

**Reorganization Proposal
University of Hawai'i-West O'ahu
Division of Instruction and Academic Support
April 2012**

I. Purpose and Summary

The purpose of this reorganization is to streamline functions in the Academic Support area by transferring one Librarian III position to the Division of Student Affairs to establish a Director of Advising (Assistant Specialist) position; transferring a Student Services Specialist position from the Division of Student Affairs to the Division of Instruction; and transferring the academic computing function to the Division of Administration to create a centralized office for Information Technology (IT). This new IT office will unify the campus IT resources and address the needs of the campus as a whole as we move forward in building new state-of-the-art facilities in Kapolei.

II. Present Organization

The realignment of the Office of the Vice Chancellor for Academic Affairs will be addressed in a future reorganization plan. The Library is currently staffed with one full-time Librarian II and a temporary (casual hire) Librarian. The Head Librarian, #83711 and Librarian Technician V, #41273 positions are vacant due to retirements in late 2009. We intend to secure additional resources to fully staff the Library by late 2012.

Currently, the Instructional and Academic Support divisions lacks adequate support staff to assist the Vice Chancellor for Academic Affairs (VCAA) with course scheduling, school catalog, and other academic support issues. The transfer of one position from Student Affairs will better align these functions within the campus under the purview of the VCAA.

Currently, the two IT Specialist positions provide academic computing and distance education resources for faculty and students. As we move forward and transition to the new campus in Kapolei, the establishment of an IT Office under the Vice Chancellor for Administration will unify all IT positions distributed between Academic Support and Student Affairs and better utilize these resources to implement a comprehensive IT strategic plan.

III. PROPOSED REORGANIZATION:

The proposed transfer of the Librarian III, #83711 position count to establish a Director of Advising (Assistant Specialist) will allow Student Affairs to strengthen their Academic Advising unit and expand services offered to students. Although

additional resources are needed in the library as we plan to move to new library facilities in Kapolei, we fully intend on securing additional resources to ensure operations and service to our students are not compromised.

The proposed Academic Support position is a transfer from the Division of Student Affairs. In Student Affairs, this position was noted as Student Services Specialist (SSS), #81024. The role of the SSS position shifted to working with faculty to schedule classes, develop articulation agreements and to coordinate the academic side of the catalog. It was decided that this was an Instructional function and this position will be transferred to the Instruction Office. The reorganization proposal suggests the following changes:

- a. Student Services Specialists be re-described to an Academic Support, #81024 ---class scheduling, catalog, articulation activities be transferred from Student Affairs.
- b. Librarian III, #83711 --- Head Librarian position count to be transferred to Student Affairs to establish a Director for Advising (Assistant Specialist)

Below are the affected IT Specialist positions that will be transferred to the Vice Chancellor for Administration:

- a. IT Specialist, #78478
- b. IT Specialist, #78858

IV. BACKGROUND AND REASONS FOR THE REORGANIZATION

UHWO has experienced tremendous growth in student enrollment and expansion of operations over the past four years. The transition from a two year, upper division campus to a full-fledge four year baccalaureate institution has impacted the need to expand services to students. As we gear up to move to a new state of the art facilities in Kapolei, we have been limited in the growth of permanent position counts due to the state's financial crisis of the past four years. The campus decision is to redistribute position counts to where the critical needs are until we can secure other permanent resources.

V. IMPACT ON STAFFING AND RESOURCES


It is proposed to transfer one position from Student Affairs to Instruction and transfer Academic Computing (IT Specialist #78478, PBA and #78858, PBB) to Administration.

Although the Library will be without a Head Librarian, we do intend to fill this position in the near future. The proposed reorganization will not impact services provided to students.

VI. CONSULTATIONS

Copies of the proposed reorganization were sent to the other Vice Chancellors at UHWO. In addition, since the employees involved in the proposed reorganization are part of the Hawai'i Government Employees' Association (HGEA) and University of Hawai'i Professional Assembly (UHPA), copies of the reorganization will be sent to them for consultation. Comments and recommendations of both UHPA and HGEA were taken into consideration and incorporated as appropriate.

Approved/Disapproved:



Gere I. Awakuni Date
Chancellor

**Reorganization Proposal
University of Hawai'i-West O'ahu
Division of Student Affairs
April 2012**

I. Purpose and Summary

The purpose of this reorganization is to establish a new organizational structure within the Division of Student Affairs. The proposed reorganization will provide a greater clarity of reporting lines and increase efficiency for Student Affairs as the demands upon the division have grown over the last five years due to the increase of students by nearly 100 percent.

UHWO is proposing to establish the Department of Enrollment Management with a Director for Enrollment Management at its lead. This Department will oversee the following functions: recruitment, admissions, financial aid, and registrar. UHWO is also proposing to establish the Department of Academic Advising to be headed by the Director of Advising. This Department will house all functions of academic advising, counseling services, ADA student coordination, co-curricular student events, and general front office student services.

It is also proposed to transfer the administrative computing function to the Division of Administration to create a centralized Information Technology Office. This office will unify the campus IT resources and address the needs of the campus as a whole as we move forward in opening a new, state-of-the-art campus in Kapolei this summer.

Finally, we are proposing to transfer one position to the Division of Instruction. This position is responsible for coordinating the course scheduling, school catalog, and other academic support issues.

The Vice Chancellor for Student Affairs (# 89292) will continue to report directly to the Chancellor. The Director for Enrollment Management and Director of Advising will report directly to the Vice Chancellor for Student Affairs.

The proposed reorganization is envisioned to have two positive outcomes: (1) Due to the accelerated growth of student enrollment and academic programs, there is a need for support mechanisms to be strengthened by improved coordination within the division. (2) Given the planning needs of our current institution and the future campus, dedicated offices and departments can provide greater advocacy for student affairs issues campus and system-wide.

II. Present Organization

Currently, all positions within the Division of Student Affairs report directly to the Vice Chancellor for Student Affairs.

III. Proposed Reorganization:

Below is a complete listing of the affected positions that currently report directly to the Vice Chancellor for Student Affairs that would be reorganized to report directly to the Director for Enrollment Management (Student Services Specialist, PBC, #78469):

- Admissions Counselor, Student Services Specialist, PBB, #78482
- Admissions Counselor, Student Services Specialist, PBB, #78483
- Registrar, Student Services Specialist, PBB, #78376
- Admissions Officer, Student Services Specialist, PBB, #78127
- Admissions Assistant, Student Services Specialist, PBA, #78671
- Financial Aid Specialist, Student Services Specialist, PBB, #78125
- Financial Aid Specialist, Student Services Specialist, PBB, #78126
- Financial Aid Assistant, Office Assistant III, SR-08, #49249

Below is a complete listing of the affected positions that currently report directly to the Vice Chancellor for Student Affairs that would be reorganized to report directly to the Director of Advising (Assistant Specialist, S3, #83711):

- Academic Advisor, Student Services Specialist, PBB, #78484
- Academic Advisor, Student Services Specialist, PBB, #77506
- Academic Advisor, Student Services Specialist, PBB, #78485

The Director of Advising will serve as the day-to-day supervisor of all advisors and manage operational advising issues.

Below are the affected positions that currently report directly to the Vice Chancellor for Student Affairs that would be transferred to the Division of Administration:

- IT Specialist, PBB, #78495
- IT Specialist, PBB, #81573

Additionally, an Academic Support position is to be transferred from the Division of Student Affairs to the Division of Instruction. In Student Affairs, this position was noted as Instructional and Student Support. The responsibilities of this position shifted from Student Affairs issues to working with faculty regarding scheduling of classes, developing articulation agreements and coordinating the catalog. It was determined that these latter responsibilities were academic affairs functions and that the position would be transferred to the Division of Instruction. This position is as follows:

- Academic Support, PBB, #81024

IV. BACKGROUND AND REASONS FOR THE REORGANIZATION

As previously mentioned, the current organization of the Division of Student Affairs notes that all positions report directly to the Vice Chancellor for Student Affairs. With continued demands for student academic and co-curricular support, planning, and development, it is now an appropriate time to propose the establishment of vertical reporting lines with respective departments and offices to increase effectiveness in the delivery of services

V. IMPACT ON STAFFING AND RESOURCES

The Director of Advising position would come from the Division of Academic Support. Further, it is proposed to shift, from the Division of Student Affairs, one position to the Division of Instruction and two positions to the Division of Administration. No other substantive changes that would impact staffing and resources are proposed.

VI. CONSULTATIONS

Copies of the proposed reorganization were sent to the Hawai'i Government Employees' Association, the University of Hawai'i Professional Assembly, and the other Vice Chancellors at UHWO. The proposed organizational structure has been shared with Student Affairs staff and all employees were presented opportunities to provide input and feedback. Comments and recommendations were taken into consideration and incorporated as appropriate.

Approved/Disapproved:



Gene I. Awakuni
Chancellor

Date

Reorganizational Proposal
University of Hawai'i – West O'ahu
Administration
April 2012

I. Purpose and Summary

The purpose of this reorganization is to establish new supervisory levels in the Business Services Office and the Campus Services Office, and establish a new Information Technology (IT) Office. The proposed reorganization is envisioned to create appropriate supervisory levels to address the growth in staffing, increase efficiency in administration, and consolidate the IT function within the campus.

II. Present Organization

The current organization has all positions in the Business Services Office, the Auxiliary and Facilities Services Officer, and the Janitor III reporting to the Vice Chancellor for Administration. The establishment of new supervisory levels will provide for more effective utilization of resources and accountability within these offices.

Currently, there are two IT Specialist positions in Academic Support that are responsible for academic computing and computer lab facilities. There are also two IT Specialist position in Student Affairs that are responsible for administrative computing. This reorganization proposes to combine all IT positions under one department headed by an IT Manager in order to streamline operations and utilize resources more effectively.

III. PROPOSED REORGANIZATION:

The reorganization proposes to establish two new supervisory levels within the Business Services Office and establishes the Auxiliary and Facilities Services Officer as the supervisor for the Janitor III within the Campus Services Office. This proposal allows for each department to work effectively and plan for their operations more efficiently. There will be no negative impact on services currently provided.

The following positions will be affected:

- a. Administrative Officer, #80111
- b. Administrative Officer, #78106
- c. Administrative Officer, #78829 (newly established)
- d. Administrative Officer, #79488 (newly established)
- e. Account Clerk IV, #34762
- f. Admin & Fiscal Support Spec., #77031T
- g. Auxiliary and Facilities Services Officer, #78382
- h. Janitor III, #900257

The Administrative Officer, #78106 will now serve as the head of the Business Services Office. The Administrative Officer, #80111 has been reallocated downward and now reports to #78106 along with newly established Administrative Officers #78829 and #79488. A new supervisory level will be established and the Account Clerk IV, #34762 and the Admin & Fiscal Support Spec, #77031T will report to the Administrative Officer, #78829. This realignment of resources will separate functions and lead to greater efficiencies within the Business Services Office.

The Auxiliary and Facilities Services Officer, #78382 was established in 2007 to oversee facilities and maintenance operations. The Janitor III, #900257 currently reports to the Vice Chancellor for Administration. A new supervisory level will be established and the Janitor III will report to the Auxiliary and Facilities Services Officer.

The following positions will be transferred to Administration:

- a. IT Specialist, #78478 (from Academic Support)
- b. IT Specialist, #78495 (from Student Affairs)
- c. IT Specialist, #78858 (from Academic Support)
- d. IT Specialist, #81573 (from Student Affairs)

The establishment of the new Information Technology Office will consolidate the IT functions currently provided by Academic Affairs and Student Affairs. The combination of these two functions into one area will lead to greater efficiency by streamlining the IT operations into one cohesive unit. This will greatly improve the current level of services provided. This new office will provide, operate and maintain computing and telecommunications facilities, equipment, and services that meet the educational and administrative needs of the campus. A total of four IT positions (#78478, #78495, #78858, and #81573) will be transferred into this new office. We are also proposing to establish two new supervisory levels. Position #78478 will report to #78858, and #78495 will report to #81573. Both #78858 and #81573 will report to the IT Manager, #79291T, PBC who will head this office and provide a comprehensive strategic plan in this area.

IV. BACKGROUND AND REASONS FOR THE REORGANIZATION

The current organizational charts need to be updated to address the new supervisory relationships within the division. Previously, positions were required to perform multiple tasks due to the relative size of the organization. The growth within the division and the reallocation of the Director of Administrative Services to a Vice Chancellor has made it possible to separate functions to streamline the work by department. Establishing new supervisory levels within each department will provide for greater accountability and more effective oversight.

The establishment of a new Information Technology Office is needed to consolidate the IT resources on campus. As we move forward with the building of new state-of-the-art facilities in Kapolei, strategic decisions need to be made on the infrastructure and equipment. Information technology and telephone operations serve as a critical backbone for the campus and it is critical that tactical decisions are made immediately to keep us at the forefront in the areas of distance education and network security.


V. IMPACT ON STAFFING AND RESOURCES

There are no additional costs associated with the changes in supervisory level in the Business Services, Campus Services and IT offices.

VI. CONSULTATIONS

Employees within Administration and the affected IT Specialists from Academic Affairs and Student Affairs have been notified of the reorganizational proposals. Copies of the proposed reorganization were sent to the other Vice Chancellors at UHWO. In addition, since the employees involved in the proposed reorganization are part of the HGEA and UPW, copies of the reorganization were provided to the unions as well. Comments and recommendations of HGEA and UPW were taken into consideration and incorporated as appropriate.

Approved/Disapproved:



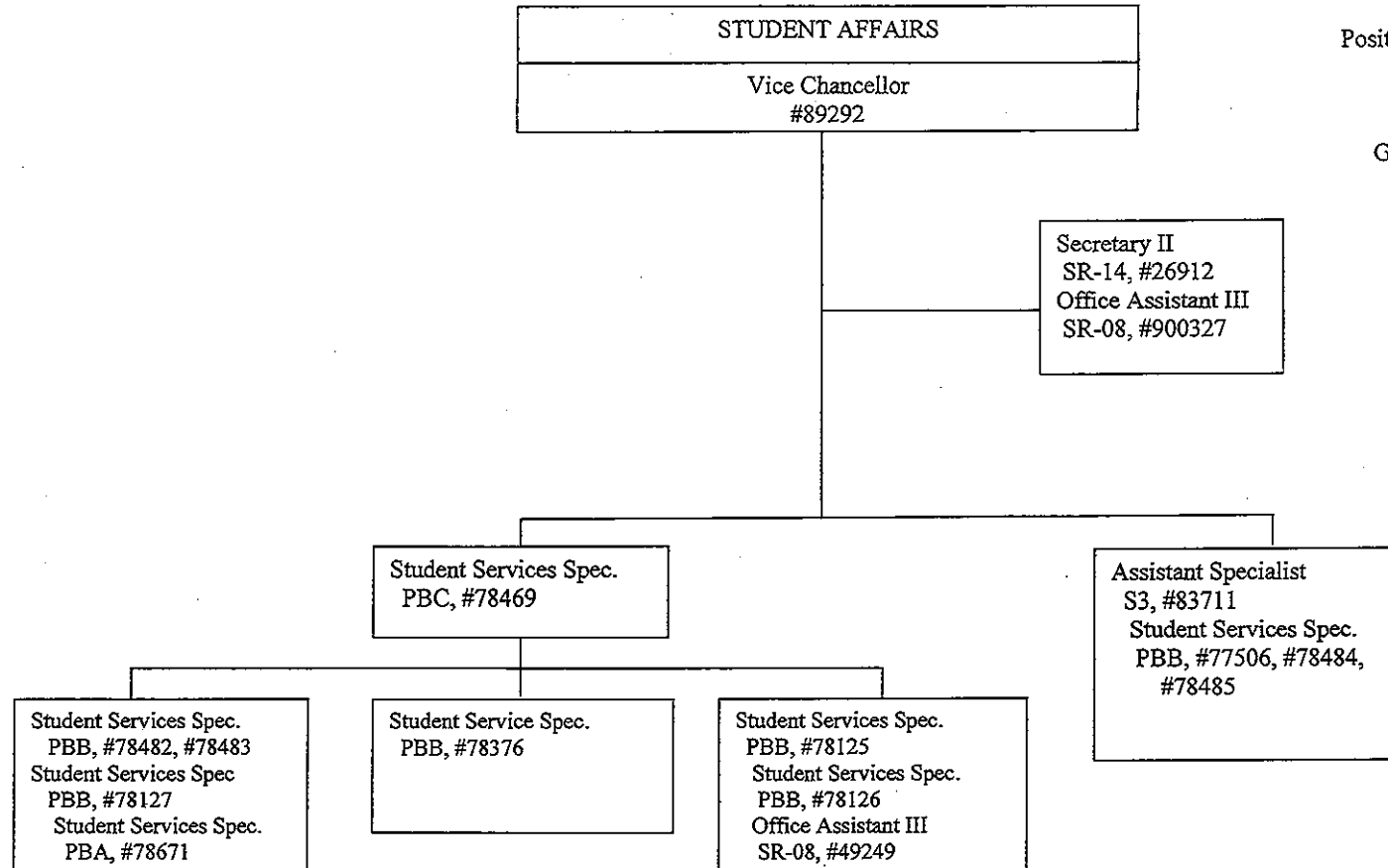
Gene I. Awakuni Date
Chancellor

State of Hawai'i
University of Hawai'i
University of Hawai'i - West O'ahu
Student Affairs

Position Organization Chart

Chart III

General Funds 16.00



Organizational Charts Approved
4-30-12

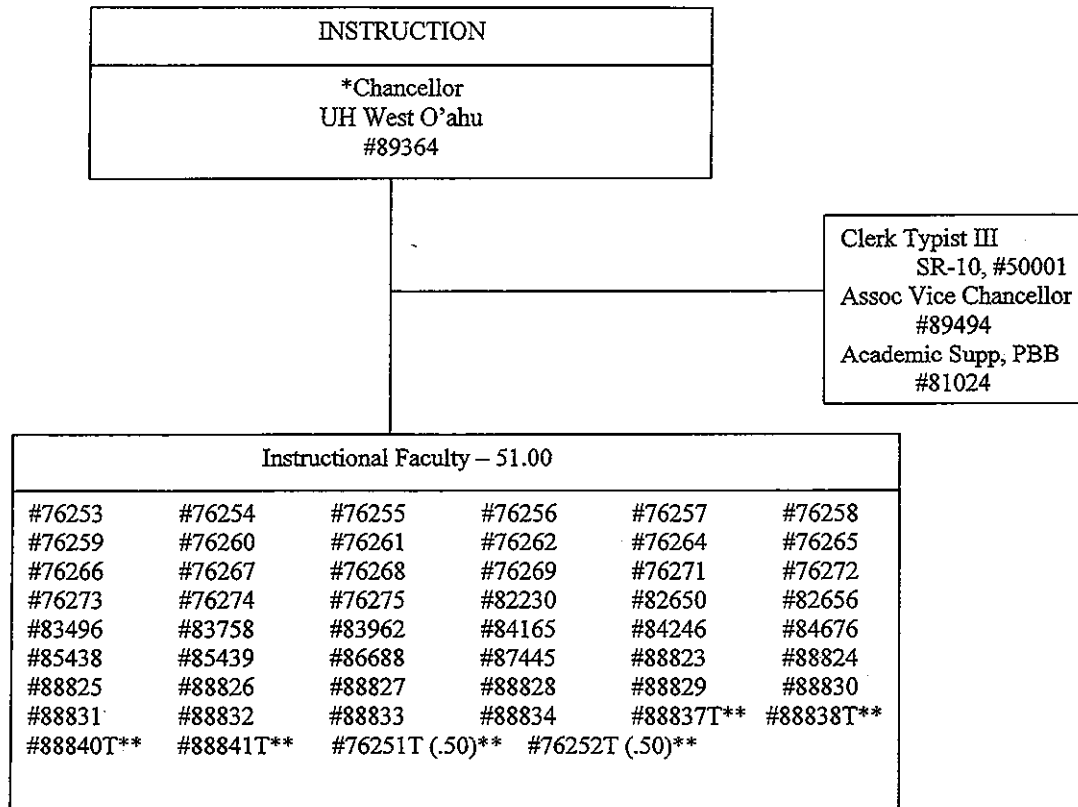
State of Hawai'i
University of Hawai'i
University of Hawai'i - West O'ahu
Instruction

Position Organization Chart

Chart IV

General Funds 49.00

**Special Funds 5.00 (Temporary)



Clerk Typist III
SR-10, #50001
Assoc Vice Chancellor
#89494
Academic Supp, PBB
#81024

*Position count not included on this page

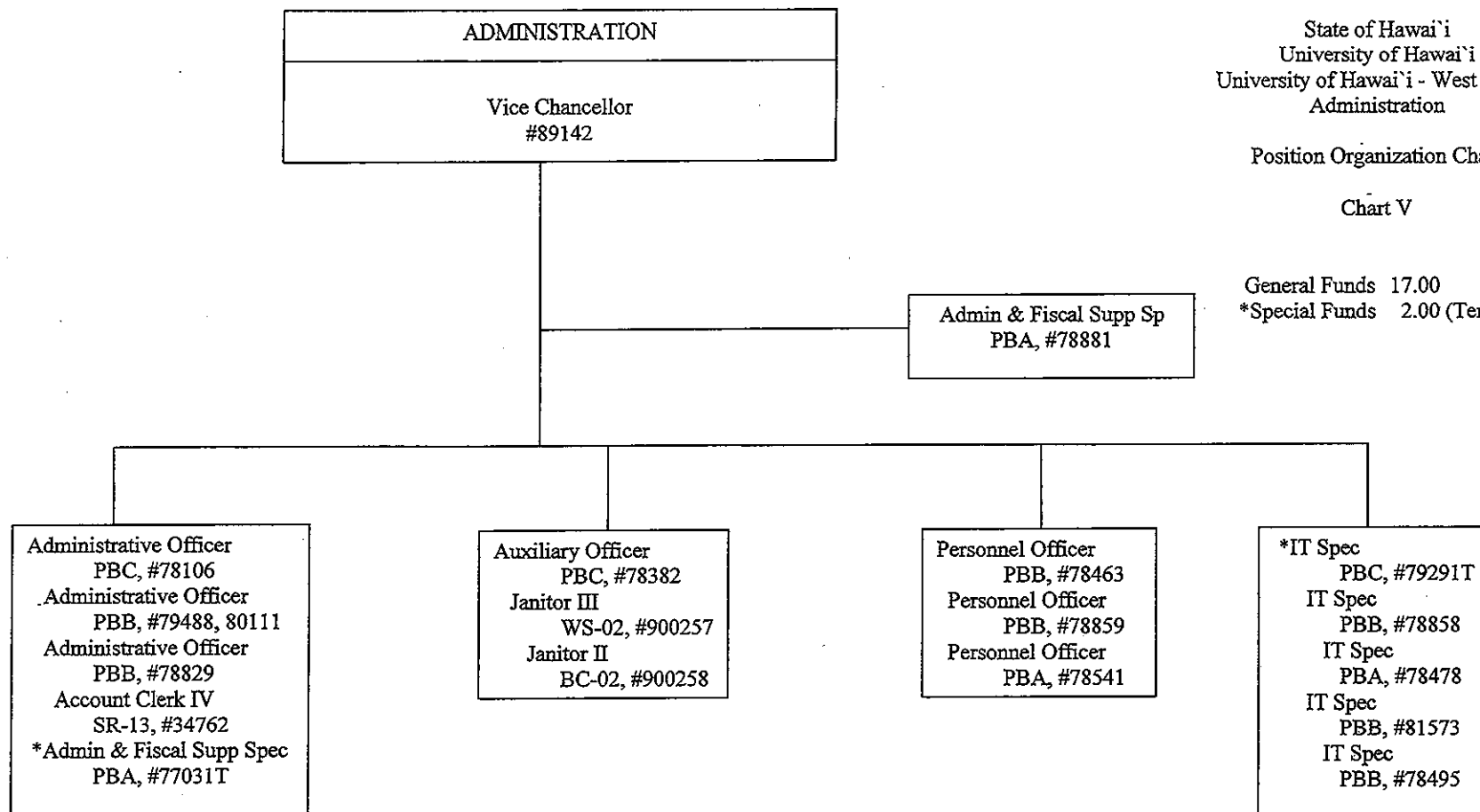
Organizational Charts Approved
4-30-12

State of Hawai'i
University of Hawai'i
University of Hawai'i - West O'ahu
Administration

Position Organization Chart

Chart V

General Funds 17.00
*Special Funds 2.00 (Temporary)



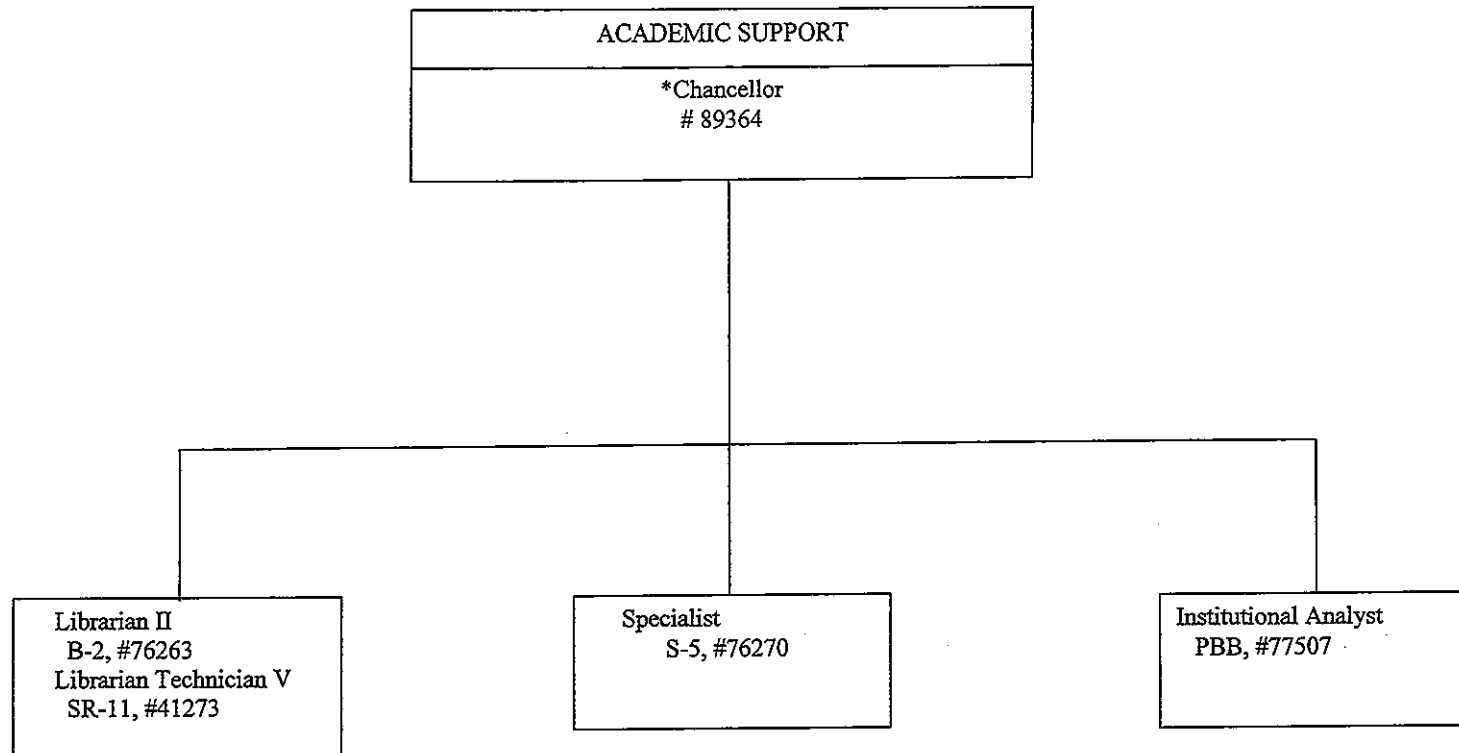
Organizational Charts Approved
4-30-12

State of Hawai'i
University of Hawai'i
University of Hawai'i - West O'ahu
Academic Support

Position Organization Chart

Chart VI

General Funds 4.00



* Position count not included on this page.

Organizational Charts Approved
4-30-2012