analysis and institutional assessment initiatives and serves as chief spokesperson on assessment and accountability issues.
- Provides leadership and direction for institutional research for the ten campuses of the UH system.
- Oversees system wide P-20 policies, programs, and initiatives, including those for GEARUP and P-3.
- Support and promote the P-20 Council's efforts to develop a seamless system of educational delivery.
- Monitors system wide distributed learning and international education planning and policies.

ACADEMIC AFFAIRS AND PERSONNEL ADMINISTRATION OFFICE

INTRODUCTION

The Academic Personnel and Administration Office provides system wide executive staff support in two major functional areas: first, academic affairs through the Council of Chief Academic Officers (CCAO), e.g., new program proposals, and support as it relates to academic policies affecting all campuses, faculty and student policy issues, and liaising to the All Campus Council of Faculty Senate Chairs (ACCFSC); and second, exercising leadership at the system level for academic personnel administration including development of academic personnel administration policies and providing system-wide leadership in academic personnel administration, e.g., interpretation of the academic personnel collective bargaining agreement, conducts investigations into academic personnel matters, and serves as a consultant to campuses on academic personnel administrative matters.

MAJOR FUNCTIONS

ACADEMIC AFFAIRS FUNCTIONS

- Reviews academic plans and develops/revises policies and procedures.
- Initiates, coordinates and supports system-wide academic initiatives.

- Provides staff support to the Council of Chief Academic Officers and other system wide academic committees.
- Ensures that campus program proposals are consistent with University guidelines.
- Serves as the Vice President's liaison to the All Campus Council of Faculty Senate Chairs.
- Reviews academic policies and proposals requiring President or Board of Regents action.
- Prepares required reports for the Board of Regents.
- Researches and consults with university wide constituents on emerging academic affairs issues in higher education at the national, state, and local levels.
- Prepares responses to international, national, and local inquiries and ad hoc requests to the Board of Regents, State Postsecondary Education Commission, and the President on university and state educational policies and practices.

ACADEMIC PERSONNEL ADMINISTRATION FUNCTIONS

Academic Personnel Administration

- Collaborates with the VPAPP in the development of strategies to provide system-wide coordination relating to academic personnel administration, policies, practices, and compliance with collective bargaining agreements in a manner responsive to campus operating practices and needs, yet consistent with the intent of the collective bargaining agreement and applicable university policies and procedures, e.g., system-wide tenure and promotion.
- Provides consultative assistance to Chancellors, senior executives and academic personnel administrators in the interpretation and application of the academic collective bargaining agreement, Board of Regent, and university academic personnel policies and procedures.

Academic Personnel Labor Relations

- Conducts fact-finding and other personnel administration related investigations relating to academic personnel prepares and submits to appropriate authority investigatory report and/or conclusions and recommendations may assist in final impasse resolution proceedings, such as

MAJOR FUNCTIONS

- Serves as resource to campuses in providing planning policy interpretation and guidance, monitors system wide planning initiatives, assists the effort to link the planning and budgeting processes, and facilitates priority-setting at system and campus levels.
- Assists senior executives with the formulation of Board and executive policies across the full array of university activities.
- Consults with university and external constituents on emerging issues in higher education at the local, national, and international levels; and conducts research, institutional comparisons, and analyses.
- Prepares reports, studies, or briefing papers in response to requests from the Board of Regents, President of the University of Hawai'i, and local, national, or international entities.
- Manages state and university assessment and accountability reporting requirements for the OVPAPP.
- Serves as liaison with state agencies and other external stakeholders to ensure that university plans are consistent with state priorities and planning efforts, and the University of Hawai'i's strategic objectives are communicated.
- Supports tuition-setting and analyses.
- Facilitates university initiatives in support of system strategic goals, such as the development of faculty and staff across the system.
- Facilitates university initiatives that have system wide impact and address strategic outcomes such as educational access or workforce development through distance learning efforts.
- Provides legislative support to the Vice President for Academic Planning and Policy by preparing testimony, reports, and studies.
- Serves as the university wide source of expertise on issues relating to institutional assessment and accountability.
- Coordinates the development and maintenance of university wide benchmarks/institutional effectiveness indicators, and prepares required institutional reports.
- Provides expert analysis for university wide planning, policy analysis, research, and executive decision making.

arbitration, and may be designated by the President as the President's designee in the academic grievance review process.

- Develops and conducts training on academic personnel labor relations and collective bargaining including the terms, conditions and interpretation of academic collective bargaining agreement with UHPA.

Academic Personnel Collective Bargaining Negotiations

- Provides research and analytic staff support in master agreement negotiations and associated memoranda of agreement.
- Conducts training on negotiated changes and on the application and interpretation of provisions of the negotiated collective bargaining agreement.
- As determined by the President, may be designated as a University negotiations spokesperson for academic personnel negotiations.

Academic Personnel Grievance Adjudication and Resolution

- Assists the university's General Counsel in the preparation of cases for mediation and arbitration.

PLANNING, POLICY, AND ACCOUNTABILITY OFFICE

INTRODUCTION

The Planning, Policy, and Accountability Office plays a central role in system wide institutional planning, including planning assumptions, mission statement and strategic plan updates, and tuition-setting; development of Board of Regents and executive planning policies; establishment of system wide benchmarks and performance measures to meet legislative reporting requirements; special studies and reports that provide key background information on academic planning and policy-related issues; management of the organization's administrative operations.

- Handles administrative operations for the OVPAPP, including budget and personnel.
- Coordinates system wide assessment, research, and surveys.
- Produces documents and briefings for accountability purposes to internal and external audiences.

INSTITUTIONAL RESEARCH OFFICE

INTRODUCTION

The Institutional Research Office is responsible for providing analyses and management information for use in planning, decision-making, assessment and policy formulation. The Office manages the Operational Data Store (ODS), and develops and maintains the student data warehouse. It is responsible for data administration; systemized series of MAPS reports; data analyses support for administrators; Student Tracking Systems; responding to requests for information from internal and external agencies and individuals, developing and producing special studies in response to management requirements, special reports and studies; coordinating and responding to selected surveys sent to the university; coordinating the university's IPEDS input; coordinating response to applicable federal mandates; assisting in the development of an integrated UH data warehouse capability; and conducting training (data warehouse, IPEDS, etc.)

MAJOR FUNCTIONS

Information Services Functions

- Designs systematic reports, develops formats, defines terms, and summarizes and analyzes data to be distributed to university administrators and campus personnel as part of Management and Planning Support Studies (MAPS), and other special studies.
- Researches key changes in programs, course offerings, and other required information, and updates master code and lookup tables used in the generation of system-wide reports from data housed in administrative databases.
- Develops and coordinates on-line database structures and warehouses, including system design, systematic data, definition, installation, and training, e.g., the ODS and the university's student data warehouse and management information reporting system.

- Designs and develops automated reports or new administrative computer systems by using the latest computer technology (including the World Wide Web); and works with the Information Technology Services Office to streamline data retrieval, access, and reporting.

System wide Data Administration Functions

- Develops, administers, coordinates, and monitors data management information on a system-wide basis for ODS and the student data warehouse.
- Administers and manages the master code set and data element definitions in ODS and the student data warehouse to ensure data integrity and consistency.
- Coordinates, monitors, and responds to information needs as required by university administrators, planners, staff, and external agencies such as other state departments and federal agencies; requirements include IPEDS, Student Right-to-Know, requests from the private sector, and special legislative requests.
- Coordinates and conducts workshops, training sessions, and committees to facilitate the dissemination of information and information analysis to UH administrators and campus/program directors and their staff as part of the university's overall management program.

Analytical Services Functions

- Provides system wide direction for institutional research.
- Researches and prepares analyses supported by charts and graphs for management and planning support reports, assessment reports, and special reports as required.
- Researches, identifies and defines key data elements required for university wide data use and analysis; develops policies and procedures required to systemize data across campuses; and disseminates information on definitions, scope, and use of these data elements.
- Develops and utilizes analytical techniques to support the university's institutional and campus-level planning process, including simulated models, enrollment projection models, quantitative unit activity and resources indicators analyses; workload measures; program efficiency measures; quantitative program review indicators; historical enrollment patterns; institutional comparisons; and student progress and outcomes analyses.

- Researches system-wide indicators and develops analytical data and studies on the factors affecting university programs, and researches and summarizes the external benefits directly or indirectly attributable to university programs.
- Provides analytical support, training, and consultation to campuses regarding the data and tables in ODS and the student data warehouse, and academic planning and analysis and the utilization of analytical techniques and systems.
- Provides technical support and consultation in the training and dissemination of computer modeling and statistical techniques as required for operations and strategic planning.

HAWAII P-20 PARTNERSHIPS FOR EDUCATION OFFICE

INTRODUCTION

The Office of P-20 Partnerships for Education Office is responsible for developing policies, plans, and coordinating the implementation joint public-private ventures which have as their goals improving academic achievement of learners at all levels, closing the gap between those who have traditionally been well-served by educational institutions and those who have not, and—ultimately—improving the quality of life of all people of the state by enhancing the quality of our workforce and engendering greater civic engagement.

MAJOR FUNCTIONS

- Develops system wide policies, programs, and initiatives designed to promote attainment of the P-20 mission to assure that more of Hawai'i's people persist through this pipeline.
- Partners with the Hawai'i Department of Education, the Good Beginnings Alliance and the University of Hawai'i to work with the P-20 Council to develop a seamless system of educational delivery to prepare Hawai'i's learners for success.
- Advises the Vice President for Academic Planning and Policy and other university executives on P-20 plans and initiatives.
- Coordinate, facilitate and partners in program development and administration efforts with the University of Hawai'i system and with participating state agencies and community stakeholder groups, e.g., the Hawai'i Department of Education, the Good Beginnings Alliance.
- Serves as liaison to local, state and federal academic educational entities, system wide university offices, the State Department of Education, the

legislature, and community stakeholder groups.

Current

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR INFORMATION TECHNOLOGY/
CHIEF INFORMATION OFFICER

FUNCTIONAL STATEMENT

Introduction

Information Technology Services has responsibility and authority for University of Hawai'i information technologies including telecommunications, academic computing and administrative information systems. It has operational responsibility for UH-Mānoa campuswide facilities and services, and Systemwide responsibility for planning, policy, coordination, external relations and operational activities cutting across campuses.

Major Functions

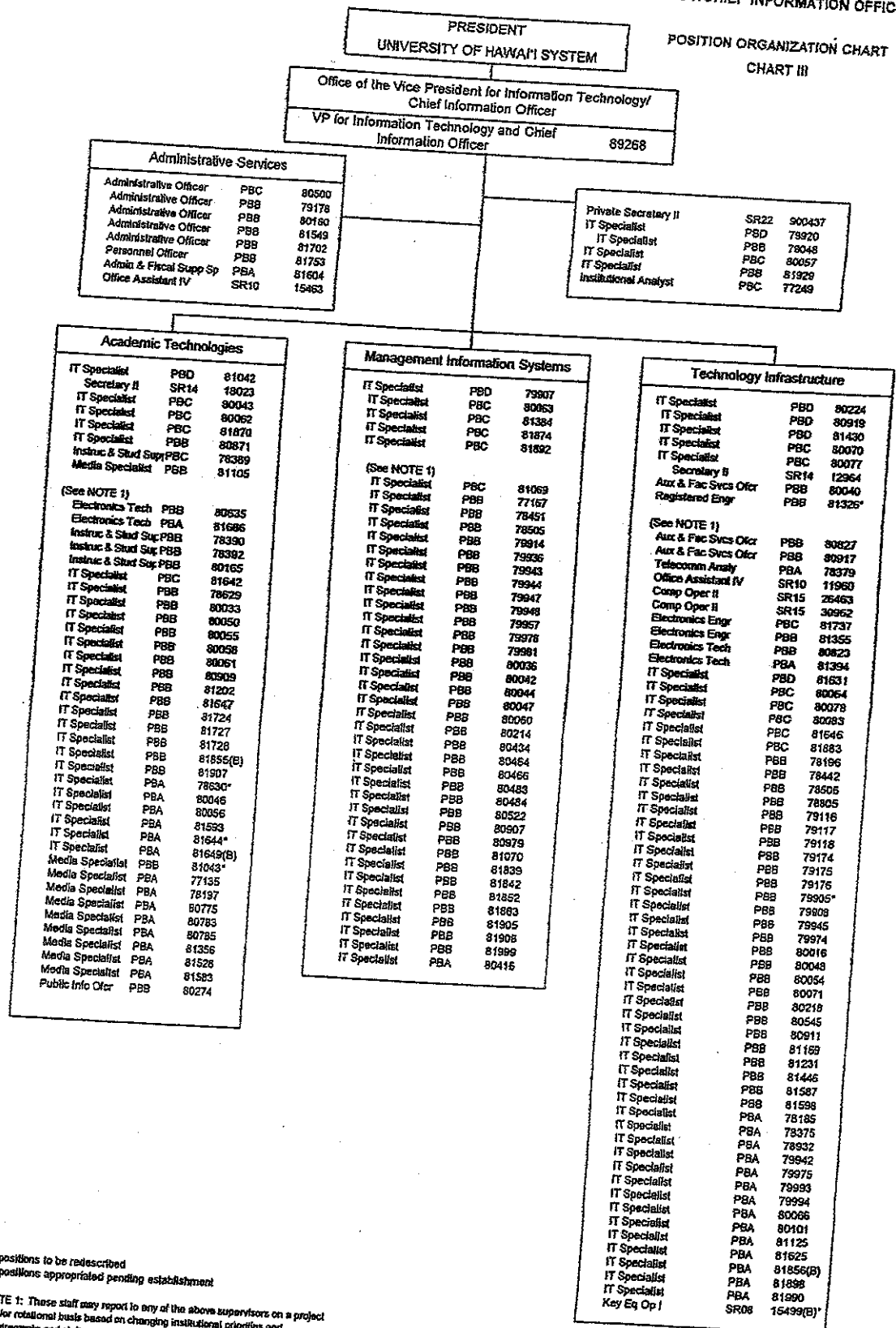
Provides a broad range of information technology facilities to meet the instruction, research, public service and administrative needs of the University community, including appropriate centralized computing facilities for the System, campuswide computer lab facilities for UH Mānoa, and libraries of software.

Provides a broad range of information technology services to meet the instruction, research, public service and administrative needs of the University community, including dissemination of information relating to the use of information technology in higher education, provision of informal classes, seminars, training and documentation in the effective use of information technologies, and consultation and support in the planning and use of information technologies to meet specific functional statements.

Provides effective and secure administrative information systems (fiscal, student, human resources, budget, etc.) and assists users in accessing these systems for transaction processing, updating information, and retrieving relevant data and reports.

Provides effective and economical telecommunications networks that supply voice, data and video services to meet Systemwide needs relating to instruction, research, public service and administration, including the provision of Systemwide access to and external liaison with state, national and international networks and information technology services.

Provides instructional technologies to facilitate Statewide access to high-quality higher education; coordinates Systemwide use of shared telecommunications and distance

POSITION ORGANIZATION CHART
CHART III

* positions to be redescribed
** positions appropriated pending establishment

NOTE 1: These staff may report to any of the above supervisors on a project and/or rotational basis based on changing institutional priorities and requirements and shifting work assignments.

General Funds 161.00
(B) Special Funds 4.00

CHART UPDATED
DATE JUL 01 2018

education technologies; and operates UH Mānoa-based distance education technologies and systems.

Develops strategic plans, programs and policies pertaining to all aspects of information technology; provides consultation to University executive offices relating to information technology; promotes and represents the university's information technology activities, programs and plans within the University and to relevant Statewide, national and international communities.

OFFICE OF THE PRESIDENT UNIVERSITY OF HAWAII		
President, University of Hawaii System		89058 ¹

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS & UNIVERSITY/COMMUNITY RELATIONS		
Vice President for Student Affairs & University/Community Relations		89103
Private Secretary II	SR-22	100064

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR STUDENT AFFAIRS
& UNIVERSITY/COMMUNITY RELATIONS

POSITION ORGANIZATION CHART

Current

OFFICE OF STUDENT AFFAIRS ²		
Associate Vice President for Student Affairs		89172
Student Services Specialist	PBC	81298
Student Services Specialist	PBB	81210
Student Services Specialist	PBB	79172

OFFICE OF EXTERNAL AFFAIRS AND UNIVERSITY RELATIONS		
Associate Vice President		89002
Secretary IV	SR-18	13884

GOVERNMENTAL RELATIONS		
Legislative Liaison	PBC	77827
Public Information Off	PBB	81708
Educational Spec	PBB	81168

PUBLIC RELATIONS AND SPECIAL EVENTS		
Univ and Comm Relations Prog Off		89269

CREATIVE SERVICES		
Univ and Comm Relations Prog Off		89350
Secretary II	SR-14	06345
Graphic Artist	PBB	80261
Graphic Artist	PBB	81284
Graphic Artist	PBB	81760
Photographer	PBB	80988
Publications Spec	PBA	81373
Public Information Off	PBB	80124

MARKETING AND BRANDING		
Procurement & Prop Mgt Sp	PBB	80429(W)

PUBLIC AFFAIRS		
Public Information Off	PBB	80392

SPECIAL EVENTS		
Public Information Off	PBA	80677
Public Information Off	PBA	81718

CHART UPDATED

DATE JUL 01 2018

¹ Excluded from position count
² Serves as administrative liaison for the Hawaii Commission for National and Community Service and the National Corporation for Community Service

Current

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND
UNIVERSITY/COMMUNITY RELATIONS

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of Student Affairs and University/Community Relations provides executive leadership for student affairs and university/community relations in the University of Hawai'i System. The Office of Student Affairs and University/Community Relations has two subordinate offices: Office of Student Affairs (OSA) and Office of External Affairs and University Relations (OEAUR) whose functions are to fulfill and support student affairs and university/community relations.

With respect to student affairs, in collaboration and consultation with the Office of the UH System Vice President for Academic Planning and Policy and Senior Student Affairs and Student Services Officers on all UH campuses, this office initiates, develops, and coordinates student affairs programs and policies and procedures related to system-wide Student Affairs programs.

The OSA advocates for Student Affairs faculty and staff, students, and equity of service to students throughout the University of Hawai'i System. This office serves as administrative liaison for the Hawai'i Commission for National and Community Service and the National Corporation for Community Service. This office interacts and collaborates with public and private pre-K through 20 schools and educational institutions on numerous and varied topics, issues, and projects that are mutually beneficial to students and the community.

The OEAUR provides executive leadership in planning, organizing, directing, evaluating, and coordinating the University's internal and external affairs and relations relating to marketing, brand management and collegiate licensing; governmental liaison and coordinating activities; public relations, news and media relations; print, broadcast and electronic communications and design; and event planning and execution.

MAJOR FUNCTIONS

OFFICE OF STUDENT AFFAIRS

- Advises the senior University staff on Student Affairs matters.

Current

- Serves as administrative liaison with Board of Regents Committee on Student Affairs.
- Serves as an advocate for students within the scope and intent of the Board of Regents, executive policy and the UH system and campus strategic plans, goals, and objectives.
- In consultation with the Office of the UH System Vice President for Academic Planning and Policy, participates in the development of student affairs policies and coordinates the implementation of system wide policies among UH campuses, including but not limited to residency, admissions, enrollment management, recruitment, records and registration, financial aid, tuition waivers, scholarships and tuition differentials.
- In consultation with campus student affairs and student services offices, develops and facilitates Student Affairs programs that require coordination among UH campuses, including but not limited to counseling; student employment and cooperative education; career services; internships; service learning; judicial affairs; residence halls; students with disabilities; child care; student health insurance; student health services; student equity and diversity; and international student services.
- Convenes/facilitates meetings of the UH Council of Senior Student Affairs Officers (CSSAO).
- Works with UH System Student Caucus.
- Monitors campuses' compliance with federal and state statutes, acts, and administrative procedures related to Student Affairs programs and jurisdictions.
- Works with other appropriate UH schools, colleges, and campuses to collaborate, develop, and facilitate partnerships with pre-K through 20 educational institutions on projects that are mutually beneficial to students and the community.
- Serves as Certifying Officer for the Western Interstate Commission for Higher Education – Hawai'i.

Note: ACADEMIC PLANNING AND POLICY AND STUDENT AFFAIRS COLLABORATION

It is imperative that the Office of the UH System Vice President for Academic Planning and Policy and the Office of the UH System Vice President for Student Affairs work closely and collaboratively in matters related to enrollment

Current

management, admissions, recruitment, records, and registration, financial aid, tuition waivers, scholarships and tuition differentials. In general, the Vice President for Academic Planning and Policy will have jurisdiction and leadership for the initiation and development of policies related to these areas, while the Vice President for Student Affairs will have jurisdiction and leadership for coordinating among campuses the implementation of system wide student affairs policies.

OFFICE OF EXTERNAL AFFAIRS AND UNIVERSITY RELATIONS

The Office of External Affairs and University Relations provides system-wide leadership in planning, organizing, directing, evaluating, and coordinating the University's external affairs and relations. Program areas of responsibility include: marketing, brand management and collegiate licensing; governmental liaison and coordinating activities; public relations, news and media relations; print, broadcast and electronic communications and design; and event planning and execution.

Creative Services

Creative Services produces university system print and electronic publications and provides direct editorial and design services to the University system administration and campus, department and programs. Services included but are not limited to:

- Coordinates, prepares, edits, designs, photographs, and produces a variety of publications for distribution within and outside the university.
- Design, editorial, photographic and production management in preparation of promotional and informational materials for the University system and its campuses, departments and programs.
- Manages the University's corporate identity program through education and application of its use in the University stationery program and other publications and materials.
- Reviews marketing, promotional, and recruiting publications and materials for compliance with University graphics standards and branding/marketing goals.
- Collaborates with information technology personnel in development of the look, content and usability of and application of University graphics standards to University Web pages.
- Designs, coordinates and monitors the dissemination of information relating to programs and activities within the University in compliance with University policies and procedures.
- Prepares edits and produces a variety of publications for distribution within and outside of the University.
- Provides design and editorial resources to system, unit, and campus departments in the preparation of promotional and informational materials.

Current

- Develops strategies for appropriate publication of stories on University web pages.

Governmental Relations

The Governmental Relations unit seeks to promote the mission of public higher education in Hawai'i by developing and strengthening relationships between the University of Hawai'i and the members of the federal, state and local executive and legislative branches of government. This office ensures that the university's goals receive state and federal recognition and support; informs the university community on local, state and federal government matters by monitoring legislation that has a potential impact upon the University, responding to constituent inquiries, and collaborating with other UH campuses and the community to build support for the University. This office also serves as the official point of contact for government constituencies. Responsibilities include but are not limited to:

- Development and maintenance of effective working relationships with the executive and legislative branches of federal, state and county governments.
- Coordinating the University's efforts in communicating with government officers.
- Development of University policies for addressing governmental issues.
- Consolidating, editing, and finalizing administrative proposals for insertion into the annual administrative legislation package.
- Tracking all legislative initiatives as they proceed through the state legislative session.
- Providing an official contact point for local, state, and federal governmental issues.
- Development of an effective advocacy plan that includes the University's own constituency, alumni, and friends.

Marketing and Branding

Marketing and Branding provides leadership in the development and implementation of an integrated identity and branding strategy for the University System to serve as a resource to campuses in the area of marketing education, development of complementary campus marketing strategies, and development and implementation of the University's advertising package. Responsibilities include but are not limited to:

- Development of the University marketing strategy and preparation of related marketing materials.
- Oversight of the University's collegiate licensing and University branding (logo/trademark) and marketing program, ensuring proper collection of royalties and compliance of existing and proposed licensing agreements with appropriate legal and policy requirements; maximum revenues for the University's collegiate licensing programs, investigation of possible violations of licensing agreements;

Current

and review of use of University name/logo/trademark on products for appropriateness, quality, and accuracy; development and interpretation of University collegiate licensing policies and procedures.

Public Relations

Public Relations supports the University of Hawai'i system and primarily the Office of the President with *all matters relating to national and international media audiences, public affairs and events related to building support for the University and its activities.* The unit is organized into two sub-units: Public Affairs and Special Events.

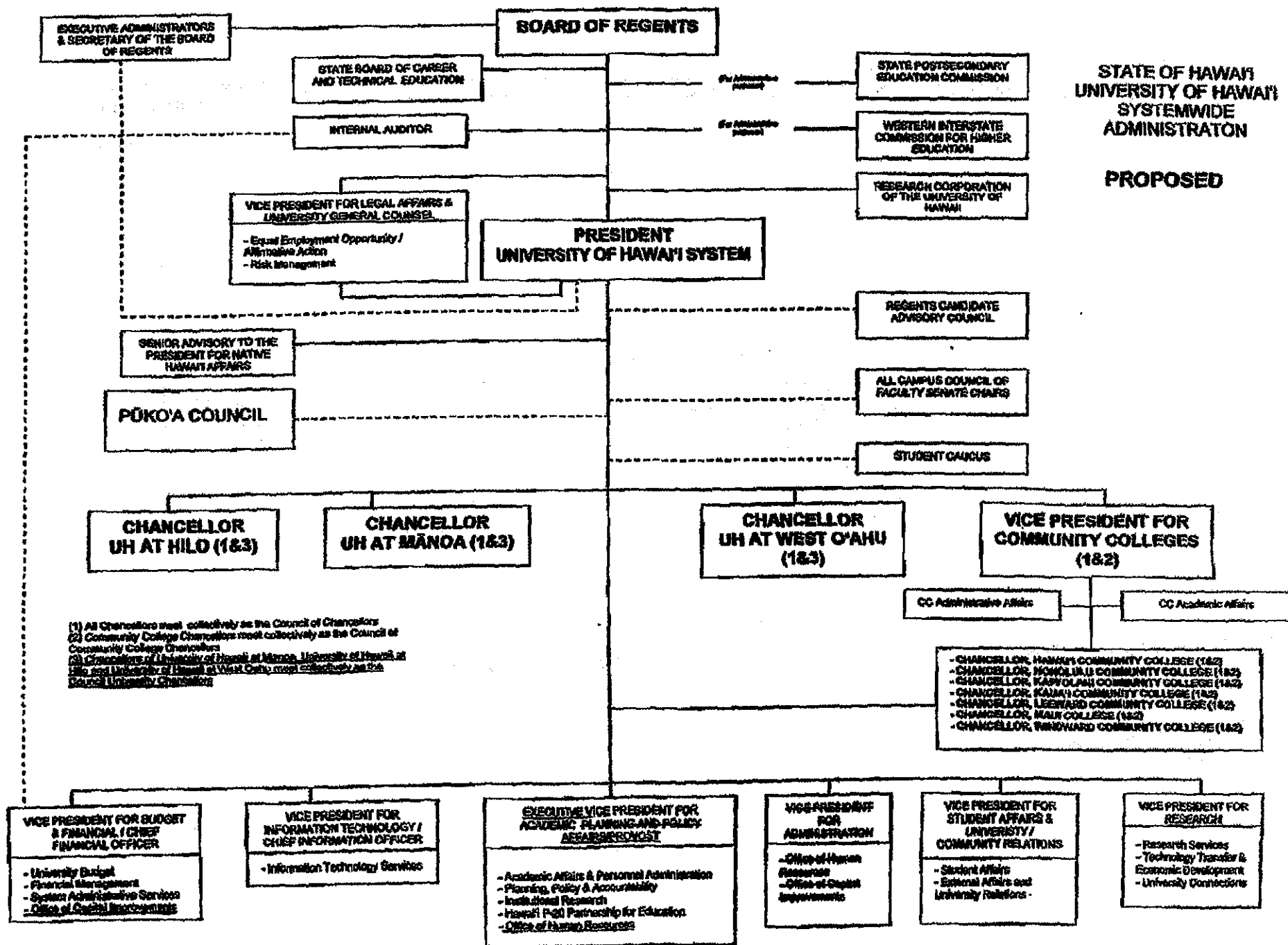
Public Affairs manages the University national/international media relations program and public affairs broadcast programming projects. Responsibilities include but are not limited to:

- Advising University officials, including the President, Regents, and others on public and media relations.
- Developing strategies for appropriate placement of stories through print, broadcast, and/or web media.
- Developing and maintaining relationship with media outlets to assure appropriate coverage of university news and respond to inquiries in an effective manner.
- Maintaining relationships with all units in the university system to assure thorough familiarity with program operations and areas of expertise and the accomplishments of faculty and students so that their successes may be communicated to internal and external offices.
- Coordinating University and external resources for the production of radio, television, and other broadcast programming featuring University expertise, programs, successes, and services.
- Monitoring and evaluation of university public and media relations activities to ensure consistency with university goals and objectives.
- Develops and maintains relationships with local media outlets to assure appropriate coverage of university news and responds to inquiries from the media in an effective manner.
- Produces news releases, articles, commentaries, and other communication materials for dissemination in the media.
- Monitors local media for coverage of the University and to detect and remain knowledgeable on issues to which University faculty may contribute insight and expertise.

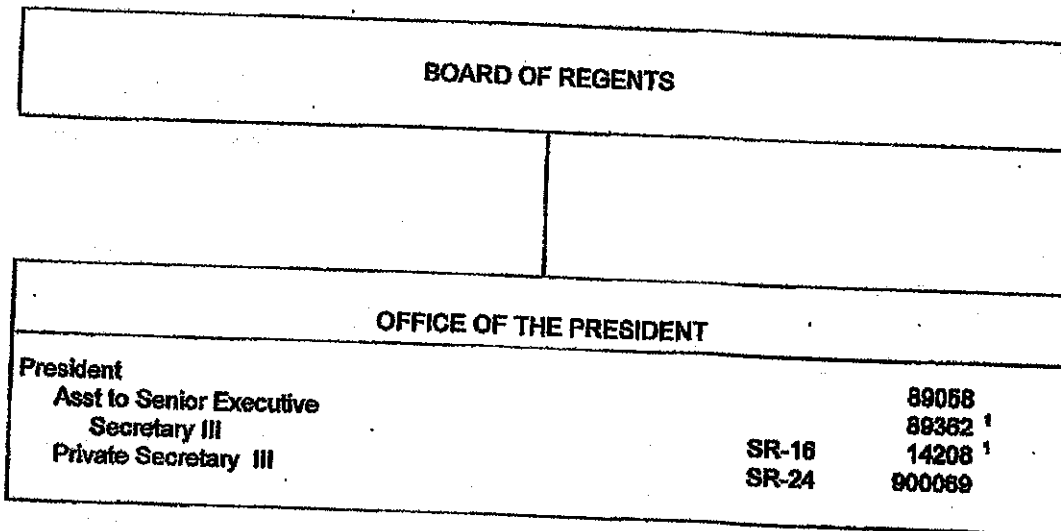
Special Events plans, coordinates, and executes events in support of the University's strategic objectives related to public relations, marketing, and support building. Responsibilities include but are not limited to:

Current

- **Developing events for the University of Hawai'i system administration, University units, and related organizations. Sample events include: receptions, dinners, groundbreaking ceremonies, etc.**
- **Coordinating all phases of event planning, which may include invitation and program design, event logistics, speech and script writings, etc.**
- **Maintaining a positive working relationship with internal and external departments and vendors.**
- **Providing protocol services, information, and logistics.**
- **Coordinating special projects as required.**



PROPOSED



**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE PRESIDENT
POSITION ORGANIZATION CHART**

¹ To be redescribed

Position appropriated but not established: 89974F Appropriated position no. 99971F to be established as an Associate Vice President, Information Technology
Position being held in reserve: Position No. 89446, Vice President for Administration and Position No. 900114, Private Secretary II, SR 22

General Fund

Permy
6.00.