



UNIVERSITY
of HAWAI'I®
MĀNOA

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Office of the Vice Chancellor
for Administration, Finance and Operations


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March 8, 2011

MANOA CHANCELLOR'S
OFFICE

MEMORANDUM

TO: Virginia S. Hinshaw
Chancellor

FROM: Kathy Cutshaw 
Vice Chancellor for Administration, Finance, and Operations

SUBJECT: Reorganization Proposal for the Office of Campus Services

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization of the Office of Campus Services under the Office of the Vice Chancellor for Administration, Finance, and Operations.

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

No additional costs are associated with this reorganization.

PURPOSE:

The purpose of this reorganization is to create an Executive Position in the Office of Campus Services to oversee Auxiliary Enterprises, Campus Security & Emergency Management, and Commercial Enterprises.

BACKGROUND:

Pursuant to Administrative Procedure A3.101 *University of Hawai'i Organizational and Functional Changes* dated March 2008, reorganizations that:

- a) do not have an impact on BOR policy and/or laws;
- b) do not create, eliminate, or significantly change responsibilities of programs reporting directly to the Board or President;
- c) do not incur significant additional expenses; or
- d) do not have significant programmatic impact on the University

may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

2500 Campus Road, Hawai'i Hall 307
Honolulu, Hawai'i 96822
Telephone: (808) 956-9190
Fax: (808) 956-5136

An Equal Opportunity / Affirmative Action Institution

This reorganization proposal has been reviewed and discussed with appropriate units and staff members. The details of the reorganization are outlined in the attached Executive Summary and Narrative proposal.

ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal for the Office of Campus Services under the Office of the Vice Chancellor for Administration, Finance, and Operations be approved.

Should you have any questions, please contact Kathy Cutshaw at 956-9190 or at cutshaw@hawaii.edu.

Attachments:

1. Executive Summary – Attachment 1
2. Narrative – Attachment 2
3. Allocated and Authorized BJ/BT Positions Impacted by the Reorganization – Attachment 3
4. Current Organizational Charts and Functional Statements – Attachment 4
5. Proposed Organizational Charts and Functional Statements – Attachment 5
6. Copies of letters and responses from campus groups and union – Attachment 6

APPROVED / DISAPPROVED:

see approved organization charts

Virginia S. Hinshaw
Chancellor

Date

Reorganization Proposal
Office of Campus Services
Office of the Vice Chancellor for Administration, Finance, and Operations
University of Hawai'i at Mānoa

Executive Summary

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate.

I. Purpose:

Explain the purpose of this reorganization and the anticipated overall impact.

A major portion of campus operations fall under the Office of Campus Services which oversees the functions and services of Auxiliary Enterprises, Campus Security & Emergency Management, and Commercial Enterprises. The purpose of this reorganization is to have a Director oversee these three (3) service units. This position will play a key role in improving communication and workflow to ensure a positive, innovative, and safe campus environment through accountability, transparency, and quality service.

II. Major Elements of the Proposal:

Explain or list the key changes being proposed in this reorganization relative to purpose and results.

The key change of this reorganization proposal is to have a Director of Campus Services to provide leadership and guidance to the following units under the Office of Campus Services:

1. Auxiliary Enterprises;
2. Campus Security and Emergency Management; and
3. Commercial Enterprises

III. Resource Impact:

Explain the resources impacted as a result of this reorganization. If there is no impact, reflect "None" for each category as appropriate.

A. Budget

1. What is the estimated cost of the reorg? None.
2. Are additional funds needed? No.
If so, how will the cost of the reorg be funded? N/A
3. Will the reorg result in cost savings or be cost neutral?

This reorganization is expected to be cost neutral because the counts and funds of the Director and Secretary III position in Auxiliary Enterprises will be moved and reclassified to the Office of Campus Services.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any?

The reporting relationship for the responsible heads of Auxiliary Enterprises, Campus Security and Emergency Management, and Commercial Enterprises will change to report to the Director of Campus Services. No impact on staffing responsibilities within each of the three (3) service units is anticipated.

2. Will additional faculty/support personnel be required? No
If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? N/A
3. Will there be a reduction in faculty/staff? No
If so, what steps are planned or have been taken to ensure proper consultation? N/A
4. Identify faculty/staff positions impacted by the anticipated changes.

The positions impacted by this reorganization are as follows:

O = Position occupied V = Position vacant

- Director of Auxiliary & Commercial Enterprises, #89251 (V) Special Funds
 - Move from Auxiliary Enterprises to the Office of Campus Services and reclassify to oversee Auxiliary Enterprises, Campus Security & Emergency Management, and Commercial Enterprises. No change in funding source.
- Secretary III, SR-16, #13644 (O) Special Funds
 - Move from Auxiliary Enterprises to the Office of Campus Services. Will continue to report to the Director, #89251. No change in funding source.

C. Space

1. Will additional space outside own resources/allocations be required? No
If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A

IV. Consultation:

Explain or list the individuals and groups consulted and the key comments/feedback received.

Consultations with affected units have occurred in the development of this proposal, including Mānoa HR, Mānoa Finance & Accounting, and the Mānoa Budget Office. The feedback received from affected units and above departments was positive and supportive of the proposed change to have a Director oversee and lead the three (3) critical units under Campus Services for increased efficiency, transparency, and service to the campus community.

V. Implementation:

Explain when and how this reorganization will be implemented. Identify anticipated effective date.

This reorganization will be implemented upon approval. Action will be taken to move forward with the recruitment of the Director for Campus Services as soon as the proposal is approved by the Chancellor.

Reorganization Proposal
Office of Campus Services
Office of the Vice Chancellor for Administration, Finance, and Operations
University of Hawai'i at Mānoa

Narrative

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate.

I. INTRODUCTION:

- A. Provide an overview of the College/School/Department and a snapshot outlining the current situation of the unit(s) involved in the reorganization.

The Office of Campus Services is one of five (5) groups reporting to the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO). This office has the functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, bookstore operations, faculty housing, campus security & emergency management, and commercial enterprises. The functions of Campus Services are grouped under the following major categories:

- Auxiliary Enterprises
- Campus Security & Emergency Management
- Commercial Enterprises

To augment the approved changes made under the December 2010 OVCAFO reorganization, this proposal seeks to move and reclassify the vacant Director position in Auxiliary Enterprises to the Office of Campus Services to oversee the above three (3) units.

- B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.

This action will provide the above three (3) units with a cohesive leadership base, facilitating the efficient use of resources and promoting greater communication and coordination of efforts among the service groups to better meet campus needs and priorities.

II. RATIONALE FOR THE REORGANIZATION:

- A. Provide background and relevant historical information.

The current organizational chart for the Office of Campus Services was approved in early December 2010 to oversee Auxiliary Enterprises, Campus Security & Emergency Management, and Commercial Enterprises to reflect the way service functions have transitioned since the previous reorganization in February 2005. Under the December 2010 approved reorganization, the Assistant Vice Chancellor, #89271 (O) position in the

Office of Campus Services was moved and re-described to oversee the duties and responsibilities of the Office of Facilities & Grounds. This position was critically needed to manage the overall campus infrastructure, address the backlog of maintenance work orders, and propel campus energy usage toward sustainable options in accordance with approved campus plans and objectives.

- B. Provide a detailed explanation of the conditions and/or factors prompting the proposed reorganization and how they will be addressed by the reorganization. Explain why the current organization is inadequate and whether the reorg is consistent with the University's strategic, program, and financial plans.

With the recent retirement of the Director of Auxiliary & Commercial Enterprises in 2010, a review of the overall operations found that it would be most beneficial to move the vacant Director position to the Office of Campus Services to oversee Auxiliary Enterprises, Campus Security & Emergency Management, and Commercial Enterprises. This move will provide the three (3) service units with leadership to exercise purposeful and efficient utilization of resources, foster accountability, increase communication and coordination between the service groups, and promote transparency to better serve the campus community and priorities of UH Mānoa.

Commercial Enterprises is a new entity that will eventually house all commercial operations including Central Stores, Kulanui products, Rainbowtique stores, internet sales, and educational tours. The Director of Campus Services will greatly assist to ensure the successful development of this venture as it moves forward.

- C. Explain other alternatives explored.

N/A

- D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.

The above change will facilitate greater transparency, collaboration, accountability, and communication between the three (3) service units, with the campus community, and University constituents. The focus and increased interactions between the units will enable the Office of Campus Services to work with University groups in meeting campus priorities and to service the needs of the Mānoa campus and the surrounding community with greater efficiency.

- E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted.

This reorganization has been discussed and agreed to by the responsible heads of Auxiliary Enterprises, Campus Security & Emergency Management, and Commercial Enterprises, and the following campus groups:

- Mānoa Office of the Chancellor

- Mānoa Budget
- Mānoa Finance and Accounting
- Mānoa Human Resources
- HGEA
 - Manoa Faculty Senate (per A. Sakuma, 3/14/11)

- F. Outline the benefits that will be achieved by the reorganization, including efficiencies and service improvements. Explain whether the supervisor/subordinate reporting relationships are properly identified and whether the reorganization will minimize confusion over authority, roles, and responsibilities.

This reorganization of the Office of Campus Services will provide the campus community with improved campus services through better coordination and communication between Auxiliary Enterprises, Campus Security & Emergency Management, and Commercial Enterprises. This change will ensure a positive and safe campus environment through greater campus community feedback and increased awareness and access to services.

The supervisor/subordinate reporting relationships are properly identified in the proposed organizational charts for the three (3) service functions, minimizing confusion over authority, roles, and responsibilities.

III. IMPACT ON RESOURCES AND THE UNIVERSITY

Provide a detailed description of the resource requirements and the programmatic impacts of the reorganization on the University.

A. Impact on budget resources:

1. What is the estimated cost of the reorg? None
2. Are additional funds needed? No
If so, how will the cost of the reorg be funded? N/A
3. Will the reorg result in cost savings or be cost neutral?

This reorganization is expected to be cost neutral because the counts and funds of the Director and Secretary III position in Auxiliary Enterprises will be moved and reclassified to the Office of Campus Services.

B. Impact on operational resources:

1. What is the overall impact on faculty and staffing responsibilities, if any? Explain reasons for the anticipated changes/relocation/reassignment/etc.

The reporting relationship for the responsible heads of Auxiliary Enterprises, Campus Security and Emergency Management, and Commercial Enterprises will change to the Director of Campus Services. No impact on staffing responsibilities within each of the three (3) service units is anticipated.

2. Will additional faculty/support personnel be required? No

If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? N/A

What is the impact of the increase? N/A

3. Will there be a reduction in faculty/staff? No

If so, what steps are planned or have been taken to ensure proper consultation?

N/A

What is the impact of the reduction? N/A

4. Identify the positions impacted by position number, classification title, and anticipated changes.

The positions impacted by this reorganization are as follows:

O = Position occupied V = Position vacant

- Director of Auxiliary & Commercial Enterprises, #89251 (V) Special Funds
 - Move from Auxiliary Enterprises to the Office of Campus Services and reclassify to oversee Auxiliary Enterprises, Campus Security & Emergency Management, and Commercial Enterprises. No change in funding source.
- Secretary III, SR-16, #13644 (O) Special Funds
 - Move from Auxiliary Enterprises to the Office of Campus Services. Will continue to report to the Director, #89251. No change in funding source.

5. Will there be changes to supervisory/subordinate relationships? Yes

If so, identify the impact. Will the changes streamline operations, reduce supervisory span of control, etc.?

The responsible heads of Auxiliary Enterprises, Campus Security and Emergency Management, and Commercial Enterprises will change to report to the Director of Campus Services.

Based on the proposed reorganization, position descriptions for impacted positions will be submitted for update to reflect the appropriate new supervisors and duties and responsibilities. No impact to the banding levels is anticipated.

C. Impact on space resources:

Will additional space outside own resources/allocations be required? No

If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A

University of Hawai'i at Mānoa
Allocated and Authorized BJ/BT Positions Impacted by the Reorganization

Program Title: Office of Campus Services

Item No.	Chart No.(s)	Affected Position No.(s)	<u>Classification/Organizational/Functional Change</u> Identify whether position is vacant (V) or occupied (O)		Basis for Change/ Impact on Position
			From:	To:	
1.	Chart 1 AuxEnt	#89251 (V)	Auxiliary Enterprises, Director (Auxiliary Enterprises Chart I)	Office of Campus Services, Director (OVCAFO Chart V-C)	To lead and manage the three (3) core service functions under the Office of Campus Services.
	& Chart V-C OVCAFO	#13644 (O)	Auxiliary Enterprises, Secretary III (Auxiliary Enterprises Chart I)	Office of Campus Services, Secretary III (OVCAFO Chart V-C)	To continue to support the Director, #89251.

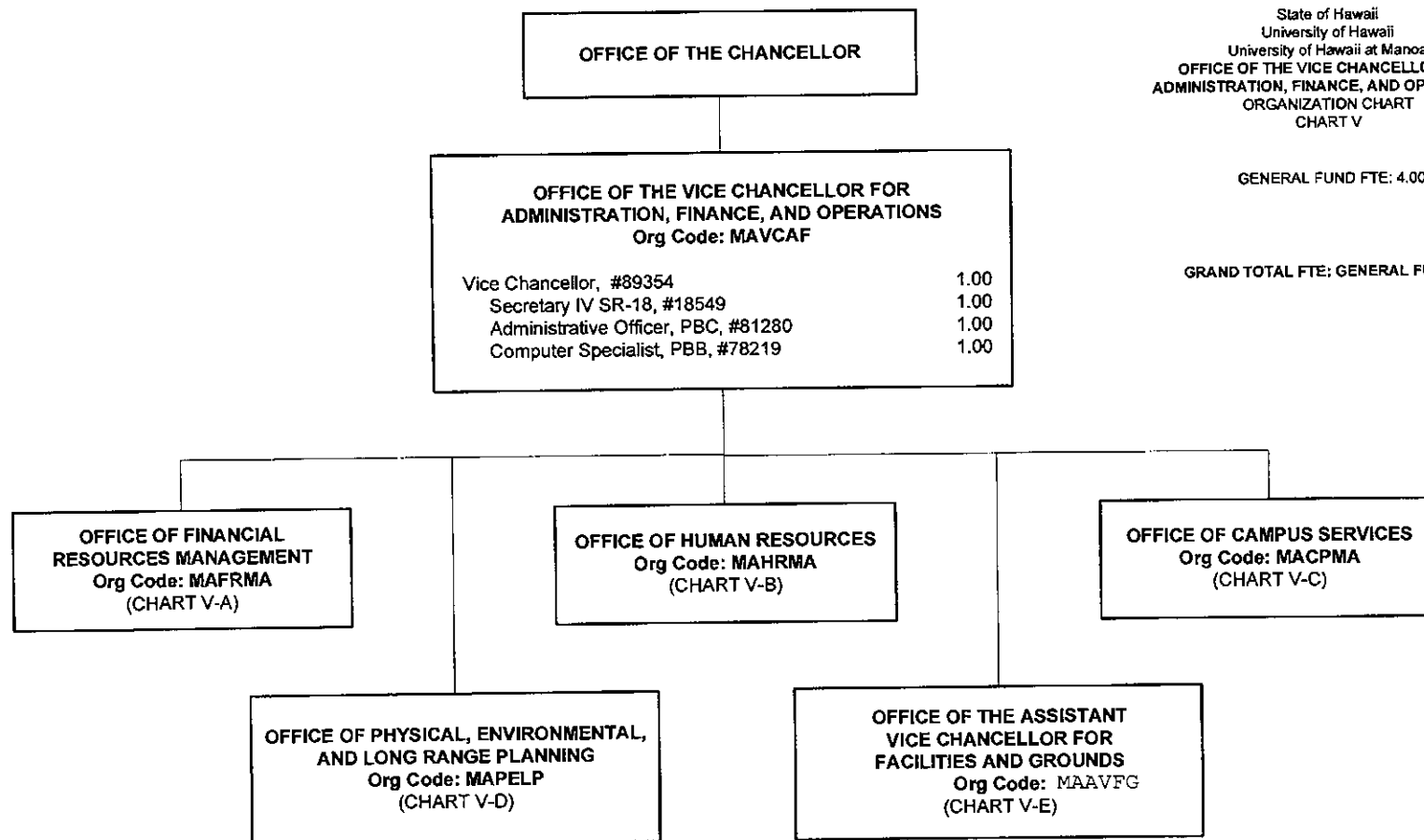
Ann N.A. Sakuma
Administrator

1/19/2011
Date

956-5658
Telephone Number

HR Review X
OFA Review X

**CURRENT
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

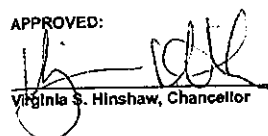


State of Hawaii
University of Hawaii
University of Hawaii at Manoa
**OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS**
ORGANIZATION CHART
CHART V

GENERAL FUND FTE: 4.00

GRAND TOTAL FTE: GENERAL FUND 25.00

APPROVED:

 12-2-10
Virginia S. Hinshaw, Chancellor Date

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

FUNCTIONAL STATEMENT

**OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND
OPERATIONS (OVCAFO) – Org Code: MAVCAF**

The OVCAFO provides leadership and executive management over administrative functions and services, as well as campus operations, for the University of Hawai'i at Mānoa. The following units report to the Vice Chancellor:

- Office of Financial Resources Management – Org Code: MAFRMA
- Office of Human Resources – Org Code: MAHRMA
- Office of Campus Services – Org Code: MACPMA
- Office of Physical, Environmental, and Long Range Planning – Org Code: MAPELP
- Office of the Assistant Vice Chancellor for Facilities and Grounds – Org Code:

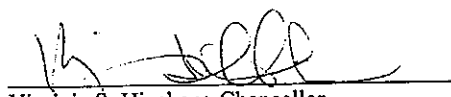
Through the above units, the OVCAFO provides leadership and executive management over the following functions:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Human resource administration.
- Campus physical planning and management of space resources.
- Sustainable resource management.
- Facilities renovations and capital improvements.
- Building and grounds maintenance.
- Campus security and emergency management.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.

The OVCAFO has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai'i at Mānoa as they pertain to campus financial management, physical planning and development, human resources, auxiliary services, and facilities management. The establishment of campus policies are endorsed by VCs, approved by the Chancellor, and disseminated and published by the OVCAFO on the official website.

The OVCAFO consults with other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the Office coordinates with the offices of the Vice President for Administration, Chief Financial Officer, Vice President for Information Technology, Vice President for Research, and Vice President for Academic Planning and Policy on administrative and financial matters as appropriate.

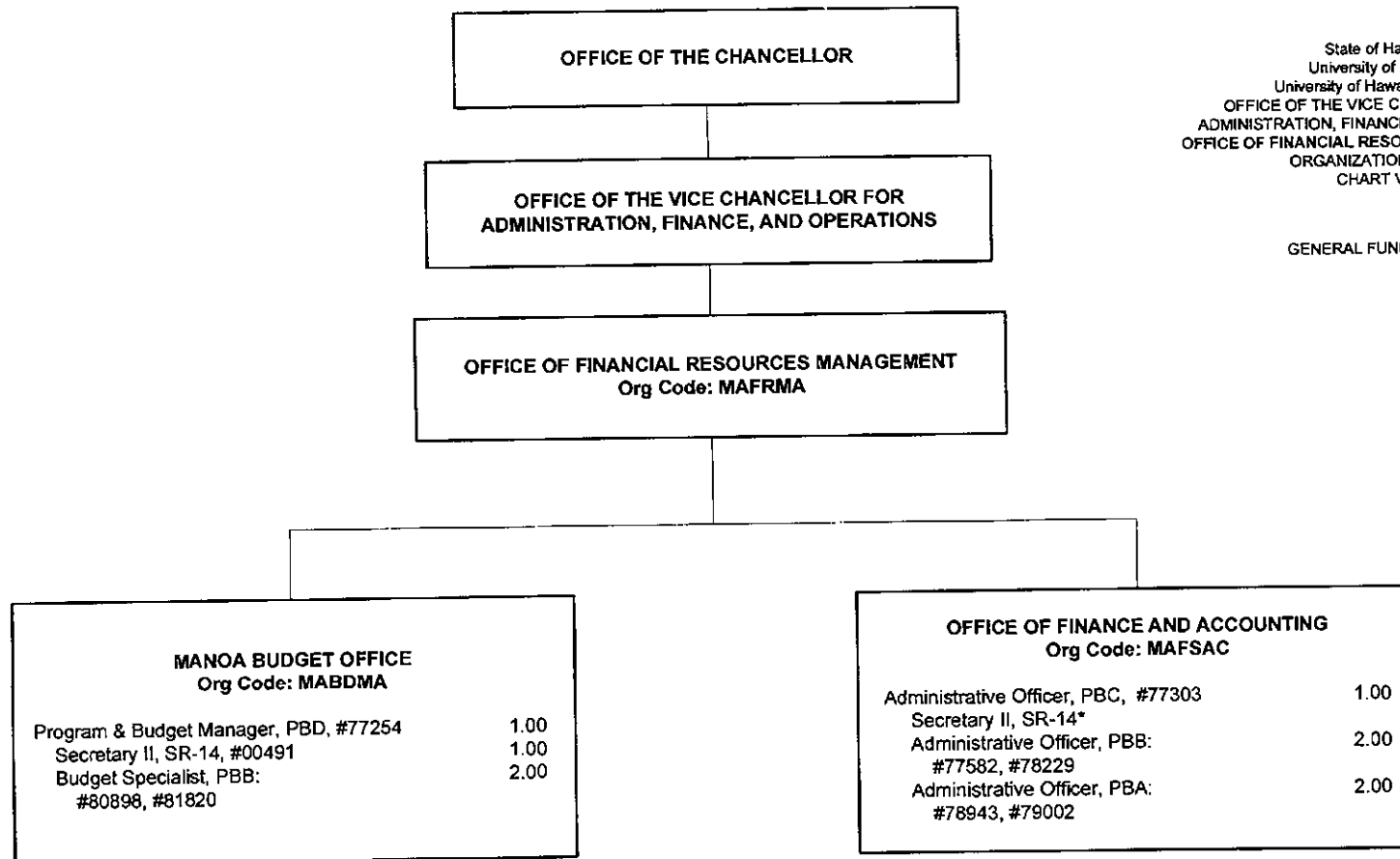
APPROVED:



Virginia S. Hinshaw, Chancellor

12-2-10

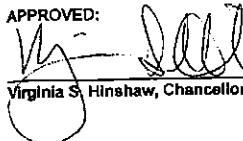
Date



State of Hawaii
 University of Hawaii
 University of Hawaii at Manoa
 OFFICE OF THE VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE, AND OPERATIONS
 OFFICE OF FINANCIAL RESOURCES MANAGEMENT
 ORGANIZATION CHART
 CHART V-A

GENERAL FUND FTE: 9.00

APPROVED:

 12-2-10
 Virginia S. Hinshaw, Chancellor Date

* new, pending approval

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF FINANCIAL RESOURCES MANAGEMENT

FUNCTIONAL STATEMENT

OFFICE OF FINANCIAL RESOURCES MANAGEMENT – Org Code: MAFRMA

The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:


Mānoa Budget Office – Org Code: MABDMA

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

Office of Finance and Accounting – Org Code: MAFSAC

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

APPROVED:

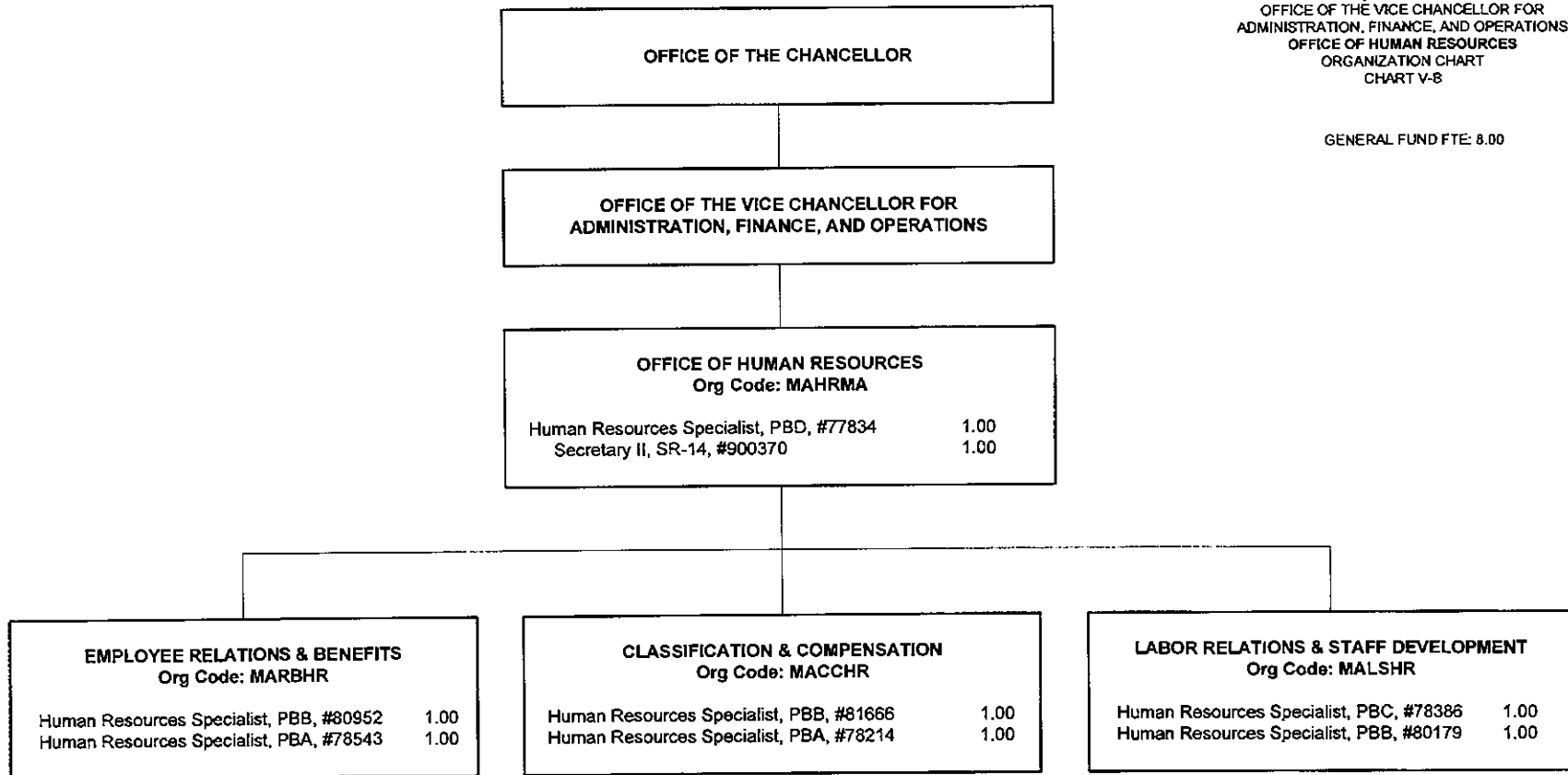


Virginia S. Hinshaw, Chancellor

12-2-10
Date

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF HUMAN RESOURCES
ORGANIZATION CHART
CHART V-8

GENERAL FUND FTE: 8.00



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF HUMAN RESOURCES

FUNCTIONAL STATEMENT

OFFICE OF HUMAN RESOURCES – Org Code: MAHRMA

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

In addition to the development of effective policies and procedures for the Mānoa campus, the major functional responsibilities of the office include the consistent and effective compliance of these policies and procedures as they pertain to:

Employee Relations & Benefits – Org Code: MARBHR

- Serves as Human Resources Officer for members of the Office of the Chancellor and selected Vice Chancellor Offices.
- Serves as contact and liaison with the State Offices related to retirement system, health benefits, social security, etc., to support the day-to-day efforts of the UHM schools/colleges.
- Provides leadership in testing new on-line human resources systems and provides human resources reports to support the management efforts in budget, staffing, and fiscal accountability.
- Reviews and analyzes all appointments/reappointments and other actions relating to Executive employees.

Classification & Compensation – Org Code: MACCHR

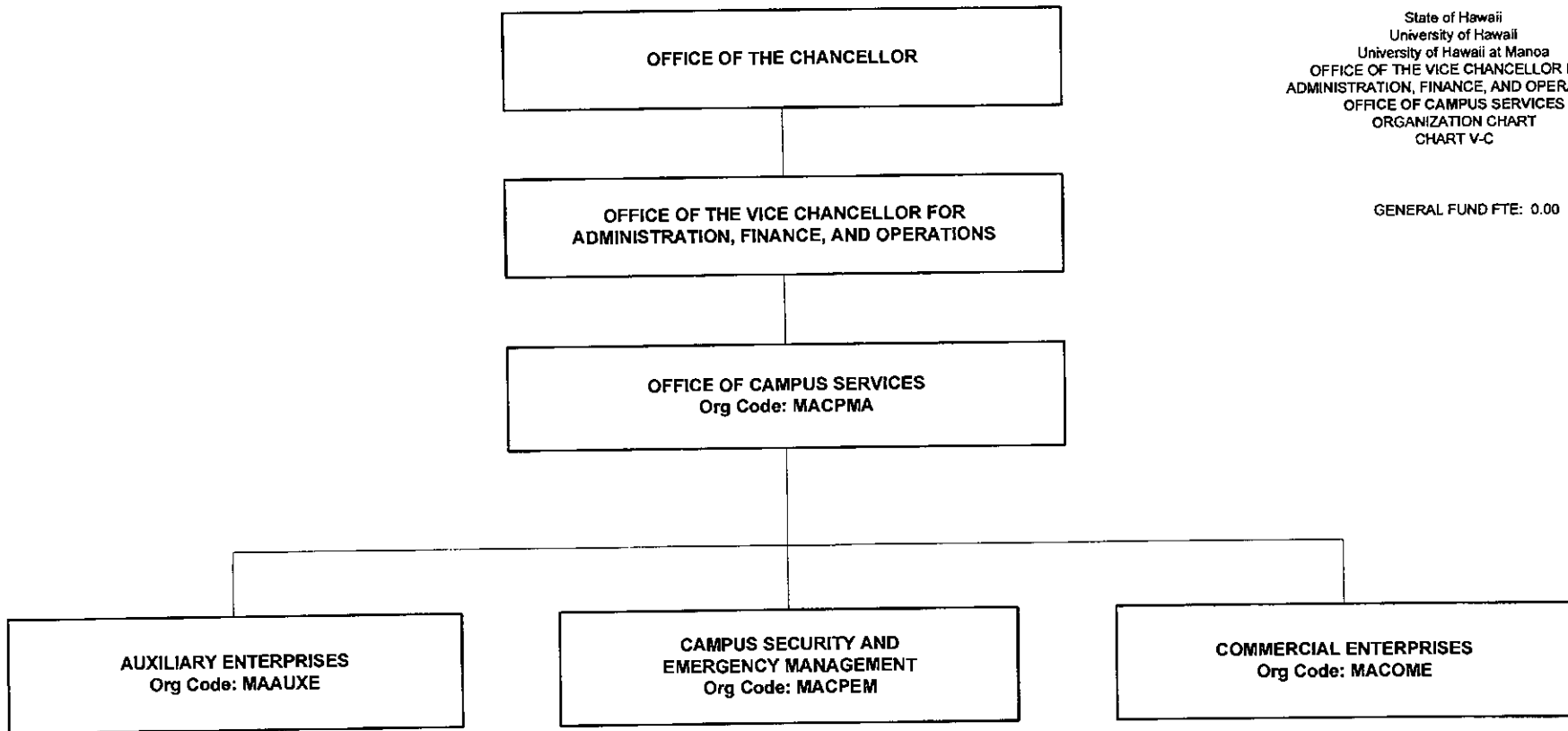
- Reviews, analyzes, and takes appropriate action on classification and compensation requests related to Executive and Administrative/Professional/Technical (APT) positions.
- Conducts analysis and takes appropriate action relative to hiring above the designated new hire rates, special compensation awards to include in-grade adjustments, re-banding, etc., as delegated by the Chancellor, UHM.
- Ensures that the implementation of classification and compensation plans for Executives and APTs are in compliance with State and Federal laws and University policies and procedures.

Labor Relations & Staff Development – Org Code: MALSHR

- Manages human resources administration related to collective bargaining (i.e., civil service, APT, and Executive, as appropriate) interpretations, implementation, and negotiations.
- Conducts internal investigations (to include faculty cases, as needed) on cases of allegations related to employee misconduct such as theft, workplace violence, substance abuse, tardiness, etc.
- Serves as Hearings Officers for grievances filed.
- Advises schools/colleges on human resources management to include addressing issues and concerns relating to employee misconduct or substandard performance, recommending courses of actions, etc.
- Provides staff development and training in areas such as human resources leadership, management, mentoring and support (e.g., care giver classes, social security, health fund programs, etc.) via training and workshops.

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF CAMPUS SERVICES
ORGANIZATION CHART
CHART V-C

GENERAL FUND FTE: 0.00



APPROVED:


Virginia S. Hinshaw, Chancellor

12-2-10
Date

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF CAMPUS SERVICES

FUNCTIONAL STATEMENT

OFFICE OF CAMPUS SERVICES – Org Code: MACPMA

The Office of Campus Services has functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, bookstore operations, faculty housing, commercial enterprises, campus security and emergency management. The functions of Campus Services are grouped under the following major categories:

Auxiliary Enterprises – Org Code: MAAUXE

- Maintains and services a fleet of vehicles for use by various campus organizations.
- Operates on-campus parking facilities for students, faculty, staff, and visitors.
- Manages contractors to provide food services on campus, and athletic events on retail and catered basis.
- Operates a system-wide bookstore operation with outlets on each University campus.
- Operates commercial retail outlets for University apparel and other merchandise.
- Manages the University's faculty housing facilities.
- Provides daily mail pickup and delivery services to Mānoa campus departments on a timely, cost-efficient basis.
- Provides efficient, low-cost reprographic services through its central facility and satellite copy machine sites.
- Provides leadership and coordination in planning, developing, and directing activities relating to UH Mānoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system wide Business Development.

Campus Security and Emergency Management – Org Code: MACPEM


This Office is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The responsibilities of this Office also include the following:

- Works with emergency management representatives and/or teams from the UH System and other campuses to ensure proper training, education, and information is made available to the campus community in the event of a natural or man-made disaster, including hurricanes, tidal waves, and terrorist and criminal acts.
- Trains and equips the UH Mānoa responder and emergency management teams to effectively respond to emergencies.
- Establishes emergency plans and procedures for the effective management of personnel, funds, equipment, and medical care in the event of a major emergency.
- Coordinates with applicable city, state, and federal agencies in preparing the UH Mānoa campus for and responding to all-hazards emergencies and disaster events.
- Provides for the protection and security of personnel and property on the Mānoa Campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.

Commercial Enterprises – Org Code: MACOME

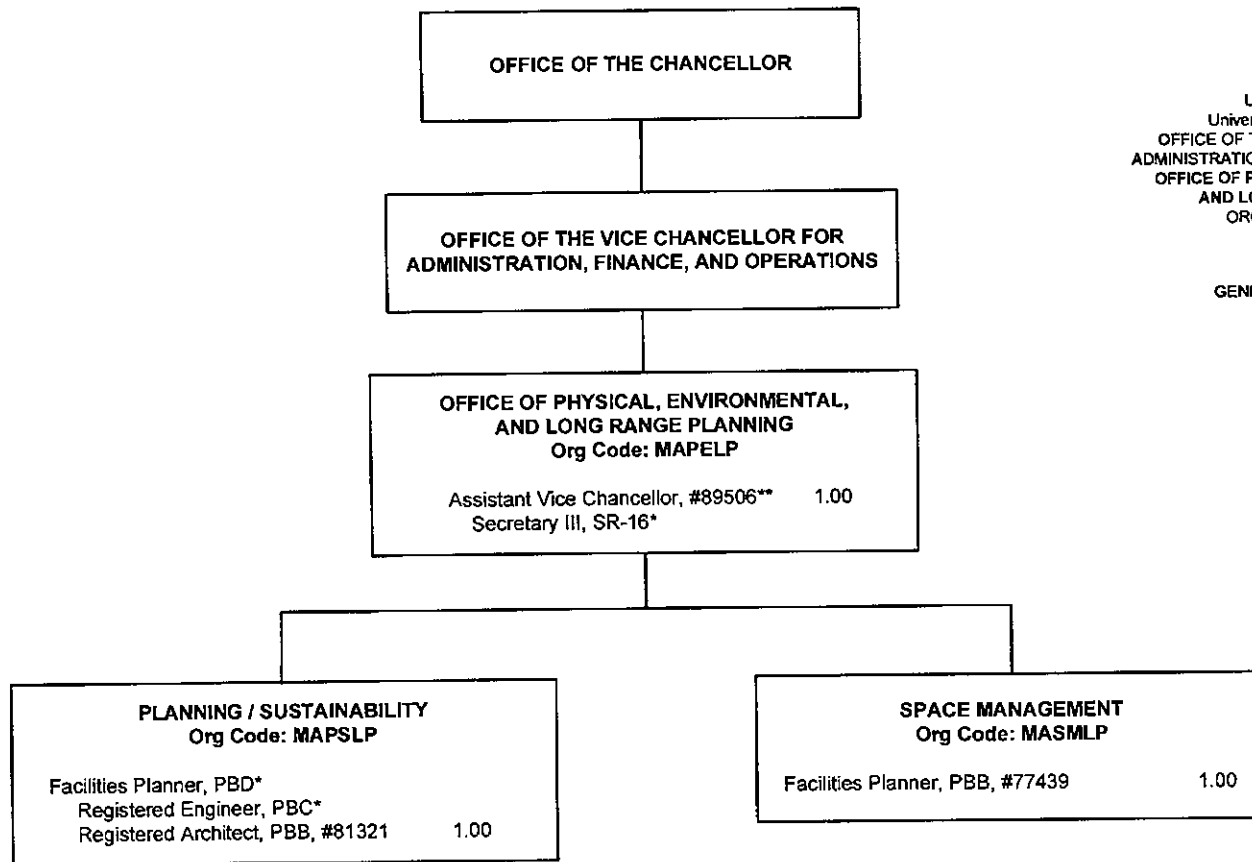
- Responsible for the operation and management of Central Stores including the online store, bulk selling, delivery of orders, and warehousing.
- Kulanui: Product development, branding, and quality assurance based on student/faculty research and development.
- Rainbowtique Shops: Buying of apparel, operations of stores, outside sales, and sales during the football season at Aloha Stadium.
- Operates internet apparel and souvenir sales.
- Coordinates travel/tours/expansion of life-long learning.
- Responsible for the operation and management of the Conference Center.

APPROVED:



Virginia S. Minshaw, Chancellor

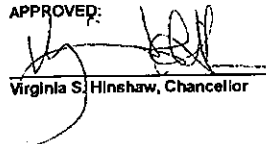
12-2-10
Date



State of Hawai'i
University of Hawai'i
University of Hawai'i at Mānoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF PHYSICAL, ENVIRONMENTAL,
AND LONG RANGE PLANNING
ORGANIZATION CHART
CHART V-0

GENERAL FUND FTE: 3.00

APPROVED:


Virginia S. Hinshaw, Chancellor

12-2-10
Date

* new, pending approval
** to be redescribed

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF PHYSICAL, ENVIRONMENTAL, AND LONG RANGE PLANNING

FUNCTIONAL STATEMENT

OFFICE OF PHYSICAL, ENVIRONMENTAL, AND LONG RANGE PLANNING – Org Code: MAPELP

The Office of Physical, Environmental, and Long Range Planning has campus-wide responsibility for long-range development plans, space management, analytical studies, capital planning, sustainable physical and community planning, and campus building and landscaping design. Major functions of the Office are as follows:

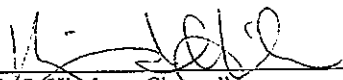
Planning/Sustainability – Org Code: MAPSLP

- Creates and maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Develops and administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Works in partnership with Facilities and Grounds to prepare and implement the campus CIP budgets.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting long term physical facility requirements for the University of Hawai'i at Mānoa.
- Provides leadership in creating and implementing a comprehensive environmental and energy policy in support of the Campus' strategic sustainability goals.
- Works in partnership with Facilities and Grounds and the campus groups to incorporate sustainability principles into the planning, design, operational, and educational framework of the institution.
- Engages students, faculty, and staff in gaining understanding of our current patterns and consequent behaviors.

Space Management – Org Code: MASMLP

- Manages the allocation and reallocation of space on campus to operating units.
- Maintains a database of institutional information supporting the space and physical planning functions of the campus.
- Provides data analysis in support of the space allocation and physical planning functions of the campus.

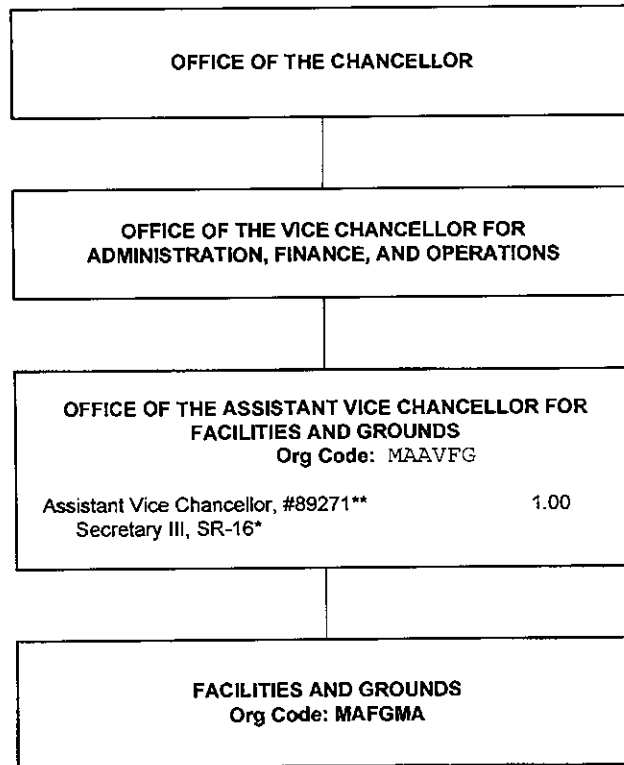
APPROVED:



Virginia S. Hinshaw, Chancellor

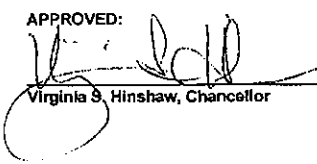
12-2-10

Date



State of Hawaii
 University of Hawaii
 University of Hawaii at Manoa
 OFFICE OF THE VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE, AND OPERATIONS
 OFFICE OF THE ASSISTANT VICE CHANCELLOR
 FOR FACILITIES AND GROUNDS
 ORGANIZATION CHART
 CHART V-E

GENERAL FUND FTE: 1.00

APPROVED: 
 Virginia S. Hinshaw, Chancellor Date 12-2-10

* new, pending approval
 ** to be redescribed

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
**OFFICE OF THE ASSISTANT VICE CHANCELLOR FOR
FACILITIES AND GROUNDS**

FUNCTIONAL STATEMENT

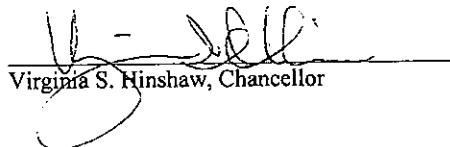
**OFFICE OF THE ASSISTANT VICE CHANCELLOR FOR FACILITIES AND
GROUNDS – Org Code:**

This Office oversees the operations of Facilities Management which conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for the University of Hawai'i at Mānoa in accordance with approved short-range and long-range development plans and applicable federal, state, and county building codes and standards.

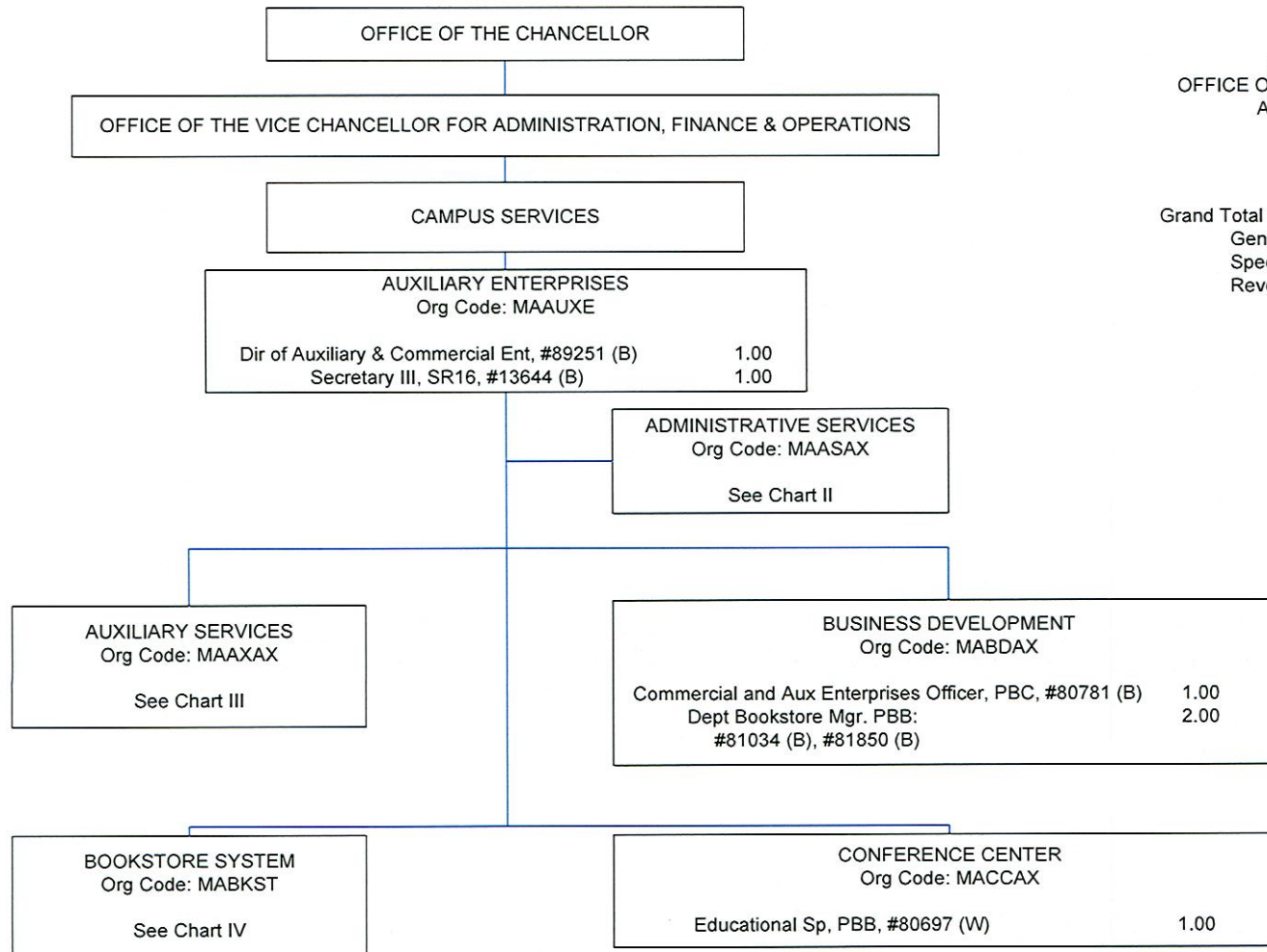
Major functions of this Office include:

- Manages the overall campus physical infrastructure including roadways, utilities, and utility distribution systems.
- Repairs and renovates buildings.
- Provides the full range of administrative support services, including budget preparation and execution, fiscal procurement (including campus-wide contracts), property management, and human resources.
- Provides custodial services for UH Mānoa buildings, including classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public and general-use areas.
- Provides grounds keeping and landscaping maintenance for UH Mānoa, including lawns, trees, roads, and parking lots/structures.
- Conducts analyses of institutional plans, academic agendas, and major policies to determine best course of action in managing implementation of short range and long range development plans.
- Works in partnership with the Office of Physical, Environmental, and Long Range Planning to prepare and implement the campus CIP budgets.

APPROVED:


Virginia S. Hinshaw, Chancellor

12-2-10
Date



STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
CHART I

Grand Total by Fund:
General Funds 18.00 FTE
Special Funds 115.00 FTE
Revolving Funds 4.00 FTE



(B) Special Funds: 6.00 FTE
(W) Revolving Funds: 1.00 FTE
Pending establishment: #77856 (pseudo #94354F) (B)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES

FUNCTIONAL STATEMENT

AUXILIARY ENTERPRISES – Org Code: MAAUXE

Auxiliary Enterprises provides leadership and coordination in planning, developing, and directing activities relating to UH Manoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system-wide Business Development.

The Office of the Director of Auxiliary Enterprises plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: System wide business development and commercial enterprise opportunities, conference center, administrative services, Manoa campus auxiliary services, system wide bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

BUSINESS DEVELOPMENT – Org Code: MABDAX

Plans, organizes, directs, and controls business development functions of Auxiliary Enterprises. Researches feasibility of new retail business ventures and implements viable business opportunities. Conducts the advertising and public relations efforts for Auxiliary Enterprises through various media and coordinates promotional activities. Analyzes existing operations and develops plans to improve existing functions.

1. Meets with various company representatives and establishes plans for new business ventures.
2. Oversees management of various business ventures under the purview of the Business Development section.
3. Conducts a program of advertising, promotions, and public relations for Auxiliary Enterprises units through the use of various types of media.
4. Purchases and promotes emblematic merchandise that supports various University of Hawaii programs.

CONFERENCE CENTER – Org Code: MACCAX

Provides a program to meet the needs of the University of Hawaii'i at Mānoa in the area of organizing and managing conferences, institutes and symposia.

1. Provides services to organizations such as the University of Hawaii'i, State and municipal government agencies, and community groups whose activities are consistent with and have an affinity with the University of Hawaii'i.

2. Responsible for Conference Center program development, marketing, budgeting and accounting.
3. Responsible for conference management, facilitating and promoting the use of distance technology in course development and delivery.

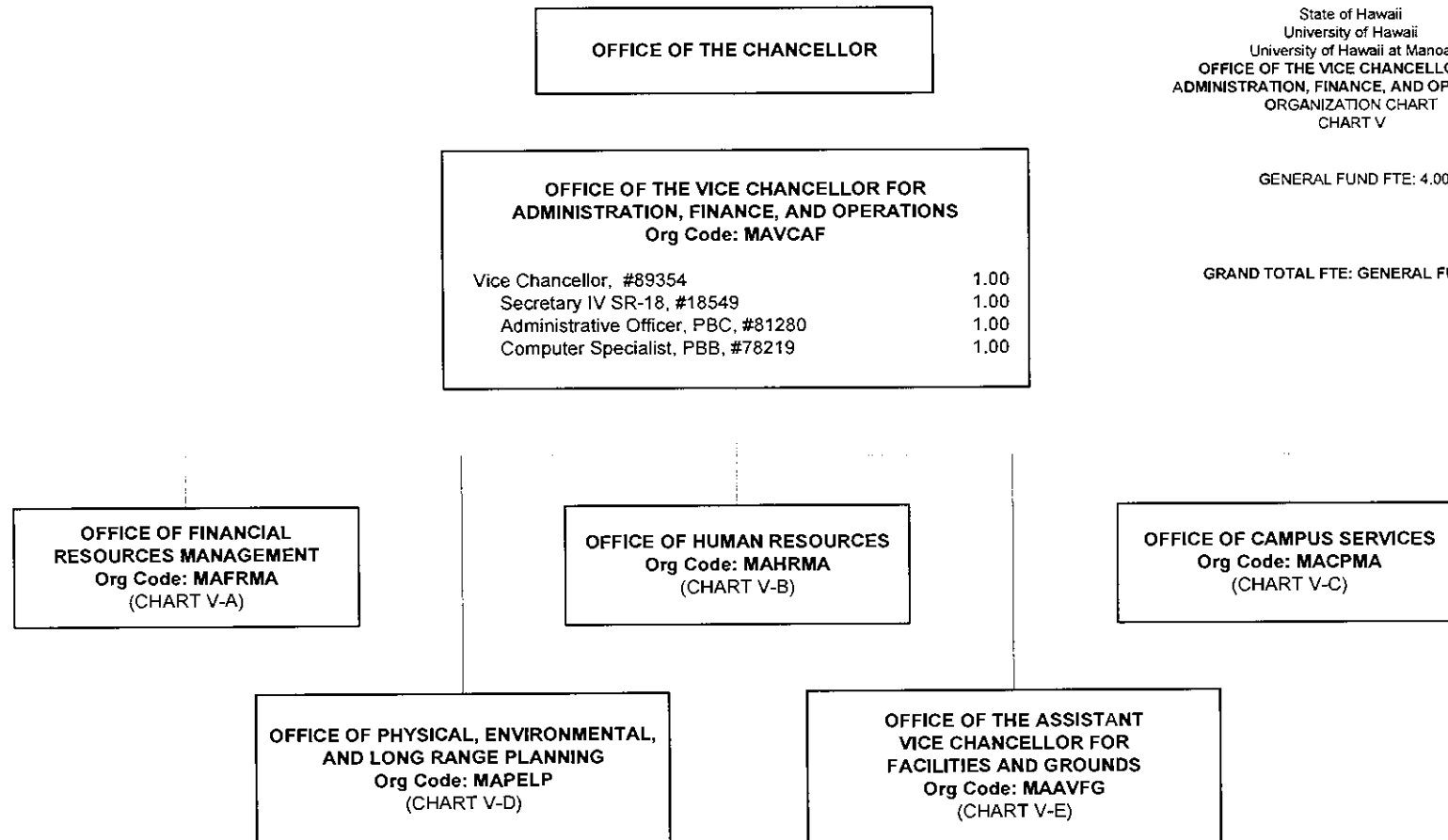
**PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

NO CHANGE

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
**OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS**
ORGANIZATION CHART
CHART V

GENERAL FUND FTE: 4.00

GRAND TOTAL FTE: GENERAL FUND 25.00



NO CHANGE

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

FUNCTIONAL STATEMENT

**OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND
OPERATIONS (OVCAFO) – Org Code: MAVCAF**

The OVCAFO provides leadership and executive management over administrative functions and services, as well as campus operations, for the University of Hawai'i at Mānoa. The following units report to the Vice Chancellor:

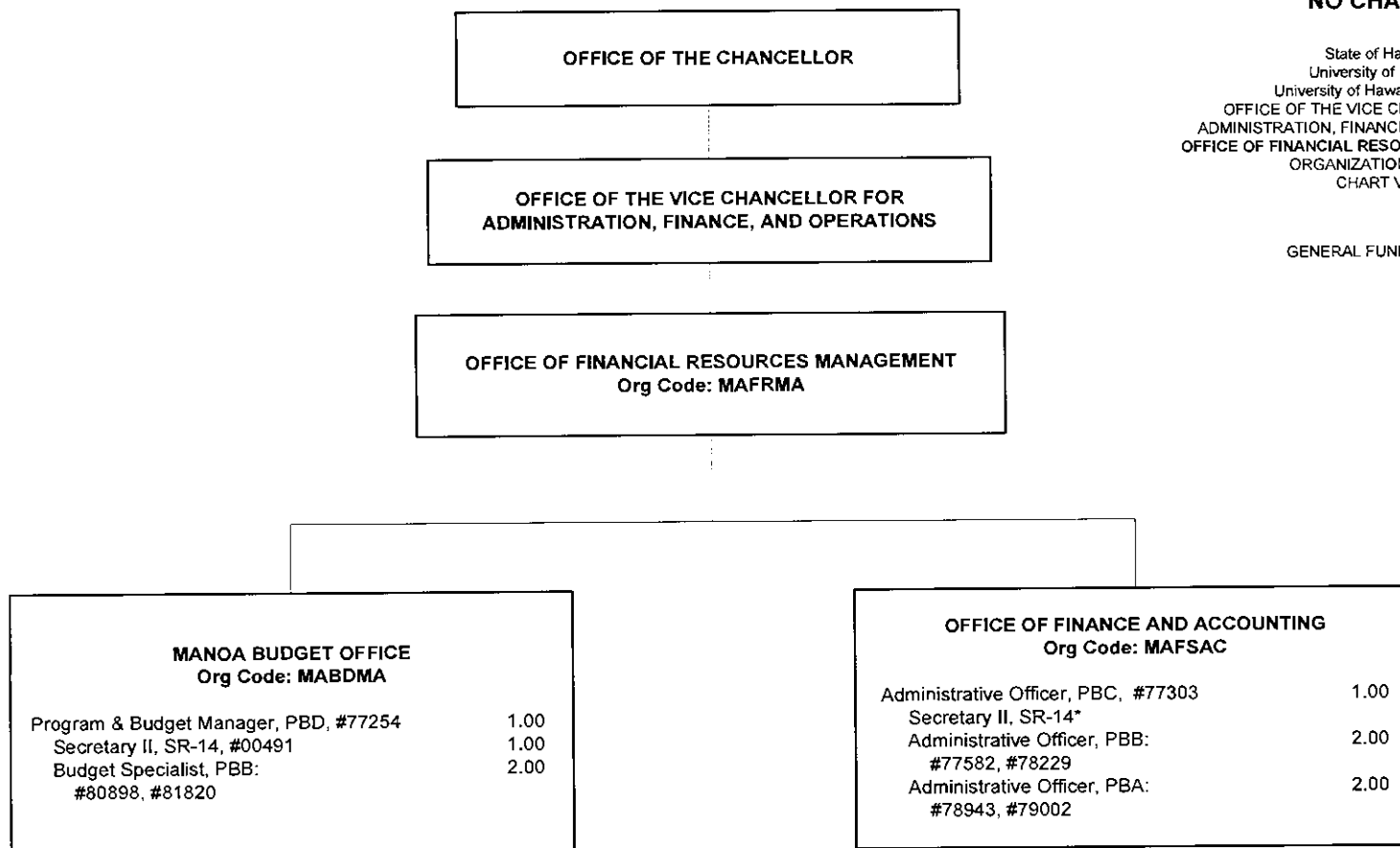
- Office of Financial Resources Management – Org Code: MAFRMA
- Office of Human Resources – Org Code: MAHRMA
- Office of Campus Services – Org Code: MACPMA
- Office of Physical, Environmental, and Long Range Planning – Org Code: MAPELP
- Office of the Assistant Vice Chancellor for Facilities and Grounds – Org Code: MAAVFG

Through the above units, the OVCAFO provides leadership and executive management over the following functions:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Human resource administration.
- Campus physical planning and management of space resources.
- Sustainable resource management.
- Facilities renovations and capital improvements.
- Building and grounds maintenance.
- Campus security and emergency management.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.

The OVCAFO has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai'i at Mānoa as they pertain to campus financial management, physical planning and development, human resources, auxiliary services, and facilities management. The establishment of campus policies are endorsed by VCs, approved by the Chancellor, and disseminated and published by the OVCAFO on the official website.

The OVCAFO consults with other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the Office coordinates with the offices of the Vice President for Administration, Chief Financial Officer, Vice President for Information Technology, Vice President for Research, and Vice President for Academic Planning and Policy on administrative and financial matters as appropriate.



NO CHANGE

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF FINANCIAL RESOURCES MANAGEMENT
ORGANIZATION CHART
CHART V-A

GENERAL FUND FTE: 9.00

* new, pending approval

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF FINANCIAL RESOURCES MANAGEMENT

FUNCTIONAL STATEMENT

OFFICE OF FINANCIAL RESOURCES MANAGEMENT – Org Code: MAFRMA

The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

Mānoa Budget Office – Org Code: MABDMA

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

Office of Finance and Accounting – Org Code: MAFSAC

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

NO CHANGE

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF HUMAN RESOURCES
ORGANIZATION CHART
CHART V-B

GENERAL FUND FTE: 8.00

OFFICE OF THE CHANCELLOR

**OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS**

OFFICE OF HUMAN RESOURCES
Org Code: MAHRMA
Human Resources Specialist, PBD, #77834 1.00
Secretary II, SR-14, #900370 1.00

EMPLOYEE RELATIONS & BENEFITS
Org Code: MARBHR
Human Resources Specialist, PBB, #80952 1.00
Human Resources Specialist, PBA, #78543 1.00

CLASSIFICATION & COMPENSATION
Org Code: MACCHR
Human Resources Specialist, PBB, #81666 1.00
Human Resources Specialist, PBA, #78214 1.00

LABOR RELATIONS & STAFF DEVELOPMENT
Org Code: MALSHR
Human Resources Specialist, PBC, #78386 1.00
Human Resources Specialist, PBB, #80179 1.00

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF HUMAN RESOURCES

FUNCTIONAL STATEMENT

OFFICE OF HUMAN RESOURCES – Org Code: MAHRMA

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

In addition to the development of effective policies and procedures for the Mānoa campus, the major functional responsibilities of the office include the consistent and effective compliance of these policies and procedures as they pertain to:

Employee Relations & Benefits – Org Code: MARBHR

- Serves as Human Resources Officer for members of the Office of the Chancellor and selected Vice Chancellor Offices.
- Serves as contact and liaison with the State Offices related to retirement system, health benefits, social security, etc., to support the day-to-day efforts of the UHM schools/colleges.
- Provides leadership in testing new on-line human resources systems and provides human resources reports to support the management efforts in budget, staffing, and fiscal accountability.
- Reviews and analyzes all appointments/reappointments and other actions relating to Executive employees.

Classification & Compensation – Org Code: MACCHR

- Reviews, analyzes, and takes appropriate action on classification and compensation requests related to Executive and Administrative/Professional/Technical (APT) positions.
- Conducts analysis and takes appropriate action relative to hiring above the designated new hire rates, special compensation awards to include in-grade adjustments, rebanding, etc., as delegated by the Chancellor, UHM.
- Ensures that the implementation of classification and compensation plans for Executives and APTs are in compliance with State and Federal laws and University policies and procedures.

Labor Relations & Staff Development – Org Code: MALSHR

- Manages human resources administration related to collective bargaining (i.e., civil service, APT, and Executive, as appropriate) interpretations, implementation, and negotiations.
- Conducts internal investigations (to include faculty cases, as needed) on cases of allegations related to employee misconduct such as theft, workplace violence, substance abuse, tardiness, etc.
- Serves as Hearings Officers for grievances filed.
- Advises schools/colleges on human resources management to include addressing issues and concerns relating to employee misconduct or substandard performance, recommending courses of actions, etc.
- Provides staff development and training in areas such as human resources leadership, management, mentoring and support (e.g., care giver classes, social security, health fund programs, etc.) via training and workshops.

State of Hawaii
 University of Hawaii
 University of Hawaii at Manoa
 OFFICE OF THE VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE, AND OPERATIONS
 OFFICE OF CAMPUS SERVICES
 ORGANIZATION CHART
 CHART V-C

SPECIAL FUNDS (B) FTE: 2.00

OFFICE OF THE CHANCELLOR

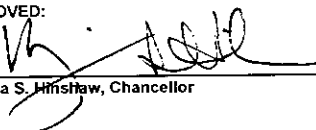
OFFICE OF THE VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE, AND OPERATIONS

OFFICE OF CAMPUS SERVICES
 Org Code: MACPMA
 Director of Auxiliary & Commercial Enterprises, #89251(B)** 1.00
 Secretary III, SR-16, #13644 (B)** 1.00

AUXILIARY ENTERPRISES
 Org Code: MAAUXE

CAMPUS SECURITY AND
 EMERGENCY MANAGEMENT
 Org Code: MACPEM

COMMERCIAL ENTERPRISES
 Org Code: MACOME

APPROVED:  3-16-11
 Virginia S. Hinshaw, Chancellor Date

** to be redescribed

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF CAMPUS SERVICES

FUNCTIONAL STATEMENT

OFFICE OF CAMPUS SERVICES – Org Code: MACPMA

The Office of Campus Services has functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, bookstore operations, faculty housing, commercial enterprises, campus security and emergency management. The functions of Campus Services are grouped under the following major categories:

Auxiliary Enterprises – Org Code: MAAUXE

- Maintains and services a fleet of vehicles for use by various campus organizations.
- Operates on-campus parking facilities for students, faculty, staff, and visitors.
- Manages contractors to provide food services on campus, and athletic events on retail and catered basis.
- Operates a system-wide bookstore operation with outlets on each University campus.
- Operates commercial retail outlets for University apparel and other merchandise.
- Manages the University's faculty housing facilities.
- Provides daily mail pickup and delivery services to Mānoa campus departments on a timely, cost-efficient basis.
- Provides efficient, low-cost reprographic services through its central facility and satellite copy machine sites.
- Provides leadership and coordination in planning, developing, and directing activities relating to UH Mānoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system wide Business Development.

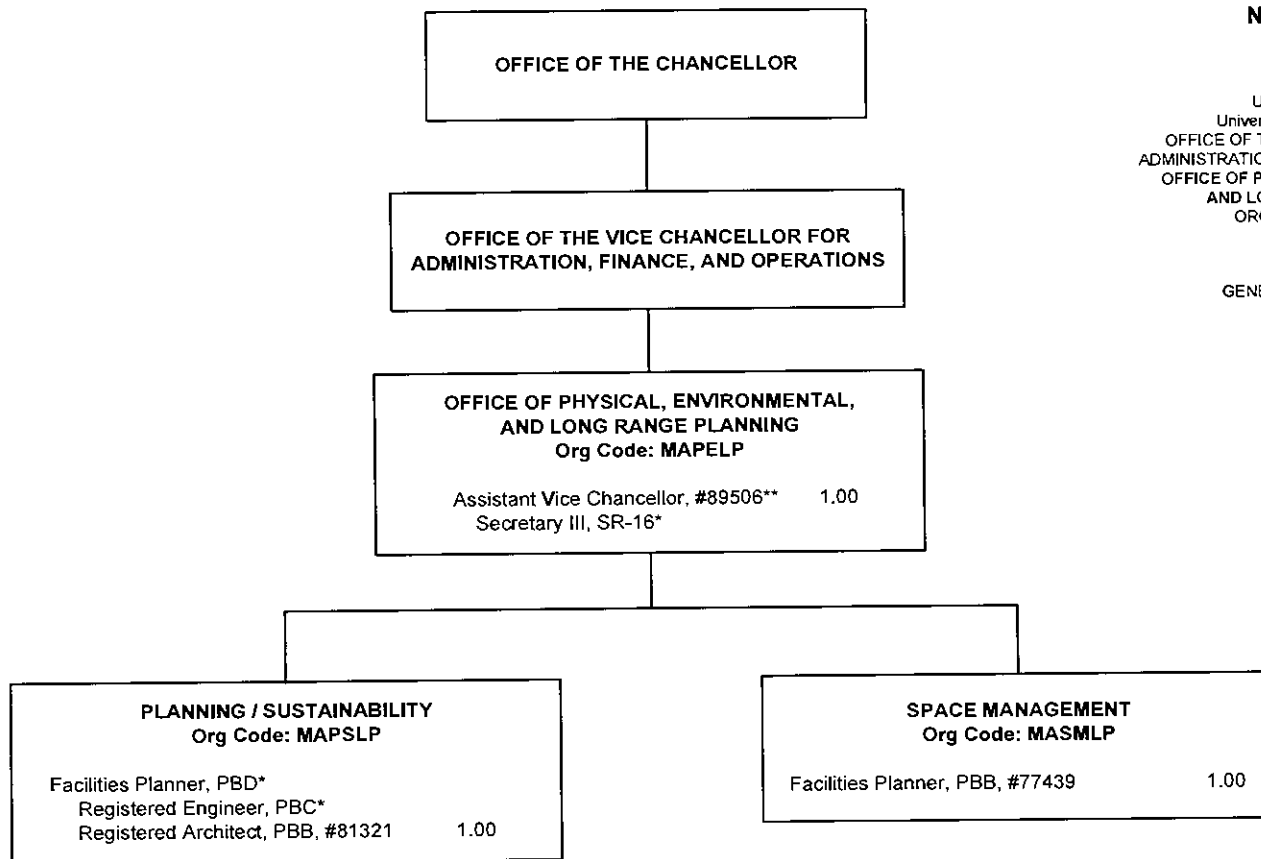
Campus Security and Emergency Management – Org Code: MACPEM

This Office is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The responsibilities of this Office also include the following:

- Works with emergency management representatives and/or teams from the UH System and other campuses to ensure proper training, education, and information is made available to the campus community in the event of a natural or man-made disaster, including hurricanes, tidal waves, and terrorist and criminal acts.
- Trains and equips the UH Mānoa responder and emergency management teams to effectively respond to emergencies.
- Establishes emergency plans and procedures for the effective management of personnel, funds, equipment, and medical care in the event of a major emergency.
- Coordinates with applicable city, state, and federal agencies in preparing the UH Mānoa campus for and responding to all-hazards emergencies and disaster events.
- Provides for the protection and security of personnel and property on the Mānoa Campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.

Commercial Enterprises – Org Code: MACOME

- Responsible for the operation and management of Central Stores including the online store, bulk selling, delivery of orders, and warehousing.
- Kulanui: Product development, branding, and quality assurance based on student/faculty research and development.
- Rainbowltique Shops: Buying of apparel, operations of stores, outside sales, and sales during the football season at Aloha Stadium.
- Operates internet apparel and souvenir sales.
- Coordinates travel/tours/expansion of life-long learning.
- Responsible for the operation and management of the Conference Center.



NO CHANGE

State of Hawai'i
University of Hawai'i
University of Hawai'i at Mānoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF PHYSICAL, ENVIRONMENTAL,
AND LONG RANGE PLANNING
ORGANIZATION CHART
CHART V-D

GENERAL FUND FTE: 3.00

* new, pending approval
** to be redescribed

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF PHYSICAL, ENVIRONMENTAL, AND LONG RANGE PLANNING

FUNCTIONAL STATEMENT

OFFICE OF PHYSICAL, ENVIRONMENTAL, AND LONG RANGE PLANNING – Org Code: MAPELP

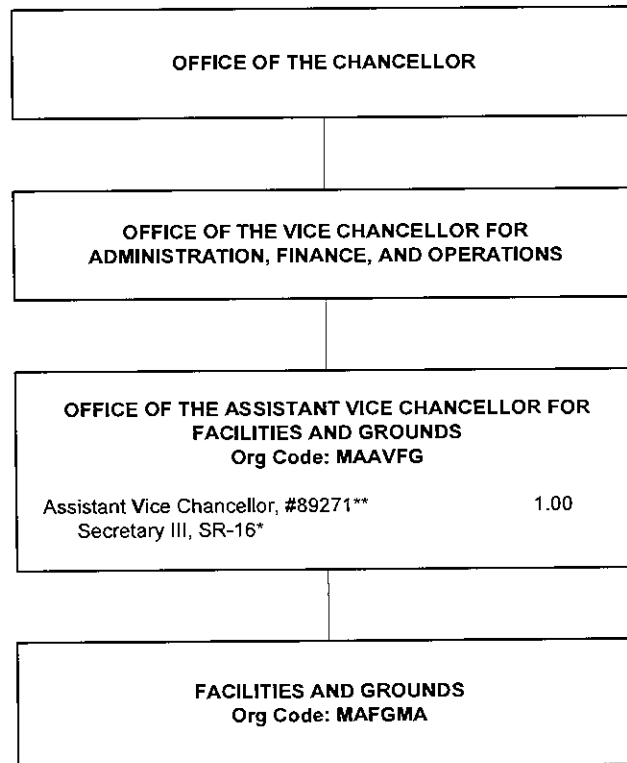
The Office of Physical, Environmental, and Long Range Planning has campus-wide responsibility for long-range development plans, space management, analytical studies, capital planning, sustainable physical and community planning, and campus building and landscaping design. Major functions of the Office are as follows:

Planning/Sustainability – Org Code: MAPSLP

- Creates and maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Develops and administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Works in partnership with Facilities and Grounds to prepare and implement the campus CIP budgets.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting long term physical facility requirements for the University of Hawai'i at Mānoa.
- Provides leadership in creating and implementing a comprehensive environmental and energy policy in support of the Campus' strategic sustainability goals.
- Works in partnership with Facilities and Grounds and the campus groups to incorporate sustainability principles into the planning, design, operational, and educational framework of the institution.
- Engages students, faculty, and staff in gaining understanding of our current patterns and consequent behaviors.

Space Management – Org Code: MASMLP

- Manages the allocation and reallocation of space on campus to operating units.
- Maintains a database of institutional information supporting the space and physical planning functions of the campus.
- Provides data analysis in support of the space allocation and physical planning functions of the campus.



NO CHANGE

State of Hawaii
 University of Hawaii
 University of Hawaii at Manoa
 OFFICE OF THE VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE, AND OPERATIONS
 OFFICE OF THE ASSISTANT VICE CHANCELLOR
 FOR FACILITIES AND GROUNDS
 ORGANIZATION CHART
 CHART V-E

GENERAL FUND FTE: 1.00

* new, pending approval
 ** to be redescribed

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
**OFFICE OF THE ASSISTANT VICE CHANCELLOR FOR
FACILITIES AND GROUNDS**

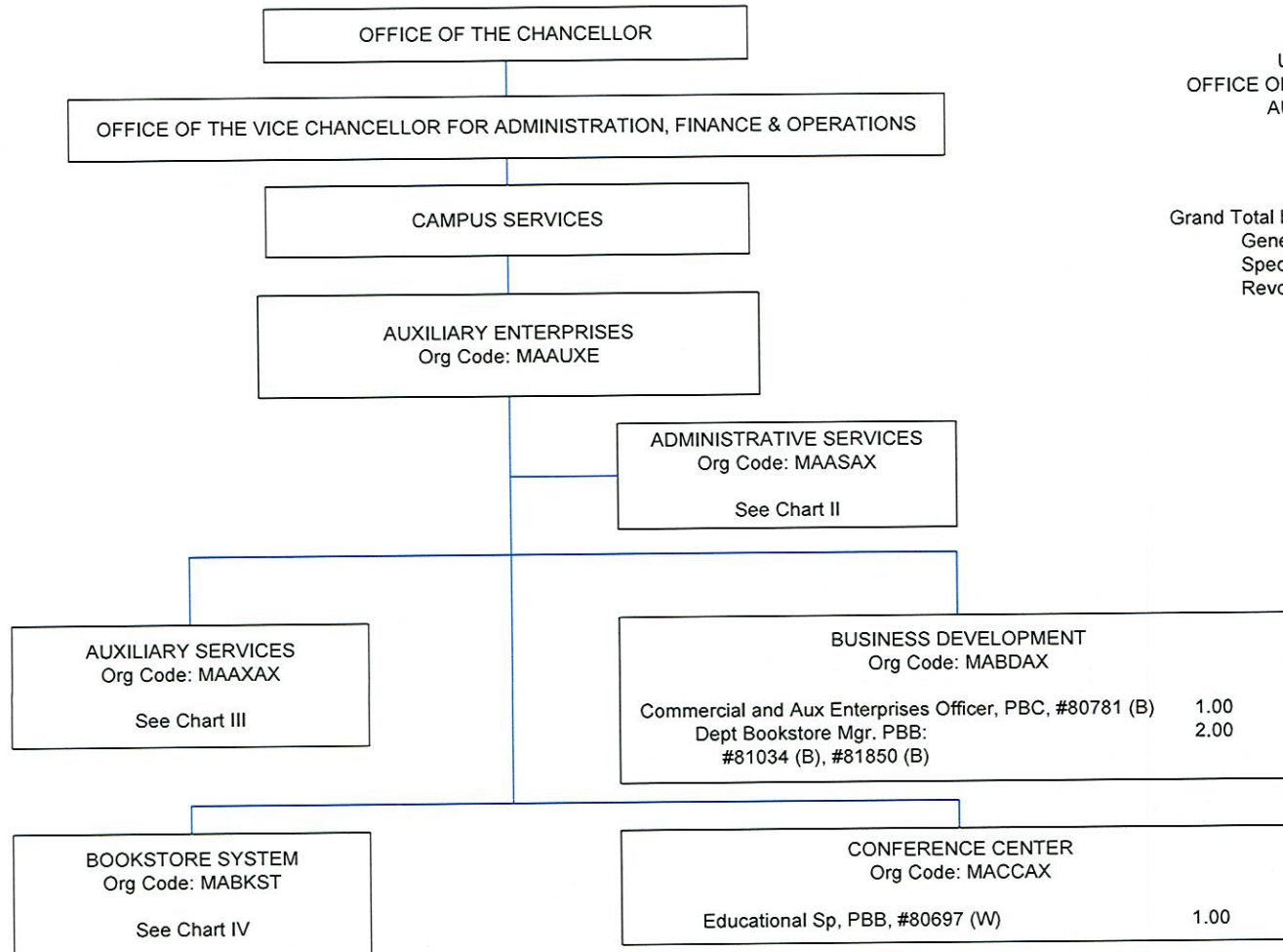
FUNCTIONAL STATEMENT

**OFFICE OF THE ASSISTANT VICE CHANCELLOR FOR FACILITIES AND
GROUNDS – Org Code: MAAVFG**

This Office oversees the operations of Facilities Management which conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for the University of Hawai'i at Mānoa in accordance with approved short-range and long-range development plans and applicable federal, state, and county building codes and standards.

Major functions of this Office include:

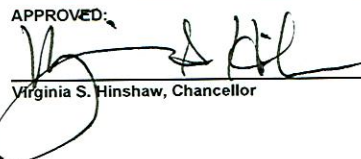
- Manages the overall campus physical infrastructure including roadways, utilities, and utility distribution systems.
- Repairs and renovates buildings.
- Provides the full range of administrative support services, including budget preparation and execution, fiscal procurement (including campus-wide contracts), property management, and human resources.
- Provides custodial services for UH Mānoa buildings, including classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public and general-use areas.
- Provides grounds keeping and landscaping maintenance for UH Mānoa, including lawns, trees, roads, and parking lots/structures.
- Conducts analyses of institutional plans, academic agendas, and major policies to determine best course of action in managing implementation of short range and long range development plans.
- Works in partnership with the Office of Physical, Environmental, and Long Range Planning to prepare and implement the campus CIP budgets.



STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
CHART I

Grand Total by Fund:
General Funds 18.00 FTE
Special Funds 113.00 FTE
Revolving Funds 4.00 FTE

APPROVED:


Virginia S. Hinshaw, Chancellor

Date

3-16-11

(B) Special Funds: 4.00 FTE
(W) Revolving Funds: 1.00 FTE
Pending establishment: #77856 (pseudo #94354F) (B)

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES

FUNCTIONAL STATEMENT

AUXILIARY ENTERPRISES – Org Code: MAAUXE

Auxiliary Enterprises provides leadership and coordination in planning, developing, and directing activities relating to UH Manoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system-wide Business Development.

The Office of the Director of Auxiliary Enterprises plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: System wide business development and commercial enterprise opportunities, conference center, administrative services, Manoa campus auxiliary services, system wide bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

BUSINESS DEVELOPMENT – Org Code: MABDAX

Plans, organizes, directs, and controls business development functions of Auxiliary Enterprises. Researches feasibility of new retail business ventures and implements viable business opportunities. Conducts the advertising and public relations efforts for Auxiliary Enterprises through various media and coordinates promotional activities. Analyzes existing operations and develops plans to improve existing functions.

1. Meets with various company representatives and establishes plans for new business ventures.
2. Oversees management of various business ventures under the purview of the Business Development section.
3. Conducts a program of advertising, promotions, and public relations for Auxiliary Enterprises units through the use of various types of media.
4. Purchases and promotes emblematic merchandise that supports various University of Hawaii programs.

CONFERENCE CENTER – Org Code: MACCAH

Provides a program to meet the needs of the University of Hawaii at Mānoa in the area of organizing and managing conferences, institutes and symposia.

1. Provides services to organizations such as the University of Hawaii, State and municipal government agencies, and community groups whose activities are consistent with and have an affinity with the University of Hawaii.

NO CHANGE

2. Responsible for Conference Center program development, marketing, budgeting and accounting.
3. Responsible for conference management, facilitating and promoting the use of distance technology in course development and delivery.

Next Organization Proposal



UNIVERSITY
of HAWAII®
MĀNOA

Office of the Vice Chancellor
for Administration, Finance and Operations

RECEIVED

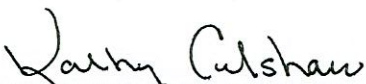
'10 NOV 30 P5:13

November 30, 2010

MANOA CHANCELLOR'S
OFFICE

MEMORANDUM

TO: Virginia S. Hinshaw
Chancellor

FROM: Kathy Cutshaw 
Vice Chancellor for Administration, Finance, and Operations

SUBJECT: Reorganization Proposal for the Office of the Vice Chancellor for
Administration, Finance, and Operations (OVCAFO)

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization of the Office of the Vice Chancellor for Administration, Finance, and Operations at the University of Hawai'i at Mānoa.

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

No additional costs are associated with this reorganization.

PURPOSE:

The purpose of this reorganization is to reflect the way current services are provided to better meet the responsibilities of this Office.

BACKGROUND:

Pursuant to Administrative Procedure A3.101 *University of Hawai'i Organizational and Functional Changes* dated March 2008, reorganizations that:

- a) do not have an impact on BOR policy and/or laws;
- b) do not create, eliminate, or significantly change responsibilities of programs reporting directly to the Board or President;
- c) do not incur significant additional expenses; or
- d) do not have significant programmatic impact on the University

may be approved under delegated authority by the President for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

2500 Campus Road, Hawai'i Hall 307
Honolulu, Hawai'i 96822
Telephone: (808) 956-9190
Fax: (808) 956-5136

This reorganization proposal has been reviewed and discussed with appropriate units and staff members. The details of the reorganization are outlined in the attached Executive Summary and Narrative proposal.

ACTION RECOMMENDED:


It is recommended that the attached reorganization proposal for the Office of the Vice Chancellor for Administration, Finance, and Operations at the University of Hawai'i at Mānoa be approved.

Should you have any questions, please contact Kathy Cutshaw at 956-9190 or at cutshaw@hawaii.edu.

Attachments:

1. Executive Summary – Attachment 1
2. Narrative – Attachment 2
3. Allocated and Authorized BJ/BT Positions Impacted by the Reorganization – Attachment 3
4. Current Organizational Charts and Functional Statements – Attachment 4
5. Proposed Organizational Charts and Functional Statements – Attachment 5
6. Copies of letters and responses from campus groups and union – Attachment 6

 APPROVED / DISAPPROVED:



Virginia S. Hinshaw
Chancellor

12-2-10
Date

Reorganization Proposal
Office of the Vice Chancellor for Administration, Finance, and Operations
University of Hawai'i at Mānoa

Executive Summary

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate.

I. Purpose:

Explain the purpose of this reorganization and the anticipated overall impact.

This reorganization is to augment the changes approved under the Reorganization of Mānoa Chancellor's Office in February 2005 and to formally reflect current operational workflow that has improved the efficiency of the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO) to better meet the responsibilities of this Office. Since the 2005 reorganization, a new Chancellor and three (3) Vice Chancellors (Academic Affairs, Students, and Administration, Finance, and Operations) have been hired to manage the UH Mānoa campus. The Vice Chancellor for Research and Graduate Education was appointed in December 2004. With a new team in place, the functions of this Office have been fine-tuned and workflow improvements made to promote a positive, innovative, and safe campus environment through accountability, transparency, and quality service. This reorganization formally reflects current operational workflow and thus the impact to affected units and individuals will be very minimal, if at all.

II. Major Elements of the Proposal:

Explain or list the key changes being proposed in this reorganization relative to purpose and results.

This reorganization proposes to:

- A. Merge the functions of Campus Security and Civil Defense into one unit under ***Campus Security and Emergency Management***
- B. Expand the functions and services of ***Campus Services*** to include:
 - 1. Auxiliary Enterprises;
 - 2. Campus Security and Emergency Management; and
 - 3. Commercial Enterprises
- C. Abolish the ***Services*** unit and the functions ***Information and Educational Technology Services*** and ***Community Relations***
- D. Move the reporting line of ***Office of Physical, Environmental, and Long Range Planning*** from the Office of Financial Resources Management directly to the OVCAFO
- E. Move the reporting line of ***Facilities and Grounds*** from the Office of Campus Services directly to the OVCAFO via the ***Office of the Assistant Vice Chancellor for Facilities and Grounds***.

The changes being proposed are at the higher reporting levels with some movement of functional areas to formally reflect current workflow.

III. Resource Impact:

Explain the resources impacted as a result of this reorganization. If there is no impact, reflect "None" for each category as appropriate.

A. Budget

1. What is the estimated cost of the reorg? None.
2. Are additional funds needed? No.
If so, how will the cost of the reorg be funded? N/A
3. Will the reorg result in cost savings or be cost neutral?

This reorganization will be cost neutral because it reflects the way administrative services are currently provided.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any?

The proposed changes reflect the way current operations are actually managed and thus, there is no impact on staffing responsibilities anticipated.

2. Will additional faculty/support personnel be required? No
If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? N/A
3. Will there be a reduction in faculty/staff? No
If so, what steps are planned or have been taken to ensure proper consultation? N/A

4. Identify faculty/staff positions impacted by the anticipated changes.

O = Position occupied V = Position vacant

- Administrative Officer, PBB, #77246 (O) funded by Special Funds
 - Change in supervisor from Vice Chancellor, #89354 (O) to Auxiliary & Facilities Services Officer, PBC, #80477 (O) under the Office of Campus Security and Emergency Management.
- Assistant Vice Chancellor, #89271 (O)
 - Move from Campus Services to the Office of the Assistant Vice Chancellor for Facilities and Grounds and will continue to report directly to the Vice Chancellor, #89354 (O).
 - No change in reporting structure.
 - The position description for #89271 will be updated to reflect the duties and responsibilities of managing this campus-wide operation.
- Assistant Vice Chancellor, #89506 (O)
 - Move from Office of Financial Resources Management to Office of Physical, Environmental, and Long Range Planning and will continue to report directly to the Vice Chancellor, #89354 (O).
 - No change in reporting structure.

- The position description for #89506 will be updated to reflect the duties and responsibilities of managing this campus-wide operation.
- Facilities Planner, PBB, #77439 (O)
 - Move from Office of Financial Resources Management to Space Management and will continue to report to the Assistant Vice Chancellor, #89506 (O).
 - No change in reporting structure.
- Registered Architect, PBB, #81321 (V)
 - Move from the Office of Physical, Environmental, and Long Range Planning to Planning/Sustainability and will continue to report to the Assistant Vice Chancellor, #89506 (O).
 - No change in reporting structure.
- Assistant to Senior Executive, #89107 (V)
 - Abolished and moved to the Chancellor's pool.

C. Space

1. Will additional space outside own resources/allocations be required? No
 If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A

IV. Consultation:

Explain or list the individuals and groups consulted and the key comments/feedback received.

Extensive consultations with affected units have occurred in the development of this proposal. Additionally, all units reporting to the OVCAFO under this reorganization have taken an active role in updating their roles and responsibilities as proposed in the functional statements. The feedback received by the departments under the OVCAFO was positive and supportive of the proposed changes to operate more efficiently while fulfilling the responsibilities of this Office.

V. Implementation:

Explain when and how this reorganization will be implemented. Identify anticipated effective date.

The reorganization will be implemented upon approval as it formally realigns and reflects how the functions currently operate. The realignment of these organizational units will result in clearer reporting and operating relationships with no anticipated impact to the departments.

Reorganization Proposal
Office of the Vice Chancellor for Administration, Finance, and Operations
University of Hawai'i at Mānoa

Narrative

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate.

I. INTRODUCTION:

- A. Provide an overview of the College/School/Department and a snapshot outlining the current situation of the unit(s) involved in the reorganization.

The Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO) at UH Mānoa currently consists of five (5) administrative departments reporting directly to the Vice Chancellor. This proposal groups core functions into administrative departments reflecting the way services are currently provided.

Current

Financial Resources Management
Human Resources
Campus Services
Campus Security & Emergency Mgmt
Services

Proposed

Financial Resources Management
Human Resources
Campus Services
Facilities and Grounds
Physical, Environmental, and
Long Range Planning

- B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.

In order to better fulfill the responsibilities of this Office, the departments under the OVCAFO will be grouped, as indicated above, by clear service functions necessary to manage and plan for campus operations the size and complexity of UH Mānoa.

II. RATIONALE FOR THE REORGANIZATION:

- A. Provide background and relevant historical information.

The current organizational charts were approved under the Reorganization of Mānoa Chancellor's Office in February 2005. Since then, the working relationships and reporting structures were adjusted as the responsibilities of the vice chancellor offices were fine-tuned and the roles and relationships effectively developed and aligned to provide UH Mānoa with the capacity necessary to accomplish and manage its affairs. This reorganization reflects the way critical functions have transitioned since the February 2005 reorganization to better meet the responsibilities of this Office.

- B. Provide a detailed explanation of the conditions and/or factors prompting the proposed reorganization and how they will be addressed by the reorganization. Explain why the current organization is inadequate and whether the reorg is consistent with the University's strategic, program, and financial plans.

The current OVCAFO organizational structure requires modification as the University of Hawai'i at Mānoa (UHM) moves forward to "right size" as a campus to fulfill its mission and priorities by exercising purposeful and efficient utilization of resources, fostering accountability, building institutional integrity, and promoting transparency. The duties and responsibilities of the Office encompasses a wide range of functions including financial management, budget preparation, human resource administration, facilities and grounds, capital improvements, physical and space planning, commercial enterprises, campus security & emergency management, and auxiliary enterprises.

In order to accomplish the University's mission and to service the Mānoa campus with greater efficiency, the following changes to the OVCAFO organizational structure are proposed:

O = Position occupied

V = Position vacant

- Office of Financial Resources Management

This Office will concentrate its responsibilities on campus budget matters including administering the biennial and supplemental budget process, implementing the annual campus operating budget, managing the Chancellor's Office budgets, and having greater focus in providing fiscal and compliance training and support to campus fiscal officers (proposed Chart V-A). This Office will work closely with the System Budget Office and campus units to ensure fiscal accountability and transparency. The two sub-units reporting to the Office will be the Mānoa Budget Office and the Office of Finance and Accounting. All existing positions within the two (2) remaining subunits under the Office of Financial Resources Management (Mānoa Budget Office and the Office of Finance and Accounting) will remain unchanged and intact.

- Campus Security & Emergency Management

To consolidate key campus service functions under the Office of Campus Service, it is proposed that the units and functions of Campus Security and Civil Defense be merged into **Campus Security & Emergency Management** reporting to the *Office of Campus Services*. This change will improve communication and efficiency and ensure a safe and secure campus environment with both sections working together as one (1) unit. The current position under Civil Defense, *Administrative Officer, PBB, #77246 (O)* will report to the *Auxiliary & Facilities Services Officer, PBC, #80477 (O)* which will lead this combined unit. Therefore, the two (2) unestablished, pending positions (Director and Secretary II) currently under this Office will no longer be necessary.

- Campus Services

Currently, the Office of Campus Services oversees Auxiliary Enterprises, Commercial Enterprises, and Facilities & Grounds. To better service the needs and requirements of the University, it is proposed that the functions and services of the Office of Campus Services be expanded and consolidated to include Auxiliary Enterprises, Campus Security and Emergency Management, and Commercial Enterprises (proposed Chart V-C). This action will facilitate the efficient use of resources and greater communication and coordination of efforts among the service groups to better meet the needs of the campus community and the priorities of UH Mānoa. Commercial Enterprises is a new entity that will eventually house all commercial operations including Central Stores, Kulanui products, Rainbowtigue stores, internet sales, and educational tours. Under this proposal, no positions are affected by this realignment and creation of Commercial Enterprises.

The functions of Facilities & Grounds will report directly to the Vice Chancellor, via the Office of the Assistant Vice Chancellor for Facilities and Grounds (proposed Chart V-E).

- Office of Physical, Environmental, and Long Range Planning

Currently, this Office reports to the Office of Financial Resources Management. Due to the campus-wide responsibilities of this Office which include long-range development planning, space management, and developing a comprehensive environmental policy in support of sustainability goals, it is proposed the reporting line be moved directly to the Office of the Vice Chancellor of Administration, Finance, and Operations (proposed Chart V-D). This unit will work in partnership with the Office of Facilities and Grounds and various campus groups to incorporate design standards and sustainability principles into the planning, operational, and educational framework of the Mānoa campus.

- Facilities and Grounds

Presently, this Office reports to the Office of Campus Services. It is proposed that this Office report directly to the Office of the Vice Chancellor for Administration, Finance, and Operations via the Office of the Assistant Vice Chancellor for Facilities and Grounds to manage the overall campus infrastructure, address the backlog of maintenance work orders, and propel campus energy usage toward sustainable options in accordance with the approved short-range and long-range development plans of the campus (proposed Chart V-E). This Office will work closely with the Office of Physical, Environmental, and Long Range Planning and other campus groups to ensure efficiency and sustainability in the operation and maintenance of physical facilities and grounds for the University of Hawai'i at Mānoa.

The Assistant Vice Chancellor, #89271 (O) will oversee the operations of Facilities & Grounds. The position description for #89271 will be updated to reflect the duties and responsibilities of managing this campus-wide operation. All other existing

positions under the Office of Facilities and Grounds will not be affected by this reorganization.

- Services

- Information and Educational Technology Services

The functions of this Office are currently being fulfilled by Information Technology Services (ITS) and thus, we propose to abolish this function under the OVCAFO to eliminate duplication. There are currently no positions in this office and thus, this action will not affect any positions.

- Community Relations

The functions of this Office are being fulfilled by the Office of Communications under the Chancellor and the respective offices of the Vice Chancellors. Therefore, it is proposed that this function be eliminated under the OVCAFO. The positions under this office have been abolished and thus, this action will not affect any positions.

C. Explain other alternatives explored.

N/A

D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.

The above changes facilitate transparency, collaboration, accountability, and communication between the five (5) units reporting directly to the VC and with the campus community and University constituents. These proposed changes also reflect the way current operations are actually managed. The focus and increased interactions between the units will enable the OVCAFO to work with University groups in meeting campus priorities and to service the needs of the Mānoa campus and the surrounding community with greater efficiency. The actions of the OVCAFO units that result from this reorganization will play a major part in boosting the integrity and trust of UH Mānoa, both on and off campus.

E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted.

The reorganization has been discussed and agreed to by the responsible head of each unit reporting to the VC and the following campus groups:

- UH Mānoa Office of the Chancellor
- Mānoa Executive Team
- Mānoa Faculty Senate
- Mānoa Budget
- Mānoa Finance and Accounting
- Mānoa Human Resources
- HGEA

- F. Outline the benefits that will be achieved by the reorganization, including efficiencies and service improvements. Explain whether the supervisor/subordinate reporting relationships are properly identified and whether the reorganization will minimize confusion over authority, roles, and responsibilities.

The reorganization of the OVCAFO unit will provide the campus community with the following benefits:

- accurate and transparent financial and operational data to assist departments and units in making better decisions regarding their programs and services
- faculty and staff training provided in the areas of human resource management and fiscal compliance
- dedicated focus on physical, environment, and long range planning with an emphasis on building a sustainable campus through partnerships with University groups and departments
- dedicated focus on campus deferred maintenance, renovation, and CIP priorities
- improved campus services through better coordination and communication of departments, campus community feedback, and increased awareness and access to services

The supervisor/subordinate reporting relationships are properly identified in the proposed organizational charts by clear service functions, minimizing confusion over authority, roles, and responsibilities.

III. IMPACT ON RESOURCES AND THE UNIVERSITY

Provide a detailed description of the resource requirements and the programmatic impacts of the reorganization on the University.

A. Impact on budget resources:

1. What is the estimated cost of the reorg? **None**
2. Are additional funds needed? **No**
If so, how will the cost of the reorg be funded? **N/A**
3. Will the reorg result in cost savings or be cost neutral?

This reorganization will be cost neutral because it reflects the way administrative services are currently provided.

B. Impact on operational resources:

1. What is the overall impact on faculty and staffing responsibilities, if any? Explain reasons for the anticipated changes/relocation/reassignment/etc.

The proposed changes reflect the way current operations are actually managed and thus, there is no impact on staffing responsibilities anticipated.

2. Will additional faculty/support personnel be required? **No**
If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? **N/A**

What is the impact of the increase? N/A

3. Will there be a reduction in faculty/staff? No
If so, what steps are planned or have been taken to ensure proper consultation?

N/A

What is the impact of the reduction? N/A

4. Identify the positions impacted by position number, classification title, and anticipated changes.

The positions impacted by this reorganization are as follows:

O = Position occupied V = Position vacant

- *Administrative Officer, PBB, #77246 (O)* currently under Civil Defense will report to the *Auxiliary & Facilities Services Officer, PBC, #80477 (O)* under Campus Security and Emergency Management. The position description for #77246 will be submitted for update to reflect the appropriate new supervisors and duties and responsibilities upon approval of this reorganization. No impact to the banding level is anticipated.
- *Assistant Vice Chancellor, #89271 (O)* will move from Campus Services to the Office of the Assistant Vice Chancellor for Facilities and Grounds and will continue to report directly to the Vice Chancellor, #89354 (O). No change in reporting structure. The position description for #89271 will be updated to reflect the duties and responsibilities of managing this campus-wide operation.
- *Assistant Vice Chancellor, #89506 (O)* will move from Office of Financial Resources Management to the Office of Physical, Environmental, and Long Range Planning and will continue to report directly to the Vice Chancellor, #89354 (O). No change in reporting structure. The position description for #89506 will be updated to reflect the duties and responsibilities of managing this campus-wide operation
- *Facilities Planner, PBB, #77439 (O)* will move from Office of Financial Resources Management to Space Management under the Office of Physical, Environmental, and Long Range Planning and will continue to report to the Assistant Vice Chancellor, #89506 (O). No change in reporting structure.
- *Registered Architect, PBB, #81321 (V)* will move from the Office of Physical, Environmental, and Long Range Planning to Planning/Sustainability and will continue to report to the Assistant Vice Chancellor, #89506 (O). No change in reporting structure.
- *Assistant to Senior Executive, #89107 (V)* under Services has been abolished and moved to the Chancellor's pool.

5. Will there be changes to supervisory/subordinate relationships? Yes
If so, identify the impact. Will the changes streamline operations, reduce supervisory span of control, etc.?

The functions of Campus Security and Civil Defense are proposed for merger under the Office of Campus Security and Emergency Management reporting to the Office of Campus Services to streamline operations and improve efficiency. *Administrative Officer, PBB, #77246* under the Office of Campus Security and Emergency Management currently reports to the Vice Chancellor, #89354. This proposal will have the position report to the *Auxiliary & Facilities Services Officer, PBC, #80477* under the merged Office of Campus Security and Emergency Management.

Based on the proposed reorganization, position descriptions for impacted positions will be submitted for update to reflect the appropriate new supervisors and duties and responsibilities. No impact to the banding levels is anticipated.

C. Impact on space resources:

Will additional space outside own resources/allocations be required? No

If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A

University of Hawai'i at Mānoa
Allocated and Authorized BJ/BT Positions Impacted by the Reorganization

Program Title: Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO)

Item No.	Chart No.(s)	Affected Position No.(s)	<u>Classification/Organizational/Functional Change</u> Identify whether position is vacant (V) or occupied (O)		Basis for Change/ Impact on Position
			From:	To:	
1.	V OVCAFO	N/A	Services box on org chart removed due to functions being performed by ITS and the Office of Communications. No occupied positions impacted.		Functions and unit abolished.
		#89107 (V)	Assistant to Senior Executive position removed from chart.		Position abolished and count moved to Chancellor's pool.
2.	V-A OVCAFO	#89506 (O)	Office of Financial Resources Management	Office of Physical, Environmental, and Long Range Planning (Chart V-D)	To reflect current program activities. No change in reporting structure.
		#77439 (O)	Office of Financial Resources Management	Space Management (Chart V-D)	To reflect current program activities. No change in reporting structure.
		#81321 (V)	Office of Physical, Environmental, and Long Range Planning	Planning/Sustainability (Chart V-D)	To reflect current program activities. No change in reporting structure.
3.	V-C OVCAFO	#89271 (O)	Office of Campus Services	Office of the Assistant Vice Chancellor for Facilities and Grounds (Chart V-E)	To reflect current program activities. No change in reporting structure.
			Move unit and function of Facilities and Grounds to be a direct report to the VC (Chart V-E).		To reflect current program activities.
			Move unit and function of Campus Security and Emergency Management under Campus Services.		To reflect current program activities.
4.	V-D OVCAFO		Merge functions of Campus Security and Civil Defense under Office of Campus Security & Emergency Management reporting to the Office of Campus Services (Chart V-C)		To reflect current program activities.
		#77246 (O)	Change in reporting structure from Vice Chancellor, #89354 to Auxiliary & Facilities Services Officer, PBC, #80477 under the Office of Campus Security & Emergency Management		To reflect current program activities.

Ann N.A. Sakuma
 Administrator

Date

956-5658
 Telephone Number

HR Review
 OFA Review

✓
 ✓

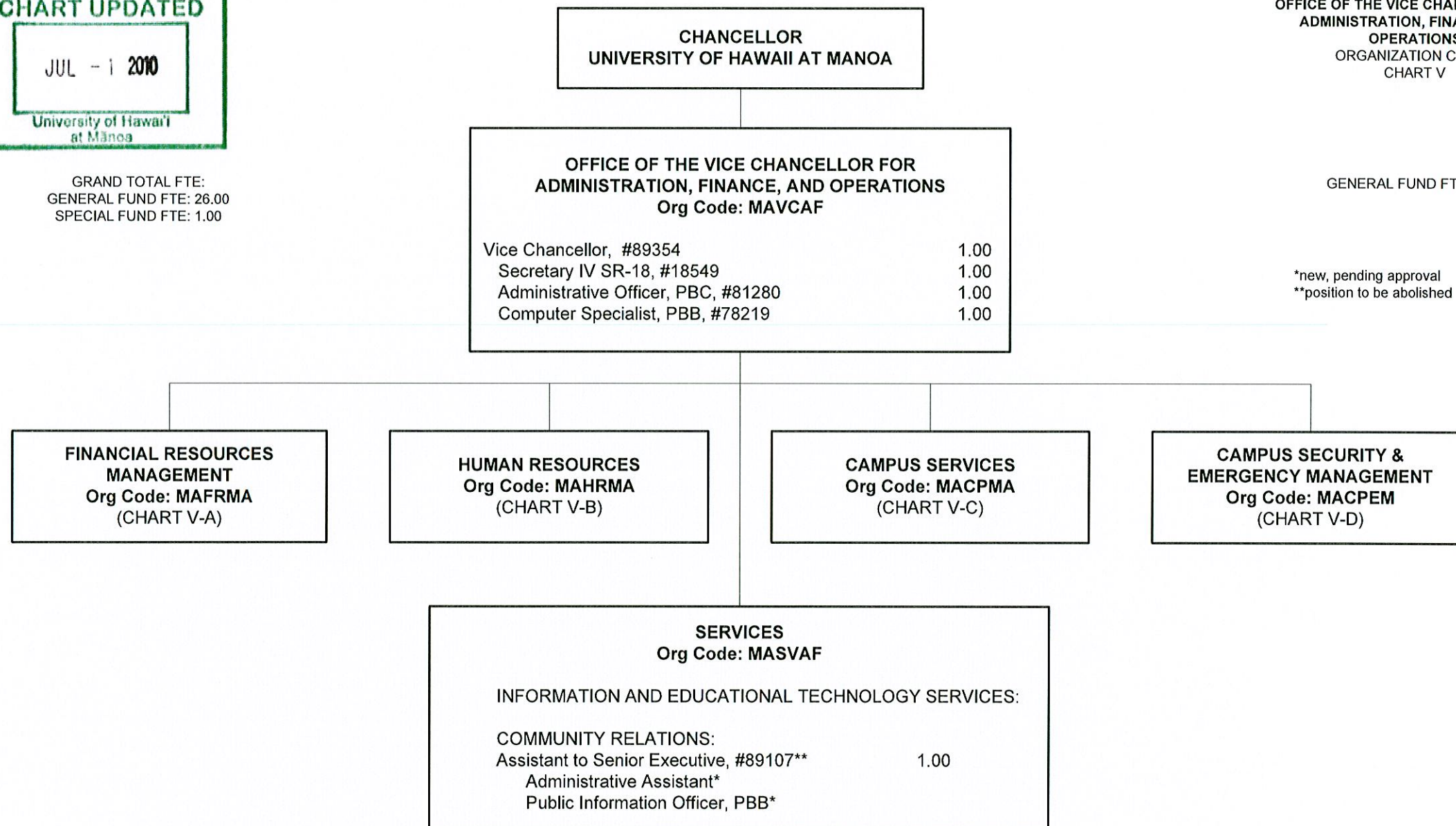
**CURRENT
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**



GRAND TOTAL FTE:
GENERAL FUND FTE: 26.00
SPECIAL FUND FTE: 1.00

GENERAL FUND FTE: 5.00

*new, pending approval
**position to be abolished



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

FUNCTIONAL STATEMENT

**OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND
OPERATIONS (OVCAFO) – Org Code: MAVCAF**

The OVCAFO provides leadership and executive management over administrative functions and services, as well as campus operations, for the University of Hawai'i at M•noa. The following units report to the Vice Chancellor:

- Office of Financial Resources Management – Org Code: MAFRMA
- Office of Human Resources – Org Code: MAHRMA
- Office of Campus Services – Org Code: MACPMA
- Office of Campus Security and Emergency Management – Org Code: MACPEM
- Office of Services – Org Code: MASVAF

Through the above units, the OVCAFO provides leadership and executive management over the following:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Human resource administration.
- Campus physical planning and management of space resources.
- Sustainable resource management.
- Facilities renovations and capital improvements.
- Building and grounds maintenance.
- Campus security and emergency management.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.

The OVCAFO has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai'i at M•noa as they pertain to campus financial management, physical planning and development, human resources, auxiliary services, and facilities management. The establishment of campus policies are endorsed by VCs, approved by the Chancellor, and disseminated and published by the OVCAFO on the official website.

The OVCAFO consults with other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the Office coordinates with the offices of the Vice President for Administration, Chief Financial Officer, Vice President for Information Technology, Vice President for Research, and Vice President for Academic Planning and Policy on administrative and financial matters as appropriate.

SERVICES – Org Code: MASVAF

Office of Information and Educational Technology Services

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

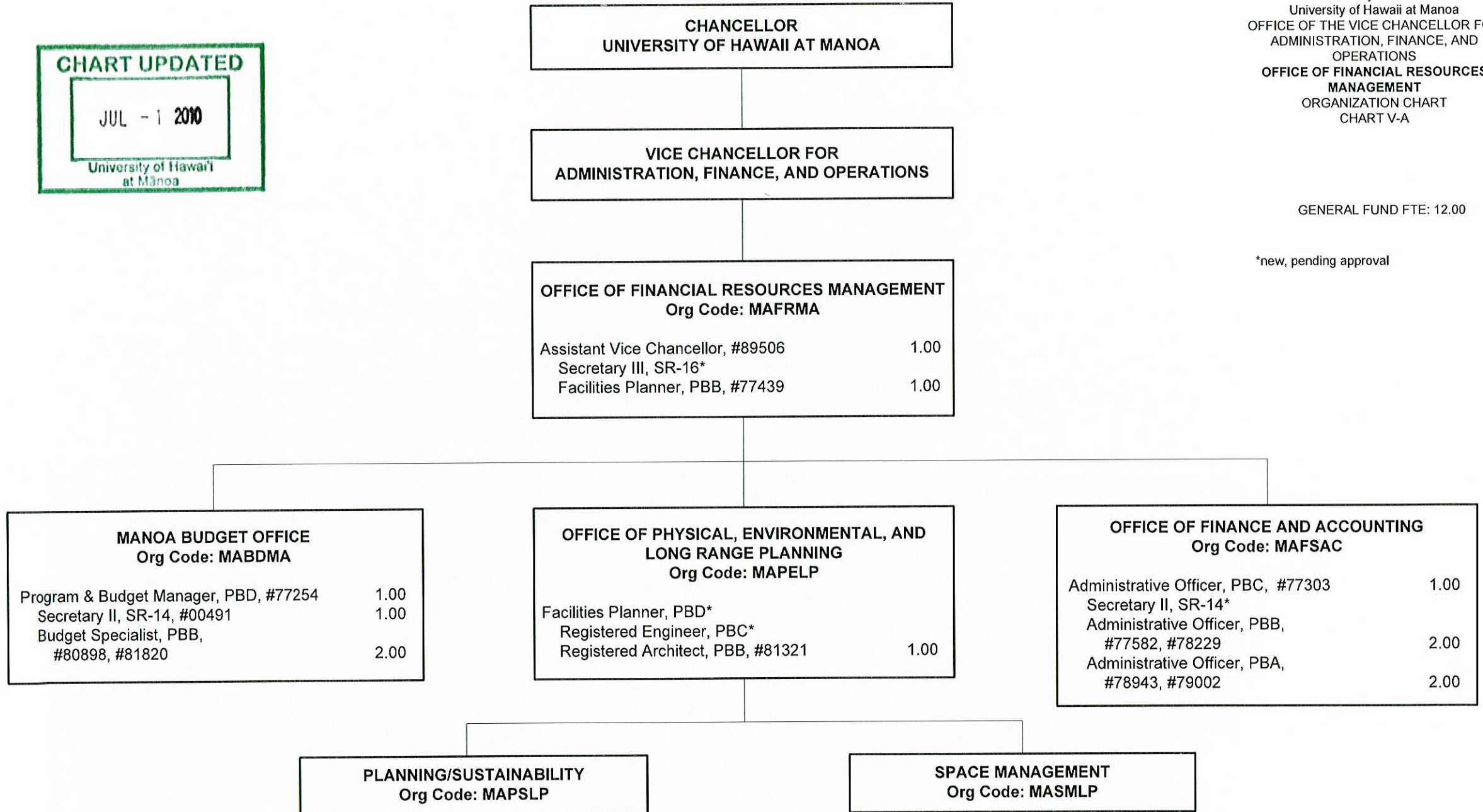
Office of Community Relations

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



GENERAL FUND FTE: 12.00

*new, pending approval



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

FUNCTIONAL STATEMENT

OFFICE OF FINANCIAL RESOURCES MANAGEMENT – Org Code: MAFRMA

The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

Mānoa Budget Office – Org Code: MABDMA

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

Office of Physical, Environmental, and Long Range Planning – Org Code: MAPELP

The Office of Physical, Environmental, and Long Range Planning has campus-wide responsibility for long-range development plans, space management, analytical studies, capital planning, sustainable physical and community planning, and campus building and landscaping design. Major functions of the Office are as follows:

Planning/Sustainability – Org Code: MAPSLP

- Creates and maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Develops and administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Works in partnership with Facilities and Grounds to prepare and implement the campus CIP budgets.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting long term physical facility requirements for the University of Hawai'i at Mānoa.
- Provides leadership in creating and implementing a comprehensive environmental and energy policy in support of the Campus' strategic sustainability goals.
- Works in partnership with Facilities and Grounds and the campus groups to incorporate sustainability principles into the planning, design, operational, and educational framework of the institution.
- Engages students, faculty, and staff in gaining understanding of our current patterns and consequent behaviors.

Space Management – Org Code: MASMLP

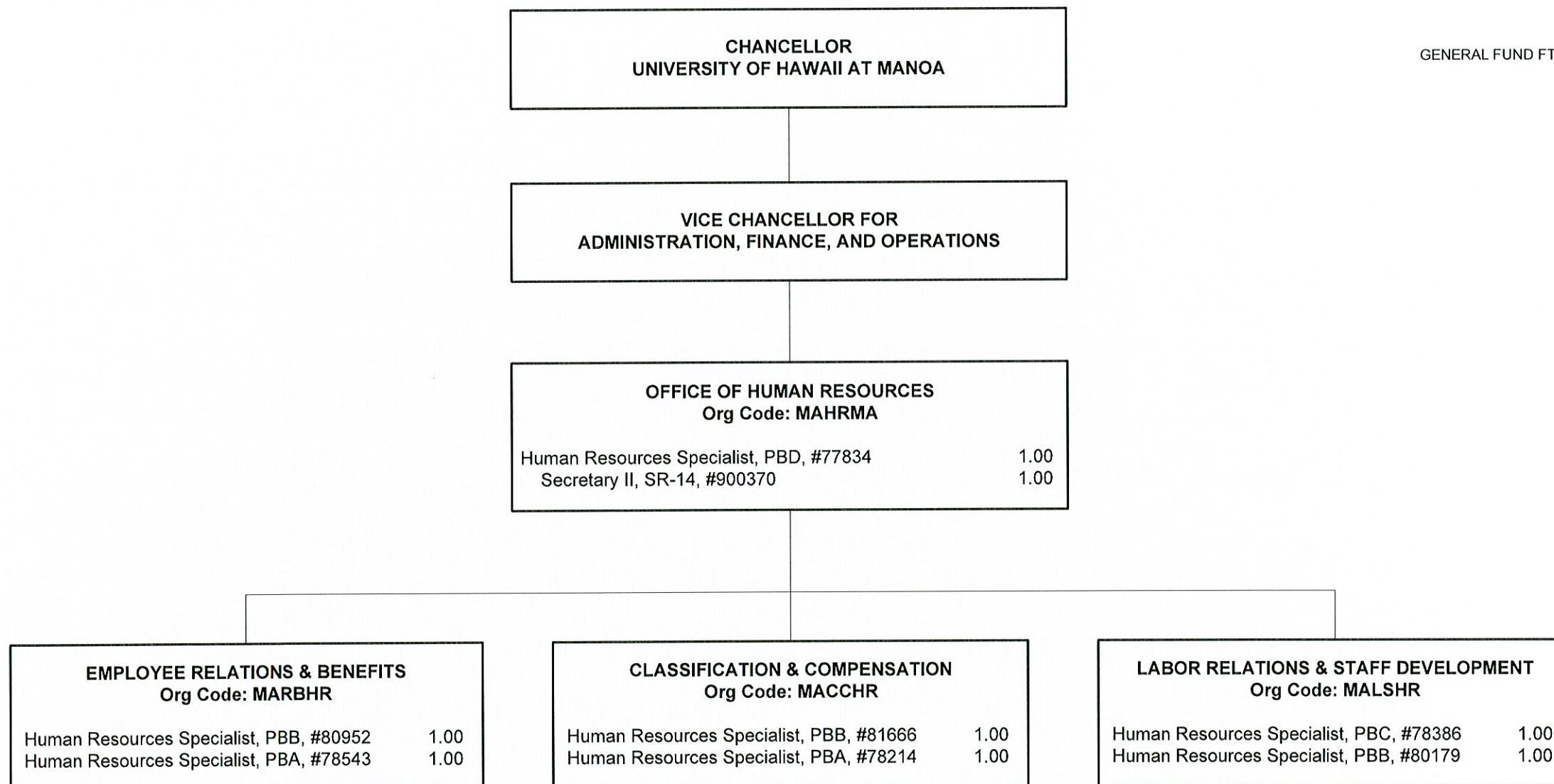
- Manages the allocation and reallocation of space on campus to operating units.
- Maintains a database of institutional information supporting the space and physical planning functions of the campus.
- Provides data analysis in support of the space allocation and physical planning functions of the campus.

Office of Finance and Accounting – Org Code: MAFSAC

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



GENERAL FUND FTE: 8.00



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF HUMAN RESOURCES MANAGEMENT

FUNCTIONAL STATEMENT

OFFICE OF HUMAN RESOURCES – Org Code: MAHRMA

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

In addition to the development of effective policies and procedures for the Mānoa campus, the major functional responsibilities of the office include the consistent and effective compliance of these policies and procedures as they pertain to:

Employee Relations & Benefits – Org Code: MARBHR

- Serves as Human Resources Officer for members of the Office of the Chancellor and selected Vice Chancellor Offices.
- Serves as contact and liaison with the State Offices related to retirement system, health benefits, social security, etc., to support the day-to-day efforts of the UHM schools/colleges.
- Provides leadership in testing new on-line human resources systems and provides human resources reports to support the management efforts in budget, staffing, and fiscal accountability.
- Reviews and analyzes all appointments/reappointments and other actions relating to Executive employees.

Classification & Compensation – Org Code: MACCHR

- Reviews, analyzes, and takes appropriate action on classification and compensation requests related to Executive and Administrative/Professional/Technical (APT) positions.
- Conducts analysis and takes appropriate action relative to hiring above the designated new hire rates, special compensation awards to include in-grade adjustments, re-banding, etc., as delegated by the Chancellor, UHM.
- Ensures that the implementation of classification and compensation plans for Executives and APTs are in compliance with State and Federal laws and University policies and procedures.

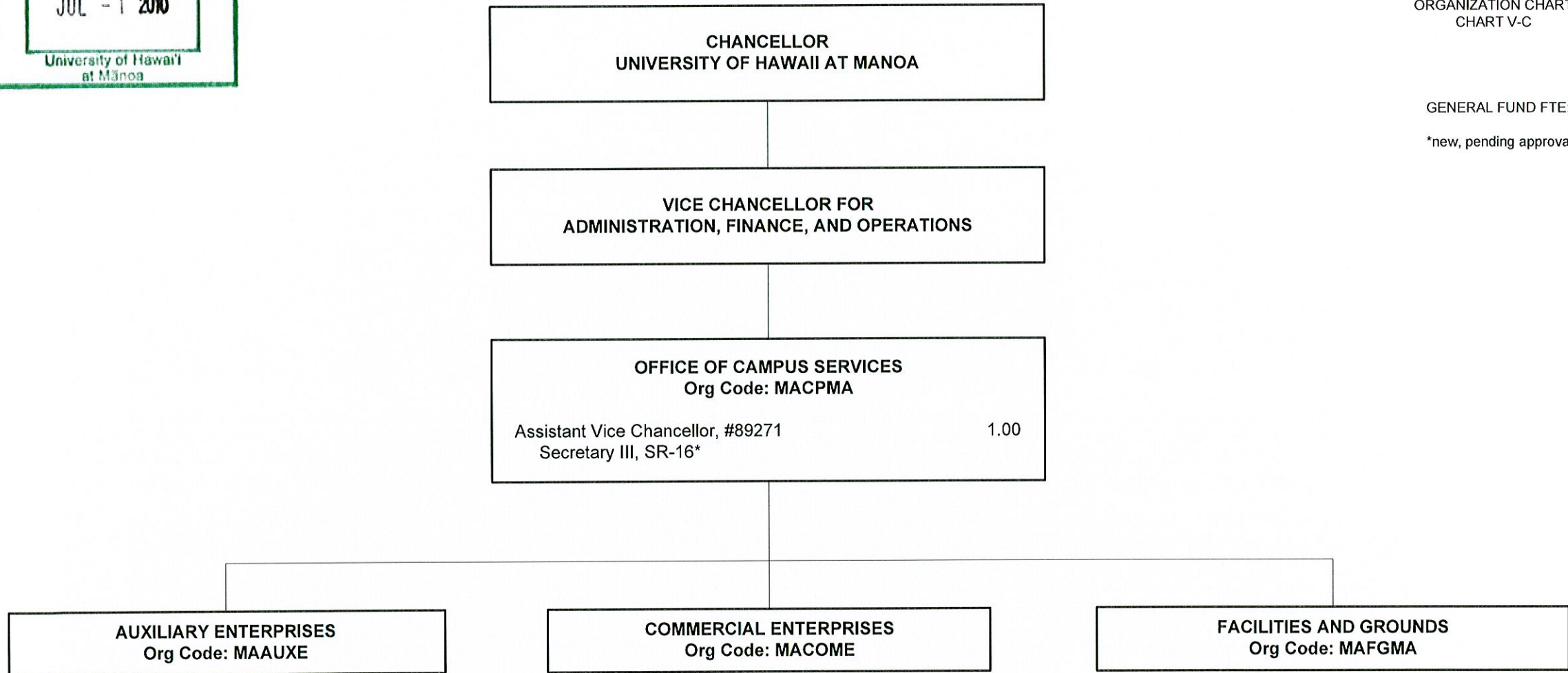
Labor Relations & Staff Development – Org Code: MALSHR

- Manages human resources administration related to collective bargaining (i.e., civil service, APT, and Executive, as appropriate) interpretations, implementation, and negotiations.
- Conducts internal investigations (to include faculty cases, as needed) on cases of allegations related to employee misconduct such as theft, workplace violence, substance abuse, tardiness, etc.
- Serves as Hearings Officers for grievances filed.
- Advises schools/colleges on human resources management to include addressing issues and concerns relating to employee misconduct or substandard performance, recommending courses of actions, etc.
- Provides staff development and training in areas such as human resources leadership, management, mentoring and support (e.g., care giver classes, social security, health fund programs, etc.) via training and workshops.



GENERAL FUND FTE: 1.00

*new, pending approval



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF CAMPUS SERVICES

FUNCTIONAL STATEMENT

OFFICE OF CAMPUS SERVICES – Org Code: MACPMA

The Office of Campus Services has functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, bookstore operations, faculty housing, commercial enterprises, campus security and emergency management. The functions of Campus Services are grouped under the following major categories:

Auxiliary Enterprises – Org Code: MAAUXE

- Maintains and services a fleet of vehicles for use by various campus organizations.
- Operates on-campus parking facilities for students, faculty, staff, and visitors.
- Manages contractors to provide food services on campus, and athletic events on retail and catered basis.
- Operates a system-wide bookstore operation with outlets on each University campus.
- Operates commercial retail outlets for University apparel and other merchandise.
- Manages the University's faculty housing facilities.
- Provides daily mail pickup and delivery services to Mānoa campus departments on a timely, cost-efficient basis.
- Provides efficient, low-cost reprographic services through its central facility and satellite copy machine sites.
- Provides leadership and coordination in planning, developing, and directing activities relating to UH Manoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system wide Business Development.

Commercial Enterprises – Org Code: MACOME

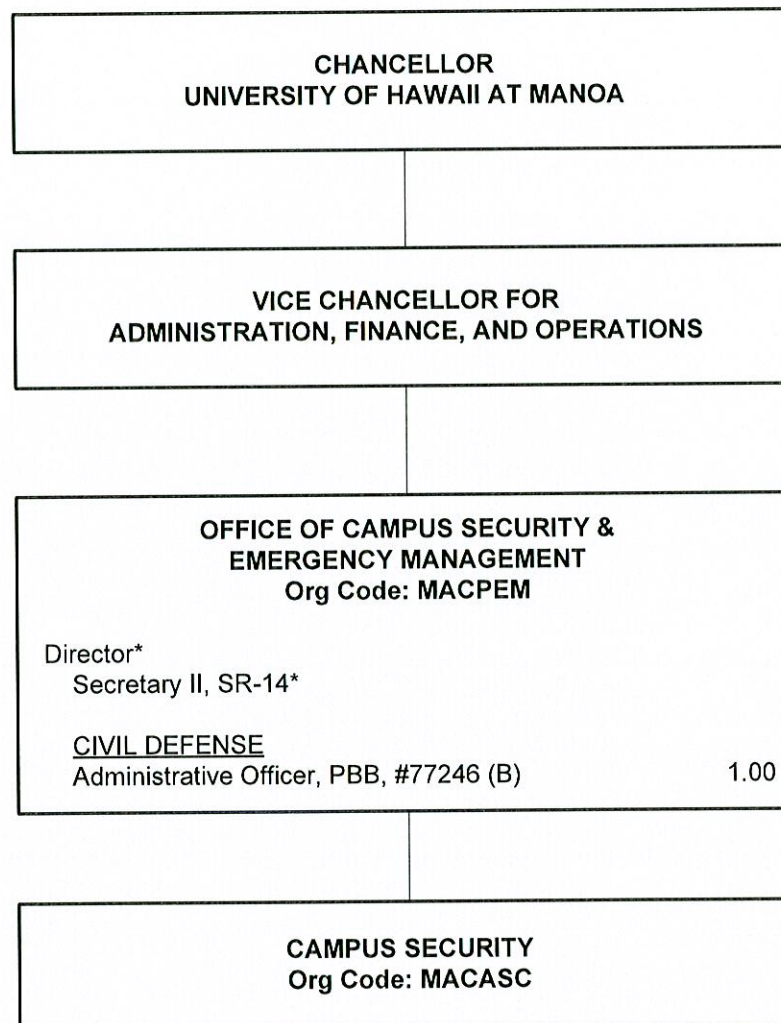
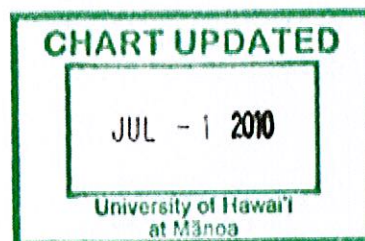
- Responsible for the operation and management of Central Stores including the online store, bulk selling, delivery of orders, and warehousing.
- Kulanui: Product development, branding, and quality assurance based on student/faculty research and development.
- Rainbowlshops: Buying of apparel, operations of stores, outside sales, and sales during the football season at Aloha Stadium.
- Operates internet apparel and souvenir sales.
- Coordinates travel/tours/expansion of life-long learning.
- Responsible for the operation and management of the Conference Center.

Facilities and Grounds – Org Code: MAFGMA

The Office of Facilities Management conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for the University of Hawaii at Mānoa in accordance with approved short-range and long-range development plans and applicable federal, state, and county building codes and standards. Major functions of this Office include:

- Manages the overall campus physical infrastructure including roadways, utilities, and utility distribution systems.
- Repairs and renovates buildings.
- Provides the full range of administrative support services, including budget preparation and execution, fiscal procurement (including campus-wide contracts), property management, and human resources.

- Provides custodial services for UH Mānoa buildings, including classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public and general-use areas.
- Provides grounds keeping and landscaping maintenance for UH Mānoa, including lawns, trees, roads, and parking lots/structures.
- Conducts analyses of institutional plans, academic agendas, and major policies to determine best course of action in managing implementation of short-range and long-range development plans.
- Works in partnership with the Office of Physical, Environmental, and Long Range Planning to prepare and implement the campus CIP budgets.



State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND
OPERATIONS
OFFICE OF CAMPUS SECURITY &
EMERGENCY MANAGEMENT
ORGANIZATION CHART
CHART V-D

SPECIAL FUND FTE: 1.00

*new, pending approval

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF CAMPUS SECURITY AND EMERGENCY MANAGEMENT

FUNCTIONAL STATEMENT

OFFICE OF CAMPUS SECURITY AND EMERGENCY MANAGEMENT – Org Code: MACPEM

This Office is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The responsibilities of this Office also include the following:

- Works with emergency management representatives and/or teams from the UH System and other campuses to ensure proper training, education, and information is made available to the campus community in the event of a natural or man-made disaster, including hurricanes, tidal waves, and terrorist and criminal acts.
- Trains and equips the UH Mānoa responder and emergency management teams to effectively respond to emergencies.
- Establishes emergency plans and procedures for the effective management of personnel, funds, equipment, and medical care in the event of a major emergency.
- Coordinates with applicable city, state, and federal agencies in preparing the UH Mānoa campus for and responding to all-hazards emergencies and disaster events.

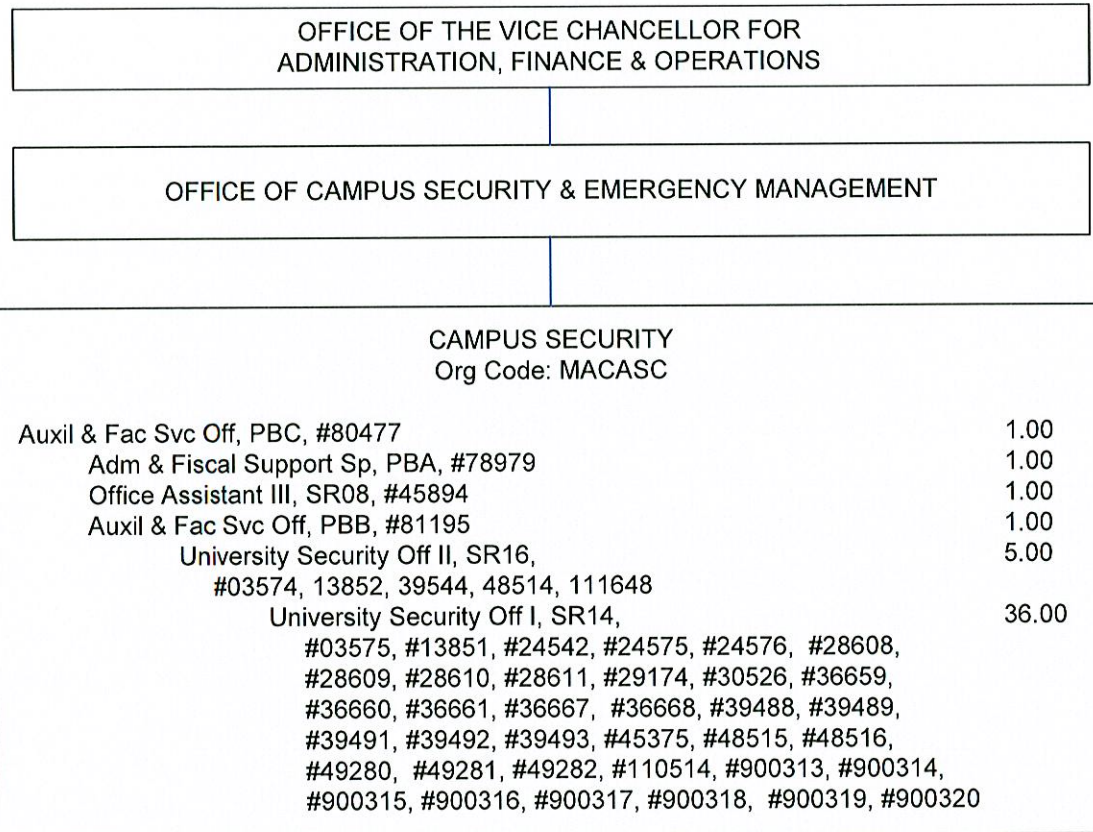
Campus Security – Org Code: MACASC

- Provides for the protection and security of personnel and property on the Mānoa Campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.



STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
VICE CHANCELLOR FOR ADMINISTRATION FINANCE
AND OPERATIONS
OFFICE OF SAFETY AND SECURITY
CAMPUS SECURITY
CHART I

General Funds: 45.00 FTE



STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SECURITY & EMERGENCY MANAGEMENT

FUNCTIONAL STATEMENT

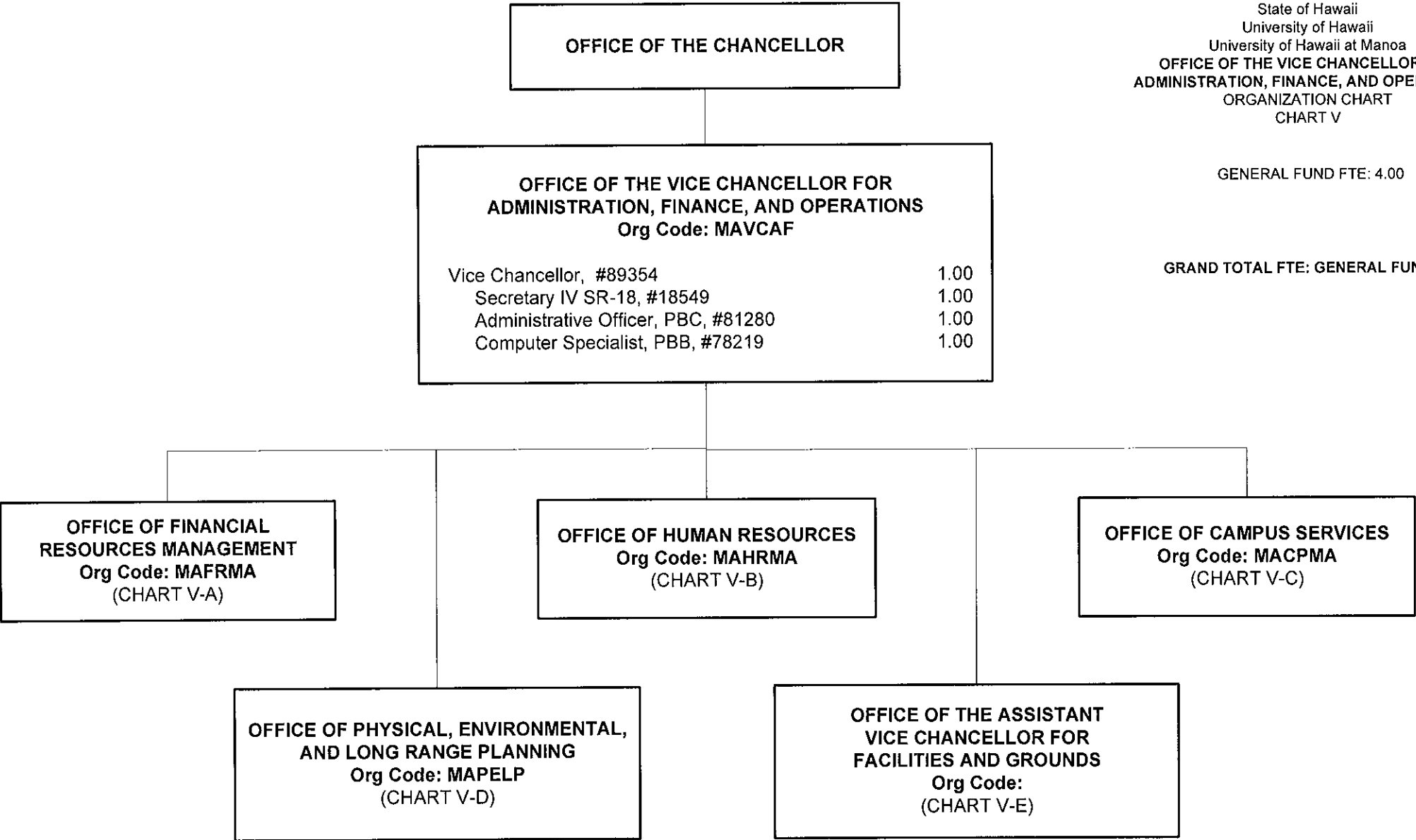
CAMPUS SECURITY – Org Code: MACASC

1. Provides for the protection and security of personnel and property on the Manoa campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
2. Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
3. Provides cash pickup/delivery and night escort services; controls crowds at special events.
4. Provides crime prevention and other training/education to the campus community.

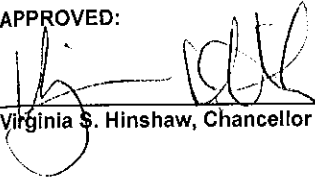
**PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

GENERAL FUND FTE: 4.00

GRAND TOTAL FTE: GENERAL FUND 25.00



APPROVED:

 12-2-10
Virginia S. Hinshaw, Chancellor Date

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

FUNCTIONAL STATEMENT

**OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND
OPERATIONS (OVCAFO) – Org Code: MAVCAF**

The OVCAFO provides leadership and executive management over administrative functions and services, as well as campus operations, for the University of Hawai'i at Mānoa. The following units report to the Vice Chancellor:

- Office of Financial Resources Management – Org Code: MAFRMA
- Office of Human Resources – Org Code: MAHRMA
- Office of Campus Services – Org Code: MACPMA
- Office of Physical, Environmental, and Long Range Planning – Org Code: MAPELP
- Office of the Assistant Vice Chancellor for Facilities and Grounds – Org Code:

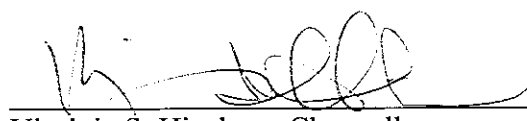
Through the above units, the OVCAFO provides leadership and executive management over the following functions:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Human resource administration.
- Campus physical planning and management of space resources.
- Sustainable resource management.
- Facilities renovations and capital improvements.
- Building and grounds maintenance.
- Campus security and emergency management.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.

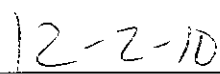
The OVCAFO has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai'i at Mānoa as they pertain to campus financial management, physical planning and development, human resources, auxiliary services, and facilities management. The establishment of campus policies are endorsed by VCs, approved by the Chancellor, and disseminated and published by the OVCAFO on the official website.

The OVCAFO consults with other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the Office coordinates with the offices of the Vice President for Administration, Chief Financial Officer, Vice President for Information Technology, Vice President for Research, and Vice President for Academic Planning and Policy on administrative and financial matters as appropriate.

APPROVED:



Virginia S. Hinshaw, Chancellor



Date

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS

OFFICE OF FINANCIAL RESOURCES MANAGEMENT
Org Code: MAFRMA

MANOA BUDGET OFFICE
Org Code: MABDMA

Program & Budget Manager, PBD, #77254	1.00
Secretary II, SR-14, #00491	1.00
Budget Specialist, PBB: #80898, #81820	2.00

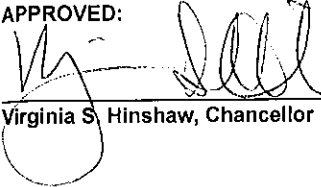
OFFICE OF FINANCE AND ACCOUNTING
Org Code: MAFSAC

Administrative Officer, PBC, #77303	1.00
Secretary II, SR-14*	
Administrative Officer, PBB: #77582, #78229	2.00
Administrative Officer, PBA: #78943, #79002	2.00

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF FINANCIAL RESOURCES MANAGEMENT
ORGANIZATION CHART
CHART V-A

GENERAL FUND FTE: 9.00

APPROVED:

 12-2-10
Virginia S. Hinshaw, Chancellor Date

* new, pending approval

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF FINANCIAL RESOURCES MANAGEMENT

FUNCTIONAL STATEMENT

OFFICE OF FINANCIAL RESOURCES MANAGEMENT – Org Code: MAFRMA

The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

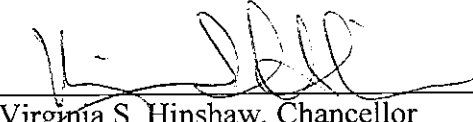
Mānoa Budget Office – Org Code: MABDMA

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

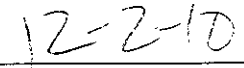
Office of Finance and Accounting – Org Code: MAFSAC

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

APPROVED:



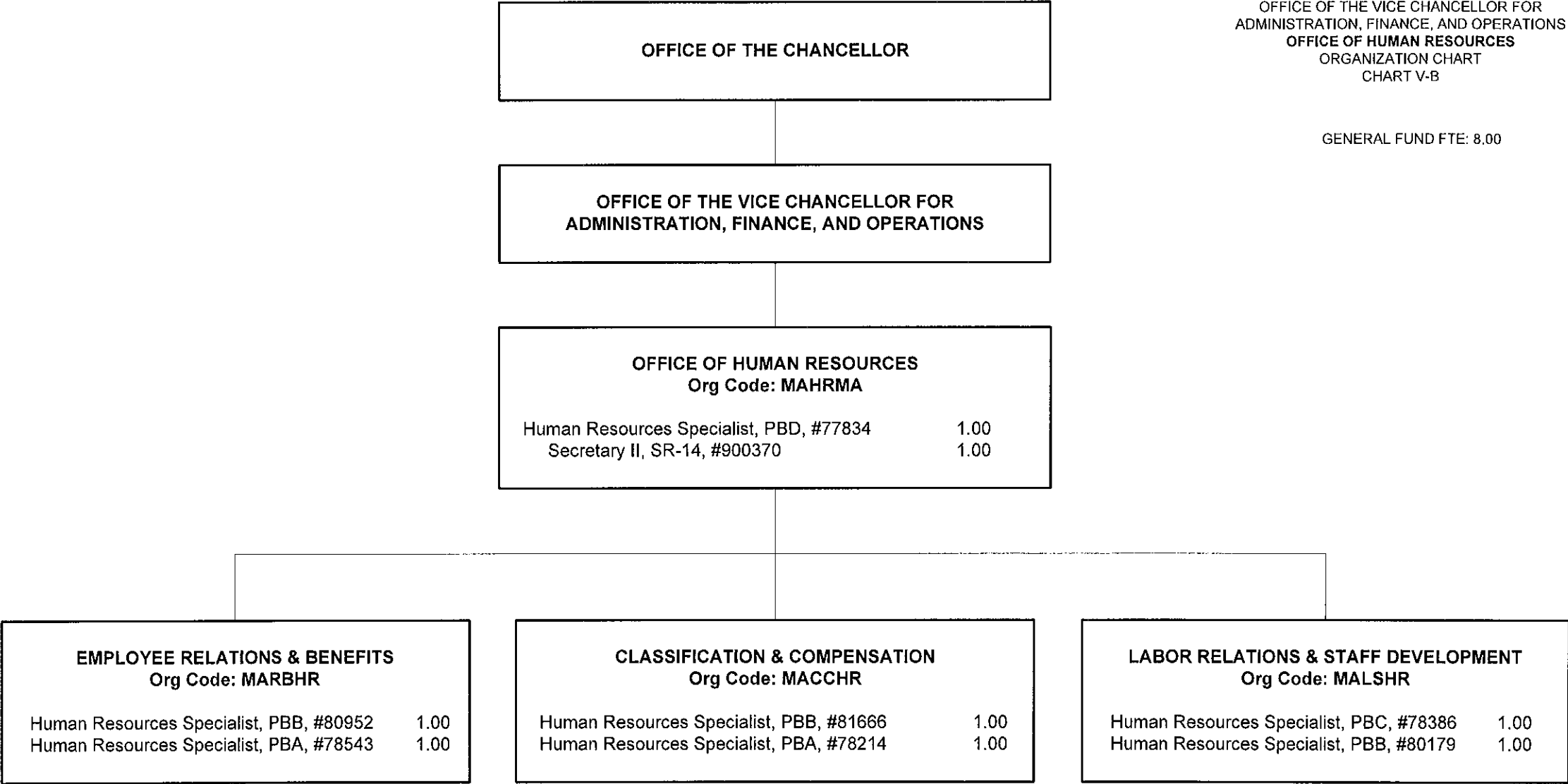
Virginia S. Hinshaw, Chancellor



Date

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF HUMAN RESOURCES
ORGANIZATION CHART
CHART V-B

GENERAL FUND FTE: 8.00



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF HUMAN RESOURCES

FUNCTIONAL STATEMENT

OFFICE OF HUMAN RESOURCES – Org Code: MAHRMA

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

In addition to the development of effective policies and procedures for the Mānoa campus, the major functional responsibilities of the office include the consistent and effective compliance of these policies and procedures as they pertain to:

Employee Relations & Benefits – Org Code: MARBHR

- Serves as Human Resources Officer for members of the Office of the Chancellor and selected Vice Chancellor Offices.
- Serves as contact and liaison with the State Offices related to retirement system, health benefits, social security, etc., to support the day-to-day efforts of the UHM schools/colleges.
- Provides leadership in testing new on-line human resources systems and provides human resources reports to support the management efforts in budget, staffing, and fiscal accountability.
- Reviews and analyzes all appointments/reappointments and other actions relating to Executive employees.

Classification & Compensation – Org Code: MACCHR

- Reviews, analyzes, and takes appropriate action on classification and compensation requests related to Executive and Administrative/Professional/Technical (APT) positions.
- Conducts analysis and takes appropriate action relative to hiring above the designated new hire rates, special compensation awards to include in-grade adjustments, re-banding, etc., as delegated by the Chancellor, UHM.
- Ensures that the implementation of classification and compensation plans for Executives and APTs are in compliance with State and Federal laws and University policies and procedures.

Labor Relations & Staff Development – Org Code: MALSHR

- Manages human resources administration related to collective bargaining (i.e., civil service, APT, and Executive, as appropriate) interpretations, implementation, and negotiations.
- Conducts internal investigations (to include faculty cases, as needed) on cases of allegations related to employee misconduct such as theft, workplace violence, substance abuse, tardiness, etc.
- Serves as Hearings Officers for grievances filed.
- Advises schools/colleges on human resources management to include addressing issues and concerns relating to employee misconduct or substandard performance, recommending courses of actions, etc.
- Provides staff development and training in areas such as human resources leadership, management, mentoring and support (e.g., care giver classes, social security, health fund programs, etc.) via training and workshops.

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF CAMPUS SERVICES
ORGANIZATION CHART
CHART V-C

GENERAL FUND FTE: 0.00

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS

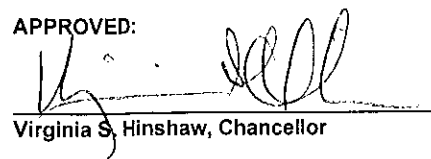
OFFICE OF CAMPUS SERVICES
Org Code: MACPMA

AUXILIARY ENTERPRISES
Org Code: MAAUXE

CAMPUS SECURITY AND
EMERGENCY MANAGEMENT
Org Code: MACPEM

COMMERCIAL ENTERPRISES
Org Code: MACOME

APPROVED:


Virginia S. Hinshaw, Chancellor

12-2-10
Date

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

FUNCTIONAL STATEMENT

OFFICE OF CAMPUS SERVICES – Org Code: MACPMA

The Office of Campus Services has functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, bookstore operations, faculty housing, commercial enterprises, campus security and emergency management. The functions of Campus Services are grouped under the following major categories:

Auxiliary Enterprises – Org Code: MAAUXE

- Maintains and services a fleet of vehicles for use by various campus organizations.
- Operates on-campus parking facilities for students, faculty, staff, and visitors.
- Manages contractors to provide food services on campus, and athletic events on retail and catered basis.
- Operates a system-wide bookstore operation with outlets on each University campus.
- Operates commercial retail outlets for University apparel and other merchandise.
- Manages the University's faculty housing facilities.
- Provides daily mail pickup and delivery services to Mānoa campus departments on a timely, cost-efficient basis.
- Provides efficient, low-cost reprographic services through its central facility and satellite copy machine sites.
- Provides leadership and coordination in planning, developing, and directing activities relating to UH Manoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system wide Business Development.

Campus Security and Emergency Management – Org Code: MACPEM


This Office is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The responsibilities of this Office also include the following:

- Works with emergency management representatives and/or teams from the UH System and other campuses to ensure proper training, education, and information is made available to the campus community in the event of a natural or man-made disaster, including hurricanes, tidal waves, and terrorist and criminal acts.
- Trains and equips the UH Mānoa responder and emergency management teams to effectively respond to emergencies.
- Establishes emergency plans and procedures for the effective management of personnel, funds, equipment, and medical care in the event of a major emergency.
- Coordinates with applicable city, state, and federal agencies in preparing the UH Mānoa campus for and responding to all-hazards emergencies and disaster events.
- Provides for the protection and security of personnel and property on the Mānoa Campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.

Commercial Enterprises – Org Code: MACOME

- Responsible for the operation and management of Central Stores including the online store, bulk selling, delivery of orders, and warehousing.
- Kulanui: Product development, branding, and quality assurance based on student/faculty research and development.
- Rainbwtique Shops: Buying of apparel, operations of stores, outside sales, and sales during the football season at Aloha Stadium.
- Operates internet apparel and souvenir sales.
- Coordinates travel/tours/expansion of life-long learning.
- Responsible for the operation and management of the Conference Center.

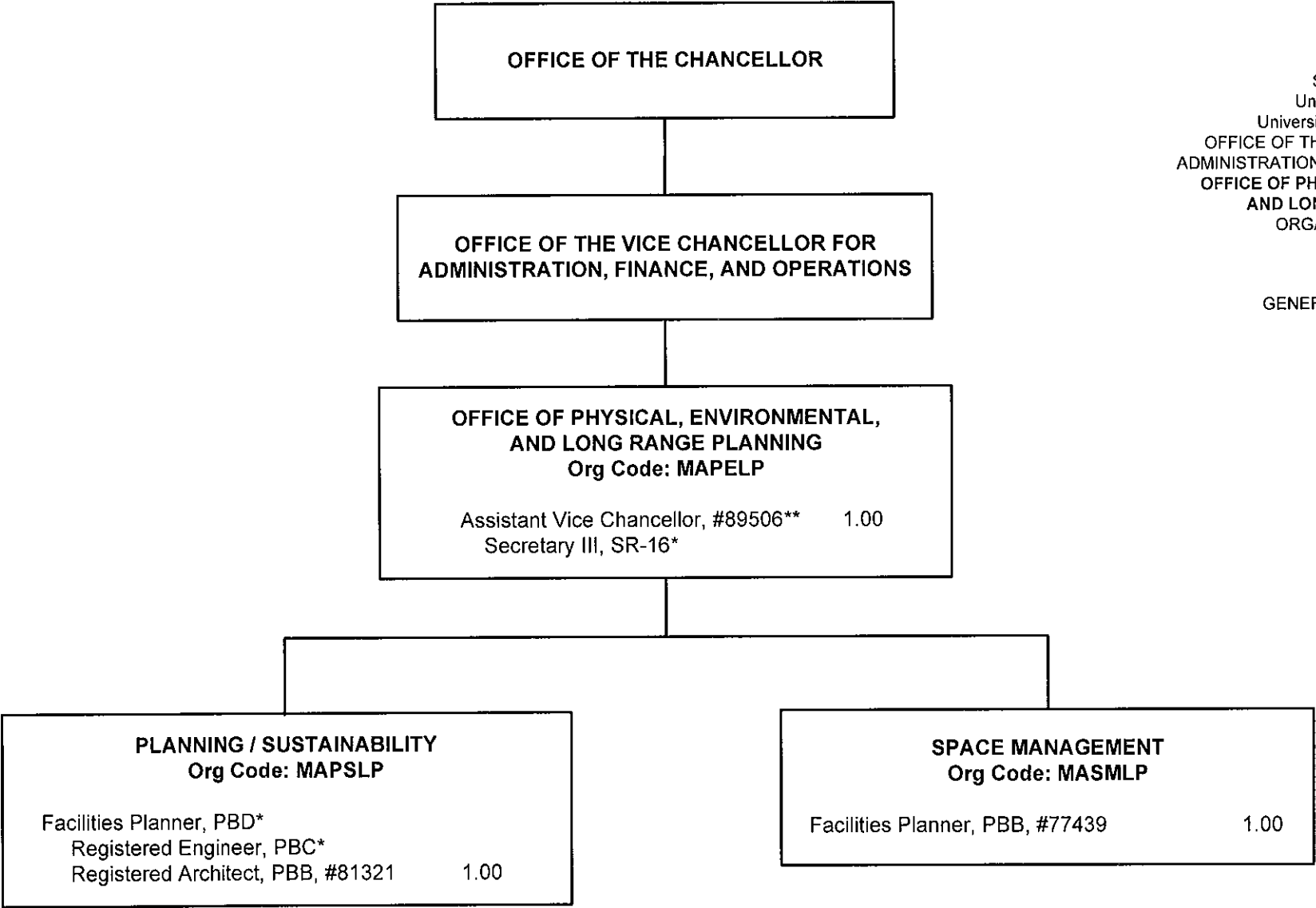
APPROVED:



Virginia S. Hinshaw, Chancellor

12-27-10

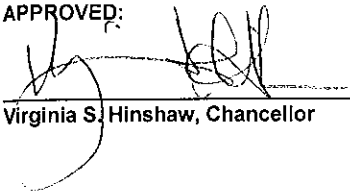
Date



State of Hawai'i
University of Hawai'i
University of Hawai'i at Mānoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF PHYSICAL, ENVIRONMENTAL,
AND LONG RANGE PLANNING
ORGANIZATION CHART
CHART V-D

GENERAL FUND FTE: 3.00

APPROVED:


Virginia S. Hinshaw, Chancellor

12-2-10
Date

* new, pending approval
** to be redescribed

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF PHYSICAL, ENVIRONMENTAL, AND LONG RANGE PLANNING

FUNCTIONAL STATEMENT

OFFICE OF PHYSICAL, ENVIRONMENTAL, AND LONG RANGE PLANNING – Org Code: MAPELP

The Office of Physical, Environmental, and Long Range Planning has campus-wide responsibility for long-range development plans, space management, analytical studies, capital planning, sustainable physical and community planning, and campus building and landscaping design. Major functions of the Office are as follows:

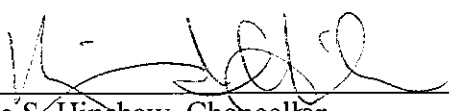
Planning/Sustainability – Org Code: MAPSLP

- Creates and maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Develops and administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Works in partnership with Facilities and Grounds to prepare and implement the campus CIP budgets.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting long term physical facility requirements for the University of Hawai'i at Mānoa.
- Provides leadership in creating and implementing a comprehensive environmental and energy policy in support of the Campus' strategic sustainability goals.
- Works in partnership with Facilities and Grounds and the campus groups to incorporate sustainability principles into the planning, design, operational, and educational framework of the institution.
- Engages students, faculty, and staff in gaining understanding of our current patterns and consequent behaviors.

Space Management – Org Code: MASMLP

- Manages the allocation and reallocation of space on campus to operating units.
- Maintains a database of institutional information supporting the space and physical planning functions of the campus.
- Provides data analysis in support of the space allocation and physical planning functions of the campus.

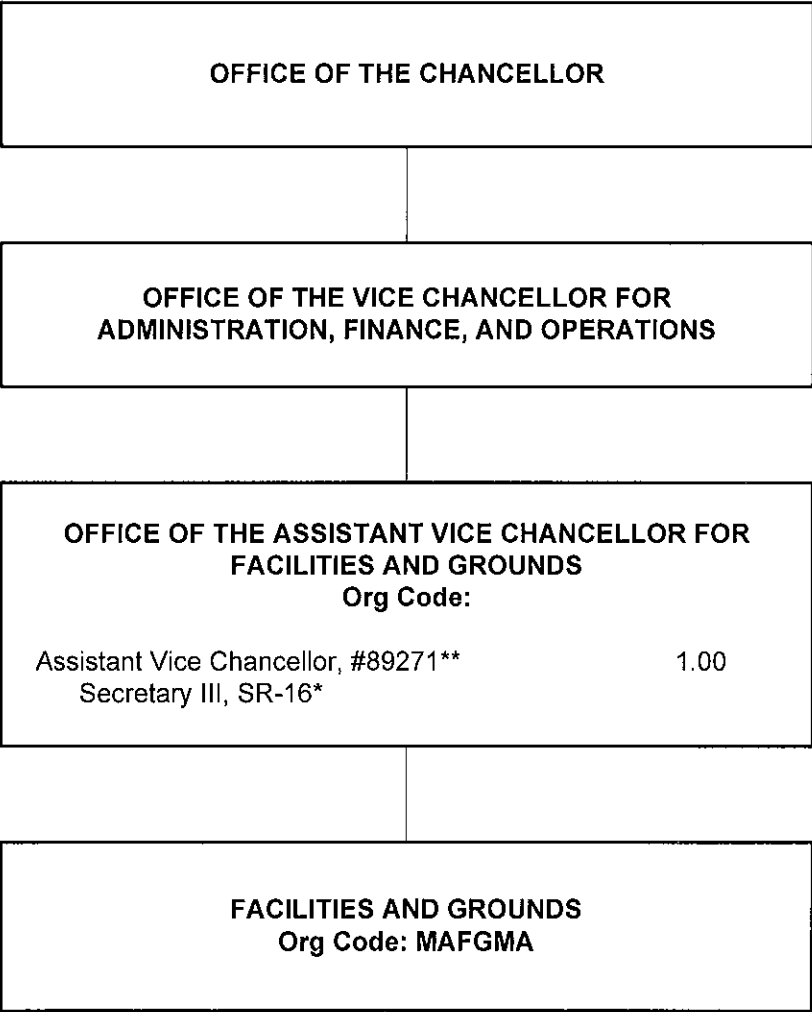
APPROVED:



Virginia S. Hinshaw, Chancellor

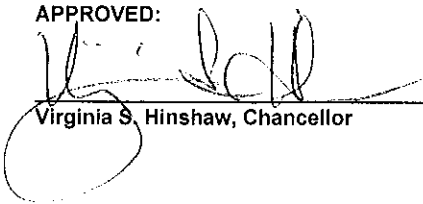
12-2-10

Date



State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF THE ASSISTANT VICE CHANCELLOR
FOR FACILITIES AND GROUNDS
ORGANIZATION CHART
CHART V-E

GENERAL FUND FTE: 1.00

APPROVED:  12-2-10
Virginia S. Hinshaw, Chancellor Date

* new, pending approval
** to be redescribed

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

FUNCTIONAL STATEMENT


**OFFICE OF THE ASSISTANT VICE CHANCELLOR FOR FACILITIES AND
GROUNDS – Org Code:**

This Office oversees the operations of Facilities Management which conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for the University of Hawai'i at Mānoa in accordance with approved short-range and long-range development plans and applicable federal, state, and county building codes and standards.

Major functions of this Office include:

- Manages the overall campus physical infrastructure including roadways, utilities, and utility distribution systems.
- Repairs and renovates buildings.
- Provides the full range of administrative support services, including budget preparation and execution, fiscal procurement (including campus-wide contracts), property management, and human resources.
- Provides custodial services for UH Mānoa buildings, including classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public and general-use areas.
- Provides grounds keeping and landscaping maintenance for UH Mānoa, including lawns, trees, roads, and parking lots/structures.
- Conducts analyses of institutional plans, academic agendas, and major policies to determine best course of action in managing implementation of short range and long range development plans.
- Works in partnership with the Office of Physical, Environmental, and Long Range Planning to prepare and implement the campus CIP budgets.

APPROVED:



Virginia S. Hinshaw, Chancellor

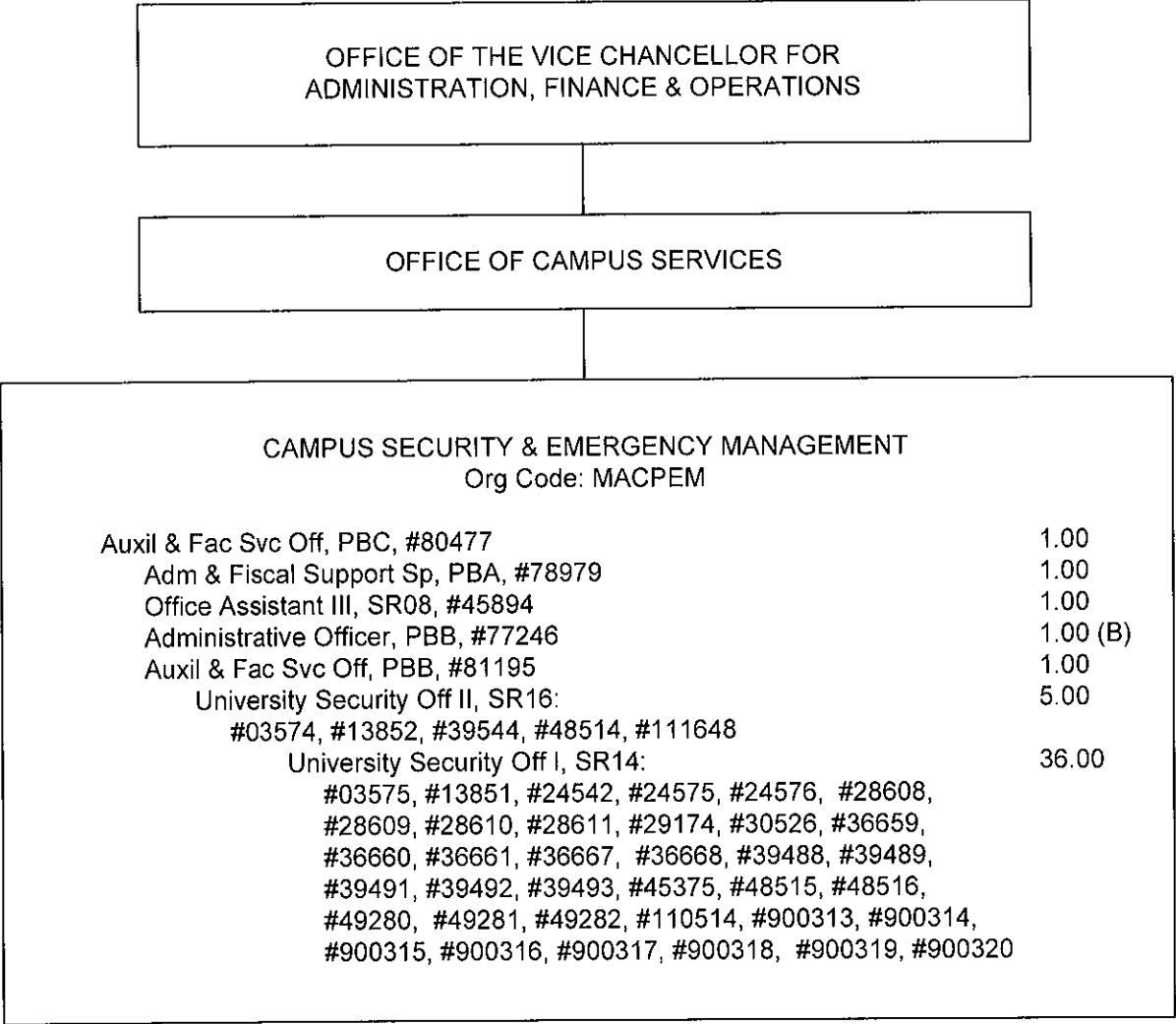
12-2-10

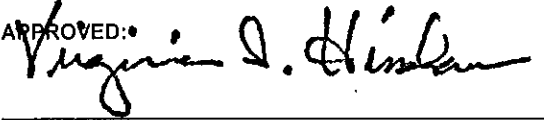
Date

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION FINANCE, AND OPERATIONS
OFFICE OF CAMPUS SERVICES
CAMPUS SECURITY & EMERGENCY MANAGEMENT

CHART I

General Funds: 45.00 FTE
Special Funds (B): 1.00 FTE



APPROVED:  12-2-10

Virginia S. Hinshaw, Chancellor

Date

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
CAMPUS SECURITY & EMERGENCY MANAGEMENT


FUNCTIONAL STATEMENT

CAMPUS SECURITY AND EMERGENCY MANAGEMENT – Org Code: MACPEM

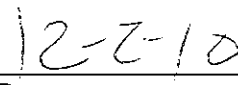
This Office is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The responsibilities of this Office also include the following:

- Works with emergency management representatives and/or teams from the UH System and other campuses to ensure proper training, education, and information is made available to the campus community in the event of a natural or man-made disaster, including hurricanes, tidal waves, and terrorist and criminal acts.
- Trains and equips the UH Mānoa responder and emergency management teams to effectively respond to emergencies.
- Establishes emergency plans and procedures for the effective management of personnel, funds, equipment, and medical care in the event of a major emergency.
- Coordinates with applicable city, state, and federal agencies in preparing the UH Mānoa campus for and responding to all-hazards emergencies and disaster events.
- Provides for the protection and security of personnel and property on the Mānoa Campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.

APPROVED:



Virginia S. Hinshaw, Chancellor



Date

Next Organization Proposal



UNIVERSITY
of HAWAII®
MĀNOA

RECEIVED

10 SEP 16 P1 21

September 8, 2010

MEMORANDUMMĀNOA CHANCELLOR'S
OFFICE

TO: Virginia S. Hinshaw
Chancellor

VIA: Kathleen Cutshaw *Kathleen Cutshaw*
Vice Chancellor for Administration, Finance & Operations

FROM: Deborah Huebler *Deborah S. Huebler*
Assistant Director, Auxiliary Enterprises

SUBJECT: Reorganization Proposal for Duplicating Services

SPECIFIC ACTION REQUESTED:

We request your approval of a reorganization which will eliminate Duplicating Services.

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

No additional costs are associated with this reorganization.

PURPOSE:

The purpose of this reorganization is to follow-up on the UH Mānoa prioritization summary of various administrative units. The Office of Auxiliary Enterprises participated in the UH Mānoa prioritization process, and made several program evaluation and prioritization recommendations. At the time of the prioritization, Duplicating Services was in the process of forming a business plan to become a self-sufficient retail operation with the objective of reducing or eliminating its need for general funding. However, after cost analysis studies were conducted, it was determined that this was not feasible because the program could not be self-sufficient. Therefore, the Duplicating Services program functions will be reduced, the duplicating facility will be closed, and existing staff will be reassigned as a result of these changes.

BACKGROUND:

Pursuant to Administrative Procedure A3.101 *University of Hawai'i Organizational and Functional Changes* dated March 2008, reorganizations that:

- a) do not have an impact on BOR policy and/or laws;
- b) do not create, eliminate or significantly change responsibilities of programs reporting directly to the Board or President;

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Honolulu, Hawai'i 96822
Telephone: (808) 956-2980
Fax: (808) 956-4450

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- c) do not incur significant additional expenses; or
- d) do not have significant programmatic impact on the University may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

This reorganization proposal has been reviewed and discussed with appropriate units and staff members. The details of the reorganization are outlined in the attached Executive Summary and proposal.

ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal for Duplicating Services be approved.

Should you have any questions, please contact Deborah Huebler at x6-0768 or at dhuebler@hawaii.edu

Attachments:

1. Narrative
2. Current org charts and functional statements
3. Proposed org charts and functional statements
4. UHM Attachment 3 – Allocated and Authorized BJ/BT Positions Impacted by the Reorganization
5. Copies of letters and responses from internal campus offices (i.e., Mānoa Budget Office, Mānoa Finance & Accounting, Mānoa Human Resources)
6. Copies of letters and responses from unions
7. UH Mānoa Prioritization Process for Auxiliary Enterprises

APPROVED / DISAPPROVED:



Virginia S. Hinshaw
Chancellor

10/8/10

Date

**PROPOSED REORGANIZATION
OF THE UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MĀNOA
OFFICE OF AUXILIARY ENTERPRISES
DUPLICATING SERVICES
JUNE 2010 (Revised August 2010)**

SUMMARY

The purpose of this reorganization is to abolish Duplicating Services and to place the three (3) affected staff members in appropriate positions within Auxiliary Enterprises.

PRESENT ORGANIZATION

The Office of Auxiliary Enterprises is one of the major offices reporting to the Vice Chancellor for Administration, Finance, & Operations. The Auxiliary Services programs under the Office of Auxiliary Enterprises include a variety of general funded and revenue generating programs, such as Duplicating & Mail Services, Faculty Housing & Food Services, and Parking & Transportation Services. The Auxiliary Services programs provide institutional support for the University of Hawai'i at Mānoa campus. The Bookstore system is also part of Auxiliary Enterprises, and operates bookstores at eight (8) campuses throughout the University of Hawai'i system. The Administrative Services section provides fiscal, personnel, and information technology support for all Auxiliary Enterprises programs.

PROPOSED REORGANIZATION

It is proposed that the following actions take place for Duplicating Services:

1. Eliminate all centralized duplicating services functions and close the duplicating services facilities.
2. Abolish one (1) vacant position in Duplicating Services due to this proposed functional change, Printshop Supervisor I (position #05052).
3. Reassign and redescribe three (3) filled positions to other areas of Auxiliary Enterprises. The affected positions are Offset Press Operator II (positions #00784, #03456, #19022). It is proposed that position #19022 be reassigned to Parking Services, to assist with customer service and clerical duties at the Parking Office located in the Student Services building; and also within the Parking Manager's office located at the Auxiliary Services building. Positions #00784 & #03456 would be reassigned to the Receiving section of the Bookstore, and would assist with shipping, receiving, and warehouse functions for the Bookstore system.

BACKGROUND/REASONS OF THE PROPOSED REORGANIZATION

The Office of Auxiliary Enterprises participated in the 2009 UH Mānoa prioritization process, and made several program evaluation and prioritization recommendations. At the time of the prioritization, Duplicating Services was already in the process of assessing the feasibility of

becoming self sufficient through recharging all University departments for services, thereby eliminating its need for general funding.

During the past several years, there has been a steady trend in moving towards a more paperless environment. The UH Mānoa Strategic Plan for 2002–2010 stated strategic imperatives to promote the use of technology, and to modernize administrative information systems to reduce the paper environment and streamline business services. In many cases, paper distribution is no longer needed, as high volume paper copies have been replaced by scanning documents, email attachments, and links to websites. This has resulted in a more efficient use of resources and cost savings to individual departments, and a decreased reliance on centralized reprographic services.

Also, most University departments already have their own reprographic equipment capable of handling high volume copies in-house; and the Satellite Copier Program operating out of Auxiliary Services offers bulk-buying discounts for leases of this type of equipment. In addition, the Curriculum and Research Development Group's Marketing and Publications Services (MaPS) located on campus specializes in graphic design, web development, printing and marketing services.

The above circumstances, combined with the budget cuts being experienced by the University, contributed to the conclusion that revenue projections for recharging all University departments for reprographic services could not be deemed sufficient to sustain operations.

There are four (4) positions in Duplicating Services, including one (1) vacant position that will be abolished. It is proposed that the remaining three (3) Duplicating Services employees be reassigned to other areas of Auxiliary Enterprises. The Auxiliary Enterprises programs that can accommodate the additional positions are Parking Services and Mānoa Bookstore. These three (3) positions can be reassigned and redescribed.

As stated in the 2009 UH Mānoa prioritization summary, parking continues to be in high demand at the UH Mānoa campus. It is proposed that one (1) Offset Press Operator II position (#19022) be transferred to Parking Services and redescribed, in order to provide better customer service and enhance the operations of the parking office, which is a self-sustaining operation.

Another self-supporting operation is the University Bookstore System. It is proposed that two (2) Offset Press Operator II positions (#00784, #03456) be transferred to the Mānoa Bookstore Receiving section and redescribed. The Receiving section is responsible for receiving, shipping, and storage of merchandise for the Mānoa store. It is also responsible for merchandise transfers to seven (7) branch bookstores at other UH campuses. Incremental increases in sales each year, planned expansions for the Bookstore System, and the recent centralization of the buying functions in some departments, have and will continue to significantly increase the volume of merchandise handled by the warehouse and receiving departments. The transfer of the two Offset Press Operator II positions would help address the greater workload resulting from the increased handling and transfers of merchandise from the Mānoa stores to branch stores.

ALTERNATIVES CONSIDERED

This type of program reduction would normally result in a Reduction-In-Force (RIF) process. Because other departments (specifically Parking Operations and the Mānoa Bookstore) within Auxiliary Enterprises would benefit, and in order to avoid laying off employees in Duplicating Services, it is proposed that the affected positions in Duplicating Services be reassigned to other areas of Auxiliary Enterprises.

COST OF REORGANIZATION

Following is a summary of the impact of this proposed reorganization:

Additional positions, functions, and programs: None

Variances: None

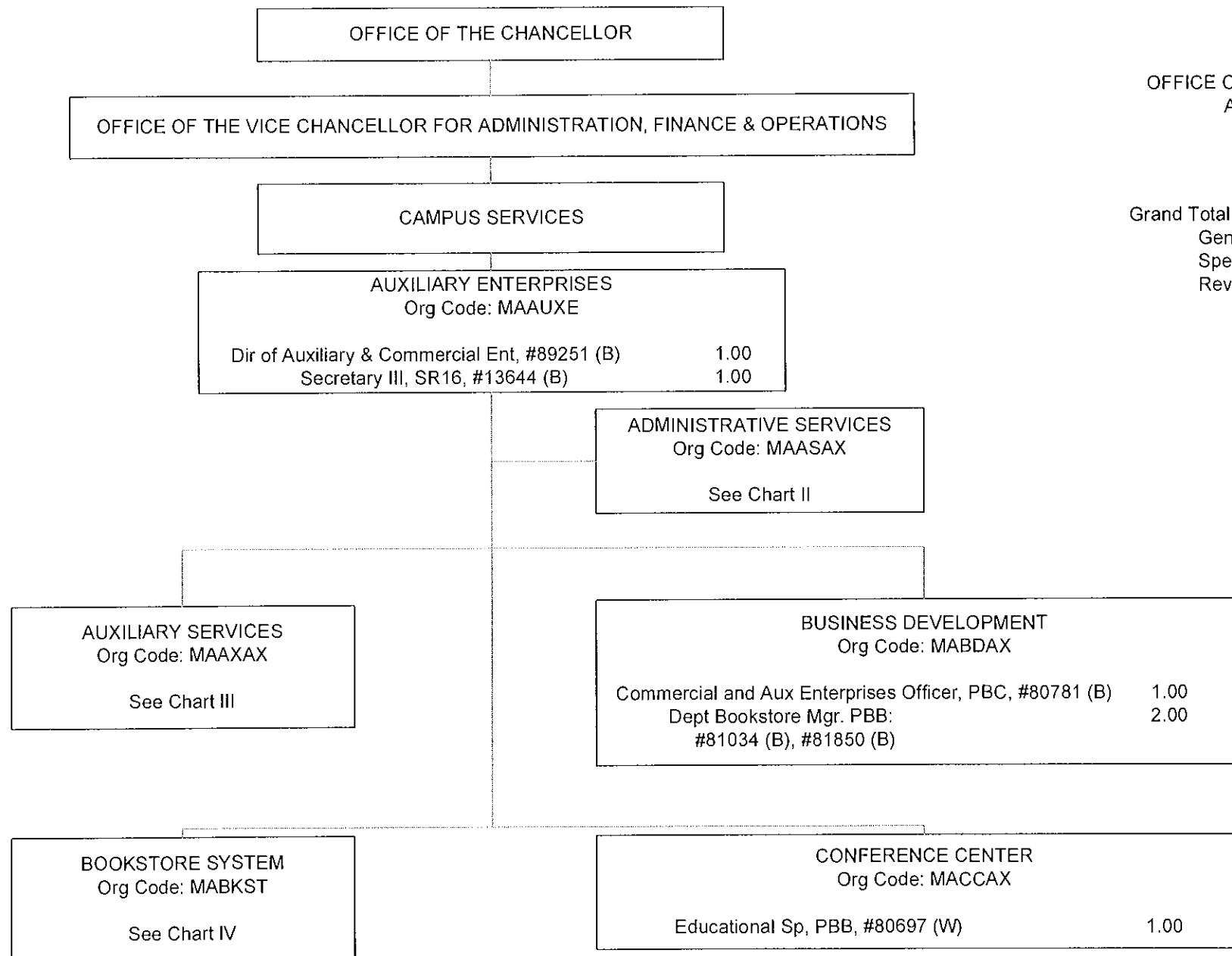
Reclassification or redescription impact: See Attachment 3

Additional office space required: There will be no need for additional office space.

Additional cost of reorganization: No additional costs are anticipated to accomplish this reorganization. No additional allotment of funds is being requested to accomplish this reorganization.

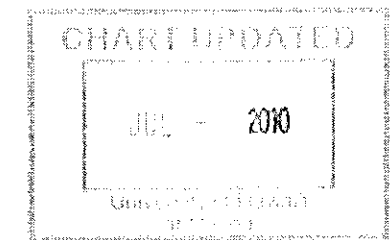
Attachment 1:	Current Organization Charts & Functional Statement
Attachment 2:	Proposed Organization Charts & Functional Statements
Attachment 3:	Positions Impacted by Reorganization

CURRENT
ORGANIZATION CHARTS
&
FUNCTIONAL STATEMENTS



STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
CHART I

Grand Total by Fund:
General Funds 18.00 FTE
Special Funds 115.00 FTE
Revolving Funds 4.00 FTE



(B) Special Funds: 6.00 FTE
(W) Revolving Funds: 1.00 FTE
Pending establishment: #77856 (pseudo #94354F) (B)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES
FUNCTIONAL STATEMENT

AUXILIARY ENTERPRISES – Org Code: MAAUXE

Auxiliary Enterprises provides leadership and coordination in planning, developing, and directing activities relating to UH Manoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system-wide Business Development.

The Office of the Director of Auxiliary Enterprises plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: System wide business development and commercial enterprise opportunities, conference center, administrative services, Manoa campus auxiliary services, system wide bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

BUSINESS DEVELOPMENT – Org Code: MABDAX

Plans, organizes, directs, and controls business development functions of Auxiliary Enterprises. Researches feasibility of new retail business ventures and implements viable business opportunities. Conducts the advertising and public relations efforts for Auxiliary Enterprises through various media and coordinates promotional activities. Analyzes existing operations and develops plans to improve existing functions.

1. Meets with various company representatives and establishes plans for new business ventures.
2. Oversees management of various business ventures under the purview of the Business Development section.
3. Conducts a program of advertising, promotions, and public relations for Auxiliary Enterprises units through the use of various types of media.
4. Purchases and promotes emblematic merchandise that supports various University of Hawaii programs.

CONFERENCE CENTER – Org Code: MACCAX

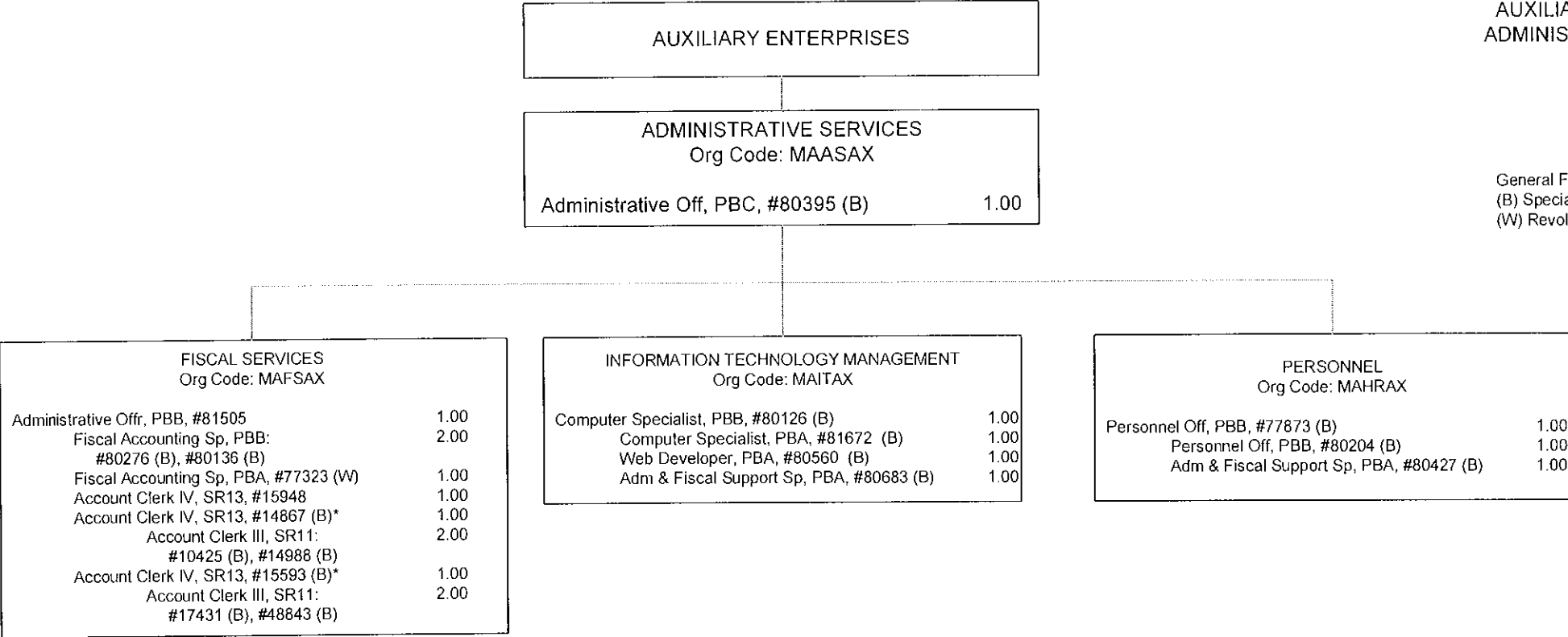
Provides a program to meet the needs of the University of Hawaii at Mānoa in the area of organizing and managing conferences, institutes and symposia.

1. Provides services to organizations such as the University of Hawaii, State and municipal government agencies, and community groups whose activities are consistent with and have an affinity with the University of Hawaii.

2. Responsible for Conference Center program development, marketing, budgeting and accounting.
3. Responsible for conference management, facilitating and promoting the use of distance technology in course development and delivery.

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
ADMINISTRATIVE SERVICES
CHART II

General Funds: 2.00 FTE
(B) Special Funds: 22.00 FTE
(W) Revolving Funds: 1.00 FTE



(B) Special Funds Positions abolished: #16833, 17652, 19070, 35072, 43822, 900127

*Position abolished, to be redescribed

STATE OF HAWAII
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VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES
ADMINISTRATIVE SERVICES

FUNCTIONAL STATEMENT

ADMINISTRATIVE SERVICES – Org Code: MAASAX

This department plans, organizes, directs, and controls administrative functions of Auxiliary Enterprises, including Advertising, Fiscal Services, Management Information Services, and Personnel.

FISCAL SERVICES – Org Code: MAFSAX

Responsible for Auxiliary Enterprises and designated units under the Office of the Chancellor, UH Hawai'i fiscal controls, financial reporting, non-retail procurement and budgeting.

1. Maintains an accounting system for all Auxiliary Enterprises units, based on and integrated with the University's accounting system.
2. Prepares and analyzes financial and budget reports for all programs.
3. Establishes and enforces fiscal controls and procedures for cash and inventory.
4. Coordinates all audit activities with internal and external audits.
5. Coordinates physical inventory and monitors inventory control.
6. Coordinates investment of available cash.
7. Maintains fiscal records and files.
8. Processes all payments and operates imprest fund account.
9. Monitors non-retail procurement of materials and services, prepares all bid specifications, and administers all contracts for maintenance, lease rental, goods and services.
10. Processes all accounts receivables, reconciles statements and reports, and monitors credit memos.
11. Count and/or deposit all collections including, cash, scholarship charges, and departmental requisitions.

INFORMATION TECHNOLOGY MANAGEMENT – Org Code: MAITAX

Responsible for the system development and maintenance, operations, technical support and management support in all areas of computerized management information systems.

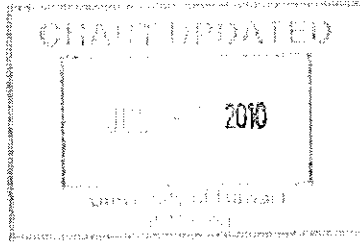
1. Performs systems analysis, design, tests, installations and maintenance for all Auxiliary Enterprises units.
2. Designs, maintains and coordinates Auxiliary Enterprises websites.

3. Develops and controls production schedules for computerized functions for all Auxiliary Enterprises operations and projects.
4. Provides technical assistance, user training, and provides support for all Auxiliary Enterprises information system activities.

PERSONNEL – Org Code: MAHRAX

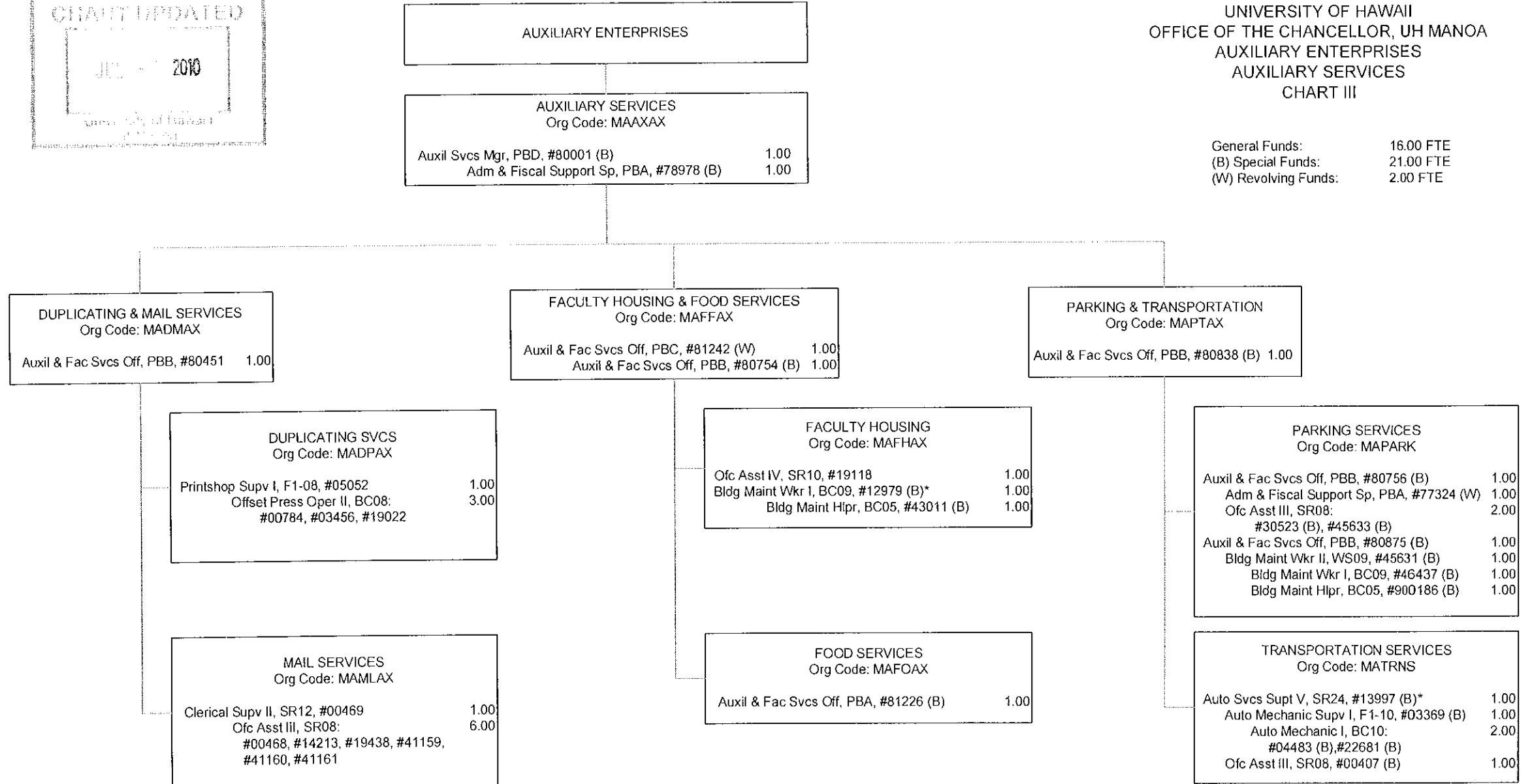
Administers personnel for Auxiliary Enterprises and designated units under the Office of the Chancellor, UH Hawai'i. Responsible for all matters related to recruitment, selection, benefits, classification, compensation, employee records, training, employee relations, and organization management.

1. Provides assistance in staffing analysis, and ensures that the recruitment and selection process is in accordance with personnel laws and procedures.
2. Administers benefits, leave accounting, and training for designated units. Provides technical advice on position classification matters, and processes classification and compensation transactions.
3. Maintains employee records, and handles all employee relations and grievance matters.
4. Provides technical advice and support in evaluation of organizational structure, and processing organizational changes.



STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
AUXILIARY SERVICES
CHART III

General Funds: 16.00 FTE
(B) Special Funds: 21.00 FTE
(W) Revolving Funds: 2.00 FTE



Positions abolished: #46435(B), #46436(B), #00778, #10267, #06957

*Position abolished, to be redescribed

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES
AUXILIARY SERVICES

FUNCTIONAL STATEMENT

AUXILIARY SERVICES – Org Code: MAAXAX

This Office plans, organizes, directs, and controls the activities of the following Auxiliary Services programs -- Duplicating Services, Campus Mail Services, Faculty Housing, Food Services, Parking Services, and Transportation Services, in accordance with established policies.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Services matters.

DUPLICATING & MAIL SERVICES – Org Code: MADMAX

This Office is responsible for the daily operations of the Duplicating & Campus Mail sections.

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

Duplicating – Org Code: MADPAX

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

1. Provides duplicating services to campus users.
2. Provides a centralized service for copy machine maintenance and acquisition.
3. Issues, evaluates, and controls departmental allocations for reprographic services.
4. Researches technological advances and implements feasible changes.

Mail Services – Org Code: MAMLAX

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

1. Picks up, sorts, and delivers intra-campus, incoming, outgoing, and state messenger mail.
2. Issues, evaluates, and controls departmental allocations for mail services.

3. Develops and maintains delivery point barcode (Zip + 4) database for Manoa campus departments.
4. Keeps abreast of United States postal service rules and regulations concerning non-profit mailers.
5. Offers a variety of methods to ship mail and parcels.
6. Provides mailbox rental services.

FACULTY HOUSING & FOOD SERVICE – Org Code: MAFFAX

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

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

Faculty Housing – Org Code: MAFHAX

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

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

Food Service – Org Code: MAFOAX

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

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

PARKING & TRANSPORTATION – Org Code: MAPTAX

This Office is responsible for the daily operations of the Parking & Transportation sections.

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

Parking Services – Org Code: MAPARK

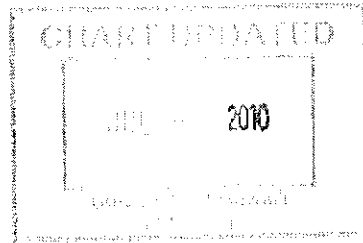
Responsible for orderly parking and traffic flow on the Manoa campus in accordance with the applicable parking regulations as approved by the Board of Regents.

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

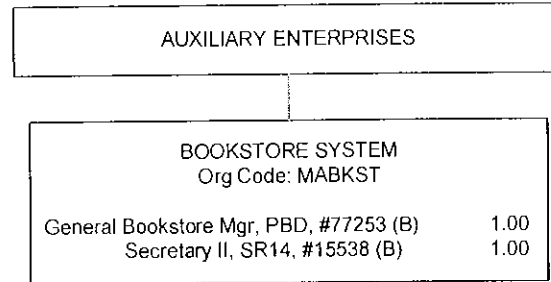
Transportation Services – Org Code: MATRNS

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

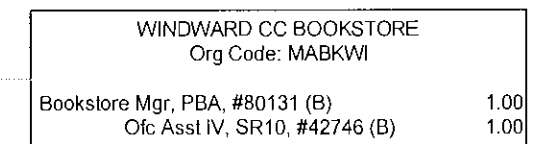
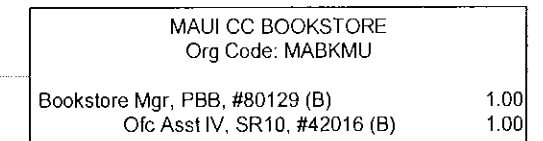
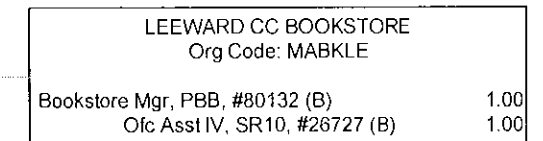
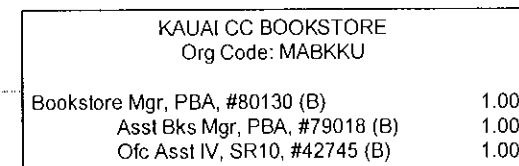
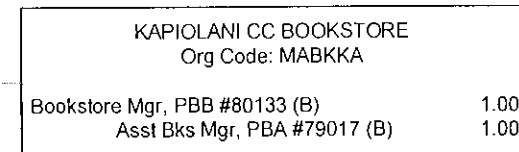
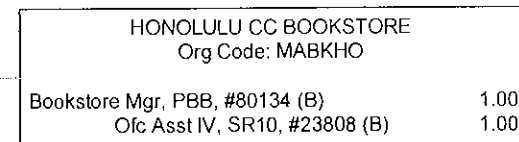
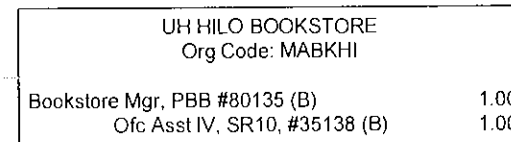
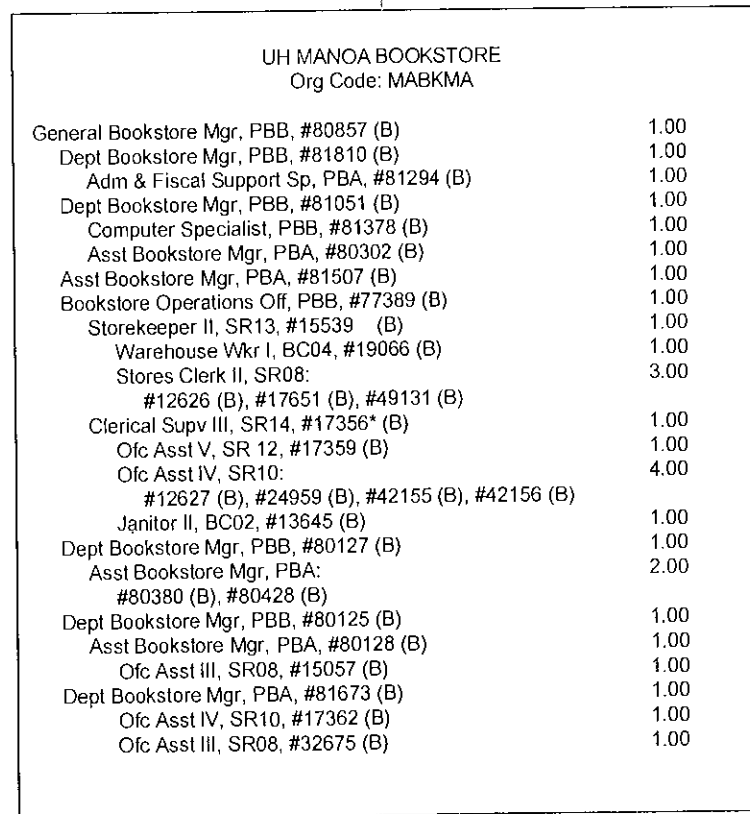
1. Administers services related to the operation of a central motor pool and garage on campus.
2. Prepares specifications and bid proposals for the purchase of motor vehicles based on users' requirements and vehicle replacement program.
3. Conducts preventive maintenance and repairs on vehicles.



STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
BOOKSTORE SYSTEM
CHART IV



(B) Special Funds: 66.00 FTE



CS RIF 08-15-95: #94356F, #06801, #13945, #17357, #17358, #17361, #19065, #24637

CS RIF 07-14-98: #10424, #18089, #22931, #27887

(B) Special Funds Positions abolished: #13642, #13643, #13944, #17360, #23809, #27843, #27876, #47164

*Position abolished, to be redescribed

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES
BOOKSTORE SYSTEM

FUNCTIONAL STATEMENT

BOOKSTORE SYSTEM – Org Code: MABKST

Plans, organizes, directs, and controls University of Hawaii Bookstores located at various campuses throughout the University of Hawaii system.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Bookstore matters.

UH MANOA BOOKSTORE – Org Code: MABKMA

Responsible for the daily operations of the University of Hawaii at Manoa Bookstore.

1. Establishes goals and objectives, and directs the daily operations of the Manoa Bookstore, in accordance with the diverse needs of various colleges, schools, and departments of the Manoa campus
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to branch bookstores as needed.

COMPUTER SALES

Responsible for the purchase and sale of a variety of computer hardware, software and peripherals to meet the academic needs of the University community. Provides for the repair, maintenance, and servicing of computers purchased through the Bookstore.

1. Plans, orders, merchandises computer hardware, software, and peripherals.
2. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
3. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
4. Stocks and displays merchandise, and maintains cleanliness of sales floor. Provides general clerical support for the entire store.
5. Provides services for repair, maintenance, and servicing of computer hardware sold through the Bookstore.

ELECTRONIC COMMERCE

Responsible for managing all business conducted through internet websites, including timely order fulfillment in the electronic sale of books and merchandise, and providing customer service, via the internet.

1. Provides for the timely fulfillment of orders generated via Bookstore related websites.

2. Obtains adequate supply of inventory or arranges for timely transportation of inventory from appropriate sources.
3. Responds to inquiries and concerns initiated by customers via electronic mail.
4. Coordinates marketing efforts to improve and expand electronic commerce.

MEDICAL BOOKSTORE

Responsible for the timely purchase and sale of medical textbooks and medical supplies needed by students.

1. Plans, orders, merchandises all required and optional medical textbooks and medical supplies for the University of Hawaii at Manoa, in accordance with the School of Medicine's unique problem based learning curriculum.
2. Arranges for used book buy-back, where students can sell books back at the end of each semester and the beginning of the Fall and Spring terms.
3. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
4. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
5. Stocks and displays merchandise, and maintains cleanliness of sales floor. Provides general clerical support for the entire store.

OPERATIONS

Receiving, Warehousing, Shipping, Custodial Services, and Cashiering.

Responsible for receiving, shipping, and storage of merchandise. Provides general operational support services. Supports and processes all sales, charges, and refund transactions for the entire Manoa campus store.

1. Provides receiving, verifying and tagging of incoming merchandise.
2. Stores merchandise in warehouse facilities or peripheral areas pending display or sale.
3. Provides for pickup, delivery or shipment of Bookstore items, both on and off campus.
4. Maintains cleanliness and good appearance of store and makes minor repairs.
5. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
6. Makes arrangements for additional change fund, staffing, and supplies needed during peak periods.
7. Coordinates counting and depositing of all collections (i.e., cash, scholarship charges, departmental requisitions) with the Fiscal Office.
8. Plans, orders, and merchandises graduation announcements, caps and gowns.

SUPPLIES

Responsible for the timely purchase and sale of classroom, office, art and laboratory supplies. Provides souvenirs and gift items, and items for personal convenience.

1. Plans, orders, merchandises required classroom supplies, various forms of stationery, convenience items and services.
2. Sells emblematic souvenirs and sports clothing to promote school spirit and promote the University in general.

3. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
4. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
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TEXTBOOKS

Responsible for the timely purchase and sale of text materials prescribed by faculty.

1. Plans, orders, merchandises all required and optional textbooks (except medical textbooks) for the University of Hawaii at Manoa, including the Outreach College, in accordance with academic schedules.
2. Arranges for used book buy-back, where students can sell books back at the end of each semester and the beginning of the Fall and Spring terms.
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TRADEBOOKS

Responsible for the purchase and sale a variety of tradebooks and other merchandise for technical, supplementary, and recreational reading.

1. Plans, orders, merchandises a full line of study aids, reference materials, and various forms of recreational reading.
2. Plans, orders, merchandises all reference books and related materials as required.
3. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
4. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
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BRANCH STORES

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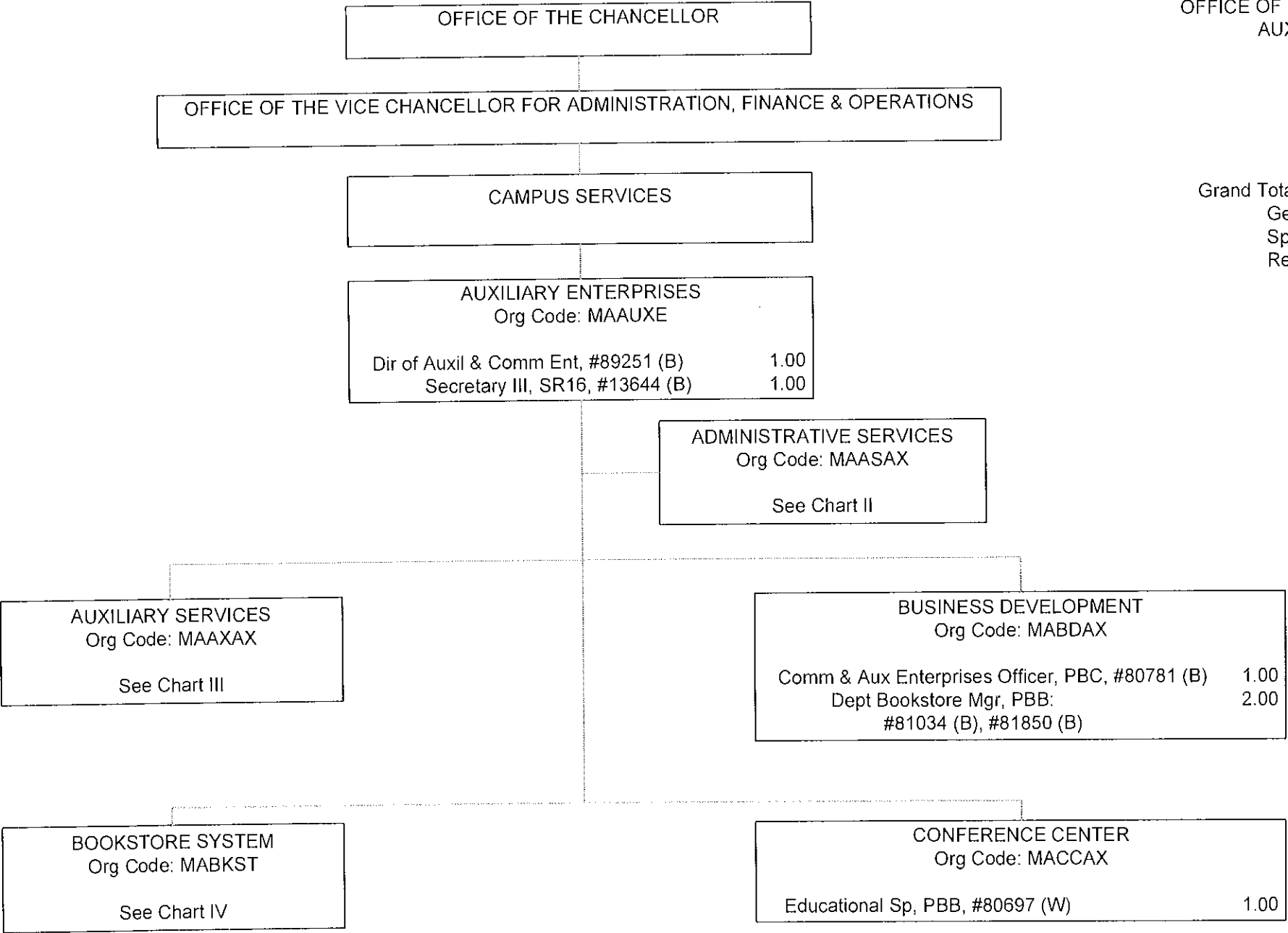
UH Hilo Bookstore – Org Code: MABKHI
Honolulu CC Bookstore – Org Code: MABKHO
Kapiolani CC Bookstore – Org Code: MABKKA
Kauai CC Bookstore – Org Code: MABKKU
Leeward CC Bookstore – Org Code: MABKLE
Maui CC Bookstore – Org Code: MABKMU
Windward CC Bookstore – Org Code: MABKWI

1. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds.

2. Counts and deposits all collections, including cash, scholarship charges, and departmental requisitions.
3. Purchases and provides for sale of all required textbooks in accordance with academic schedules for each campus.
4. Arranges for used book buy-back, where students can sell book back at the end of each semester and the beginning of the Fall and Spring terms.
5. Orients stock to the campus community, purchases and provides for sale of technical books, journals, periodicals, and literature for leisure reading.
6. Purchases and provides for sale of required classroom supplies and a representative stock of supplementary materials, such as notebooks, pencils, binders, etc.
7. Purchases and provides for sale of health and comfort items, for the convenience of the campus community.
8. Provides for sale of computer hardware, software, and peripherals to support customer needs.
9. Stocks and displays merchandise, and maintains cleanliness of the store.
10. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
11. Makes arrangements for additional change fund, staffing, and supplies needed during peak periods.
12. Provides for receiving, shipping, and storage of merchandise.
13. Responsible for return of unsold books, and other inventory control procedures.
14. Prepares and processes various administrative and fiscal data (i.e., payables, receivables, overtime requests, student payroll, etc.) through administrative office.

PROPOSED
ORGANIZATION CHARTS
&
FUNCTIONAL STATEMENTS

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
CHART I



Grand Total by Fund:

General Funds	18.00
Special Funds	115.00
Revolving Funds	4.00

(B) Special Funds: 6.00
(W) Revolving Funds: 1.00
Pending Establishment: #77856 (pseudo #94354F) (B)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES

AUXILIARY ENTERPRISES – Org Code: MAAUXE

Auxiliary Enterprises provides leadership and coordination in planning, developing, and directing activities relating to UH Manoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system-wide Business Development.

The Office of the Director of Auxiliary Enterprises plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: System wide business development and commercial enterprise opportunities, conference center, administrative services, Manoa campus auxiliary services, system wide bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

BUSINESS DEVELOPMENT – Org Code: MABDAX

Plans, organizes, directs, and controls business development functions of Auxiliary Enterprises. Researches feasibility of new retail business ventures and implements viable business opportunities. Conducts the advertising and public relations efforts for Auxiliary Enterprises through various media and coordinates promotional activities. Analyzes existing operations and develops plans to improve existing functions.

1. Meets with various company representatives and establishes plans for new business ventures.
2. Oversees management of various business ventures under the purview of the Business Development section.
3. Conducts a program of advertising, promotions, and public relations for Auxiliary Enterprises units through the use of various types of media.
4. Purchases and promotes emblematic merchandise that supports various University of Hawaii programs.

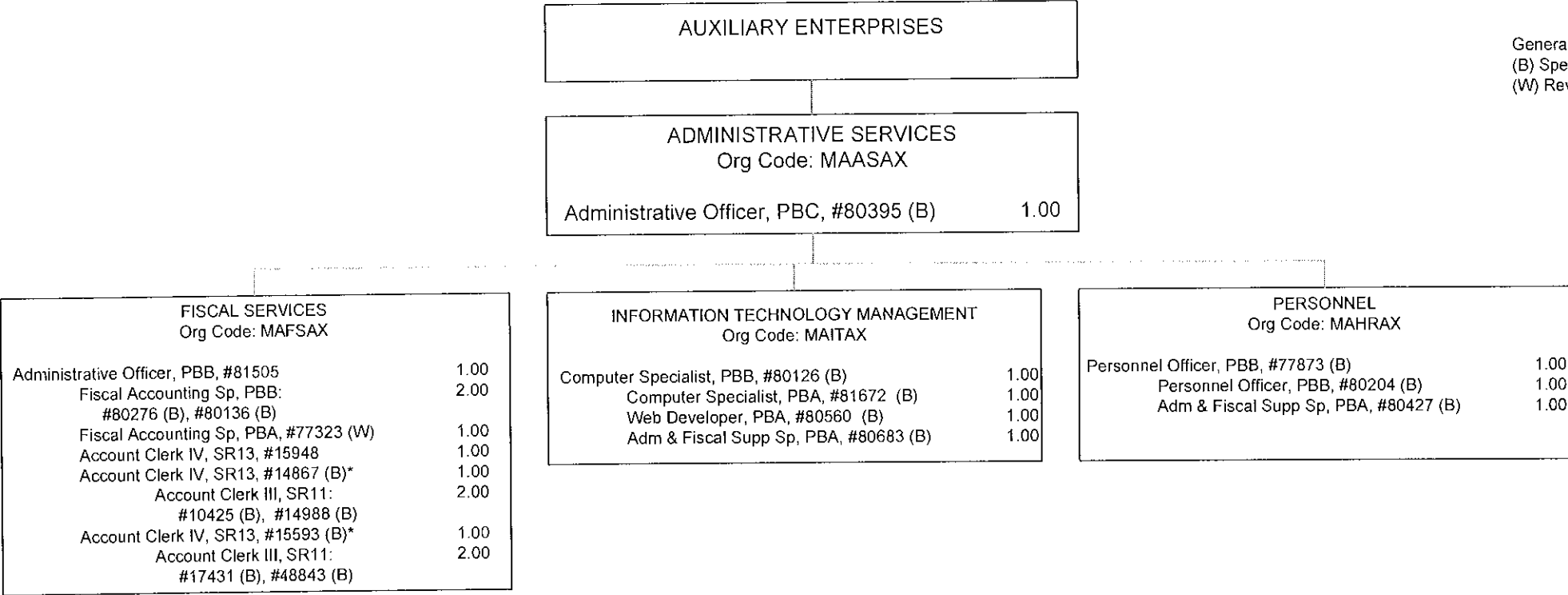
CONFERENCE CENTER – Org Code: MACCAX

Provides a program to meet the needs of the University of Hawai'i at Mānoa in the area of organizing and managing conferences, institutes and symposia.

1. Provides services to organizations such as the University of Hawai'i, State and municipal government agencies, and community groups whose activities are consistent with and have an affinity with the University of Hawai'i.
2. Responsible for Conference Center program development, marketing, budgeting and accounting.
3. Responsible for conference management, facilitating and promoting the use of distance technology in course development and delivery.

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
ADMINISTRATIVE SERVICES
CHART II

General Funds: 2.00 FTE
(B) Special Funds: 22.00 FTE
(W) Revolving Funds: 1.00 FTE



(B) Special Funds Positions abolished but retained position count: #16833, 17652, 19070, 35072, 43822, 900127

*Position abolished, to be redescribed

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES
ADMINISTRATIVE SERVICES

ADMINISTRATIVE SERVICES – Org Code: MAASAX

This department plans, organizes, directs, and controls administrative functions of Auxiliary Enterprises, including Advertising, Fiscal Services, Information Technology Management, and Personnel.

FISCAL SERVICES – Org Code: MAFSAX

Responsible for Auxiliary Enterprises and designated units under the Office of the Chancellor, UH Mānoa fiscal controls, financial reporting, non-retail procurement and budgeting.

1. Maintains an accounting system for all Auxiliary Enterprises units, based on and integrated with the University's accounting system.
2. Prepares and analyzes financial and budget reports for all programs.
3. Establishes and enforces fiscal controls and procedures for cash and inventory.
4. Coordinates all audit activities with internal and external audits.
5. Coordinates physical inventory and monitors inventory control.
6. Coordinates investment of available cash.
7. Maintains fiscal records and files.
8. Processes all payments and operates imprest fund account.
9. Monitors non-retail procurement of materials and services, prepares all bid specifications, and administers all contracts for maintenance, lease rental, goods and services.
10. Processes all accounts receivables, reconciles statements and reports, and monitors credit memos.
11. Count and/or deposit all collections including, cash, scholarship charges, and departmental requisitions.

INFORMATION TECHNOLOGY MANAGEMENT – Org Code: MAITAX

Responsible for the system development and maintenance, operations, technical support and management support in all areas of computerized management information systems.

1. Performs systems analysis, design, tests, installations and maintenance for all Auxiliary Enterprises units.
2. Designs, maintains and coordinates Auxiliary Enterprises websites.
3. Develops and controls production schedules for computerized functions for all Auxiliary Enterprises operations and projects.

4. Provides technical assistance, user training, and provides support for all Auxiliary Enterprises information system activities.

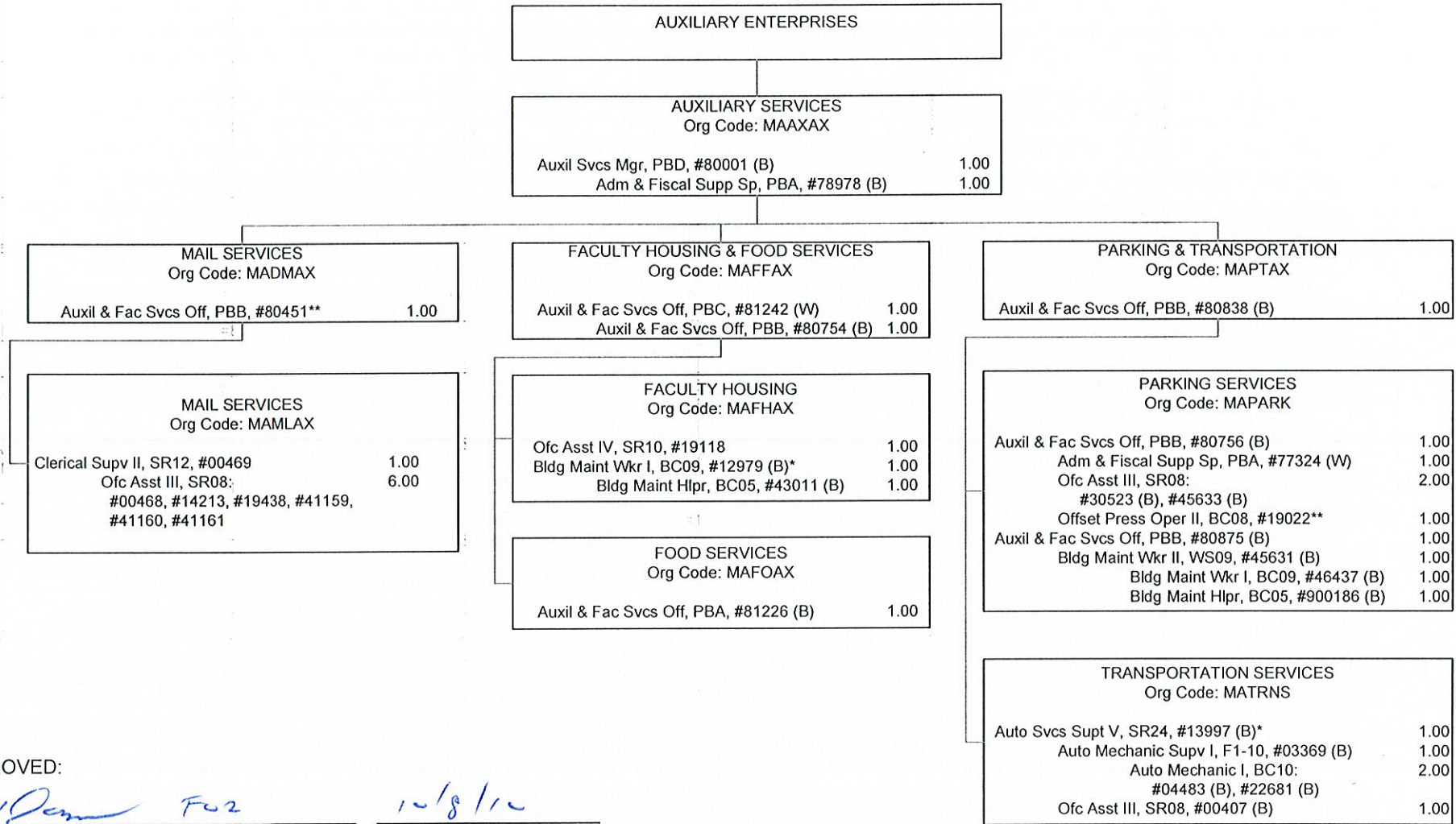
PERSONNEL – Org Code: MAHRAX

Administers personnel for Auxiliary Enterprises and designated units under the Office of the Chancellor, UH Manoa. Responsible for all matters related to recruitment, selection, benefits, classification, compensation, employee records, training, employee relations, and organization management.

1. Provides assistance in staffing analysis, and ensures that the recruitment and selection process is in accordance with personnel laws and procedures.
2. Administers benefits, leave accounting, and training for designated units. Provides technical advice on position classification matters, and processes classification and compensation transactions.
3. Maintains employee records, and handles all employee relations and grievance matters.
4. Provides technical advice and support in evaluation of organizational structure, and processing organizational changes.

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
AUXILIARY SERVICES
CHART III

General Funds: 14.00 FTE
(B) Special Funds: 21.00 FTE
(W) Revolving Funds: 2.00 FTE



APPROVED:

 For

Virginia S. Hinshaw, Chancellor



Date

Positions abolished but retained count: #46435(B), #46436(B), #05052, #00778, #10267, #06957

*Position abolished, to be redescribed

**To be redescribed

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES
AUXILIARY SERVICES

AUXILIARY SERVICES – Org Code: MAAXAX

This Office plans, organizes, directs, and controls the activities of the following Auxiliary Services programs -- Campus Mail Services, Faculty Housing, Food Services, Parking Services, Transportation Services, and satellite copier service in accordance with established policies.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Services matters.

MAIL SERVICES – Org Code: MADMAX

This Office is responsible for the daily operations of the Campus Mail section.

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

Mail Services – Org Code: MAMLAX

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

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

FACULTY HOUSING & FOOD SERVICE – Org Code: MAFFAX

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

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

Faculty Housing – Org Code: MAFHAX

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

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

Food Service – Org Code: MAFOAX

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

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

PARKING & TRANSPORTATION – Org Code: MAPTAX

This Office is responsible for the daily operations of the Parking & Transportation sections.

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

Parking Services – Org Code: MAPARK

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


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

Transportation Services – Org Code: MATRNS

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

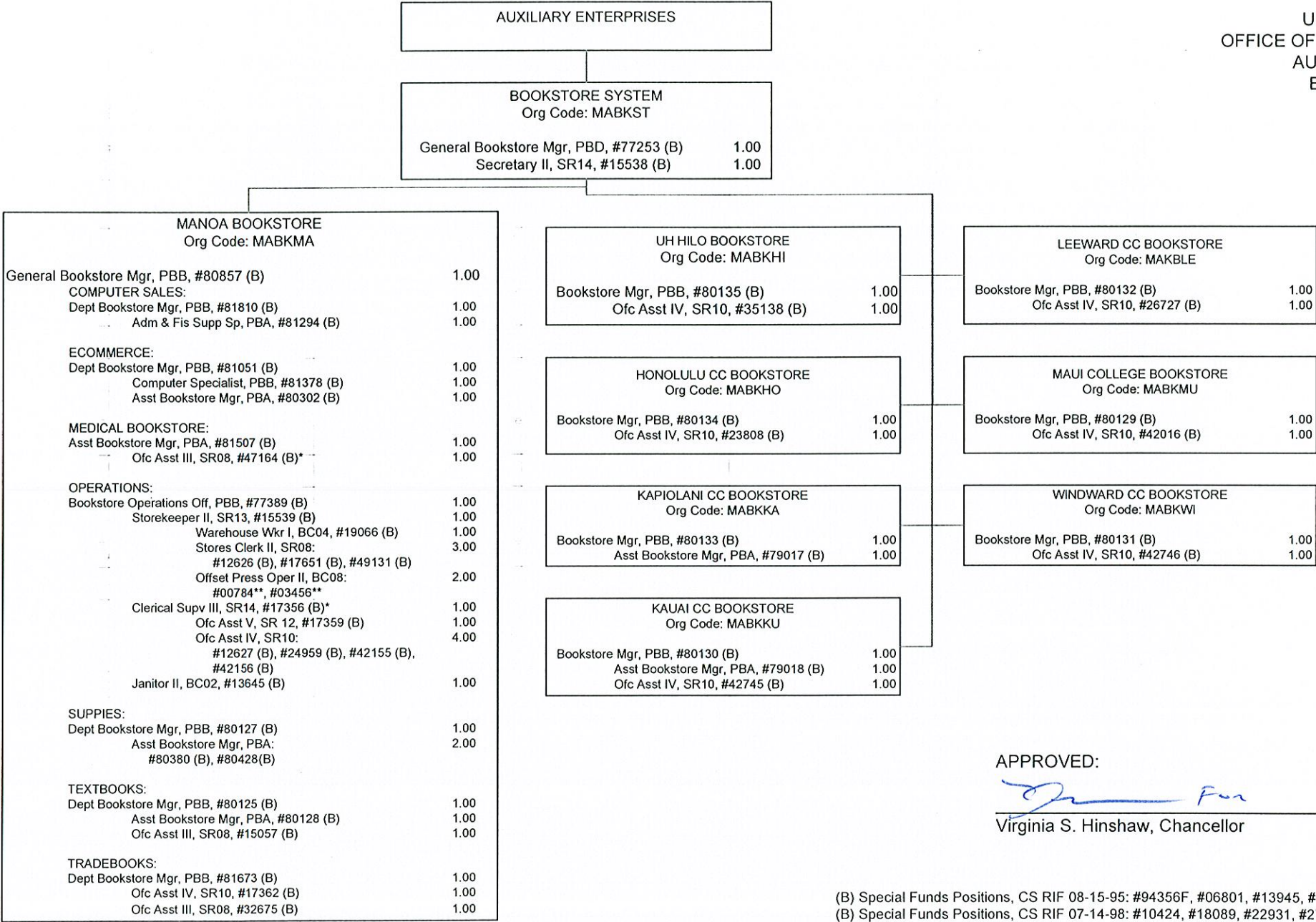
1. Administers services related to the operation of a central motor pool and garage on campus.
2. Prepares specifications and bid proposals for the purchase of motor vehicles based on users' requirements and vehicle replacement program.
3. Conducts preventive maintenance and repairs on vehicles.

APPROVED:

 *F-2* 10/8/10
Virginia S. Hinshaw, Chancellor Date

STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
AUXILIARY ENTERPRISES
BOOKSTORE SYSTEM
CHART IV

General Funds: 2.00
(B) Special Funds: 66.00



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SERVICES
AUXILIARY ENTERPRISES
BOOKSTORE SYSTEM

BOOKSTORE SYSTEM – Org Code: MABKST

Plans, organizes, directs, and controls University of Hawaii Bookstores located at various campuses throughout the University of Hawaii system.

1. Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
2. Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
3. Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Bookstore matters.

UH MANOA BOOKSTORE – Org Code: MABKMA

Responsible for the daily operations of the University of Hawaii at Manoa Bookstore.

1. Establishes goals and objectives, and directs the daily operations of the Manoa Bookstore, in accordance with the diverse needs of various colleges, schools, and departments of the Manoa campus
2. Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
3. Provides support to branch bookstores as needed.

COMPUTER SALES

Responsible for the purchase and sale of a variety of computer hardware, software and peripherals to meet the academic needs of the University community. Provides for the repair, maintenance, and servicing of computers purchased through the Bookstore.

1. Plans, orders, merchandises computer hardware, software, and peripherals.
2. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
3. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
4. Stocks and displays merchandise, and maintains cleanliness of sales floor. Provides general clerical support for the entire store.
5. Provides services for repair, maintenance, and servicing of computer hardware sold through the Bookstore.

ECOMMERCE

Responsible for managing all business conducted through internet websites, including timely order fulfillment in the electronic sale of books and merchandise, and providing customer service, via the internet.

1. Provides for the timely fulfillment of orders generated via Bookstore related websites.
2. Obtains adequate supply of inventory or arranges for timely transportation of inventory from appropriate sources.

3. Responds to inquiries and concerns initiated by customers via electronic mail.
4. Coordinates marketing efforts to improve and expand electronic commerce.

MEDICAL BOOKSTORE

Responsible for the timely purchase and sale of medical textbooks and medical supplies needed by students.

1. Plans, orders, merchandises all required and optional medical textbooks and medical supplies for the University of Hawaii at Manoa, in accordance with the School of Medicine's unique problem based learning curriculum.
2. Arranges for used book buy-back, where students can sell books back at the end of each semester and the beginning of the Fall and Spring terms.
3. Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
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1. Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds.

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12. Provides for receiving, shipping, and storage of merchandise.
13. Responsible for return of unsold books, and other inventory control procedures.
14. Prepares and processes various administrative and fiscal data (i.e., payables, receivables, overtime requests, student payroll, etc.) through administrative office.

University of Hawai'i at Mānoa
Allocated and Authorized BJ/BT Positions Impacted by the Reorganization
Office of Auxiliary Enterprises

UHM Attachment 3

Program Title:

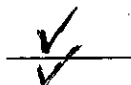
Item No.	Chart No.(s)	Affected Position No.(s)	Classification/Organizational/Functional Change		Basis for Change/ Impact on Position
			Identify whether position is vacant (V) or filled (F) From	To	
B-2	V-C1b	05052	V-Printshop Supv I		To be abolished
B-2	V-C1b	00784	F-Duplicating Services	Mānoa Bookstore	Transfer/Redescribe
B-2	V-C1b	03456	F-Duplicating Services	Mānoa Bookstore	Transfer/Redescribe
B-2	V-C1b	19022	F-Duplicating Services	Parking Services	Transfer/Redescribe
B-3	V-C1b	80451	V-Duplicating & Mail Services	Mail Services	Redescribe
* 	* 	00777 	* For the record: Duplicating Services has 1.00 unallocated general fund FTE in the Chancellor's Pool--abolished position #00777, Duplicating Machine Operator III. 		

Deborah Huebler Deborah Huebler, Assistant Director
Administrator's Signature, Name and Title

10/7/2010
Date

956-2980
Telephone Number

HR Review
OFA Review



UH MANOA PRIORITIZATION PROCESS
FOR AUXILIARY ENTERPRISES

Cover Page

Step 3: Second Level Unit Review and Ranking (Deans/Directors/Department Heads)

Using the program review results posted on the Prioritization Process webpage, please complete the below information and submit to ovcafo@hawaii.edu as a word doc or pdf file by **March 15, 2009**. Please ensure the e-mail subject heading reflects the Department/School/College name followed by "Second Level Review." For example: SOEST – Second Level Review.

Department/School/College: Auxiliary Enterprises

The department would fall under which of the following Vice Chancellor's offices?

<input type="checkbox"/>	Academic Affairs
<input type="checkbox"/>	Research and Graduate Education
<input type="checkbox"/>	Student Services
<input checked="" type="checkbox"/>	Administration, Finance, and Operations

Advisory Committee Members (list names and titles):

Wayne Fujishige	Director
Dcborah Noji	Assistant Director
Darryl Nohara	Director of Auxiliary Services
Randy Tanaka	Director of Bookstore Systems
Raymond Shito	Parking & Transportation Manager
Da Houl	Mail and Duplicating Manager
Andy Lachman	Food Services Manager
Neal Sakamoto	Chief of Security
Jimmy Lagunero	Emergency Management Coordinator

Administrative Unit (e.g. College) Prioritization Summary

This form is to be used to provide a summary of program priorities within an administrative unit (e.g. college). Please list each program identified in the Summary Matrix forms and Optional Guides in a priority category. This Prioritization Summary form should be forwarded, along with all self-review materials, to oycafoa@hawaii.edu for posting on the Prioritization Process webpage by March 15th for the next level of review to take place.

New/In Transition	Target for Growth or Investment	Maintenance	Reorganize/ Restructure/ Merge/ Consolidate	Reduce in Size or Scope	Phase Out Close Eliminate
	Campus Security	Food Services	Duplicating Services	Campus Mail Services	
	Emergency Services	Bookstores	Transportation Services		
	Parking				
	Faculty Housing				

Brief Summary (no more than 2 pages)

Please include a brief narrative with an overview of the rationale for placement of the components on the Prioritization Summary form and any supportive or explanatory text or data that will assist higher levels of review in determining the relative priority of each program. You may wish to comment on the program self-reviews.

Campus Security is an integral part of ensuring the health and safety of UH Manoa students, staff, faculty, and visitors. They operate 24 hours a day, seven days a week. The Chief of Security has determined that a minimum of six officers must be on duty per shift: one supervisor, one dispatcher, and one officer for each of four designated patrol areas. Campus Security's current staffing level makes it a challenge to meet this minimum on a consistent basis when officers call in sick or use vacation leave. Adequate staffing in Campus Security is essential to avoid excessive overtime and to assure adequate coverage. Investing in technological resources like CCTV will aid in the more efficient operation of Campus Security. In addition, with proper resources, Campus Security could implement safety awareness classes for the campus community; and could provide continuous training and development for its officers to keep them up to date on current laws, policies, procedures, tactics, and other skills necessary to remain proficient in their duties.

Recent events at university and college campuses like Virginia Tech, Northern Illinois University and Seton Hall have clearly demonstrated the need for investing in the safety and security of our campus community. In addition, there are requirements from the federal, state, and University of Hawaii Executive Policies that outline the responsibilities of universities and the steps that must be taken to ensure appropriate safety measures are in place to address emergency situations. Our Office of Emergency Management is staffed by one person and basically no budget. This department should be targeted for "growth and investment" to ensure that adequate resources are in place to continue the education and training of University staff in this critical area, and to strengthen our preparedness capabilities.

Parking continues to be in high demand at UH Manoa. While most faculty and staff's parking demands can be accommodated, their choice of zones is not always available. There are consistently more students requesting parking than available permits for sale. Building additional parking structures is in the long range development plan for the University and should continue to be explored.

Faculty housing also continues to be in high demand. At any given time, the waiting list has 150 – 250 people on it. Faculty housing has also been named a priority by University administration. It is an important tool in the recruitment and retention of high priority faculty. A survey done in UH Manoa's Development of Faculty Housing Study Work Paper #3, Task 3 – Housing Demand Estimate (page 24) indicated that 43% of respondents expressed moderate to high interest in participating in the faculty housing program, even if they were not currently residing in a faculty housing unit. The demand is very much related to the affordability and prime location of faculty housing. Considering all these factors, the development or acquisition of additional faculty housing units should continue to be explored.

As a self-sustaining operation, Food Services operates efficiently and is operating at a comfortable capacity, therefore should be in maintenance mode.

The UH Bookstore System is self-supporting and is an integral part of the University Bond system. It historically makes a profit. While the Bookstore needs to be able to adjust to the ever-changing retail, business, and educational environment, its current resources appear adequate.

Duplicating Services is in the process of forming a business plan to become a self-sufficient retail operation with the objective of reducing or eliminating its need for general funding. This would require that Duplicating Services charge all programs for all services, including the satellite copier program (currently, general funded programs are not charged). Duplicating Services will also encourage programs to become more paperless by utilizing scanning services and network capabilities with satellite copiers. Ideally, the procurement process for the purchase of copy equipment would be centralized through Duplicating Services. A possible location for the retail outlet is in the Bookstore, which will also help drive traffic to the Bookstore. A mutually symbiotic relationship is highly likely.

Since Campus Mail Services cannot charge higher prices than the actual cost of postage, labor costs will always be a factor toward the inability of Campus Mail Services to become entirely self-sufficient. Eliminating services such as metered postage and campus mail delivery; and charging all programs for postage (currently, general funded programs do not pay for postage), would reduce expenditures, thereby decreasing to some extent Campus Mail Services' reliance on general funding.

Transportation Services will likely replace some gas-powered vehicle purchases with purchases of electric cars and carts. In addition to being initially less expensive, this option is also friendlier to the environment. The option of using electric cars or carts will also help other programs save annually with lower gas and rental costs, since renting carts is much cheaper than leasing a gas vehicle. Transportation Services will also be implementing a short-term rental car option that would be available to faculty and students. All of these steps take us closer to the ultimate goal of elimination of the sedan rental fleet.

Definitions/Examples:**New or In Transition (Need to re-evaluate later)**

- The program was established within the past three (3) years and is seen to be needed.
- Establishment of the program was based on demonstrated need and it appears to be meeting the need.

Target for Growth and Investment

- Need for the program is increasing due to regulatory issues, growth of unit(s) being supported, or for other articulated reasons.
- The program has received state/regional/national recognition for services.
- The program is an integral part of the University mission.

Maintain As Is

- Demand for the program/unit has been relatively constant; program able to meet objectives.
- The program is an integral part of the University mission.
- Similar services are otherwise unavailable, or inferior.

Reorganize, Restructure, Merge, or Consolidate

- The program offers services that are not necessary to the University, or that duplicate those of one or more other units.
- Program could be more efficiently delivered in concert with other programs or by reorganizing delivery in new ways.

Reduce in Size or Scope

- Program could meet most needs even if reduced in size or scope.
- Program is not fully subscribed.

Phase Out, Close, or Eliminate

- Demand for program is low or declining at a rapid pace.
- Services are not essential to the central mission of the University.
- Activity or services provided by the unit are inconsistent with the future direction of the University.