



UNIVERSITY
of HAWAII
MĀNOA

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October 29, 2013

MANOA CHANCELLOR'S
OFFICE

MEMORANDUM

TO: Tom Apple
Chancellor

FROM: Francisco Hernandez
Vice Chancellor for Students

SUBJECT: Reorganization Proposal for Office of Vice Chancellor for Students

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization of the Office of the Vice Chancellor for Students.

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST

Upon approval, appropriate position redescrptions and possible reclassifications will be submitted as noted in the proposal. Any additional cost will be accommodated within Student Affairs through internal reallocation of funds.

PURPOSE:

The purpose of this reorganization is to reflect the reporting lines that have been temporarily delegated and to formalize this as permanent. This change will better serve meeting the goals and objectives of the Office of the Vice Chancellor for Students. It will increase the efficiency and effectiveness of the Division of Student Affairs through enhanced collaboration, cross training and support of services. This reorganization will also rename Health and Wellness to University Health Services and Counseling to Counseling and Student Development.

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).

This reorganization proposal has been reviewed and discussed with appropriate units and staff members. Consultations with the Faculty Senate, University of Hawai'i Professional Assembly (UHPA) and Hawai'i Government Employees Association (HGEA) were also done. The details of the reorganization are outlined in the attached Executive Summary and proposal. Copies of the responses from the Manoa Faculty Senate, UHPA and HGEA are also attached to the proposal.

ACTION RECOMMENDED:


It is recommended that the attached reorganization proposal for the Office of the Vice Chancellor for Students be approved.

Should you have any questions, please contact Francisco Hernandez at 956-3290 or at fjh@hawaii.edu.

Attachments:

Executive Summary
Narrative
Attachment 3: BJBT Position Worksheet
Current Organizational Charts and Functional Statements
Proposed Organizational Charts and Functional Statements
Manoa Faculty Senate Motion and Determination
Consultation Letter and Response with University of Hawai'i Professional Assembly
Consultation Letter and Responses with Hawai'i Government Employees Association

APPROVED/DISAPPROVED:



Tom Apple
Chancellor

10/31/13
Date

Reorganization Proposal
Office of the Vice Chancellor for Students
University of Hawai'i at Mānoa

Executive Summary

I. Purpose:

This proposal will reduce the number of units reporting to the Vice Chancellor for Students (VCS) from nine (9) to four (4) with the Assistant Vice Chancellor (#89309) assuming direct oversight for the day to day operations of the six (6) units engaged in student development. This will increase the efficiency and effectiveness of the Division of Student Affairs through enhanced collaboration, cross training and support of services. The proposal also includes title changes of two (2) units for better identification.

II. Major Elements of the Proposal:

This reorganization proposes to:

- A. Move the reporting lines for the following units from Vice Chancellor for Students (#89325) to Assistant Vice Chancellor and Dean of Students (#89309):
 - 1. Counseling
 - 2. Health and Wellness
 - 3. Judicial Affairs
 - 4. Mānoa Career Center
 - 5. Student Housing Services
 - 6. Student Life & Development
- B. Change in Title of Organizational Units:
 - 1. From Counseling to Counseling and Student Development
 - 2. From Health and Wellness to University Health Services

III. Resource Impact:

- A. Budget
 - 1. What is the estimated cost of the reorg?
If approved, OVCS will seek reclassification of two (2) positions (#89309 and #89298) due to expanded role and responsibilities which may result in assignment(s) to a higher Grade and Range on the Executive Salary Schedule. It is estimated that this could be about \$20,000.
 - 2. Are additional funds needed?
No, it will be covered with internal reallocation.
 - 3. Will the reorg result in cost savings or be cost neutral?
It will be cost neutral.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any?
The proposed changes reflect what has been currently delegated. The impact is increased responsibilities on the Assistant Vice Chancellor (Pos. No. 89309) only so there should be no impact on faculty and staffing responsibilities.
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.
F = Filled Position V = Vacant Position

Vice Chancellor for Students, #89325 (F)

Change from nine (9) reporting lines to four (4) reporting lines to this position.

Assistant Vice Chancellor, #89309 (F)

Propose to have responsibility of six (6) reporting lines. Currently does not have any. Due to the increased scope of responsibility and accountability, a revised position description will be submitted to reflect supervisory role with a concomitant request to reclassify position to Associate Vice Chancellor.

Student Services Specialist, #80661(F)

Director of Mānoa Career Center will report to the Assistant Vice Chancellor, #89309. All other existing positions in that unit will remain unchanged and intact.

Specialist, #83151(F)

Director of Counseling will report to the Assistant Vice Chancellor, #89309. All other existing positions in that unit will remain unchanged and intact.

Specialist, #82341(F)

Director of Health & Wellness will report to the Assistant Vice Chancellor, #89309. All other existing positions in that unit will remain unchanged and intact.

Director of Student Affairs #89485(F)

Director of Judicial Affairs will report to the Assistant Vice Chancellor, #89309. All other existing positions in that unit will remain unchanged and intact.

Director of Student Affairs #89007(F)
Director of Student Housing Services will report to the Assistant Vice Chancellor, #89309. All other existing positions in that unit will remain unchanged and intact.

Director of Student Affairs #89190(V)
Director of Student Life and Development will report to the Assistant Vice Chancellor, #89309. All other existing positions in that unit will remain unchanged and intact.

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:

All offices involved have been notified and are aware of this reorganization proposal. The Vice Chancellor for Students or the Assistant Vice Chancellor and Dean of Students met individually with the directors of all impacted units (i.e., Career Center, Counseling, Health and Wellness, Judicial Affairs, Student Housing Services, Student Life and Development, and SEED) regarding the reorganization. The Vice Chancellor for Students was invited by the Career Center and Student Life and Development to conduct unit presentations, which included the question and answer periods.

The overall reaction to the reorganization has been neutral to supportive. A concern raised included the perception that reporting to the position of the Assistant Vice Chancellor and Dean of Students instead of the Vice Chancellor for Students would create an additional layer between the units and the Vice Chancellor for Students. The Vice Chancellor assured the units that the position of Assistant Vice Chancellor and Dean of Students would be situated to more readily, expediently, and thoroughly respond to the concerns and issues raised in each unit as the position was created to focus on the oversight of the day-to-day operations. The positive feedback included units indicating that the reorganization was sensible and would permit the division to operate more efficiently and effectively.

V. Implementation:

The reorganization will be implemented upon approval and this will formalize and reflect how the functions currently operate.

Reorganization Proposal
Office of the Vice Chancellor for Students
University of Hawai'i at Mānoa

Narrative

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 Students (OVCS) at UH Mānoa currently consists of nine (9) departments/units reporting directly to the Vice Chancellor. They are:

Administrative Services
Student Life & Development
Mānoa Career Center
Student Equity, Excellence and Diversity
Counseling
Health and Wellness
Judicial Affairs
Student Housing Services
Enrollment Management

This proposal seeks to:

- Reduce the number of units that directly report to the Vice Chancellor for Students (VCS) from nine (9) to four (4) by creating *the Office of the Dean of Students* to oversee six (6) of the units; and
- Rename Health and Wellness to *University Health Services*, and Counseling to *Counseling and Student Development*.

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

The purpose of this proposal is to position the OVCS to effectively address the stated goals of the University, campus, and division; and to provide enhanced services to our student body by streamlining the current structure to allow for greater flexibility within the OVCS. The following is a list of goals and objectives of this proposed reorganization:

- Develop stronger working partnerships with system administration and campus leadership. The Office of Student Affairs (OSA) seeks greater participation in the system's decision-making process. By providing detailed information and analyses of the effects of decisions made by entities such as the Board of Regents and system-level

executives (regulations, changes in procedures, etc.) on the operations of the division, the aim is to minimize unintended consequences. The input will be informed by data that is current and reliable.

- Increase the efficiency and effectiveness of the OVCS through the creation of the Office of the Dean of Students whose primary focus will be to promote students' intellectual and interpersonal development from the time they are admitted until they exit from campus and transition to the next phase of their lives. To achieve this, the below six (6) units engaged in student enhancement will be reporting to the Office of the Dean of Students for greater collaboration and cross training. The six (6) units are:
 - Student Life and Development
 - Manoa Career Center
 - Counseling (Counseling and Student Development)
 - Health and Wellness (University Health Services)
 - Judicial Affairs
 - Student Housing Services
- Rename two units: 1) Counseling to "Counseling and Student Development" and 2) Health and Wellness to "University Health Services." These titles better describe the nature and scope of the services provided.

II. RATIONALE FOR THE REORGANIZATION:

A. Provide background and relevant historical information.

The position of Vice Chancellor for Students (VCS) was created in February 2005 to ensure Mānoa students received a high level of service during their stay at the University. This position was created with the understanding that the University has the responsibility to support students' academic, mental, physical, and emotional well-being, personal growth, and academic development. A dedicated division with relevant expertise and services designed to graduate responsible citizens is found in all successful universities. The services provided by the Office of the Vice Chancellor for Students (OVCS) have become a vital part of this University.

The OVCS assumed the responsibilities of student affairs during a period of great transition. The University was transferring responsibilities from the Office of the President to respective campuses. These factors contributed to a period of self-reflection and re-examination. The result was a significant increase in the responsibilities assigned to student affairs. Two (2) offices that managed student employment and career advising separately were merged to become the Mānoa Career Center and placed under the auspices of the OVCS. Over the years, Student Affairs Dining food services, an extremely

large and complicated department that includes the Campus Center and residential food services, followed by Enrollment Management were also placed under the OVCS. Student Affairs Dining is a program within the division which incorporates the oversight and management of food services in Campus Center, Hemenway Hall, and Student Housing. Food Services department is part of Auxiliary Services, which is under the umbrella of Campus Services and is responsible for the daily operations of the food service vendors in Paradise Palms, Athletics, and vending machines. These two programs are separate and distinct from one another. Administratively, they report to different divisions (separate VCs) and there is no operational connection between the two.

The proposal to reorganize OVCS came about, in part, through our own strategic planning. The goals and objectives to improved student services required an exploration of how our service delivery could be enhanced within the budgetary constraints faced by the University. We found that a number of units were organically linked (meaning that units are providing services that complement one another, work closely together, and often pool resources to accomplish a task) during times when students needed our help most. A good example of this is during a sexual assault investigation. The offices of Judicial Affairs, Counseling, Student Housing, Health and Wellness, and the Women's Center work closely with Campus Security, the Gender Equity Counselor, and Academic Affairs to ensure that the greatest amount of support is available to the student in crisis. Instead of services being repeated to the student, or failing to offer the services, the units work collaboratively to support the student in all aspects of healing, reporting, investigating, and sanctioning.

The new structure will be able to address changes in responsibilities of the administration and organization of the OVCS, whether they be added or reduced, according to the changing needs and profile of the student body. In addition, the new structure will better facilitate long-range planning necessary to maintain the financial viability of the units, and in turn, to provide the resources necessary to serve students and other constituents of OVCS.

Under the consolidated efforts of the new structure, there will be expanded opportunities to forge constructive working partnerships with various entities, including other vice chancellors, the Chancellor's office, the System office, and sister schools and colleges, to better serve the students of UH.

In the past five (5) years, there have been significant changes in how the University is financed; along with an increase in oversight of federal and state monies. Having to work with fewer resources, the proposed organizational structure will yield greater benefits in meeting OVCS' responsibility to recruit, enroll, serve, retain and graduate our students. This proposed structure is designed so that student services will be able to

respond quickly to changes in our student population. The units being impacted are those that are on the cutting edge of trends emerging from our dynamic and diverse student population. The structural change ensures that such units are bounded together for formalized communication and collaboration. It will ensure that our students are being served at the highest level with services informed by ongoing research and outcomes data. This means that consolidated data from the six (6) units will be collected at the Dean of Students level for more informed decision making at the various levels.

The Assistant Vice Chancellor and Dean of Students (#89309) has temporarily been assigned oversight of Counseling, Health and Wellness, Judicial Affairs, and Student Life and Development. This reorganization will formalize these reporting lines and also expand the oversight to include Mānoa Career Center, and Student Housing Services. These units have naturally formed a collaborative relationship to meet the needs of students. A formalized line of reporting would allow seamless movement between and among units that provide wrap-around services to students in a more streamlined manner. Students will be better able to receive multiple support services through formalized communication and collaboration. Once again utilizing the sexual assault example, a survivor would only need to tell her/his story once in order to receive treatment, support, and venues for moving forward from multiple Student Affairs units. The units work so seamlessly together, that the impact and stress on the survivor is minimized.

Student Equity, Excellence and Diversity (SEED) is comprised of a diverse set of programs and initiatives with the goal of providing access and success to students of minority groups, low-income backgrounds, and the disadvantaged.

SEED staff and programs have more than doubled since 1990 and currently have about 80.00 FTE positions funded by general, revolving and federal funds. The SEED Director administers five (5) units and numerous programs that serve a diverse set of needs for our campus community. The five (5) units are: the Women's Center, College Opportunities Program, the Children's Center, KŌKUA Program for students with disabilities and the Office of Multicultural Student Services. Other general funded programs that report directly to the Director include: the Senior Visitor program, Graduate Professional Access, Health Careers Opportunity Program, and Kua`ana Student Services. Other projects designed to provide educational access and student support are funded with external grants. Current federal grants awarded to SEED are in excess of \$6 million, including a three-year grant for \$770,000 per year from the US Department of Education for Waianae Elementary School for placed-based Native Hawaiian curriculum - and a six-year grant for \$450,000 per year for Gear Up Waipahu High School - college access programs. SEED units are responsible for \$1 million dollars tuition waivers for Native Hawaiians and a new Osher Foundation \$1 million

endowment for non-traditional students. SEED works diligently to meet changing federal legislation relating to civil rights, including to the Americans with Disabilities Act. In addition to monitoring and providing guidance and services on civil rights and diversity issues for UH-Manoa students, SEED provides services to other units including the Manoa Commission on Diversity, Manoa enrollment planning committee and the following systemwide groups: Pamantasan Filipino Council, Commissions on LGBT, Commission on Disability Access, Diversity and Equity Initiative grants.

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 reorganization is consistent with the University's strategic, program and financial plans.

This proposal was prompted by the need to complete the goals and objectives set out when the OVCS was created and to meet the new goals and objectives put forth in both the division and the greater University's strategic plans.

This reorganization is aligned with the University of Hawai'i at Mānoa 2011-2015 Strategic Plan, *Achieving Our Destiny*, in the following areas:

Goal 1: A Transformative Teaching and Learning Environment

Goal 3: An Engaged University

Goal 4; Facilitating Excellence

This reorganization is also aligned with the Office of Student Affairs Strategic Plan 2007-2012, Student First, in the following areas:

Goal 1: Revisioning Student Service Deliver

Goal 2: Refocusing on Student Experiential Learning

Goal 3: Improving Resource Stewardship

Goal 5: Continuing Support for Systemwide Affairs.

The proposed reorganization allows for the concentrated oversight of units, reduces duplicative services, and provides a better way for students to receive services in a seamless and organized manner. OVCS will continue to use outcomes data to stay current, relevant, and to make sure units are achieving the results they set out to achieve.

The proposed streamlined structure with four (4) central functions will enable the VCS to better focus and take advantage of opportunities for growth and development in the areas of student services, advancement and development, and budgeting in student affairs.

As the University gradually transitions away from dependence on state funding to rely more on student tuition and fees, greater analysis of adequate student services, new types of student services, and strategic partnerships

with other campuses to meet student enrollment demands becomes necessary. As the funding sources shift, it is vital for OVCS to be in a position to respond to the impacts of these changes without placing undue burden on students.

The reorganization is consistent with the University's strategic, programmatic, and financial plans placing focus on improved services through the alignment of units that can be more effective together than apart, a move toward a service-oriented paradigm.

The following reporting lines are proposed:

Vice Chancellor for Students #89325:

Administrative Services
Office of the Dean of Students
Student Equity, Excellence & Diversity (SEED)
Enrollment Management

Office of the Dean of Students

Assistant Vice Chancellor #89309*:

Student Life & Development
Mānoa Career Center
Counseling (to Counseling & Student Development)
Health and Wellness (to University Health Services)
Judicial Affairs
Student Housing Services

*OVCS will seek reclassification of this position to Associate Vice Chancellor due to the expanded role and responsibilities in overseeing the six (6) student services units, some of which are 24/7 operations.

Office of Enrollment Management

Associate Vice Chancellor #89133:

Office of Admissions
Office of the Registrar
Financial Aid Services
Information and Computer Services

SEED

Director of Student Affairs #89298:**

Children's Center
College Opportunities Program
KOKUA
Office of Multicultural Student Services
Women's Center

****OVCS will seek reclassification of this position to Assistant Vice Chancellor due to the extraordinary progress and expanded scope of responsibility and reach this department has grown to.**

Defining Our Destiny – The UH Mānoa Strategic Plan specifically addresses several areas of foci which include enhancing the social, intellectual, cultural, residential, and recreational quality of student life; improving retention and degree completion for highly qualified undergraduates; increasing our undergraduate retention rate by 20 percent annually; and ensuring the NSSE (National Survey of Student Engagement) scores surpass peer institutions. The proposed reorganization will enable OVCS to better meet these goals.

Achieving Our Destiny – UHM current Strategic Plan for 2011-2015 goals on promoting students' intellectual growth and success as contributing members of society are:

- Increase student success
- Expand internships, practica, mentoring, and service learning
- Facilitate student leadership and involvement in campus governance

Office of the Vice Chancellor for Students

This office will continue to provide oversight of all divisional functions including budget, space allocation and personnel through the direct supervision of the following four (4) key positions:

- Administrative Services Manager #80146: Administrative Services Office
- Assistant Vice Chancellor #89309: Office of the Dean of Students
Will seek reclassification to Associate Vice Chancellor due to the expanded role and responsibilities in overseeing the six (6) student services units
- Associate Vice Chancellor #89133: Enrollment Management
- Director of Student Affairs #89298: Student Equity, Excellence and Diversity
Will seek reclassification to Assistant Vice Chancellor due to the progress and expanded scope of responsibility and reach the department has grown to

The office will also enhance its level of activity related to long range planning and the development of strategic partnerships with campus and University entities.

Enrollment Management

This group will continue to provide critical student services to meet enrollment management goals, including increasing the number of Hawaii high school graduates who enroll and graduate from UH Mānoa. This group will also work to improve services to meet campus goals for recruitment and retention and continue to provide services to promote student research and

scholarships. A position reallocation (#77488) was recently done to strengthen the support staff infrastructure to assure success in reaching these goals. Recruitment and retention have become critical factors on this campus with UH Mānoa being more financially tuition dependent.

Office of the Dean of Students

This consolidation of units under the Office of the Dean of Students will strengthen executive leadership and strategic direction for co-curricular programs, services and activities that: (1) promote career development and clarification; (2) foster students' physical and psychological well-being; (3) contribute to students' educational success through leadership, service, life skills, and personal development; and (4) encourage the responsible use of personal freedom and building a meaningful campus community.

The Office of the Dean of Students will bring to bear institutional resources and efforts shown to promote students' intellectual and interpersonal development upon enrollment, and assist students as they exit from the university and transition to the next phase of their lives. This Office will support meaningful partnerships between the formal academic experiences and the educational experiences that contribute equally outside of the formal classroom environment.

In order to accomplish the above goals and to service students more effectively, it is recommended that the reporting line of the six (6) units be moved from the Vice Chancellor, #89325, to the Assistant Vice Chancellor, #89309, which OVCS will seek to be reclassified to Associate Vice Chancellor due to the expanded role and responsibilities.

Student Equity, Excellence and Diversity (SEED)

This office has grown significantly since its inception, as has the complexity of its responsibilities. The office monitors the progress of special needs students as well as provides a set of services not offered elsewhere on campus increasing the number of students eligible for higher education and academic and student support services in reaching student academic success. Among the services offered only by SEED at the Mānoa campus is early childhood care, services for students with disabilities, outreach to limited English speaking students and families, and tuition waivers for Native Hawaiians. Federal and state grants and contracts are annually sought and managed by the office to maintain and expand the services and programs available to students.

The SEED programs provide specific and necessary student services that benefit the campus and state in serving special students. There is a valuable need for the continuous growth of services in this area, and to provide a well-designed management structure to allow for each of these specialized groups to benefit from administrative and fiscal support and direction. To achieve this, OVCS will seek to reclassify the Director of SEED position #89298 to

Assistant Vice Chancellor due to the expanded scope or responsibility and outreach of the departments.

Administrative Services Office

This office supports all OVCS programs in financial, administrative, procurement and human resource functions and thus will remain a direct report to the Vice Chancellor, #89325

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 proposed changes will increase the efficiency and effectiveness of the OVCS by creating ease of collaboration due to the new structure; targeted (as well as naturally occurring) cross training enhancing faculty and staff qualifications to respond to students; and to function at a high level of service, even during lean economic times.

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

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 below unit directors who will be consolidated under the Office of the Dean of Students:

- Mānoa Career Center
- Counseling
- Health and Wellness
- Judicial Affairs
- Student Housing Services
- Student Life and Development

Each unit director has discussed this with their faculty and staff. Given that this proposed reorganization has already been tried and found to be successful, the impact on each of the units will be minimal, if at all. The other directors not directly impacted have also been consulted and informed on this proposal. No negative feedback or concerns were received.

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 following list is not exhaustive; however, it is the intention that this reorganization will create conditions that promote:

- More efficient and cost-effective units by establishing common priorities in line with the missions of the division and the greater University;
- Improved organizational effectiveness by identifying opportunities that would make the highest impact on overall effectiveness;
- Streamlining and minimizing duplication, facilitating a more centralized approach which yields financial benefits to the units and better service for students;
- Enhanced resource stewardship and quality service;
- A natural forum for generating and communicating creative ideas and collaborations aimed at improving operations; and,
- Improving persistence and graduation outcomes.

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?

If approved, OVCS will seek reclassification of two (2) positions (#89309 and #89298) due to expanded role and responsibilities which may result in assignment(s) to a higher Grade and Range on the Executive Salary Schedule, approximately \$20,000.

2. Are additional Funds needed?

No, costs incurred will be covered by internal reallocation.

3. Will the reorganization result in cost savings or be cost neutral?

The reorganization will be cost neutral because it will only be changing reporting lines for several units. Any personnel upgrade will be covered internally requiring no additional funds.

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 in reporting lines for the six (6) from Vice Chancellor #89325 to Assistant Vice Chancellor and Dean of Students #89309 reflect what has been test tried. The impact is increased responsibilities for the Assistant Vice Chancellor #89309 with no overall impact (just minimal due to increased efficiencies) on faculty and staff responsibilities.

- 2. Will additional faculty/support personnel be required?**

No

- 3. Will there be a reduction in faculty/staff?**

No

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

The positions impacted by this reorganization are as follows:

- Vice Chancellor for Students, #89325, currently filled. There will be four (4) central functions reporting directly to this position instead of nine (9).
- Assistant Vice Chancellor, #89309, currently filled. Due to the increased scope in responsibility and accountability, position description will be submitted for update to reflect supervisory role with a concomitant request to reclassify position to Associate Vice Chancellor which may result in upgrade of Grade/Range and salary adjustment.
- Student Services Specialist, #80661, Director of Mānoa Career Center. Reporting line will move from VCS #89325 to the Assistant Vice Chancellor, #89309. All other existing positions within this unit will remain unchanged and intact.
- Specialist, #83151, Director of Counseling. Reporting line will move from VCS #89325 to the Assistant Vice Chancellor, #89309. All other existing positions within this unit will remain unchanged and intact.

- Specialist, #82341, Director of Health & Wellness. Reporting line will move from VCS #89325 to the Assistant Vice Chancellor, #89309. All other existing positions within this unit will remain unchanged and intact.
- Director of Student Affairs (Judicial Affairs), #89485. Reporting line will move from VCS #89325 to the Assistant Vice Chancellor, #89309. All other existing positions within this unit will remain unchanged and intact.
- Director of Student Affairs (Student Housing Services), #89007. Reporting line will move from VCS #89325 to the Assistant Vice Chancellor, #89309. All other existing positions within this unit will remain unchanged and intact.
- Director of Student Affairs (Student Life and Development), #89190. Reporting line will move from VCS #89325 to the Assistant Vice Chancellor, #89309. All other existing positions within this unit will remain unchanged and intact.

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 Vice Chancellor will have four (4) offices as direct reports instead of the current nine (9). The Assistant Vice Chancellor of the newly created Office of the Dean of Students will have direct supervision over six (6) programs. This will improve the efficiency, collaboration and delivery of services to both prospective and enrolled students. The reorganization will formally align like-programs together. The impact on other campus units and external entities working with OVCS will be positive in terms of seamless delivery of service and communication. It is important to stress that this relationship, within OVCS and externally, is currently in operation and is working well. This reorganization will formally recognize this structure and maximize its positive impact.

C. Impact on space resources:

Will additional space outside own resources/allocations be required?

No

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

Program Title: Office of the Vice Chancellor for Students (OVCS)

Item No.	Chart No.(s)	Affected Position No.(s)	Classification/Organizational/Functional Change Identify whether position is vacant (V) or filled (F)		Basis for Change/ Impact on Position
			From:	To:	
			Change in reporting line from Vice Chancellor for Students, #89325, to Assistant Vice Chancellor (and Dean of Students), #89309.		
1	Chart IV-A	89190 (F)	Director of Student Affairs (Student Life Development)		Reorganization
2	Chart IV-B	80661 (F)	Student Services Specialist		Reorganization
3	Chart IV-D	83151 (F)	Specialist and Director		Reorganization
4	Chart IV-E	82341 (F)	Specialist and Director		Reorganization
5	Chart IV-F	89485 (F)	Director of Student Affairs (Judicial Affairs)		Reorganization
6	Chart IV-G	89007 (F)	Director of Student Affairs (Student Housing)		Reorganization
7	Chart IV	89309 (F)	Assistant Vice Chancellor	Associate Vice Chancellor	Reclassification Request
8	Chart IV-F	89298 (F)	Director of Student Affairs (SEED)	Assistant Vice Chancellor	Reclassification Request
9	Chart IV-H	77488 (V)	Administrative Officer		New position

Francisco Hernandez, Vice Chancellor for Students

9/18/2012

956-3290

Administrator's Signature, Name and Title

Date

Telephone Number

HR Review _____

OFA Review _____

Attachment 4

CURRENT ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

GRAND TOTAL BY FUND

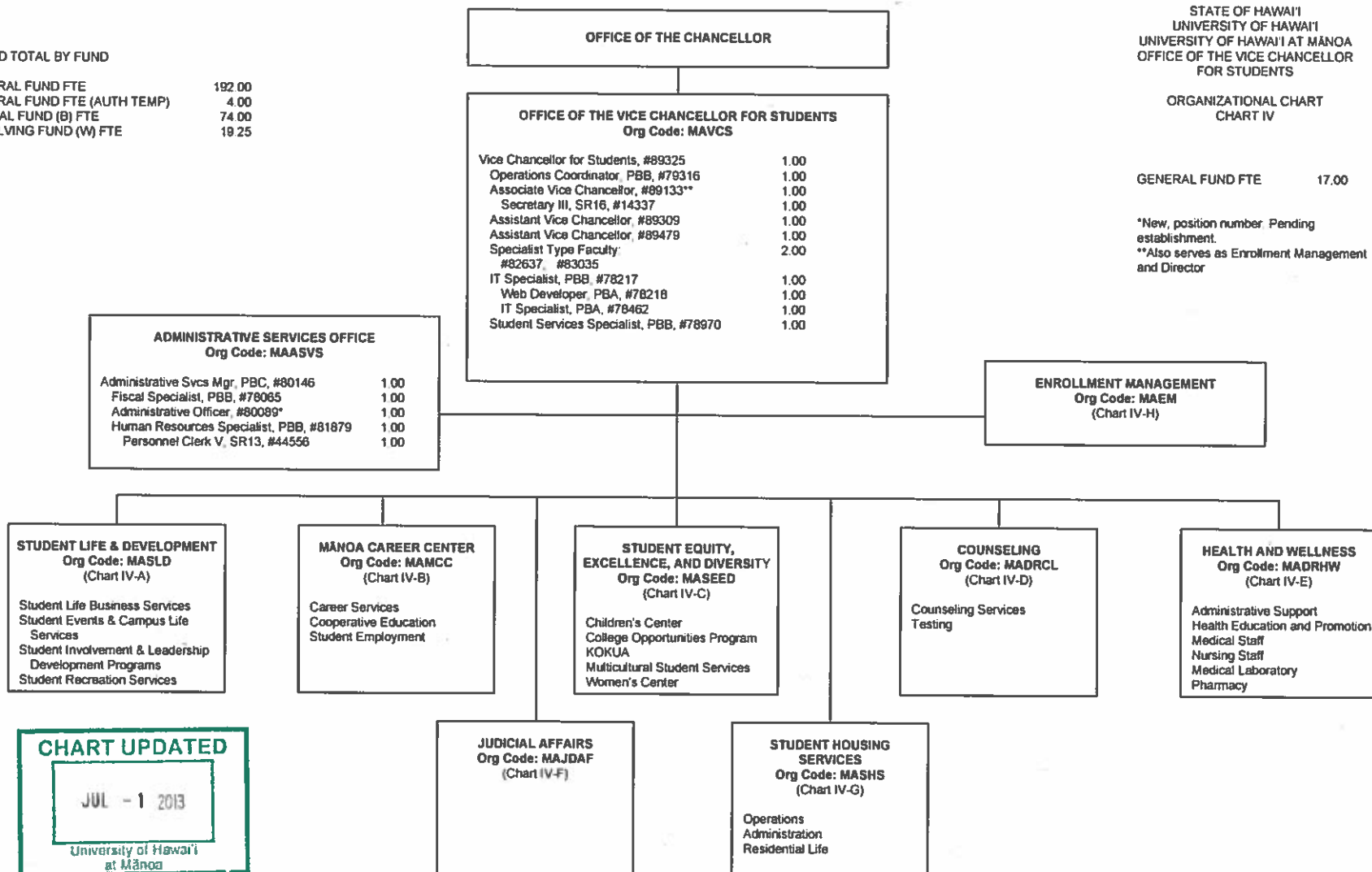
GENERAL FUND FTE	192.00
GENERAL FUND FTE (AUTH TEMP)	4.00
SPECIAL FUND (B) FTE	74.00
REVOLVING FUND (W) FTE	19.25

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS

**ORGANIZATIONAL CHART
CHART IV**

GENERAL FUND FTE 17.00

*New, position number. Pending establishment.
**Also serves as Enrollment Management and Director



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

FUNCTIONAL STATEMENT

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS – Org Code: MAVCS

INTRODUCTION:

Overview of the Office – The Office of the Vice Chancellor for Students provides leadership for the planning, direction, coordination, and executive management of all student service areas under the auspices of the Vice Chancellor for Students (VCS) including student services administration, enrollment management, and student life programs of the University of Hawai'i at Mānoa.

Authority – The VCS has the authority to oversee and develop programs to serve students, develop and promulgate student policies, and to take actions to improve student services and climate of the campus.

Interaction with other UHM Vice Chancellors – The VCS works with the VCAA and the Assistant Vice Chancellor of Undergraduate Education on provision of academic advising, tutoring, and other issues as appropriate to ensure the optimal delivery of student services. The VCS works with the Vice Chancellor for Administration, Finance, and Operations to conduct regular space evaluations to ensure that services are provided at the locations that are most accessible to students and that overall use of space is maximized. The VCS works with the Campus Advocate office to build on feedback and continuously improve student services.

MAJOR FUNCTIONS OF THE OFFICE OF THE VICE CHANCELLOR FOR STUDENTS:

The Office of the Vice Chancellor for Student has the following responsibilities:

- Develops and coordinates a campus-wide student development philosophy that drives all of the facets of student services.
- Creates an environment of seamless student services.
- Provides leadership and support to student services' faculty and staff.
- Consults regularly with the Associated Students of the University of Hawai'i and the Graduate Student Organization and other student groups as appropriate.
- Implements ways of attracting and training a staff of high quality.
- Oversees fundraising and grant writing functions for student services.
- Conducts research, assessment, and performance measurement functions for student services.
- Identifies and acts upon student priorities to improve student life.
- Serves as an advocate and promoter for students within the management structure of the University of Hawai'i at Mānoa, the University of Hawai'i System, and the outside community.
- Coordinates deadlines for student services to ensure maximization of staff time and ease of access by students.
- Ensures the provision of high quality, comprehensive student support services.
- Develops mechanisms and support for improvements in student life.
- Plans for a vibrant and lively campus life.
- Conducts evaluations of student services and programming.
- Serves as the chief decision-maker for program, budget, and personnel for all units of the University of Hawai'i at Mānoa's student services and efficiently manages all funds collected or utilized for student services.
- Conducts assessment and evaluation of student services and implements continuous quality improvement and implements and oversees a formal program review process.
- Provides information technology support for all units within student services.
- Provides information and assistance to students through the Kiosk.
- Redesigns processes in support of electronic delivery of services.

- Provides opportunities for cross-training and customer service training for all employees within student services.
- Oversees responsibilities in statutory compliance areas such as the Americans with Disabilities Act, discrimination, and 504 compliance areas.
- Oversees responsibilities for enrollment management programs in areas including recruitment, admission, financial aid and scholarships, registration, student records, and orientation.

ADMINISTRATIVE SERVICES OFFICE – Org Code: MAASVS

The Administrative Services Office supports the Vice Chancellor for Students and provides administrative support to all of the units reporting to the Vice Chancellor for Students. It has the following responsibilities:

- Formulates annual operating budgets and develops allocations to the operating units.
- Develops expenditure plans and maintains expenditure controls, which require analyzing program needs to determine variances and the recommendation to the resolution of these variances.
- Serves as the purchasing office for student services, by reviewing and preparing procurement and payment documents for compliance to policies and procedures, as well as accuracy.
- Maintains accounting records.
- Plans, organizes, coordinates, and reviews all personnel management and EEO/AA functions for student services units.
- Share responsibility for enforcement of the campus equal employment opportunity policies among student services units.
- Serves as the divisional resource unit responsible for the implementation of all official personnel policies and procedures, monitoring, and maintenance of all personnel records and other required documents.
- Manages the Queen Lili'uokalani Center for Student Services.

CHART UPDATED

JUL - 1 2013

University of Hawai'i
at Mānoa

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

STUDENT LIFE & DEVELOPMENT Org Code: MASLD

Director of Student Affairs (SLD), #89190	1.00
Student Services Specialist, PBA, #78447	1.00
IT Specialist, PBB, #81137 (W)	1.00 (W)

STUDENT LIFE BUSINESS SERVICES Org Code: MABSSL

Student Services Specialist, PBB, #79129	1.00
Administrative Svcs Manager, PBB, #80163 (B)	1.00 (B)
Administrative & Fiscal Support Specialist, PBA: #78450 (B), #79408 (B), #80649 (B)	3.00 (B)
Student Services Specialist, PBB, #80660(B)	1.00 (B)
Bldg Maintenance Worker, BC09, #28597(B)	1.00 (B)
Bldg & Grounds Utility Worker, BC05, #44085 (B), #44109 (B), #45379 (B)	3.00 (B)
Student Services Specialist, PBA, #78831(B)	1.00 (B)
Janitor II, BC02, #25329 (B), #25392 (B), #44089 (B), #46560 (B), #900563 (B)***, #900564 (B)***	6.00 (B)
Student Services Specialist, PBB, #79661 (B)	1.00 (B)

STUDENT EVENTS & CAMPUS LIFE SERVICES Org Code: MASESL

Specialist Type Faculty, #88328 (B)	1.00 (B)
Specialist Type Faculty, #82864	1.00
Specialist Type Faculty, #70084 (W)	1.00 (W)
Student Services Specialist, PBB, #81486 (W)	1.00 (W)
Specialist Type Faculty, #88334 (W)	1.00 (W)
Student Services Specialist, PBB, #78991(B)	1.00 (B)
Student Services Specialist, PBA: #80831 (B), #80942 (B)	2.00 (B)
Specialist Type Faculty, #88765 (B)	1.00 (B)

STUDENT INVOLVEMENT & LEADERSHIP DEVELOPMENT PROGRAMS Org Code: MASISL

Specialist Type Faculty, #83705	1.00
Specialist Type Faculty: #70078, #82597	2.00
Student Services Specialist, PBB, #81510 (W)	1.00 (W)

STUDENT RECREATION SERVICES Org Code: MASRSL

Specialist Type Faculty, #85083	1.00
Student Services Specialist, PBB, #77071	1.00
Specialist Type Faculty, #83512	1.00
Office Assistant III, SR08, #26460	1.00
Student Services Specialist, PBB, #80025 (B)	1.00 (B)
Student Services Specialist, PBA, #79313 (B)	1.00 (B)
Student Services Specialist, PBB, #79713 (B)	1.00 (B)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
STUDENT LIFE & DEVELOPMENT

ORGANIZATIONAL CHART CHART IV-A

GENERAL FUND FTE	11.00
SPECIAL FUND FTE (B)	25.00
REVOLVING FUND FTE (W)	5.00

*** Position recently established, pending funding

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
STUDENT LIFE & DEVELOPMENT

FUNCTIONAL STATEMENT

STUDENT LIFE & DEVELOPMENT – Org Code: MASLD

The Office of Student Life & Development reports to the Vice Chancellor for Students and pursues as its primary mission the provision of a spectrum of involvement and learning opportunities for students through innovative programs and quality services which promote leadership, life skills, and personal development while enhancing campus life. In fulfilling this mission, the Office of Student Life & Development pursues **two basic goals**: 1) to provide co-curricular programs and learning opportunities which contribute to the quality of life for students by meeting their intellectual, social, recreational, physical, emotional and moral development needs; and 2) to promote leadership and self-direction among those students who become involved in managing student life activities on campus or who assume an active partnership role in campus governance. Inherent in pursuing these two goals are a product outcome and a process outcome, both of equal importance. Through the delivery of services and programs (**the product**) that meet the developmental needs of the general student population, the Office of Student Life & Development involves students in organizational governance (**the process**) that fosters the development of personal and organizational leadership.

The mission and goals of the department of Student Life & Development are fulfilled through five core functions: program or service administration; organizational advising & support; facility operations; organizational training & development; and staff efficacy & renewal as described below.

Program or Service Administration is a core function that involves the coordination and oversight of programs and services offered by the department. This function includes such tasks as the continuous analysis of service/program operations to improve operational efficiency and effectiveness; the development of scope of service/program changes to respond to assessed needs; supervision of service or program operations; the development of systematic marketing to promote use of program or service; the assessment of service or program for customer use, satisfaction, and cost benefits; the identification and analysis of preventive maintenance and repair of service area or program needs; and the administration of vendor contracts applicable to service area or program.

Organizational Advising & Support is a form of counseling and offering educational assistance to students in groups. This form of educational assistance involves assessing student and organizational needs; and instructing and counseling students to develop their interpersonal and leadership skills to work effectively in organizational or team settings. This also involves articulating and advocating the needs and interests of students to the University and conversely, representing, supporting, and communicating the University's mission, institutional needs, and policies to students and student groups. Additionally, this core function involves providing fiscal oversight and program coordination for activities and programs offered by assigned student groups.

Facility Operations is a core function that involves the oversight of facility management and maintenance of the Campus Center, Hemenway Hall, and other related student life facilities (e.g. student publications buildings, intramural sports and recreational leisure facilities, etc.). This function includes analyzing facility operations; developing short-range and long-range plans for preventive maintenance and repairs; monitoring and directing the renovation, expansion and repair projects for facilities including replacing equipment and furnishings; and administering maintenance contracts for major mechanical systems including air conditioning, electrical system, gas & water systems, elevators, etc. This also requires that facility operating hours are adhered to, that facilities and services are properly prepared for opening and closing, and that proper controls are in place for facility security, key access, etc. to assure the safety and maintenance of buildings, grounds, and persons.

Organizational Training & Development is another core function that is delivered via instruction in both classroom and out-of-classroom settings. This function includes such tasks as researching existing literature, websites, and journals on assigned training topics; formulating learner outcomes; designing instructional methods and materials to achieve learner outcomes; delivering instruction and training; and evaluating instructional methods and materials to refine and improve training.

Staff Efficacy & Renewal is a core function that promotes continuous staff development to enhance individuals' effectiveness in serving students with intentionality and efficacy. This function acknowledges the need to develop those professionals who serve and develop students.

Student Life & Development is comprised of four sections reporting to the Director and described below. Each section contributes to the fulfillment of the department's mission by performing a differential ratio of the five core functions described earlier with a specialized focus as illustrated below.

STUDENT LIFE BUSINESS SERVICES – Org Code: MABSSL

- Budget development, preparation, maintenance, and variance
- Financial accounting including revenue & cash deposits, purchasing, bond payments, audits
- Personnel recruitment, processing, payroll, and records management
- Building management including facility use, property management, building security, and project management for new construction and renovation projects
- Facility maintenance and repair
- Universal debit card program including service development & design, operating process system design, training and development of end users
- Divisional food service program including contract management and oversight
- UPASS student transportation program including contract management and oversight
- Alternative funding resource development

STUDENT EVENTS & CAMPUS LIFE SERVICES – Org Code: MASESL

- Organizational advising & program/fiscal support for Campus Center Board, Activities Council, Board of Publications, Ka Leo O Hawai'i, Hawai'i Review, Broadcast Communication Authority, KTUH-FM campus radio station, and videocast UH Productions
- Organizational training & development for Campus Center Board, Activities Council, Board of Publications, Ka Leo O Hawai'i, Hawai'i Review, Broadcast Communication Authority, KTUH-FM campus radio station, and videocast UH Productions
- Student employee training & development
- Advertising sales development & oversight
- Publications operations including billing, accounts receivables, and circulation
- Meeting & event services including sales/event planning, reservations & scheduling, production setups, equipment upkeep & inventory, onsite program coordination, and event evaluation
- Service administration of student operated services including computer lab, lounge, graphics, gamesroom, and ticket & information
- Service liaison for contracted vendors including American Savings Bank, UH Federal Credit Union, automated teller machines, barbershop, Subway, dental hygiene, and UH Bookstore

STUDENT INVOLVEMENT & LEADERSHIP DEVELOPMENT PROGRAMS – Org Code: MASISL

- Organizational advising & program/fiscal support for Associated Students of the University of Hawai'i, Graduate Student Organization, and Student Activity & Program Fee Board
- Organizational training & development for Associated Students of the University of

- Hawai'i , Graduate Student Organization, and Student Activity & Program Fee Board
- Leadership education and development (credit classes; workshops & training for student volunteers, student organizations, and students; organizational consultation)
- New student programs including summer freshmen orientation, parent & family orientation, transfer student orientation
- Registered Independent Organizations (resource liaison, program consultation, benefits advising, annual organization registration and orientation, hazing awareness training)

STUDENT RECREATION SERVICES – Org Code: MASRSL

- Organizational advising & program/fiscal support for Recreational Sports Programming Council, SAFC Mānoa Maniacs, and recreational services policy board
- Organizational training & development for Recreational Sports Programming Council, SAFC Mānoa Maniacs, and recreational services policy board
- Organized recreational play including registration and signups, and recruitment and training of officiating crews
- Informal recreational play including gyms, fitness centers, facility management, equipment inventory and maintenance, and recruitment and training of student staff
- Recreational equipment rental
- Recreational Wellness and Leisure programs including Teams Course, crafts, dance and performance arts, fitness, personal wellness, outdoor land and water recreation, class registration and signups, instructor recruitment and support, and recruitment and training of student instructors



OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

MĀNOA CAREER CENTER
Org Code: MAMCC

Student Services Specialist, PBD, #80661	1.00
Secretary II, SR14, #11046	1.00
IT Specialist, PBA, #78604	1.00

CAREER SERVICES
Org Code: MACSCD

Specialist Type Faculty:	4.00
#70072, #82701, #88125, #88325,	
Student Services Specialist, PBD, #81434	1.00

COOPERATIVE EDUCATION
Org Code: MACECD

Specialist Type Faculty #88117	1.00
Specialist Type Faculty:	2.00
#82642, #82644	
Office Assistant IV, SR10, #46550	1.00

STUDENT EMPLOYMENT SERVICES
Org Code: MASECD

Student Services Specialist, PBD, #81481	1.00
Student Services Specialist, PBA, #78605	1.00
Student Services Specialist, PBA, #80453T	1.00 T

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
MĀNOA CAREER CENTER

ORGANIZATIONAL CHART
CHART IV-B

GENERAL FUND FTE 15.00*
GENERAL FUND FTE (AUTH TEMP) 1.00

*Abolished position #88326 (1.00 FTE)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
MĀNOA CAREER CENTER

FUNCTIONAL STATEMENT

MĀNOA CAREER CENTER – Org Code: MAMCC

The Mānoa Career Center reports to the Vice Chancellor for Students and oversees all workplace and employment functions for students. They work to ensure a successful transition into the workplace through student employment opportunities, career development activities, internships, cooperative education, and career services.

CAREER SERVICES – Org Code: MACSCD

- Provides comprehensive and progressive individual and group career counseling to enable students to make appropriate decisions and choices.
- Develops and implements intervention programs for the purpose of career development awareness, academic retention during participation in work-based learning, and acquisition of professional practices as it relates to career planning. Collaborates with Enrollment Management/Academic support programs as appropriate.
- Develops, implements, and evaluates career programs to increase student awareness of, and participation in, employment and career services programs.
- Assists students and alumni in matters related to careers, vocations, and employment by maintaining a career library, job announcements, and credential file.
- Promotes the University of Hawai'i at Mānoa at and through career fairs and recruitment opportunities.
- Maintains a close relationship with the University of Hawai'i Alumni Association and utilizes alumni to assist students in career decision-making and networking.
- Conducts evaluative assessments on programs and services offered to ensure support of the University of Hawai'i mission, specifically in student learning, retention, and recruitment.
- Participates in research and remains updated in current employment trends and issues through local, regional, and national associations.
- Coordinates with Undergraduate Education and Enrollment Management for the provision of Service Learning opportunities to students.

COOPERATIVE EDUCATION – Org Code: MACECD

- Facilitates student work-based learning through progressive career development programming and collaborative partnerships with a spectrum of employers, community, faculty, and staff.
- Articulates the relationship between academic studies and work-based learning through programming, counseling, and policy recommendations.
- Administers cooperative education & internship opportunities in coordination with academic units.
- Partners with the University and business community to develop a comprehensive career/life planning approach to prepare a skilled, civically responsible workforce that will meet the changing needs of the workplace.

STUDENT EMPLOYMENT SERVICES – Org Code: MASECD

- Interactive database for the purpose of employment processing, student and employer tracing, job posting, and student referrals.
- Ensures compliance of programming with University, state, and federal laws and regulations in the employment arena including, but not limited to, equal employment opportunity, labor law, civil rights legislation, and federal program guidelines.
- Serves as advocate for students in employment matters.
- Administers the Federal Work Study Program, Job Location & Development, and other federal programs as appropriate.
- Assists all campus employers in filling student assistant positions.
- Works with Enrollment Management to ensure coordination of employment components of financial aid packages.

CHART UPDATED

JUL - 1 2013

University of Hawai'i
at Mānoa

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

STUDENT EQUITY, EXCELLENCE AND DIVERSITY
Org Code: MASEED

Director of Student Affairs (SEED), #89298	1.00
Fiscal Specialist, PBB: #78525, #81088	2.00
Specialist Type Faculty: #70068, #70069, #70070, #70071, #82594	5.00
Educational Specialist, PBB, #81063	1.00
Program Manager, PBB, #81904	1.00
Student Services Specialist, PBB, #78524	1.00
Office Assistant III, SR08, #43052	1.00

CHILDREN'S CENTER
Org Code: MACC

Child Care Site Director, PBB, #80232	1.00
Administrative Officer, PBA, #80739 (B)	1.00 (B)
Educational Associate, PBB, #80029	1.00
Child Care Cntr Teacher, PBB: #80109	1.00
#80234T, #80455T,	2.00 T
Child Care Cntr Teacher, PBA: #78917, #80233,	2.00
#80424T,	1.00 T
#80541 (B), #80588 (B), #80611 (B)	3.00 (B)

COLLEGE OPPORTUNITIES PROGRAM
Org Code: MACOP

Specialist Type Faculty, #83548	1.00
Student Services Specialist, PBB, #80606	1.00
Student Services Specialist, PBA, #78538	1.00
Office Assistant IV, SR10, #23086	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
STUDENT EQUITY, EXCELLENCE AND
DIVERSITY

ORGANIZATIONAL CHART
CHART IV-C

GENERAL FUND FTE	37.00*
GENERAL FUND FTE (AUTH TEMP)	3.00
SPECIAL FUND FTE (B)	4.00

*Abolished position #70073 (1.00 FTE)

KOKUA
Org Code: MAKOKU

Program Manager, PBC, #80666	1.00
Administrative Officer, PBA, #77032	1.00
Educational Specialist, PBB: #78261, #78262, #80608, #80636, #81566	5.00
Educational Specialist, PBA, #81102	1.00

OFFICE OF MULTICULTURAL STUDENT SERVICES
Org Code: MAMULT

Program Manager, PBB, #80517	1.00
Student Services Specialist, PBA: #81799, #81801	2.00

WOMEN'S CENTER
Org Code: MAWC

Specialist Type Faculty: #70074, #84581, #88333	3.00
Student Services Specialist, PBB, #78526	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
STUDENT EQUITY, EXCELLENCE, AND DIVERSITY

FUNCTIONAL STATEMENT

STUDENT EQUITY, EXCELLENCE, AND DIVERSITY – Org Code: MASEED

The Office of Student Equity, Excellence, and Diversity (SEED) reports to the Vice Chancellor for Students and promotes diversity, supports minority students, and promotes access at the University of Hawai'i at Mānoa.

- Implements policies and supports campus and outreach programs to encourage campus diversity, provide equal educational access and accommodate different learners.
- Provides programs that promote educational equity for needs and interests of Native Hawaiian and other under-represented minorities on campus. Administers the Kua'ana Student Services program and partners with Nā Pua No'eau, Hawai'i inuiākea School of Hawaiian Knowledge Native Hawaiian Student Services and other university, pre-college and community programs to promote educational equity for the needs and interests of Native Hawaiians.
- Provides direct services and supports programs at Mānoa, systemwide, lower education, and with community groups to promote access and success for student populations that are first generation college, under-served and underrepresented in higher education, which include, but are not limited to: African Americans, Filipinos, Hispanic, Laotian and Vietnamese, Native American/Alaska Natives, Native Hawaiians, Samoans and other Pacific Islanders.
- Provides student support services for equal access and success of students with disabilities, low-income, gay/lesbian/bisexual and transgendered, student parents, women, low income and disadvantaged students.
- Provides a comprehensive range of services including administering the Health Career Opportunity Program, Graduate Professional Access, career and workforce development, and research on diversity and barriers to equal access.
- Administers specific merit and need base scholarships that support equity and diversity.
- Administer non-credit programs for senior citizens attending classes.
- Supports the Mānoa Commission on Diversity, Diversity and Equity Initiative, and other activities relating to the university's strategic goals on equity and diversity.

CHILDREN'S CENTER – Org Code: MACC

- Operates the Children's Center at UH Mānoa to provide child care services to student parents, faculty and staff.
- Provides training opportunities for the development of competent professionals in quality integrated child care services.

COLLEGE OPPORTUNITIES PROGRAM – Org Code: MACOP

- Recruits, screens, selects and prepares high-risk Hawai'i residents for a successful first year on the Mānoa campus.
- Administers summer academic enrichment programs and follow up activities for underrepresented minority students.
- Offers retention services for minority programs participants during the second semester.

KOKUA – Org Code: MAKOKU

- Provides academic support services to students with disabilities as mandated by federal and state laws, policies and procedures.

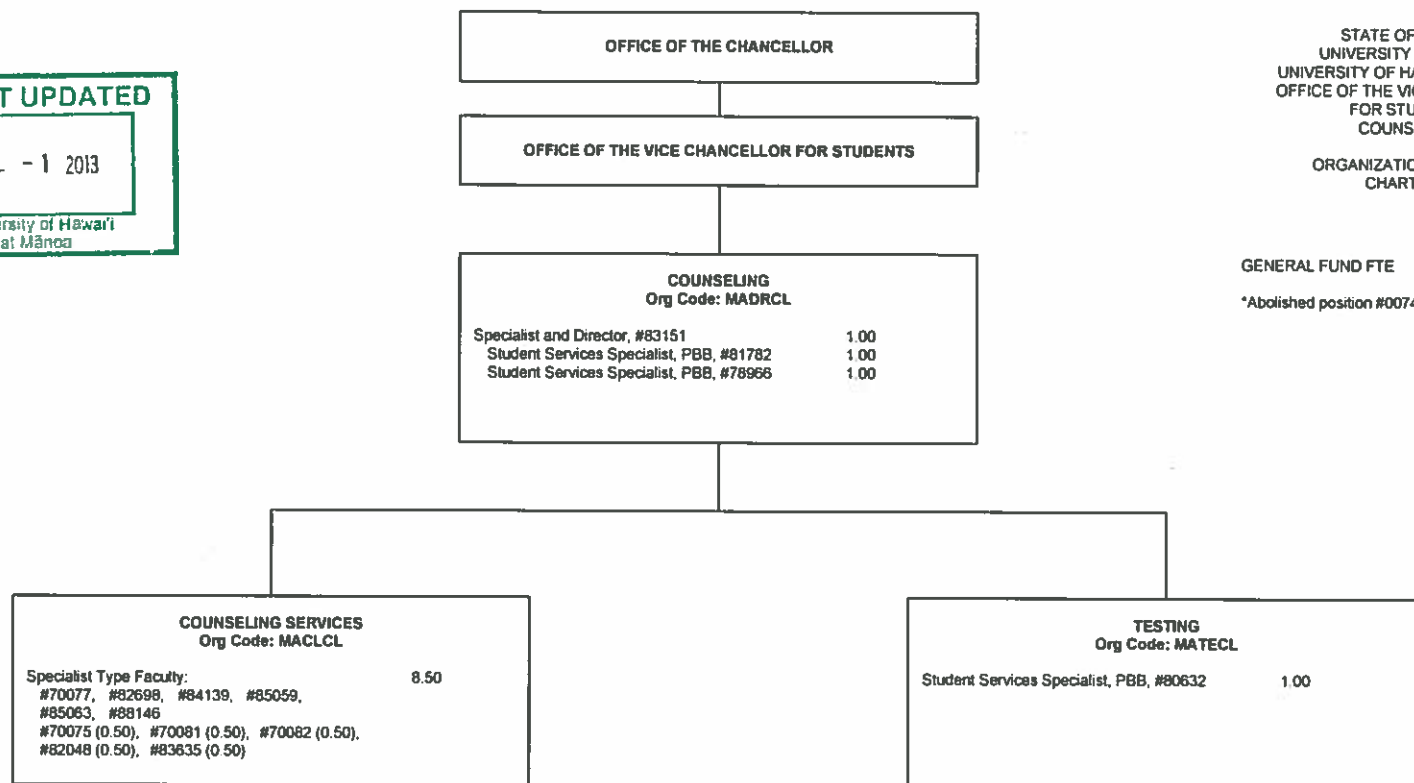
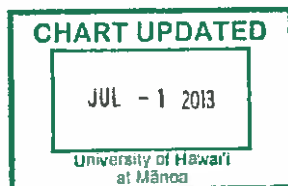
- Provides comprehensive, customized and confidential disability access services to students with disabilities.
- Provides technical assistance on federally mandated "equal access" by students with disabilities to faculty, staff and administration.
- Supports the Commission on Disability Access.

OFFICE OF MULTICULTURAL STUDENT SERVICES – Org Code: MAMULT

- Provides transfer assistance to underrepresented minority students.
- Provides tutorial assistance, cultural awareness and recreational activities to underrepresented students at public elementary and intermediate/middle schools through early intervention programs.
- Provides peer tutorial and mentoring programs to promote proactive academic advising for under-represented minority students.
- Operates academic support services for underrepresented minorities on campus, including Filipinos, Southeast Asians and Samoans.
- Provides support services and advocacy for underrepresented minorities on campus.

WOMEN'S CENTER – Org Code: MAWC

- Provides support services and advocacy for female students, faculty and staff through a resource library, cultural activities, referrals and programs that respond to special concerns of women.
- Provides support services and advocacy for LGBT students, faculty and staff through a resource library, cultural activities, referrals and programs that respond to specific concerns of LGBT people.
- Supports the Commission on LGBTI
- Operates academic support services for lesbian, gay, bisexual, transgender (LGBT) and female students.
- Provides programming to support welfare recipients to work on campus as part of their public assistance.
- Provides assistance to welfare recipients in navigating the University and State Department of Human Services offices to support their educational pursuits.
- Operates programming to prevent sexual assault and relationship violence among students.



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
COUNSELING

ORGANIZATIONAL CHART
CHART IV-D

GENERAL FUND FTE 13.50*

*Abolished position #00746 (1.00 FTE)

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
COUNSELING

FUNCTIONAL STATEMENT

COUNSELING – Org Code: MADRCL

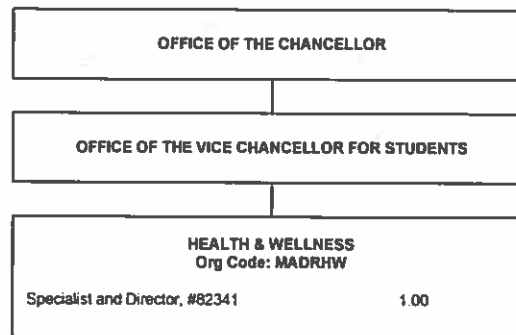
The Office of Counseling reports to the Vice Chancellor for Students and oversees all counseling-related services for students.

COUNSELING SERVICES – Org Code: MACLCL

- Provides personal counseling services.
- Provides crisis response.
- Provides psychiatric consultation services for students to promote the development of intellectually, emotionally, and physically mature individuals.
- Provides clinical training and teaching opportunities in Counseling Services.
- Serves as a clinical internship and practicum site.
- Makes appropriate referrals for career counseling to Mānoa Career Center.
- Works closely with residential life to provide on-site emergency coverage.
- Works closely with Health and Wellness education to provide workshops, outreach, and educational opportunities for the campus.

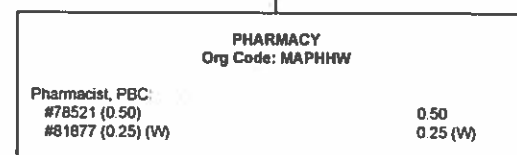
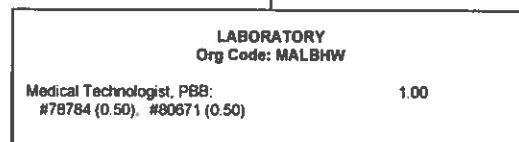
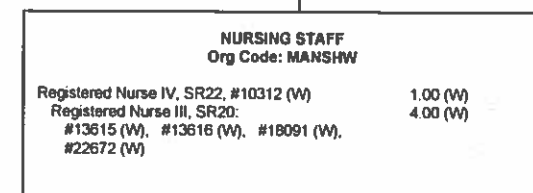
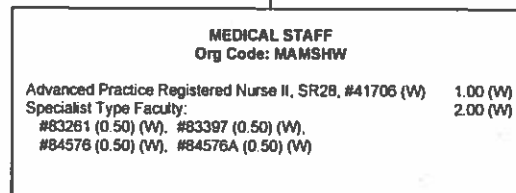
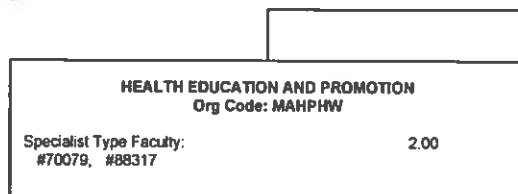
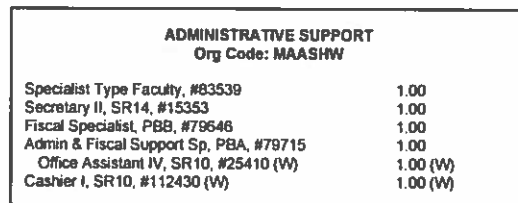
TESTING – Org Code: MATECL

- Administers tests for clinical assessment purposes.



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
HEALTH AND WELLNESS
ORGANIZATIONAL CHART
CHART IV-E

GENERAL FUND FTE 8.50
REVOLVING FUND FTE (W) 10.25



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
HEALTH AND WELLNESS

FUNCTIONAL STATEMENT

HEALTH AND WELLNESS – Org Code: MADRHW

The Office of Health and Wellness reports to the Vice Chancellor for Students and oversees all wellness-related services for students.

ADMINISTRATIVE SUPPORT – Org Code: MAASHW

- Provides administrative unit support services for department operations including, but not limited to, cashiering, insurance billings and a wide variety of personnel and fiscal matters.
- Maintain student and patient health records.

HEALTH EDUCATION AND PROMOTION – Org Code: MAHPHW

- Offers public health education programming.
- Assesses campus health and students' health needs, perceptions, and behaviors.
- Utilizes peer education and service learning to deliver health education programming.
- Performs outreach such as small group and health fairs and in-house counseling and information dissemination.
- Operates a health resource center.
- Operates services for the prevention and treatment of substance abuse among students.
- Provides referrals to psychological counseling or medical services through a well-developed referral process.
- Offers health insurance through a student insurance option, as well as tracks commensurate insurance options for international and graduate assistants, including other units in the UH system.
- Provides health counseling/education/prevention in such areas as nutrition and body image, alcohol/other drug use, responsible sexuality, tobacco, and wellness/stress reduction.
- Provides clinical training and teaching opportunities in Health Services.
- Provides practicum and internship opportunities and assistance with student projects.

MEDICAL STAFF – Org Code: MAMSHW

- Provides health care services to students through walk-in medical care.
- Operates specialty clinics such as Women's Health, Sports Medicine, Physical Therapy, Dermatology, Nutrition, STD screening, and anonymous HIV testing.
- Provides consultation and campus policy development on public health risks.
- Trains students in health professions and assists with research projects.
- Performs public health functions of disease prevention, surveillance, reporting, and control.

NURSING STAFF – Org Code: MANSHW

- Provides health care services to students through walk-in medical care.
- Provides immunizations, TB tests, travel advice, physical exams.
- Performs health clearance for all entering students.

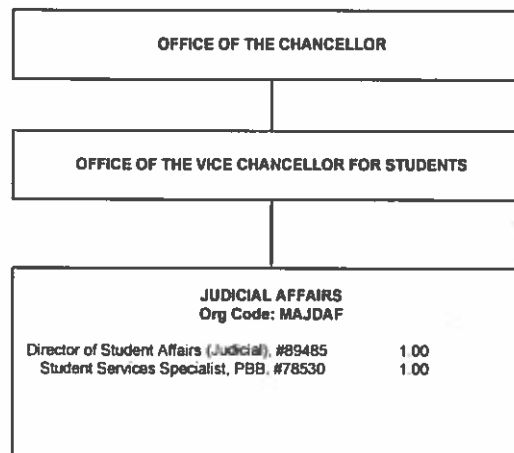
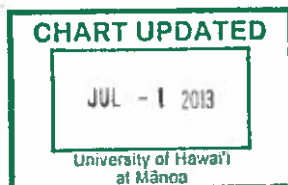
- Provides Red Cross and other first aid training to students, faculty, and staff.

LABORATORY – Org Code: MALBHW

- Provides laboratory services.

PHARMACY – Org Code: MAPHHW

- Operates a pharmacy.



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
JUDICIAL AFFAIRS

ORGANIZATIONAL CHART
CHART IV-F

GENERAL FUND FTE 2.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
JUDICIAL AFFAIRS

FUNCTIONAL STATEMENT

JUDICIAL AFFAIRS – Org Code: MAJDAF

The Office of Judicial Affairs reports to the Vice Chancellor for Students and oversees all formal judicial affairs involving students.

- Upholds students' rights under the Family Educational Rights and Privacy Acts.
- Compiles judicial violation statistics in accordance with relevant statutes.
- Works with both students who have been accused of violations of University of Hawai'i at Mānoa standards and the victims of such violations.
- Conducts fact-finding investigations and adjudicates disputes involving the student conduct code.
- Convenes the Academic Grievance Committee to adjudicate those grievances.
- Conducts fact-finding investigations and reports for student sexual harassment complaints.
- Conducts fact-finding investigations and reports for student discrimination complaints.
- Conducts fact finding and adjudication of student employment grievances.
- Educates students on community responsibilities and living as a member of a community.
- Works with Residence Life to train relevant staff on the judicial process and develop the student staff's confrontation, communication and leadership skills.
- Educates incoming students about the University of Hawai'i at Mānoa Student Conduct Code.
- Develops and presents preventative and educational programs for all students regarding their rights and responsibilities.
- Develops and presents programs to assist students in their intellectual, ethical, and moral development.
- Conducts assessment efforts to evaluate benefits of the sanctions and educational programming for students.
- Coordinates with the Matsunaga Institute for Peace to ensure smooth operations in dispute resolution and appropriate division of roles between advocate and arbiter.

CHART UPDATED

JUL - 1 2013

University of Hawai'i
at Manoa

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

STUDENT HOUSING SERVICES Org Code: MASHS

Director of Student Housing, #89007 (B) 1.00 (B)
Secretary II, SR14, #00743 (B) 1.00 (B)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
STUDENT HOUSING SERVICES

ORGANIZATIONAL CHART CHART IV-G

GENERAL FUND FTE 6.00
SPECIAL FUND FTE (B) 45.00

OPERATIONS Org Code: MAOPSH

Auxiliary & Facilities Services Manager, PBB, #80629 (B) 1.00 (B)
Auxiliary & Facilities Services Officer, PBA: #78141 (B), #79641 (B)* 2.00 (B)
Office Assistant III, SR08, #24249 (B) 1.00 (B)

MAINTENANCE STAFF:
Building Maintenance Supervisor I, F109, #900548 (B) 1.00 (B)
Building Maintenance Worker I, BC09: #031242 (B), #110585 (B), #013578 (B), #031245 (B) 4.00 (B)
#900513, #900514 2.00
Plumber I, BC10, #900603 (B) 1.00 (B)
Electrician I, BC10, #900604 (B) 1.00 (B)

GROUNDS STAFF:
Groundskeeper II, WS02, #24251 (B) 1.00 (B)
Groundskeeper I, BC02, #31246 (B) 1.00 (B)

PROJECT & PLANT MANAGEMENT SUPPORT:
Registered Architect, PBB, #77005 (B) 1.00 (B)
Environmental Safety Specialist, PBA, #81680 (B)* 1.00 (B)

ADMINISTRATION Org Code: MAADSH

Administrative Svcs Mgr, PBB, #81612 (B) 1.00 (B)

FISCAL:
Fiscal Specialist, Senior, PBB, #80193 (B) 1.00 (B)
Adm & Fiscal Supp Sp, PBA, #77029 (B) 1.00 (B)
Cashier I, SR10, #28336 (B) 1.00 (B)
Office Assistant IV, SR10, #18701 (B) 1.00 (B)

ASSIGNMENTS:
Administrative Officer, PBB, #79170 (B)* 1.00 (B)
Student Services Specialist, PBA, #78732 1.00
Student Services Specialist, PBA, #79330 (B) 1.00 (B)
Student Services Specialist, #79885 (B)* 1.00 (B)
Office Assistant III, SR08, #18115 (B) 1.00 (B)

CONFERENCES:
Student Services Specialist, #80219 (B)* 1.00 (B)

PERSONNEL:
Human Resources Sp, PBB, #81103 (B) 1.00 (B)
Human Resources Sp, PBA, #78729 1.00

INFORMATION TECHNOLOGY:
IT Specialist, PBB: #81361 (B), #78311 (B) 2.00 (B)

RESIDENTIAL LIFE Org Code: MARLSH

Residence Life Mgr, PBB, #80630 (B) 1.00 (B)
Clerk Stenographer II, SR09, #24250 (B)** 1.00 (B)
Office Assistant III, SR08: #28545 (B), #23582 (B) 2.00 (B)

TRAINING & LEADERSHIP:
Residence Life Specialist, PBB, #81611 (B) 1.00 (B)
Residence Life Specialist, PBA, #80598 (B) 1.00 (B)

FAMILY RELATIONS & OFF-CAMPUS HOUSING:

RESIDENTIAL AREAS:
Residence Life Specialist, PBB: #80594 (B), #80597 (B) 2.00 (B)
Residence Life Specialist, PBA, #80924 (B) 1.00 (B)

HALL STAFF:
Residence Life Specialist, PBA: #78728 (B), #78959 (B), #78960 (B), #78961 (B), #78962 (B), #80595 (B) 6.00 (B)
#78730, #78731 2.00

* Pending establishment
** To be redescribed

* Supervised by Environmental Health & Safety

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
STUDENT HOUSING SERVICES

FUNCTIONAL STATEMENT

STUDENT HOUSING SERVICES - Org Code: MASHS

The Student Housing Services Office reports to the Vice Chancellor for Students and works to challenge and support students within the context of a learning community, to recognize and define themselves as unique, evolving, and self-directed individuals who develop a value system for life-long learning and good citizenship. The Student Housing Services Office:

OPERATIONS – Org Code: MAOPSH

- Promotes independent living, responsibility, community standards, and academic commitment through the operation of adequate, clean, and safe housing for students.
- Develops/implements training programs for staff efficiency and effectiveness.
- Conducts needs assessment, evaluates activities, and directs the development of a comprehensive program intended to develop the leadership knowledge and skills of students and promote student involvement.
- Performs repair and maintenance for student housing facilities.
- Coordinates and implements a Preventive Maintenance Plan for residence life facilities.
- Manages maintenance for facilities in a manner that provides prompt and appropriate remediation to residents 24 hours a day.

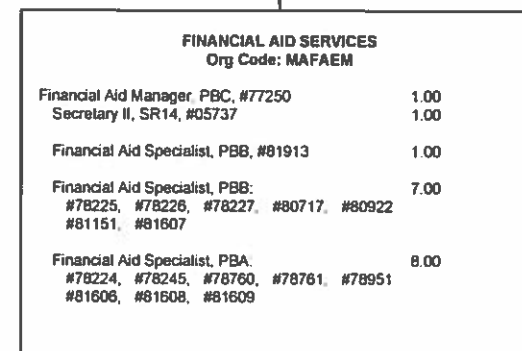
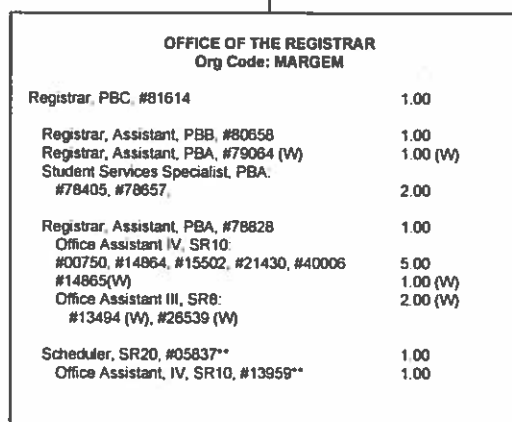
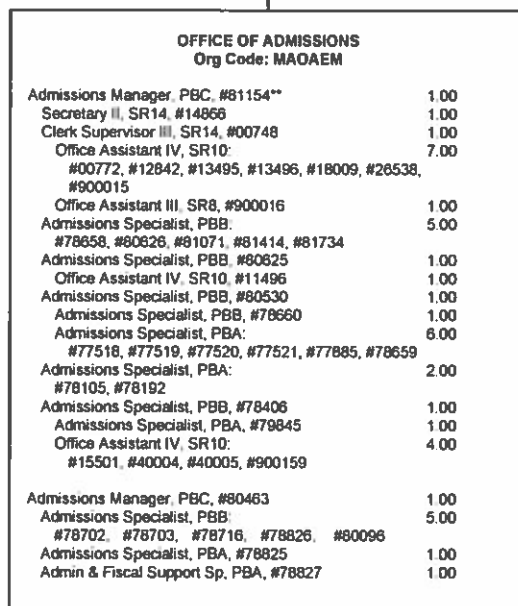
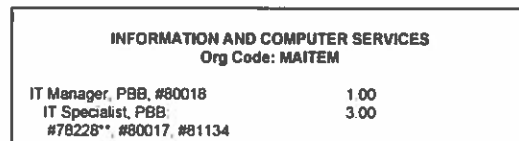
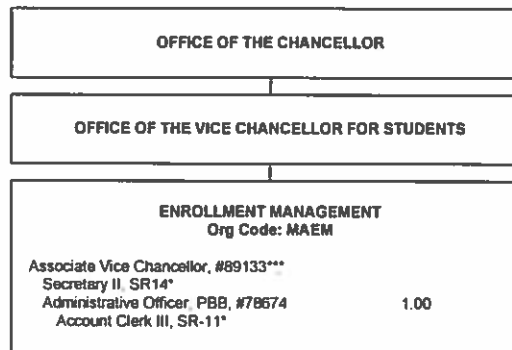
ADMINISTRATION – Org Code: MAADSH

- Develops/implements training programs for staff efficiency and effectiveness.
- Provides special initiatives to build recruitment and retention programs for diverse student populations in coordination with the Office of Student Equity, Excellence, and Diversity.
- Conducts needs assessment, evaluates activities, and directs the development of a comprehensive program intended to develop the leadership knowledge and skills of students and promote student involvement.
- Collaborates with various University offices to promote a quality living-learning environment that will foster and enhance student communication.
- Administers housing application, housing contracts, and room assignments in close coordination with Enrollment Management.
- Establishes dedicated graduate student housing to attract and retain top graduate and professional students.
- Coordinates and provides information to Enrollment Management and collaborates on the development of the Enrollment Management Plan.
- Assists students in identifying off-campus housing.

RESIDENTIAL LIFE – Org Code: MARLSH

- Promotes independent living, responsibility, community standards, and academic commitment through the operation of adequate, clean, and safe housing for students.
- Spearheads promotion of community and student development through human issues education, faculty involvement, and leadership programs.
- Works with colleagues to direct, supervise, and lead a residential life program, blending student development theory with values inherent in the education mission of the university.

- Delivers high quality residence hall retention efforts, develops special housing initiatives, and plans/develops initiatives that support the academic mission of the University in residential communities.
- Develops/implements training programs for staff efficiency and effectiveness.
- Provides special initiatives to build recruitment and retention programs for diverse student populations in coordination with the Office of Student Equity, Excellence, and Diversity.
- Conducts needs assessment, evaluates activities, and directs the development of a comprehensive program intended to develop the leadership knowledge and skills of students and promote student involvement.
- Develops training and marketing materials to promote student leadership development.
- Provides opportunity to create and conduct academic-based leadership development courses.
- Collaborates with various University offices to promote a quality living-learning environment that will foster and enhance student communication.
- Creates programming that promotes a sense of neighborhood belonging.
- Develops, plans, and implements highly effective residential life activities and other co-curricular social and educational events.
- Oversees development and training of the student residential assistants.
- Enforces community conduct guidelines and performs behavioral interventions in accordance with student development policy.
- Establishes dedicated graduate student housing to attract and retain top graduate and professional students.
- Advises and supports leadership development, implements community standards, and promotes self-governance through residence hall councils.
- Establishes an appropriate security presence and coordinates proactively with campus security and the Honolulu Police Department, as appropriate, to provide a safe environment for residents.
- Conducts residential orientation on coordination with the New Student Orientation and the Dean of Undergraduate Education to provide students the opportunity to develop learning skills, attitudes, and familiarization with the campus that are necessary for success during the first year.
- Develops and implements programming to support new students in their transition into the University of Hawai'i at Mānoa.
- Develops and implements programming to support transfer students in their transition to the University of Hawai'i at Mānoa.
- Assists students in identifying off-campus housing.



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
ENROLLMENT MANAGEMENT

ORGANIZATIONAL CHART
CHART IV-H

GENERAL FUND FTE 82.00****
REVOLVING FUND FTE (W) 4.00

****Abolished position numbers 14863, 15265,
17599, 17600, and 22321
(General Funds 5.00)

* New position approved in 2/17/05 reorg, position number to be determined
** Position to be reclassified/redescribed
*** Associate Vice Chancellor position #89133 position count reflected on chart IV.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
ENROLLMENT MANAGEMENT

FUNCTIONAL STATEMENT

ENROLLMENT MANAGEMENT – Org Code: MAEM

Under the leadership of the Associate Vice Chancellor for Enrollment Management, enrollment management programs work together to provide seamless services to undergraduate students for recruitment, admission, financial aid and scholarships, registration, student records, orientation, and support in the transition to college life. It also supports the other units under the Vice Chancellor for Students. The unit has the following responsibilities:

- Develops campus enrollment goals and an enrollment management plan in consultation with the Vice Chancellor for Academic Affairs, the Assistant Vice Chancellor for Undergraduate Education, and the Dean of Graduate Education.
- Determines the most efficient use of university time and space resources to ensure maximum utilization in setting the master schedule.
- Establishes coordinated deadlines for admissions, financial aid, and housing in coordination with Residence Life.
- Manages the registration and student records system for the Mānoa campus including management of the Banner Student Information System for the Mānoa campus in consultation with the Vice Chancellor for Academic Affairs, the Assistant Vice Chancellor for Undergraduate Education, and the Dean of Graduate Education.
- Oversees the Recruitment and Admissions, Records, and the Financial Aid & Scholarship Services units. These units support the development and implementation of the campus enrollment plan.

INFORMATION AND COMPUTER SERVICES – Org Code: MAITEM

- Assists with implementing the student information system (SIS) and reporting systems, currently Banner and the Operational Data Store (ODS) respectively, as they relate to enrollment management units.
- Plans and implements necessary computer support for enrollment management units; identifies those areas which may require computerization and determines system specifications.
- Schedules, produces, and distributes reports containing course, student and enrollment information to UHM colleges, departments, and other interested offices and off-campus agencies.
- Provides statistical reports assessing the impact of policies and procedures on enrollment management units and other programs.
- Maintains inventory of computer related forms/equipment/supplies for data gathering and computer-generated output.
- Develops and maintains required IT programs and services needed to maintain institutional eligibility for Federal Financial Aid Programs.
- Reviews and evaluates the various means by which information is disseminated to students and the public; takes necessary measures to improve information flow.
- Prepares statistical and narrative information regarding UHM provided to publishers of college guidebook, etc.

OFFICE OF ADMISSIONS – Org Code: MAOAEM

- Conducts admissions presentations to high school students in Hawai'i and select schools in the Continental U.S. as well as Asia.
- Provides high schools and community colleges with current information on programs at UHM.
- Maintains a close working relationship with high school administrators, counselors, and teachers.
- Coordinates group and daily campus visits by prospective students to UHM.
- Sponsors annual workshops for high school counselors.
- Sponsors annual programs for prospective community college transfer students.
- Sponsors recruitment programs in the Neighbor Islands for prospective students and their families.
- Coordinates Mānoa's participation at college fairs in Hawai'i, the Mainland, and in Asia.
- Coordinates the Student Ambassadors program.
- Coordinates the Hoa Kako'o Shadowing program.
- Disseminates the recruitment mailings to prospective students.
- Produces recruitment literature and other recruitment materials.
- Provides telecounseling to prospective applicants and accepted students.
- Assists with activities to recruit students, including workshops, high school visits, college fairs, development of literature, etc.
- Consults with faculty to establish policies and procedures for the admission and placement of American and foreign students into UHM programs.
- Reviews transcripts, standardized test scores, and other supporting documents to determine admissibility of applicants.
- Counsels applicants, parents, and faculty regarding admissions requirements.
- Assists with implementing UHM's controlled growth policy.
- Evaluates prior college-level work from other U.S. institutions, foreign institutions, military service and schooling, Advanced Placement Program, College Level Examination Program, etc., to determine course transferability and course equivalency; consult with academic department when appropriate.
- Evaluates the effectiveness and efficiency of the means by which applications are solicited, reviewed, and acted upon.
- Continually assesses admissions standards and academic policies related to admission of students and transfer of coursework; recommends changes when appropriate.
- Determines the tuition status of all applicants and students.
- Counsels non-admitted students and assists them with options to enroll in other post-secondary institutions.

OFFICE OF THE REGISTRAR – Org Code: MARGEM

- In cooperation with College Deans, develops a master schedule of courses that is responsive to historical and projected enrollment patterns.
- Maintains an accurate up-to-date Course Master List. Provides quality control to insure consistency and accuracy among the Schedule of Classes, the Course Master List, and the UHM-1 Forms.
- Plans, coordinates, and administers the registration process. Evaluates the effectiveness and the efficiency of the registration procedures utilized.
- Plans, coordinates, and administers grade reporting for the fall and spring regular day semesters.
- Establishes, implements, and manages procedures for students petitioning to graduate.
- Maintains academic and personal history records of all students ever enrolled at UHM.
- Creates and maintains official academic records for all students in conformance with a standard of accuracy.
- Establishes procedures for creating and maintaining student records in accordance with accepted national standards, University rules and regulations, and Federal privacy regulations.
- Establishes procedures to safeguard the confidentiality of records in accordance with federal and state legislation (e.g., the Family Educational Rights and Privacy Act of 1974) and University policies and procedures.

- Provides current and past students with official documentation of their academic record including transcripts, verification of enrollment, and verification of degree.
- Administers Veteran's Administration benefits for all qualified veterans and/or dependents.

FINANCIAL AID SERVICES – Org Code: MAFAEM

- Conducts financial needs analysis for all admitted students/applicants.
- Provides oversight of scholarship programs and donors.
- Identifies and secures appropriate student financial aid funds from federal, state, and private sources.
- Awards and accounts for funds in conformance with applicable rules, regulations, accounting practices, and audit standards.
- Provides timely and accurate information to applicants regarding availability of funds, application procedures, need analysis methodologies, and awarding criteria.
- Advises and counsels aid recipients on a variety of financial aid matters.
- Assists in disbursing student aid awarded by non-university organizations.
- Advises on matters relating to policies and procedures affecting the availability and delivery of student financial aid.
- Prepares analytical students' aid reports on a variety of topics related to the administration of student financial aid.
- Maintains a close relationship with Mānoa Career Center to ensure coordination of employment components of financial aid packages.

**PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

PROPOSED

APPROVED:

Tom Apple
Chancellor, University of Hawai'i

Date

10/31/13

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
Org Code: MAVCS

Vice Chancellor for Students, #89325	1.00
Operations Coordinator, PBB, #79316	1.00
Associate Vice Chancellor, #89133**	1.00
Secretary III, SR16, #14337	1.00
Assistant Vice Chancellor, #89309***	1.00
Assistant Vice Chancellor, #89479	1.00
Specialist Type Faculty: #82637, #83035	2.00
IT Specialist, PBB, #78217	1.00
Web Developer, PBA, #78218	1.00
IT Specialist, PBA, #78462	1.00
Student Services Specialist, PBB, #78970	1.00

ADMINISTRATIVE SERVICES OFFICE
Org Code: MAASVS

Administrative Svcs Mgr, PBC, #80146	1.00
Fiscal Specialist, PBB, #78065	1.00
Administrative Officer, #80089*	1.00
Human Resources Specialist, PBB, #81879	1.00
Personnel Clerk V, SR13, #44556	1.00

OFFICE OF THE DEAN OF STUDENTS
Org Code:

Assistant Vice Chancellor, #89309***

STUDENT LIFE &
DEVELOPMENT
Org Code: MASLD
(Chart IV-A)

MĀNOA CAREER
CENTER
Org Code: MAMCC
(Chart IV-B)

COUNSELING &
STUDENT
DEVELOPMENT
Org Code: MADRCL
(Chart IV-D)

UNIVERSITY HEALTH
SERVICES
Org Code: MADRHW
(Chart IV-E)

JUDICIAL AFFAIRS
Org Code: MAJDAF
(Chart IV-F)

STUDENT HOUSING
SERVICES
Org Code: MASHS
(Chart IV-G)

STUDENT EQUITY, EXCELLENCE, AND DIVERSITY
Org Code: MASEED
(Chart IV-C)

CHILDREN'S CENTER
Org Code: MACC
(Chart IV-C)

COLLEGE
OPPORTUNITIES
PROGRAM
Org Code: MACOP
(Chart IV-C)

KOKUA
Org Code: MAKOKU
(Chart IV-C)

OFFICE OF
MULTICULTURAL
STUDENT SERVICES
Org Code: MAMULT
(Chart IV-C)

WOMEN'S CENTER
Org Code: MAMULT
(Chart IV-C)

ENROLLMENT MANAGEMENT
Org Code: MAEM
(Chart IV-H)

OFFICE OF
ADMISSIONS
Org Code: MAOAEM
(Chart IV-H)

OFFICE OF
REGISTRAR
Org Code: MARGEM
(Chart IV-H)

FINANCIAL AID
SERVICES
Org Code: MAFAEM
(Chart IV-H)

INFORMATION AND
COMPUTER SERVICES
Org Code: MAITEM
(Chart IV-H)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS

ORGANIZATIONAL CHART
CHART IV

GENERAL FUND FTE 17.00

*New, position number Redescription pending.

**Also serves as Enrollment Management and
Director

***Also serves as Dean of Students.
Requesting reclassification

GRAND TOTAL BY FUND

GENERAL FUND FTE	192.00
GENERAL FUND FTE (AUTH TEMP)	4.00
SPECIAL FUND (B) FTE	74.00
REVOLVING FUND (W) FTE	19.25

PROPOSED

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS**

FUNCTIONAL STATEMENT

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS – Org Code: MAVCS

INTRODUCTION:

Overview of the Office – The Office of the Vice Chancellor for Students provides leadership for the planning, direction, coordination, and executive management of all student service areas under the auspices of the Vice Chancellor for Students (VCS) including student services administration, enrollment management, and student life programs of the University of Hawai'i at Mānoa.

Authority – The VCS has the authority to oversee and develop programs to serve students, develop and promulgate student policies, and to take actions to improve student services and climate of the campus.

Interaction with other UHM Vice Chancellors – The VCS works with the VCAA and the Assistant Vice Chancellor of Undergraduate Education on provision of academic advising, tutoring, and other issues as appropriate to ensure the optimal delivery of student services. The VCS works with the Vice Chancellor for Administration, Finance, and Operations to conduct regular space evaluations to ensure that services are provided at the locations that are most accessible to students and that overall use of space is maximized. The VCS works with the Campus Advocate office to build on feedback and continuously improve student services.

MAJOR FUNCTIONS OF THE OFFICE OF THE VICE CHANCELLOR FOR STUDENTS:

The Office of the Vice Chancellor for Student has the following responsibilities:

- Develops and coordinates a campus-wide student development philosophy that drives all of the facets of student services.
- Creates an environment of seamless student services.
- Provides leadership and support to student services' faculty and staff.
- Consults regularly with the Associated Students of the University of Hawai'i and the Graduate Student Organization and other student groups as appropriate.
- Implements ways of attracting and training a staff of high quality.
- Oversees fundraising and grant writing functions for student services.
- Conducts research, assessment, and performance measurement functions for student services.
- Identifies and acts upon student priorities to improve student life.
- Serves as an advocate and promoter for students within the management structure of the University of Hawai'i at Mānoa, the University of Hawai'i System, and the outside community.
- Coordinates deadlines for student services to ensure maximization of staff time and ease of access by students.
- Ensures the provision of high quality, comprehensive student support services.
- Develops mechanisms and support for improvements in student life.
- Plans for a vibrant and lively campus life.
- Conducts evaluations of student services and programming.
- Serves as the chief decision-maker for program, budget, and personnel for all units of the University of Hawai'i at Mānoa's student services and efficiently manages all funds collected or utilized for student services.
- Conducts assessment and evaluation of student services and implements continuous quality improvement and implements and oversees a formal program review process.
- Provides information technology support for all units within student services.
- Provides information and assistance to students through the Kiosk.
- Redesigns processes in support of electronic delivery of services.

- Provides opportunities for cross-training and customer service training for all employees within student services.
- Oversees responsibilities in statutory compliance areas such as the Americans with Disabilities Act, discrimination, and 504 compliance areas.
- Oversees responsibilities for enrollment management programs in areas including recruitment, admission, financial aid and scholarships, registration, student records, and orientation.

ADMINISTRATIVE SERVICES OFFICE – Org Code: MAASVS

The Administrative Services Office supports the Vice Chancellor for Students and provides administrative support to all of the units reporting to the Vice Chancellor for Students. It has the following responsibilities:

- Formulates annual operating budgets and develops allocations to the operating units.
- Develops expenditure plans and maintains expenditure controls, which require analyzing program needs to determine variances and the recommendation to the resolution of these variances.
- Serves as the purchasing office for student services, by reviewing and preparing procurement and payment documents for compliance to policies and procedures, as well as accuracy.
- Maintains accounting records.
- Plans, organizes, coordinates, and reviews all personnel management and EEO/AA functions for student services units.
- Share responsibility for enforcement of the campus equal employment opportunity policies among student services units.
- Serves as the divisional resource unit responsible for the implementation of all official personnel policies and procedures, monitoring, and maintenance of all personnel records and other required documents.
- Manages the Queen Lili'uokalani Center for Student Services.

APPROVED:

Shanika

Tom Apple
Chancellor

10/31/13

Date

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN OF STUDENTS – Org Code: TBA

The Dean of Students reports directly to the Vice Chancellor for Students and is responsible for several Student Affairs programs. This office has oversight for the day to day operations of Student Life & Development, Mānoa Career Center, Counseling & Student Development, University Health Services, Judicial Affairs, and Student Housing Services.

MAJOR FUNCTIONS OF THE OFFICE OF THE DEAN OF STUDENTS

- Provides leadership to direct relevant campus programs and departments that promote students' intellectual and interpersonal development.
- Promotes partnerships between the formal academic experiences and the educational experiences which contribute equally outside of the formal classroom environment.
- Provides leadership relative to professional development, support, mentoring and counseling for student services personnel.
- Fosters collaboration among units. Provides opportunities for cross-training and customer service training for all employees within student services.
- Oversees student affairs faculty actions related to promotion, tenure and evaluation.
- Establishes common priorities that support the mission of the division to improve student life. Develops mechanisms and support for improvements in student life.
- Formulates, develops, implements and evaluates policies and regulations pertaining to student life, especially those related to alcohol and drug use, student conduct and student residences.
- Plans for a vibrant and lively campus life.
- Consults regularly with the Associated Students of the University of Hawai'i and the Graduate Student Organization and other student groups as appropriate.
- Establishes a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, and exercise leadership.
- Researches, evaluates, develops and recommends policies and procedures for Student Affairs and for other related services that impact students.
- Represents the university in the community on matters pertaining to student personnel program and activities.

APPROVED



Tom Apple
Chancellor

10/31/13

Date

PROPOSED

APPROVED:

Tom Apple
Chancellor, University of Hawai'i

Date

10/31/13

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

OFFICE OF THE DEAN OF STUDENTS

STUDENT LIFE & DEVELOPMENT
Org Code: MASLD

Director of Student Affairs (SLD), #89190 1.00
Student Services Specialist, PBA, #78447 1.00
IT Specialist, PBB, #81137 (W) 1.00 (W)

STUDENT LIFE BUSINESS SERVICES
Org Code: MABSSL

Student Services Specialist, PBB, #79129 1.00
Administrative Svcs Manager, PBB, #80163(B) 1.00 (B)
Administrative & Fiscal Support Specialist, PBA:
#78450 (B), #79408 (B), #80649 (B) 3.00 (B)
Student Services Specialist, PBB, #80660(B) 1.00 (B)
Bldg Maintenance Worker, BC09, #28597(B) 1.00 (B)
Bldg & Grounds Utility Worker, BC05,
#44085 (B), #44109 (B), #45379 (B) 3.00 (B)
Student Services Specialist, PBA, #78831(B) 1.00 (B)
Janitor II, BC02,
#25329 (B), #26392 (B), #44069 (B), #46560 (B) 6.00 (B)
#900563 (B)***, #900564 (B)***
Student Services Specialist, PBB, #79661 (B) 1.00 (B)

STUDENT EVENTS &
CAMPUS LIFE SERVICES
Org Code: MASESL

Specialist Type Faculty, #88328 (B) 1.00 (B)
Specialist Type Faculty, #82864 1.00
Specialist Type Faculty, #70084 (W) 1.00 (W)
Student Services Specialist, PBB, #81486 (W) 1.00 (W)
Specialist Type Faculty, #88334 (W) 1.00 (W)
Student Services Specialist, PBB, #78991(B) 1.00 (B)
Student Services Specialist, PBA:
#80631 (B), #80942 (B) 2.00 (B)
Specialist Type Faculty, #88765 (B) 1.00 (B)

STUDENT INVOLVEMENT &
LEADERSHIP DEVELOPMENT PROGRAMS
Org Code: MASISL

Specialist Type Faculty, #83705 1.00
Specialist Type Faculty:
#70078, #82597 2.00
Student Services Specialist, PBB, #81510 (W) 1.00 (W)

STUDENT RECREATION SERVICES
Org Code: MASRSL

Specialist Type Faculty, #85083 1.00
Student Services Specialist, PBB, #77071 1.00
Specialist Type Faculty, #83512 1.00
Office Assistant III, SR08, #26460 1.00
Student Services Specialist, PBB, #80025 (B) 1.00 (B)
Student Services Specialist, PBA, #79313 (B) 1.00 (B)
Student Services Specialist, PBB, #79713 (B) 1.00 (B)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
STUDENT LIFE & DEVELOPMENT

ORGANIZATIONAL CHART
CHART IV-A

GENERAL FUND FTE 11.00
SPECIAL FUND FTE (B) 25.00
REVOLVING FUND FTE (W) 5.00

*** Position recently established, pending funding

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
STUDENT LIFE & DEVELOPMENT

FUNCTIONAL STATEMENT

STUDENT LIFE & DEVELOPMENT – Org Code: MASLD

The Office of Student Life & Development reports to the Assistant Vice Chancellor for Students and pursues as its primary mission the provision of a spectrum of involvement and learning opportunities for students through innovative programs and quality services which promote leadership, life skills, and personal development while enhancing campus life. In fulfilling this mission, the Office of Student Life & Development pursues **two basic goals**: 1) to provide co-curricular programs and learning opportunities which contribute to the quality of life for students by meeting their intellectual, social, recreational, physical, emotional and moral development needs; and 2) to promote leadership and self-direction among those students who become involved in managing student life activities on campus or who assume an active partnership role in campus governance. Inherent in pursuing these two goals are a product outcome and a process outcome, both of equal importance. Through the delivery of services and programs (**the product**) that meet the developmental needs of the general student population, the Office of Student Life & Development involves students in organizational governance (**the process**) that fosters the development of personal and organizational leadership.

The mission and goals of the department of Student Life & Development are fulfilled through five core functions: program or service administration; organizational advising & support; facility operations; organizational training & development; and staff efficacy & renewal as described below.

Program or Service Administration is a core function that involves the coordination and oversight of programs and services offered by the department. This function includes such tasks as the continuous analysis of service/program operations to improve operational efficiency and effectiveness; the development of scope of service/program changes to respond to assessed needs; supervision of service or program operations; the development of systematic marketing to promote use of program or service; the assessment of service or program for customer use, satisfaction, and cost benefits; the identification and analysis of preventive maintenance and repair of service area or program needs; and the administration of vendor contracts applicable to service area or program.

Organizational Advising & Support is a form of counseling and offering educational assistance to students in groups. This form of educational assistance involves assessing student and organizational needs; and instructing and counseling students to develop their interpersonal and leadership skills to work effectively in organizational or team settings. This also involves articulating and advocating the needs and interests of students to the University and conversely, representing, supporting, and communicating the University's mission, institutional needs, and policies to students and student groups. Additionally, this core function involves providing fiscal oversight and program coordination for activities and programs offered by assigned student groups.

Facility Operations is a core function that involves the oversight of facility management and maintenance of the Campus Center, Hemenway Hall, and other related student life facilities (e.g. student publications buildings, intramural sports and recreational leisure facilities, etc.). This function includes analyzing facility operations; developing short-range and long-range plans for preventive maintenance and repairs; monitoring and directing the renovation, expansion and repair projects for facilities including replacing equipment and furnishings; and administering maintenance contracts for major mechanical systems including air conditioning, electrical system, gas & water systems, elevators, etc. This also requires that facility operating hours are adhered to, that facilities and services are properly prepared for opening and closing, and that proper controls are in place for facility security, key access, etc. to assure the safety and

maintenance of buildings, grounds, and persons.

Organizational Training & Development is another core function that is delivered via instruction in both classroom and out-of-classroom settings. This function includes such tasks as researching existing literature, websites, and journals on assigned training topics; formulating learner outcomes; designing instructional methods and materials to achieve learner outcomes; delivering instruction and training; and evaluating instructional methods and materials to refine and improve training.

Staff Efficacy & Renewal is a core function that promotes continuous staff development to enhance individuals' effectiveness in serving students with intentionality and efficacy. This function acknowledges the need to develop those professionals who serve and develop students.

Student Life & Development is comprised of four sections reporting to the Director and described below. Each section contributes to the fulfillment of the department's mission by performing a differential ratio of the five core functions described earlier with a specialized focus as illustrated below.

STUDENT LIFE BUSINESS SERVICES – Org Code: MABSSL

- Budget development, preparation, maintenance, and variance
- Financial accounting including revenue & cash deposits, purchasing, bond payments, audits
- Personnel recruitment, processing, payroll, and records management
- Building management including facility use, property management, building security, and project management for new construction and renovation projects
- Facility maintenance and repair
- Universal debit card program including service development & design, operating process system design, training and development of end users
- Divisional food service program including contract management and oversight
- UPASS student transportation program including contract management and oversight
- Alternative funding resource development

STUDENT EVENTS & CAMPUS LIFE SERVICES – Org Code: MASESL

- Organizational advising & program/fiscal support for Campus Center Board, Activities Council, Board of Publications, Ka Leo O Hawai'i , Hawai'i Review, Broadcast Communication Authority, KTUH-FM campus radio station, and videocast UH Productions
- Organizational training & development for Campus Center Board, Activities Council, Board of Publications, Ka Leo O Hawai'i , Hawai'i Review, Broadcast Communication Authority, KTUH-FM campus radio station, and videocast UH Productions
- Student employee training & development
- Advertising sales development & oversight
- Publications operations including billing, accounts receivables, and circulation
- Meeting & event services including sales/event planning, reservations & scheduling, production setups, equipment upkeep & inventory, onsite program coordination, and event evaluation
- Service administration of student operated services including computer lab, lounge, graphics, gamesroom, and ticket & information
- Service liaison for contracted vendors including American Savings Bank, UH Federal Credit Union, automated teller machines, barbershop, Subway, dental hygiene, and UH Bookstore

STUDENT INVOLVEMENT & LEADERSHIP DEVELOPMENT PROGRAMS – Org Code: MASISL

- Organizational advising & program/fiscal support for Associated Students of the University of Hawai'i , Graduate Student Organization, and Student Activity & Program Fee Board

- Organizational training & development for Associated Students of the University of Hawai'i , Graduate Student Organization, and Student Activity & Program Fee Board
- Leadership education and development (credit classes; workshops & training for student volunteers, student organizations, and students; organizational consultation)
- New student programs including summer freshmen orientation, parent & family orientation, transfer student orientation
- Registered Independent Organizations (resource liaison, program consultation, benefits advising, annual organization registration and orientation, hazing awareness training)

STUDENT RECREATION SERVICES – Org Code: MASRSL

- Organizational advising & program/fiscal support for Recreational Sports Programming Council, SAFC Mānoa Maniacs, and recreational services policy board
- Organizational training & development for Recreational Sports Programming Council, SAFC Mānoa Maniacs, and recreational services policy board
- Organized recreational play including registration and signups, and recruitment and training of officiating crews
- Informal recreational play including gyms, fitness centers, facility management, equipment inventory and maintenance, and recruitment and training of student staff
- Recreational equipment rental
- Recreational Wellness and Leisure programs including Teams Course, crafts, dance and performance arts, fitness, personal wellness, outdoor land and water recreation, class registration and signups, instructor recruitment and support, and recruitment and training of student instructors

APPROVED:

Tom Apple

Tom Apple
Chancellor

10/3/13

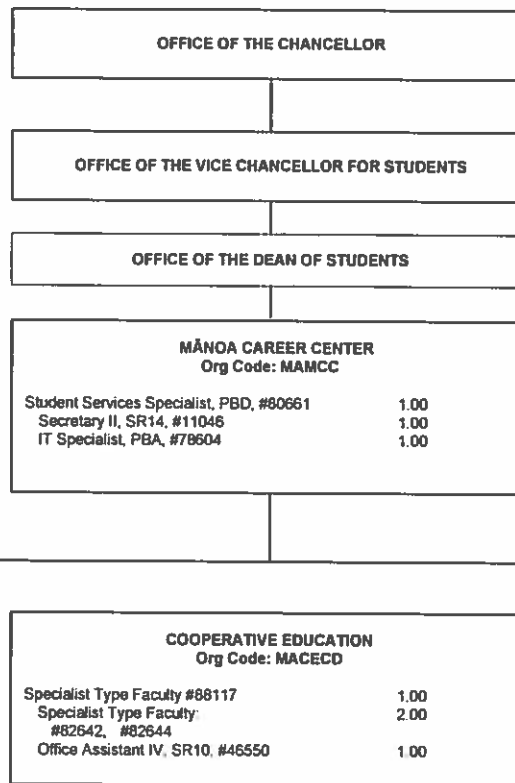
Date

PROPOSED

APPROVED

Tom Apple
Chancellor, University of Hawai'i

Date 10/31/13



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
MĀNOA CAREER CENTER

ORGANIZATIONAL CHART
CHART IV-B

GENERAL FUND FTE 15.00*
GENERAL FUND FTE (AUTH TEMP) 1.00

*Abolished position #88326 (1.00 FTE)

PROPOSED

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
MĀNOA CAREER CENTER

FUNCTIONAL STATEMENT

MĀNOA CAREER CENTER – Org Code: MAMCC

The Mānoa Career Center reports to the Assistant Vice Chancellor for Students and oversees all workplace and employment functions for students. They work to ensure a successful transition into the workplace through student employment opportunities, career development activities, internships, cooperative education, and career services.

CAREER SERVICES – Org Code: MACSCD

- Provides comprehensive and progressive individual and group career counseling to enable students to make appropriate decisions and choices.
- Develops and implements intervention programs for the purpose of career development awareness, academic retention during participation in work-based learning, and acquisition of professional practices as it relates to career planning. Collaborates with Enrollment Management/Academic support programs as appropriate.
- Develops, implements, and evaluates career programs to increase student awareness of, and participation in, employment and career services programs.
- Assists students and alumni in matters related to careers, vocations, and employment by maintaining a career library, job announcements, and credential file.
- Promotes the University of Hawai'i at Mānoa at and through career fairs and recruitment opportunities.
- Maintains a close relationship with the University of Hawai'i Alumni Association and utilizes alumni to assist students in career decision-making and networking.
- Conducts evaluative assessments on programs and services offered to ensure support of the University of Hawai'i mission, specifically in student learning, retention, and recruitment.
- Participates in research and remains updated in current employment trends and issues through local, regional, and national associations.
- Coordinates with Undergraduate Education and Enrollment Management for the provision of Service Learning opportunities to students.

COOPERATIVE EDUCATION – Org Code: MACECD

- Facilitates student work-based learning through progressive career development programming and collaborative partnerships with a spectrum of employers, community, faculty, and staff.
- Articulates the relationship between academic studies and work-based learning through programming, counseling, and policy recommendations.
- Administers cooperative education & internship opportunities in coordination with academic units.
- Partners with the University and business community to develop a comprehensive career/life planning approach to prepare a skilled, civically responsible workforce that will meet the changing needs of the workplace.

STUDENT EMPLOYMENT SERVICES – Org Code: MASECD

- Interactive database for the purpose of employment processing, student and employer tracing, job posting, and student referrals.

- Ensures compliance of programming with University, state, and federal laws and regulations in the employment arena including, but not limited to, equal employment opportunity, labor law, civil rights legislation, and federal program guidelines.
- Serves as advocate for students in employment matters.
- Administers the Federal Work Study Program, Job Location & Development, and other federal programs as appropriate.
- Assists all campus employers in filling student assistant positions.
- Works with Enrollment Management to ensure coordination of employment components of financial aid packages.

APPROVED:

Tom Apple

Tom Apple
Chancellor

10/31/13

Date

NO CHANGE

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

STUDENT EQUITY, EXCELLENCE AND DIVERSITY
Org Code: MASEED

Director of Student Affairs (SEED), #89298**	1.00
Fiscal Specialist, PBB: #78525, #81088	2.00
Specialist Type Faculty: #70068, #70069, #70070, #70071, #82594	5.00
Educational Specialist, PBB, #81063	1.00
Program Manager, PBB, #81904	1.00
Student Services Specialist, PBB, #78524	1.00
Office Assistant III, SR08, #43052	1.00

CHILDREN'S CENTER
Org Code: MACC

Child Care Site Director, PBB, #80232	1.00
Administrative Officer, PBA, #80739 (B)	1.00 (B)
Educational Associate, PBB, #80029	1.00
Child Care Cntr Teacher, PBB: #80109	1.00
#80234T, #80455T	2.00 T
Child Care Cntr Teacher, PBA: #78917, #80233	2.00
#80424T	1.00 T
#80541 (B), #80588 (B), #80611 (B)	3.00 (B)

COLLEGE OPPORTUNITIES PROGRAM
Org Code: MACOP

Specialist Type Faculty, #83548	1.00
Student Services Specialist, PBB, #80606	1.00
Student Services Specialist, PBA, #78538	1.00
Office Assistant IV, SR10, #23086	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
STUDENT EQUITY, EXCELLENCE AND
DIVERSITY

ORGANIZATIONAL CHART
CHART IV-C

GENERAL FUND FTE	37.00*
GENERAL FUND FTE (AUTH TEMP)	3.00
SPECIAL FUND FTE (B)	4.00

*Abolished position #70073 (1.00 FTE)
**Requesting reclassification

KOKUA
Org Code: MAKOKU

Program Manager, PBC, #80668	1.00
Administrative Officer, PBA, #77032	1.00
Educational Specialist, PBB: #78261, #78262, #80608, #80636, #81566	5.00
Educational Specialist, PBA, #81102	1.00

OFFICE OF MULTICULTURAL STUDENT SERVICES
Org Code: MAMULT

Program Manager, PBB, #80517	1.00
Student Services Specialist, PBA: #81799, #81801	2.00

WOMEN'S CENTER
Org Code: MAWC

Specialist Type Faculty: #70074, #84581, #88333	3.00
Student Services Specialist, PBB, #78526	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 STUDENTS
STUDENT EQUITY, EXCELLENCE, AND DIVERSITY

FUNCTIONAL STATEMENT

STUDENT EQUITY, EXCELLENCE, AND DIVERSITY – Org Code: MASEED

The Office of Student Equity, Excellence, and Diversity (SEED) reports to the Vice Chancellor for Students and promotes diversity, supports minority students, and promotes access at the University of Hawai'i at Mānoa.

- Implements policies and supports campus and outreach programs to encourage campus diversity, provide equal educational access and accommodate different learners.
- Provides programs that promote educational equity for needs and interests of Native Hawaiian and other under-represented minorities on campus. Administers the Kua'ana Student Services program and partners with Nā Pua No'eau, Hawai'i inuiākea School of Hawaiian Knowledge Native Hawaiian Student Services and other university, pre-college and community programs to promote educational equity for the needs and interests of Native Hawaiians.
- Provides direct services and supports programs at Mānoa, systemwide, lower education, and with community groups to promote access and success for student populations that are first generation college, under-served and underrepresented in higher education, which include, but are not limited to: African Americans, Filipinos, Hispanic, Laotian and Vietnamese, Native American/Alaska Natives, Native Hawaiians, Samoans and other Pacific Islanders.
- Provides student support services for equal access and success of students with disabilities, low-income, gay/lesbian/bisexual and transgendered, student parents, women, low income and disadvantaged students.
- Provides a comprehensive range of services including administering the Health Career Opportunity Program, Graduate Professional Access, career and workforce development, and research on diversity and barriers to equal access.
- Administers specific merit and need base scholarships that support equity and diversity.
- Administer non-credit programs for senior citizens attending classes.
- Supports the Mānoa Commission on Diversity, Diversity and Equity Initiative, and other activities relating to the university's strategic goals on equity and diversity.

CHILDREN'S CENTER – Org Code: MACC

- Operates the Children's Center at UH Mānoa to provide child care services to student parents, faculty and staff.
- Provides training opportunities for the development of competent professionals in quality integrated child care services.

COLLEGE OPPORTUNITIES PROGRAM – Org Code: MACOP

- Recruits, screens, selects and prepares high-risk Hawai'i residents for a successful first year on the Mānoa campus.
- Administers summer academic enrichment programs and follow up activities for underrepresented minority students.
- Offers retention services for minority programs participants during the second semester.

KOKUA – Org Code: MAKOKU

- Provides academic support services to students with disabilities as mandated by federal and state laws, policies and procedures.

- Provides comprehensive, customized and confidential disability access services to students with disabilities.
- Provides technical assistance on federally mandated “equal access” by students with disabilities to faculty, staff and administration.
- Supports the Commission on Disability Access.

OFFICE OF MULTICULTURAL STUDENT SERVICES – Org Code: MAMULT

- Provides transfer assistance to underrepresented minority students.
- Provides tutorial assistance, cultural awareness and recreational activities to underrepresented students at public elementary and intermediate/middle schools through early intervention programs.
- Provides peer tutorial and mentoring programs to promote proactive academic advising for under-represented minority students.
- Operates academic support services for underrepresented minorities on campus, including Filipinos, Southeast Asians and Samoans.
- Provides support services and advocacy for underrepresented minorities on campus.

WOMEN'S CENTER – Org Code: MAWC

- Provides support services and advocacy for female students, faculty and staff through a resource library, cultural activities, referrals and programs that respond to special concerns of women.
- Provides support services and advocacy for LGBT students, faculty and staff through a resource library, cultural activities, referrals and programs that respond to specific concerns of LGBT people.
- Supports the Commission on LGBTI
- Operates academic support services for lesbian, gay, bisexual, transgender (LGBT) and female students.
- Provides programming to support welfare recipients to work on campus as part of their public assistance.
- Provides assistance to welfare recipients in navigating the University and State Department of Human Services offices to support their educational pursuits.
- Operates programming to prevent sexual assault and relationship violence among students.

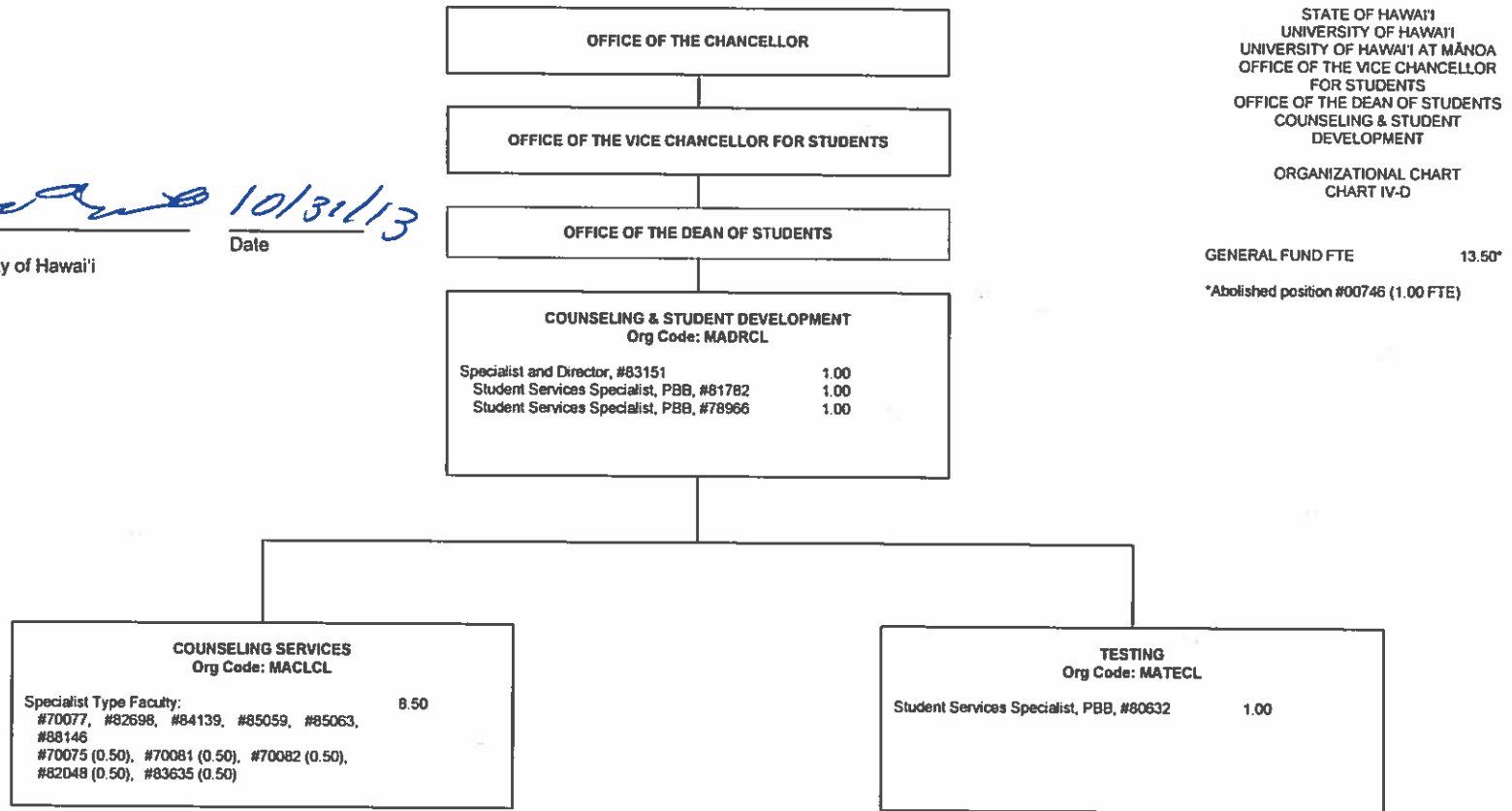
PROPOSED

APPROVED

Tom Apple
Chancellor, University of Hawai'i

Date

10/31/13



PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
COUNSELING & STUDENT DEVELOPMENT

FUNCTIONAL STATEMENT

COUNSELING & STUDENT DEVELOPMENT – Org Code: MADRCL

The Office of Counseling reports to the Assistant Vice Chancellor for Students and oversees all counseling-related services for students.

COUNSELING SERVICES – Org Code: MACLCL

- Provides personal counseling services.
- Provides crisis response.
- Provides psychiatric consultation services for students to promote the development of intellectually, emotionally, and physically mature individuals.
- Provides clinical training and teaching opportunities in Counseling Services.
- Serves as a clinical internship and practicum site.
- Makes appropriate referrals for career counseling to Mānoa Career Center.
- Works closely with residential life to provide on-site emergency coverage.
- Works closely with Health and Wellness education to provide workshops, outreach, and educational opportunities for the campus.

TESTING – Org Code: MATECL

- Administers tests for clinical assessment purposes.

 APPROVED:

Tom Apple
Chancellor


Date

10/31/13

PROPOSED

APPROVED

Tom Apple
Chancellor, University of Hawai'i

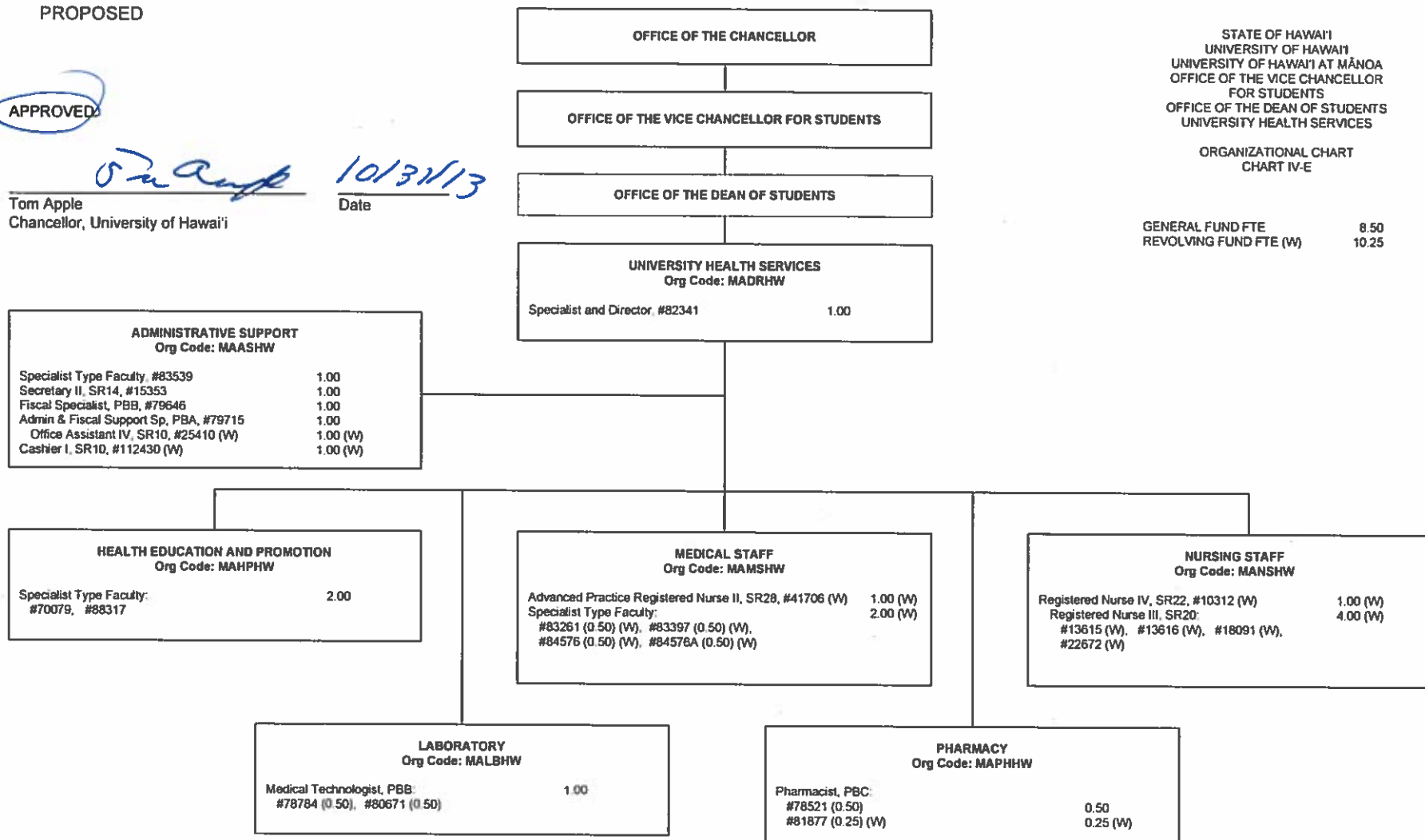
Date

10/31/13

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
UNIVERSITY HEALTH SERVICES

ORGANIZATIONAL CHART
CHART IV-E

GENERAL FUND FTE 8.50
REVOLVING FUND FTE (W) 10.25



PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
UNIVERSITY HEALTH SERVICES

FUNCTIONAL STATEMENT

UNIVERSITY HEALTH SERVICES – Org Code: MADRHW

The University Health Services reports to the Assistant Vice Chancellor for Students and oversees all wellness-related services for students.

ADMINISTRATIVE SUPPORT – Org Code: MAASHW

- Provides administrative unit support services for department operations including, but not limited to, cashiering, insurance billings and a wide variety of personnel and fiscal matters.
- Maintain student and patient health records.

HEALTH EDUCATION AND PROMOTION – Org Code: MAHPHW

- Offers public health education programming.
- Assesses campus health and students' health needs, perceptions, and behaviors.
- Utilizes peer education and service learning to deliver health education programming.
- Performs outreach such as small group and health fairs and in-house counseling and information dissemination.
- Operates a health resource center.
- Operates services for the prevention and treatment of substance abuse among students.
- Provides referrals to psychological counseling or medical services through a well-developed referral process.
- Offers health insurance through a student insurance option, as well as tracks commensurate insurance options for international and graduate assistants, including other units in the UH system.
- Provides health counseling/education/prevention in such areas as nutrition and body image, alcohol/other drug use, responsible sexuality, tobacco, and wellness/stress reduction.
- Provides clinical training and teaching opportunities in Health Services.
- Provides practicum and internship opportunities and assistance with student projects.

MEDICAL STAFF – Org Code: MAMSHW

- Provides health care services to students through walk-in medical care.
- Operates specialty clinics such as Women's Health, Sports Medicine, Physical Therapy, Dermatology, Nutrition, STD screening, and anonymous HIV testing.
- Provides consultation and campus policy development on public health risks.
- Trains students in health professions and assists with research projects.
- Performs public health functions of disease prevention, surveillance, reporting, and control.

NURSING STAFF – Org Code: MANSHW

- Provides health care services to students through walk-in medical care.
- Provides immunizations, TB tests, travel advice, physical exams.
- Performs health clearance for all entering students.
- Provides Red Cross and other first aid training to students, faculty, and staff.

LABORATORY – Org Code: MALBHW

- Provides laboratory services.

PHARMACY – Org Code: MAPHHW

- Operates a pharmacy.

APPROVED:

Tom Apple
Chancellor

Date

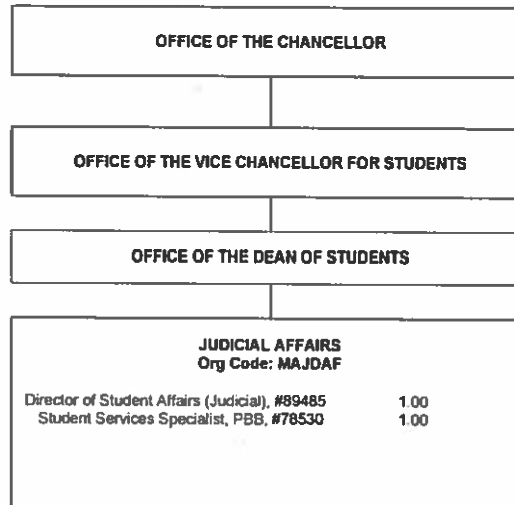
10/31/13

PROPOSED

APPROVED


Tom Apple
Chancellor, University of Hawai'i

10/31/13
Date



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
JUDICIAL AFFAIRS

ORGANIZATIONAL CHART
CHART IV-F

GENERAL FUND FTE 2.00

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
JUDICIAL AFFAIRS

FUNCTIONAL STATEMENT

JUDICIAL AFFAIRS – Org Code: MAJDAF

The Office of Judicial Affairs reports to the Assistant Vice Chancellor for Students and oversees all formal judicial affairs involving students.

- Upholds students' rights under the Family Educational Rights and Privacy Acts.
- Compiles judicial violation statistics in accordance with relevant statutes.
- Works with both students who have been accused of violations of University of Hawai'i at Mānoa standards and the victims of such violations.
- Conducts fact-finding investigations and adjudicates disputes involving the student conduct code.
- Convenes the Academic Grievance Committee to adjudicate those grievances.
- Conducts fact-finding investigations and reports for student sexual harassment complaints.
- Conducts fact-finding investigations and reports for student discrimination complaints.
- Conducts fact finding and adjudication of student employment grievances.
- Educates students on community responsibilities and living as a member of a community.
- Works with Residence Life to train relevant staff on the judicial process and develop the student staff's confrontation, communication and leadership skills.
- Educates incoming students about the University of Hawai'i at Mānoa Student Conduct Code.
- Develops and presents preventative and educational programs for all students regarding their rights and responsibilities.
- Develops and presents programs to assist students in their intellectual, ethical, and moral development.
- Conducts assessment efforts to evaluate benefits of the sanctions and educational programming for students.
- Coordinates with the Matsunaga Institute for Peace to ensure smooth operations in dispute resolution and appropriate division of roles between advocate and arbiter.

APPROVED:

Tom Apple

Tom Apple
Chancellor

10/31/13

Date

PROPOSED

APPROVED

Tom Apple
Chancellor, University of Hawai'i

Date

10/31/13

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

OFFICE OF THE DEAN OF STUDENTS

STUDENT HOUSING SERVICES
Org Code: MASHS

Director of Student Housing, #89007 (B) 1.00 (B)
Secretary II, SR14, #00743 (B) 1.00 (B)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
STUDENT HOUSING SERVICES

ORGANIZATIONAL CHART
CHART IV-G

GENERAL FUND FTE 6.00
SPECIAL FUND FTE (B) 45.00

* Pending establishment
** To be redescribed

* Supervised by Environmental Health & Safety

OPERATIONS
Org Code: MAOPSH

Auxiliary & Facilities Services Manager, PBB, #80629 (B) 1.00 (B)
Auxiliary & Facilities Services Officer, PBA: #78141 (B), #79641 (B)* 2.00 (B)
Office Assistant III, SR08, #24249 (B) 1.00 (B)

MAINTENANCE STAFF:
Building Maintenance Supervisor I, F109, #900548 (B) 1.00 (B)
Building Maintenance Worker I, BC09: #031242 (B), #110585 (B), #013578 (B), #031245 (B) 4.00 (B)
#900513, #900514 2.00
Plumber I, BC10, #900603 (B) 1.00 (B)
Electrician I, BC10, #900604 (B) 1.00 (B)

GROUNDS STAFF:
Groundskeeper II, WS02, #24251 (B) 1.00 (B)
Groundskeeper I, BC02, #31246 (B) 1.00 (B)

PROJECT & PLANT MANAGEMENT SUPPORT:
Registered Architect, PBB, #77005 (B) 1.00 (B)
Environmental Safety Specialist, PBA, #81680 (B)* 1.00 (B)

ADMINISTRATION
Org Code: MAADSH

Administrative Svcs Mgr, PBB, #81612 (B) 1.00 (B)

FISCAL:
Fiscal Specialist, Senior, PBB, #80193 (B) 1.00 (B)
Adm & Fiscal Supp Sp, PBA, #77029 (B) 1.00 (B)
Cashier I, SR10, #28336 (B) 1.00 (B)
Office Assistant IV, SR10, #18701 (B) 1.00 (B)

ASSIGNMENTS:
Administrative Officer, PBB, #79170 (B)* 1.00 (B)
Student Services Specialist, PBA, #78732 1.00
Student Services Specialist, PBA, #79330 (B) 1.00 (B)
Student Services Specialist, #79885 (B)* 1.00 (B)
Office Assistant III, SR08, #18115 (B) 1.00 (B)

CONFERENCES:
Student Services Specialist, #80219 (B)* 1.00 (B)

PERSONNEL:
Human Resources Sp, PBB, #81103 (B) 1.00 (B)
Human Resources Sp, PBA, #78729 1.00

INFORMATION TECHNOLOGY:
IT Specialist, PBB: #81361 (B), #78311 (B) 2.00 (B)

RESIDENTIAL LIFE
Org Code: MARLSH

Residence Life Mgr, PBB, #80630 (B) 1.00 (B)
Clerk Stenographer II, SR09, #24250 (B)** 1.00 (B)
Office Assistant III, SR08: #28545 (B), #23582 (B) 2.00 (B)

TRAINING & LEADERSHIP:
Residence Life Specialist, PBB, #81611 (B) 1.00 (B)
Residence Life Specialist, PBA, #80598 (B) 1.00 (B)

FAMILY RELATIONS & OFF-CAMPUS HOUSING:

RESIDENTIAL AREAS:
Residence Life Specialist, PBB: #80594 (B), #80597 (B) 2.00 (B)
Residence Life Specialist, PBA, #80924 (B) 1.00 (B)

HALL STAFF:
Residence Life Specialist, PBA: #78728 (B), #78959 (B), #78960 (B), #78961 (B), #78962 (B), #80595 (B) 6.00 (B)
#78730, #78731 2.00

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
OFFICE OF THE DEAN OF STUDENTS
STUDENT HOUSING SERVICES

FUNCTIONAL STATEMENT

STUDENT HOUSING SERVICES - Org Code: MASHS

The Student Housing Services Office reports to the Assistant Vice Chancellor for Students and works to challenge and support students within the context of a learning community, to recognize and define themselves as unique, evolving, and self-directed individuals who develop a value system for life-long learning and good citizenship. The Student Housing Services Office:

OPERATIONS – Org Code: MAOPSH

- Promotes independent living, responsibility, community standards, and academic commitment through the operation of adequate, clean, and safe housing for students.
- Develops/implements training programs for staff efficiency and effectiveness.
- Conducts needs assessment, evaluates activities, and directs the development of a comprehensive program intended to develop the leadership knowledge and skills of students and promote student involvement.
- Performs repair and maintenance for student housing facilities.
- Coordinates and implements a Preventive Maintenance Plan for residence life facilities.
- Manages maintenance for facilities in a manner that provides prompt and appropriate remediation to residents 24 hours a day.

ADMINISTRATION – Org Code: MAADSH

- Develops/implements training programs for staff efficiency and effectiveness.
- Provides special initiatives to build recruitment and retention programs for diverse student populations in coordination with the Office of Student Equity, Excellence, and Diversity.
- Conducts needs assessment, evaluates activities, and directs the development of a comprehensive program intended to develop the leadership knowledge and skills of students and promote student involvement.
- Develops training and marketing materials to promote student leadership development.
- Collaborates with various University offices to promote a quality living-learning environment that will foster and enhance student communication.
- Administers housing application, housing contracts, and room assignments in close coordination with Enrollment Management.
- Establishes dedicated graduate student housing to attract and retain top graduate and professional students.
- Coordinates and provides information to Enrollment Management and collaborates on the development of the Enrollment Management Plan.
- Assists students in identifying off-campus housing.

RESIDENTIAL LIFE – Org Code: MARLSH

- Promotes independent living, responsibility, community standards, and academic commitment through the operation of adequate, clean, and safe housing for students.
- Spearheads promotion of community and student development through human issues education, faculty involvement, and leadership programs.

- Works with colleagues to direct, supervise, and lead a residential life program, blending student development theory with values inherent in the education mission of the university.
- Delivers high quality residence hall retention efforts, develops special housing initiatives, and plans/develops initiatives that support the academic mission of the University in residential communities.
- Develops/implements training programs for staff efficiency and effectiveness.
- Provides special initiatives to build recruitment and retention programs for diverse student populations in coordination with the Office of Student Equity, Excellence, and Diversity.
- Conducts needs assessment, evaluates activities, and directs the development of a comprehensive program intended to develop the leadership knowledge and skills of students and promote student involvement.
- Develops training and marketing materials to promote student leadership development.
- Provides opportunity to create and conduct academic-based leadership development courses.
- Collaborates with various University offices to promote a quality living-learning environment that will foster and enhance student communication.
- Creates programming that promotes a sense of neighborhood belonging.
- Develops, plans, and implements highly effective residential life activities and other co-curricular social and educational events.
- Oversees development and training of the student residential assistants.
- Enforces community conduct guidelines and performs behavioral interventions in accordance with student development policy.
- Establishes dedicated graduate student housing to attract and retain top graduate and professional students.
- Advises and supports leadership development, implements community standards, and promotes self-governance through residence hall councils.
- Establishes an appropriate security presence and coordinates proactively with campus security and the Honolulu Police Department, as appropriate, to provide a safe environment for residents.
- Conducts residential orientation on coordination with the New Student Orientation and the Dean of Undergraduate Education to provide students the opportunity to develop learning skills, attitudes, and familiarization with the campus that are necessary for success during the first year.
- Develops and implements programming to support new students in their transition into the University of Hawai'i at Mānoa.
- Develops and implements programming to support transfer students in their transition to the University of Hawai'i at Mānoa.
- Assists students in identifying off-campus housing.

APPROVED:

Shane

Tom Apple
Chancellor

10/31/13

Date

PROPOSED

APPROVED:

Tom Apple 10/31/13

Tom Apple
Chancellor, University of Hawai'i

Date

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

ENROLLMENT MANAGEMENT
Org Code: MAEM

Associate Vice Chancellor, #89133***
Administrative Officer, PBA, #77488 1.00
Secretary II, SR14*
Administrative Officer, PBB, #78674 1.00
Account Clerk III, SR-11*

INFORMATION AND COMPUTER SERVICES
Org Code: MAITEM

IT Manager, PBB, #80018** 1.00
IT Specialist, PBB: 3.00
#78228**, #80017, #81134

OFFICE OF ADMISSIONS
Org Code: MAOAEM

Admissions Manager, PBC, #81154** 1.00
Secretary II, SR14, #14866 1.00
Clerk Supervisor III, SR14, #00748 1.00
Office Assistant IV, SR10: 7.00
#00772, #12842, #13495, #13496, #18009, #26538,
#900015
Office Assistant III, SR8, #900016 1.00
Admissions Specialist, PBB: 5.00
#78658, #80626, #81071, #81414, #81734
Admissions Specialist, PBB, #80625 1.00
Office Assistant IV, SR10, #11496 1.00
Admissions Specialist, PBB, #80530 1.00
Admissions Specialist, PBB, #78660 1.00
Admissions Specialist, PBA: 6.00
#77518, #77519, #77520, #77521, #77885, #78659
Admissions Specialist, PBA: 2.00
#78105, #78192
Admissions Specialist, PBB, #78406 1.00
Admissions Specialist, PBA, #79845 1.00
Office Assistant IV, SR10: 4.00
#15501, #40004, #40005, #900159
Admissions Manager, PBC, #80463 1.00
Admissions Specialist, PBB: 5.00
#78702, #78703, #78716, #78826, #80096
Admissions Specialist, PBA, #78825 1.00
Admin & Fiscal Support Sp, PBA, #78827 1.00

OFFICE OF THE REGISTRAR
Org Code: MARGEM

Registrar, PBC, #81614 1.00
Registrar, Assistant, PBB, #80658 1.00
Registrar, Assistant, PBA, #79064 (W) 1.00 (W)
Student Services Specialist, PBA: 2.00
#78405, #78657,
Registrar, Assistant, PBA, #78828 1.00
Office Assistant IV, SR10: 5.00
#00750, #14864, #15502, #21430, #40006
#14865(W) 1.00 (W)
Office Assistant III, SR8: 2.00 (W)
#13494 (W), #26539 (W)
Scheduler, SR20, #05837** 1.00
Office Assistant, IV, SR10, #13959** 1.00

FINANCIAL AID SERVICES
Org Code: MAFAEM

Financial Aid Manager, PBC, #77250 1.00
Secretary II, SR14, #05737 1.00
Financial Aid Specialist, PBB, #81913 1.00
Financial Aid Specialist, PBB: 7.00
#78225, #78226, #78227, #80717, #80922
#81151, #81607
Financial Aid Specialist, PBA: 8.00
#78224, #78245, #78760, #78761, #78951
#81606, #81608, #81609

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
ENROLLMENT MANAGEMENT
ORGANIZATIONAL CHART
CHART IV-H

GENERAL FUND FTE 82.00***
REVOLVING FUND FTE (W) 4.00

***Abolished position numbers 15265, 17599,
17600, and 22321
(General Funds 4.00)

* New position approved in 2/17/05 reorg; position number to be determined
** Position to be reclassified/re-described
*** Associate Vice Chancellor position #89133 position count reflected on chart IV

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR STUDENTS
ENROLLMENT MANAGEMENT

FUNCTIONAL STATEMENT

ENROLLMENT MANAGEMENT – Org Code: MAEM

Under the leadership of the Associate Vice Chancellor for Enrollment Management, enrollment management programs work together to provide seamless services to undergraduate students for recruitment, admission, financial aid and scholarships, registration, student records, orientation, and support in the transition to college life. It also supports the other units under the Vice Chancellor for Students. The unit has the following responsibilities:

- Develops campus enrollment goals and an enrollment management plan in consultation with the Vice Chancellor for Academic Affairs, the Assistant Vice Chancellor for Undergraduate Education, and the Dean of Graduate Education.
- Determines the most efficient use of university time and space resources to ensure maximum utilization in setting the master schedule.
- Establishes coordinated deadlines for admissions, financial aid, and housing in coordination with Residence Life.
- Manages the registration and student records system for the Mānoa campus including management of the Banner Student Information System for the Mānoa campus in consultation with the Vice Chancellor for Academic Affairs, the Assistant Vice Chancellor for Undergraduate Education, and the Dean of Graduate Education.
- Oversees the Recruitment and Admissions, Records, and the Financial Aid & Scholarship Services units. These units support the development and implementation of the campus enrollment plan.

INFORMATION AND COMPUTER SERVICES – Org Code: MAITEM

- Assists with implementing the student information system (SIS) and reporting systems, currently Banner and the Operational Data Store (ODS) respectively, as they relate to enrollment management units.
- Plans and implements necessary computer support for enrollment management units; identifies those areas which may require computerization and determines system specifications.
- Schedules, produces, and distributes reports containing course, student and enrollment information to UHM colleges, departments, and other interested offices and off-campus agencies.
- Provides statistical reports assessing the impact of policies and procedures on enrollment management units and other programs.
- Maintains inventory of computer related forms/equipment/supplies for data gathering and computer-generated output.
- Develops and maintains required IT programs and services needed to maintain institutional eligibility for Federal Financial Aid Programs.
- Reviews and evaluates the various means by which information is disseminated to students and the public; takes necessary measures to improve information flow.
- Prepares statistical and narrative information regarding UHM provided to publishers of college guidebook, etc.

OFFICE OF ADMISSIONS – Org Code: MAOAEM

- Conducts admissions presentations to high school students in Hawai'i and select schools in the Continental U.S. as well as Asia.

- Provides high schools and community colleges with current information on programs at UHM.
- Maintains a close working relationship with high school administrators, counselors, and teachers.
- Coordinates group and daily campus visits by prospective students to UHM.
- Sponsors annual workshops for high school counselors.
- Sponsors annual programs for prospective community college transfer students.
- Sponsors recruitment programs in the Neighbor Islands for prospective students and their families.
- Coordinates Mānoa's participation at college fairs in Hawai'i, the Mainland, and in Asia.
- Coordinates the Student Ambassadors program.
- Coordinates the Hoa Kako'o Shadowing program.
- Disseminates the recruitment mailings to prospective students.
- Produces recruitment literature and other recruitment materials.
- Provides telecounseling to prospective applicants and accepted students.
- Assists with activities to recruit students, including workshops, high school visits, college fairs, development of literature, etc.
- Consults with faculty to establish policies and procedures for the admission and placement of American and foreign students into UHM programs.
- Reviews transcripts, standardized test scores, and other supporting documents to determine admissibility of applicants.
- Counsels applicants, parents, and faculty regarding admissions requirements.
- Assists with implementing UHM's controlled growth policy.
- Evaluates prior college-level work from other U.S. institutions, foreign institutions, military service and schooling, Advanced Placement Program, College Level Examination Program, etc., to determine course transferability and course equivalency; consult with academic department when appropriate.
- Evaluates the effectiveness and efficiency of the means by which applications are solicited, reviewed, and acted upon.
- Continually assesses admissions standards and academic policies related to admission of students and transfer of coursework; recommends changes when appropriate.
- Determines the tuition status of all applicants and students.
- Counsels non-admitted students and assists them with options to enroll in other post-secondary institutions.

OFFICE OF THE REGISTRAR – Org Code: MARGEM

- In cooperation with College Deans, develops a master schedule of courses that is responsive to historical and projected enrollment patterns.
- Maintains an accurate up-to-date Course Master List. Provides quality control to insure consistency and accuracy among the Schedule of Classes, the Course Master List, and the UHM-1 Forms.
- Plans, coordinates, and administers the registration process. Evaluates the effectiveness and the efficiency of the registration procedures utilized.
- Plans, coordinates, and administers grade reporting for the fall and spring regular day semesters.
- Establishes, implements, and manages procedures for students petitioning to graduate.
- Maintains academic and personal history records of all students ever enrolled at UHM.
- Creates and maintains official academic records for all students in conformance with a standard of accuracy.
- Establishes procedures for creating and maintaining student records in accordance with accepted national standards, University rules and regulations, and Federal privacy regulations.
- Establishes procedures to safeguard the confidentiality of records in accordance with federal and state legislation (e.g., the Family Educational Rights and Privacy Act of 1974) and University policies and procedures.
- Provides current and past students with official documentation of their academic record including transcripts, verification of enrollment, and verification of degree.
- Administers Veteran's Administration benefits for all qualified veterans and/or dependents.

FINANCIAL AID SERVICES – Org Code: MAFAEM

- Conducts financial needs analysis for all admitted students/applicants.
- Provides oversight of scholarship programs and donors.
- Identifies and secures appropriate student financial aid funds from federal, state, and private sources.
- Awards and accounts for funds in conformance with applicable rules, regulations, accounting practices, and audit standards.
- Provides timely and accurate information to applicants regarding availability of funds, application procedures, need analysis methodologies, and awarding criteria.
- Advises and counsels aid recipients on a variety of financial aid matters.
- Assists in disbursing student aid awarded by non-university organizations.
- Advises on matters relating to policies and procedures affecting the availability and delivery of student financial aid.
- Prepares analytical students' aid reports on a variety of topics related to the administration of student financial aid.
- Maintains a close relationship with Mānoa Career Center to ensure coordination of employment components of financial aid packages.

Attachment 6

COPIES OF LETTERS AND RESPONSES FROM CAMPUS GROUPS AND UNIONS



UNIVERSITY
of HAWAI'I
MĀNOA

MĀNOA FACULTY SENATE

October 16, 2013

MEMORANDUM VIA E-MAIL

TO: Tom Apple, Chancellor
University of Hawai'i at Manoa

Francisco Hernandez, Vice Chancellor for Students
University of Hawai'i at Manoa

Kathy Cutshaw, Vice Chancellor for Administration, Finance and Operations
University of Hawai'i at Manoa

FROM: David Ericson, Chair
Mānoa Faculty Senate

A handwritten signature in dark ink, appearing to read 'David Ericson', written over the printed name.

RE: **Motion to Endorse with Reservations the Proposed Reorganization of the Office of the Vice Chancellor for Students**

The Mānoa Faculty Senate approved the Motion to Endorse with Reservations the Proposed Reorganization of the Office of the Vice Chancellor for Students at the October 16, 2013 Senate meeting with 41 votes in favor of approval and 7 opposed. The Motion and corresponding reorganization checklist are attached.

The Committee on Administration and Budget (CAB) reviewed this issue and provided a report to the Senate at the October 16, 2013 Senate meeting.

You can access additional information pertaining to the Motion at the following links:

- **Documents Index**
http://www.hawaii.edu/uhmfs/documents/2013_14/20131016_reorg_ovcs.html
- **Minutes Index**
http://www.hawaii.edu/uhmfs/minutes/2013_14/index.html#cab

Please feel free to contact me if you have any questions or need additional information.



Presented to the Mānoa Faculty Senate on October 16, 2013 by the Committee on Administration and Budget as a motion to endorse the reorganization proposal for the Office of the Vice Chancellor for Students with reservations. Approved by the Mānoa Faculty Senate with 41 votes in support of approval and 7 opposed on October 16, 2013

MOTION TO ENDORSE WITH RESERVATIONS THE PROPOSED REORGANIZATION OF THE OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

The Mānoa Faculty Senate endorses the proposed reorganization for Office of the Vice Chancellor for Students with the following reservation: Because in general the addition of an extra layer of bureaucracy tends to diminish the role of faculty/staff in the decision making of the unit, the Office of the Vice Chancellor for Students should be extra diligent in ensuring that the voices of its faculty and staff continue to be heard in the new organizational structure.

A handwritten signature in black ink, appearing to read "D. Ericson", written over a horizontal line.

David Ericson, Ph.D., *Chair*

A handwritten signature in black ink, appearing to read "Halina Zaleski", written over a horizontal line.

Halina Zaleski, Ph.D., *Senate Secretary*



UNIVERSITY
of HAWAII

University of Hawai'i at Mānoa
Mānoa Faculty Senate

MĀNOA

UH Mānoa Faculty Senate Committee on Administration and Budget
Reorganization Proposal Consultation and Review Checklist

Senate Committee name: CAB
Reorganization proposal: Office of the Vice Chancellor for Students
Date review completed: 10/4/13

Summary of faculty senate committee review:

Committee consultation with Administration (names and meeting dates): VCS Francisco Hernandez 10/4/13

Committee consultation with affected units (names and meeting dates): Bonnjean Manini, OSA Faculty Senate Chair 9/20/13

Other committee consultations (names and meeting dates): none

Action recommended by the committee (check one):

- Endorse _____
- Endorse with Reservations X
- Oppose _____
- Returned without recommendation _____

Comments (summary rationale for recommendations): The OVCS has been operating under this proposed structure for some time and it has worked well. The reorg moves 5 units that focus on student services under a new Assistant Vice Chancellor and Dean of Students that used to report directly to the VCS and renames Counseling to Counseling and Student Development and renames Health and Wellness to University Health Services. The main reservation is that in general the addition of an extra layer of bureaucracy tends to diminish the role of faculty/staff in the decision making of the unit. CAB voted 8 for, 1 against to Endorse with Reservations.

Documentation of due diligence in faculty senate review of proposal:

Please provide comments to explain the committee's rationale for each question. The lower the score, the more explanation there should be of shortcomings.

I. Adequacy of reorganization proposal documentation
(Score 1 to 5: 1 inadequate, 5 excellent, or NA – Not applicable)

#	Question	Comments	Score
1	Is the background and rationale for reorganization explained in sufficient detail to justify the organizational changes proposed?	Yes, some issues required additional consultation with the OVCS to clarify.	4
2	Are the groups affected by the	yes	4



**UNIVERSITY
of HAWAI'I**
MĀNOA

University of Hawai'i at Mānoa
Mānoa Faculty Senate

	reorganization (students, faculty, staff) identified and the impact of the reorganization on these groups explained?		
3	Are the supervisor/subordinate reporting relationships properly identified?	yes	5
4	Are the position numbers and position classifications accurate and properly listed in the proposal narrative and organizational charts?	yes	5
5	Is specific qualitative and quantitative information provided to explain the problem being addressed and the benefits of the reorganization?	yes	4
6	Are all resource requirements or savings fully explained?	The "extra" \$20K cost has been accumulated from cost savings from when higher salaried employees retired and were replaced by lower salaried new hires; this was only made clear in the consultation with the VCS.	3
7	Do the estimated resource requirements or savings appear to be accurate?	yes	5
8	Are the estimated annual costs and/or benefits of the reorganization provided with an explanation of how these costs will be funded? (additional costs may include new positions, position reclassifications, office furniture or other expenses.)	Yes, the "extra" \$20K cost is for the salary of the new Associate Vice Chancellor for Enrollment Management and Director of Admissions, Hung Dang (as compared the previous occupant); enrollment managers command high salaries, especially at private institutions, sometimes with salaries as high as the university president/chancellor.	5
9	Will additional or alternative space be required due to the reorganization?	no	5
9a	If so, how are the space issues addressed?	NA	NA
10	Have all documents and correspondence been posted on the OVCAFO website?	yes	5

II. Appropriateness of Administration's process and consultation

(Score 1 to 5: 1 = process not followed, 5 process followed in the best of faith, or NA - Not applicable)

#	Question	Comments	Score
1	Is the reorganization being proposed by the appropriate administrative leader, and vetted with the appropriate superior?	yes	5
2	Have the members of the affected unit been consulted?	Yes, there was mixed feedback to the OSA Faculty Senate poll and very low response rates, showing no strong feelings among many of the OSA faculty toward the reorg.	5



**UNIVERSITY
of HAWAI'I**
MĀNOA

University of Hawai'i at Mānoa
Mānoa Faculty Senate

3	Has the administration responded to the unit's concerns about the reorganization?	yes	3
4	Has all relevant information been posted on the appropriate website?	yes	5
5	Has the faculty Union been consulted?	yes	5
6	Has the administration demonstrated appropriate respect for the consultative process?	yes	5

III. Merits of the proposal

(Score 1 to 5: 1 = proposal lacks merit, 5 = proposal achieves worthy goals, or NA – Not applicable)

#	Question	Comments	Score
1	Does the reorganization address or resolve a problem that has been identified/experienced?	yes	4
2	Have other alternatives been explored before proposing reorganization, such as changing work processes?	no	2
3	Is the reorganization consistent with the University strategic, program and financial plans?	yes	5
4	Is the current organization inadequate to address the problems experienced?	Somewhat unclear, because the proposed structure is already in use.	4
5	What are the specific anticipated benefits of reorganization?	Better synergy by organizing units with a student services focus under the Dean of Students leaving more time for the VCS to interact with the Chancellor, other VCs, BoR and outside entities	5
6	Are the anticipated benefits significant enough to merit the effort of the reorganization?	yes	4
7	Does the reorganization minimize confusion over authority, roles and responsibilities?	yes	5
8	Are functional responsibilities homogeneously grouped under one organizational unit or are functions duplicated among or between various organizational segments?	This reorg brings 6 units that have a focus on student services under one Assistant VC and Dean of Students	5
9	Are there unnecessary levels of supervision for the work that must be performed?	perhaps	3
10	Are there cost savings?	no	NA
11	How significant are the cost benefits?	NA	NA
12	Are additional resources required?	no	NA
13	How significant are the costs required?	NA	NA



**UNIVERSITY
of HAWAII**
MĀNOA

University of Hawai'i at Mānoa
Mānoa Faculty Senate

14	Is there an impact on the instructional mission?	no	NA
15	Is there an impact on the research mission?	no	NA
16	Is there an impact on the service or outreach mission?	yes	4
17	Do the benefits outweigh the negative impacts?	yes	4
18	Are any negative impacts of the reorganization justified?	The new organization seems to be working well.	4



UNIVERSITY
of HAWAII
MĀNOA

May 10, 2013

J.N. Musto, Executive Director
University of Hawai'i Professional Assembly
1017 Palm Drive
Honolulu, Hawai'i 96814

Dear Dr. Musto:

The University of Hawai'i is proposing a reorganization of the Office of the Vice Chancellor for Students at the University of Hawai'i at Manoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University's sustainability efforts, we have loaded the proposal and documents onto the UHM website at:

http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

Your comments on the proposal would be appreciated by Monday, June 24, 2013. If additional time is needed, please contact me prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganization proposal.

Should there be any questions, I can be reached at 956-3290 or at fh@hawaii.edu. Mahalo for your support and assistance with this reorganization proposal.

Sincerely,



Francisco Hernandez
Vice Chancellor for Students

c: Lori Ideta, Assistant Vice Chancellor for Students
Amefil Agbayani, Director of SEED
Shirley Hamakawa, Administrative Services Manager, OSA
Ann Sakuma, Assistant to the VCAFO
Tammy Kuniyoshi, Director, UHM HR

2600 Campus Road, QLC 409
Honolulu, Hawai'i 96822
Telephone: (808) 956-3290 (Voice/Text)
Fax: (808) 956-3292

An Equal Opportunity/Affirmative Action Institution



June 26, 2013

Francisco Hernandez, Ph.D.
Vice Chancellor for Student Affairs
University of Hawaii at Manoa
2600 Campus Road, QLC 409
Honolulu, HI 96822

Dear Vice Chancellor Hernandez:

This is a response to your request to UHPA for consultation regarding the reorganization of the Office of the Vice Chancellor for Students. As a matter of HRS Chapter 89 Collective Bargaining Law and Article XVII, Representation Rights found in the UHPA-UH contract the employer must initiate an in-depth discussion with the union on policies that affect employee relations. These interactions must occur in a timely manner that allows the potential for modifications, cancellation, or additional policies to be created after serious consideration of the unions concerns. In this case that did not occur. The request for consultation is late with the reorganization already operational simply waiting for sign-off by various parties to formalize the actions already taken. This is not an acceptable means of addressing a reorganization. When this change was originally contemplated UHPA should have received a formal request for consultation.

In this instance, based on the documents provided and inquiries with others, including yourself, the impact of faculty regarding compensation, workload, conditions of work, and job security appears to be unaffected by the shift to a different administrative reporting structure. Should the reorganization have negative consequences on faculty members that become apparent at a later date, UHPA will seek to bargain or enforce the contract on those items.

It is also worth noting that the additional funds sought in this reorganization are for administrator promotions. UHPA encourages you to also consider reallocation of funds to ensure that faculty members can obtain special salary adjustments as necessary to reward performance, make equity adjustments as needed, and to retain faculty within the unit.

If you have questions or concerns please let me know.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Kristeen Hanselman'.

Kristeen Hanselman
Associate Executive Director

UNIVERSITY OF HAWAII
PROFESSIONAL ASSEMBLY

1017 Palm Drive • Honolulu, Hawaii 96814-1928
Telephone: (808) 593-2157 • Facsimile: (808) 593-2160
Web Page: <http://www.uhpa.org>





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May 10, 2013

Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Miliiani Street, Suite 601
Honolulu, Hawai'i 96813-2991

Dear Mr. Perreira:

The University of Hawai'i is proposing a reorganization of the Office of the Vice Chancellor for Students at the University of Hawai'i at Manoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University's sustainability efforts, we have loaded the proposal and documents onto the UHM website at:

http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

Your comments on the proposal would be appreciated by Monday, June 24, 2013. If additional time is needed, please contact me prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganization proposal.

Should there be any questions, I can be reached at 956-3290 or at fh@hawaii.edu. Mahalo for your support and assistance with this reorganization proposal.

Sincerely,

Francisco Hernandez
Vice Chancellor for Students

c: Lori Ideta, Assistant Vice Chancellor for Students
Amefil Agbayani, Director of SEED
Shirley Hamakawa, Administrative Services Manager, OSA
Ann Sakuma, Assistant to the VCAFO
Tammy Kuniyoshi, Director, UHM HR

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A F S C M E
LOCAL 152, AFL-CIO

888 Mililani Street, Suite 601
Honolulu, Hawaii 96813-2991

Telephone: 808.543.0000
Facsimile: 808.528.4059

www.hgea.org

June 25, 2013

Francisco Hernandez
Vice Chancellor for Students
2600 Campus Rd, QLC 409
Honolulu, HI 96822



Dear Mr. Hernandez,

The Hawaii Government Employees Association (HGEA) has received your proposal dated May 10, 2013, to reorganize the Office of the Vice Chancellor for Students at the University of Hawaii at Manoa. HGEA appreciates the University Administration continued communication with impacted employees throughout the process of finalizing the proposal. Notwithstanding, there are some concerns regarding this proposal.


Within the **Rationale for Reorganization**, it states that the office has had to work with fewer resources and the office is transitioning to rely more on student tuition and fees. Although the proposal states that the reorganization is cost neutral, there will be an added cost of \$20,000 to reclassify positions #89309 and #89298.

- Where will the OVCS internally reallocate this funding?
- Will this affect Temporary positions within OVCS?
- How many Temporary APT positions were under the OVCS for fiscal year 2013?
- How many Temporary APT positions will NOT be renewed fiscal year 2014?

As with any reorganization that consolidates units, as noted in **IV Consultation**, there are concerns about how much authority will be delegated to the Assistant Vice Chancellor and Dean of Students. Although there are assurances that the position would be situated to more readily, expediently, and thoroughly respond to concerns and issues, the HGEA reserves the right to reopen the consultation if the assurances are not met.

HGEA appreciates the opportunity to provide input and await a written response.

Sincerely,


Lena Fernandes
Union Agent



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FILE COPY

July 12, 2013

Lena Fernandes
Union Agent
Hawaii Government Employees Association
888 Millilani Street, Suite 601
Honolulu, HI 96813-2991

Dear Ms. Fernandes,

This is in response to your June 25, 2013 letter regarding the proposal to reorganize the Office of the Vice Chancellor for Students at the University of Hawai'i at Manoa. Each bullet is addressed as follows:

- Where will the OVCS internally reallocate this funding?
The OVCS receives an allocation to award fellowships from the share of tuition revenues which are designated for student financial assistance as stipulated in E6.204 of the UH Systemwide Executive Policies. The fellowships allow the Vice Chancellor to internally reallocate \$20,000 of student assistant funds. Students will receive financial assistance through fellowships in place of wages.
- Will this affect temporary positions within OVCS?
No, temporary positions will not be affected.
- How many temporary APT positions were under the OVCS for fiscal year 2013? Provide the funding sources.
In FY2013, there were 60.40 FTE temporary positions as listed by funding source:

General Fund	4.00
Tuition Fund	9.00
Other Special Funds	18.00
Revolving Funds	5.75
Extramural Funds	23.65
- How many temporary APT positions will not be renewed in fiscal year 2014?
Temporary positions not being renewed are only the APT positions funded by extramural grants with termination dates occurring during FY2014 and possibly grants that receive budget cuts due to federal sequestration.

If any clarification is needed, please feel free to contact my Administrative Officer, Shirley Hamakawa, at smuranak@hawaii.edu or call her at 956-3288.

Sincerely,

Francisco Hernandez
Vice Chancellor for Students

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