

UNIVERSITY
of HAWAII
MĀNOA


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March 9, 2018

MĀNOA CHANCELLOR'S
OFFICEMEMORANDUM

TO: David Lassner
Interim Chancellor

VIA: Michael Bruno 
Interim Vice Chancellor for Academic Affairs and
Vice Chancellor for Research

FROM: H. Ronald Riggs 
Interim Dean

SUBJECT: Reorganization Proposal for College of Engineering (Revised)

SPECIFIC ACTION REQUESTED:

We request your approval of minor revisions to the approved reorganization of the College of Engineering, University of Hawai'i at Mānoa.

BACKGROUND:

Pursuant to Administrative Procedure A3.101, University of Hawai'i Organizational and Functional Changes dated March 2008, the College of Engineering requested approval under delegated authority by the Chancellor for the reorganization of the College of Engineering. The College of Engineering reorganization proposal was approved on February 13, 2018.

PURPOSE:

The purpose of this request is to make minor revisions to the approved College of Engineering reorganization Narrative and Proposed Organization Chart II to align reporting lines in an accurate manner.

Details of the revisions are provided below:

Narrative, Section III-B. *Impact on operational resources* (page 5):

Change in position number for Associate Specialist, S4 from #89085 to #83723

Proposed Organization Chart II, Office of Student and Academic Services:

Change in reporting line from Associate Specialist #83723 to Assistant Dean of Student Services #89011 for the following:

#77604, Educational Specialist

#80003, Electronics Engineer

#81998, IT Specialist

All personnel in affected units were consulted and supportive of the reorganization. These revisions are to align the organizational structure with the proposed changes as discussed with affected personnel and outlined in the College of Engineering reorganization proposal.

ACTION RECOMMENDED:

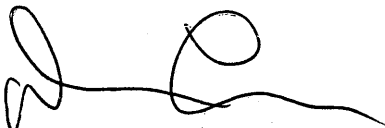
It is recommended that the minor revisions to the College of Engineering reorganization proposal be approved.

Attachments:

Narrative

Proposed Organizational Chart II

 APPROVED / DISAPPROVED:



(Name)
Chancellor

MAR 27 2018

Date

Reorganization Proposal
College of Engineering
University of Hawai'i at Mānoa

Narrative

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

I. INTRODUCTION:

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

The College of Engineering offers bachelor's, master's, and doctoral degrees in civil, electrical, and mechanical engineering, as well as a bachelor's degree in computer engineering. The undergraduate programs are accredited by the engineering accreditation organization.

The Office of the Associate Dean for Academic Affairs is responsible for undergraduate and graduate academic programs; teaching assignments and course scheduling; distance learning; the Native Hawaiian Science and Engineering Mentorship Program (NHSEMP); academic advising for pre-engineering and undergraduate students; student enrollment and retention programs; and accreditation. Since January 27, 2017, this office has been headed by an Interim Associate Dean (AD) due to the retirement of the former Interim AD in December 2015.

The position of Associate Dean for Research was never filled due to insufficient resources. The duties and responsibilities under the Office of the Associate Dean for Research are currently being assumed by the Interim AD.

The Interim AD's focus is on leading the research expansion of the college (creating mechanisms to facilitate new cross-disciplinary research and program development and establishing relationships with funding agencies to grow extramurally funded research), in addition to developing new academic programs aimed at increasing student enrollment, student choice, and preparing better our students for a more diversified workforce. The Assistant Dean for Student Services has been assigned to lead and manage the student academic affairs component and the NHSEMP, in addition to his current responsibilities for industrial relations and international programs. This reorganization will officially establish and sanction the integrity of the current structure, achieving functional efficacy by combining the existing Office of the Associate Dean for Academic Affairs and the Office of the Associate Dean for Research into an Office of the Associate Dean.

The Office of Operational Support is responsible for accounting, finance, human resources, organization management, and facilities management; management of instructional computer facilities and providing computer hardware and software support to faculty and staff; and management of the college shop, which is a precision instrument development/fabricating facility primarily for faculty and student research and instructional projects.

The Office of Public Affairs is responsible for K-12 outreach, first year student experience, marketing/public relations programs and materials, newsletters, videos, website management, and various events.

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

The objectives/goals of the restructured units will provide the college with the capacity necessary to effectively and efficiently manage its affairs within current staffing levels. This reorganization will allow clearly defining duties and responsibilities of the heads of the units, align functions under the appropriate unit head, and assure better coordination of services for the college's faculty, staff, and students. The Associate Dean for Academic Affairs will become simply the Associate Dean, combining some aspects of the Associate Dean for Academic Affairs and the Associate Dean for Research. That position will focus on growth initiatives in research and academic programs, as discussed above. The Assistant Dean for Student Services will be given formally those relevant duties currently under the Associate Dean for Academic Affairs that relate principally to student services, as discussed above.

II. RATIONALE FOR THE REORGANIZATION:

- A. Provide background and relevant historical information.

The college has experienced significant decline in research expenditures over the past few years. Pre-engineering student enrollment has continued to increase since 2008; however, the retention rate for these students, as well as freshmen and sophomores, must be addressed and remedied. Undergraduate enrollment in mechanical engineering continues to increase, while electrical and civil engineering have remained relatively flat for the past 10 to 15 years.

The Office of Operational Support is headed by the Senior Administrative Officer and comprised of three sub-units: Computer Facility, Engineering Shop, and Fiscal and Personnel, resulting in an untenable, incongruous scope in the areas of responsibility.

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

The proposed reorganization establishes an Office of the Associate Dean, which will have primary responsibility for growth initiatives in research and academic programs. The incumbent will be responsible for increasing faculty research contracts, grants, and proposals and establishing new academic undergraduate degree programs, as mentioned above.

The Office of Student and Academic Services will address student retention by implementing intensified academic advising procedures, consistent with UH Mānoa policies, and increasing efforts in the recruitment of community college transfer students by scheduling regular visits to O'ahu and neighbor island community colleges.

The Office of Outreach Relations (replacing the Office of Public Affairs) will also assist with retention efforts by focusing on the first year student experience, while continuing (high school) recruiting and organizing industrial internships. Already in place are a freshman dorm

area in Johnson Hall to nurture incoming students and group activities to foster and instill a sense of support and community.

The reduction in supervisory span of control of the Senior Administrative Officer will enable enhanced focus on financial and budgetary issues college-wide, resulting in improved effectiveness and efficiency in functional areas of the proposed Office of Administrative Services. Reassigning the Computer Facility to the Office of Student and Academic Services more accurately reflects the Computer Facility's primary role in supporting the proposed Office of Student and Academic Services. Due to the Engineering Shop's significant role in supporting faculty and student research and instructional projects, reassigning the Engineering Shop under the Office of the Associate Dean will provide for improved coordination and effectiveness in the provision of shop services.

This reorganization is consistent with the University's Strategic Plan: Hawai'i Graduation Initiative, Hawai'i Innovation Initiative, 21st Century Facilities, and High Performance Mission-Driven System. It will support increasing participation of students, particularly Native Hawaiians, and strengthen the pipeline of K-12 students to engineering.

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 streamline the operations of the units in the Dean's office by: (1) creating new organizational units and changing reporting lines for some personnel and (2) reducing supervisory span of control for two unit heads, affording them the ability to better focus on their specific areas of responsibility, resulting in an increased response time to student academic needs and improved management of personnel.

E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted. Explain issues raised and how concerns were addressed.

This reorganization has been discussed with and agreed to by the personnel in each of the following units and other groups:

- Office of the Associate Dean for Academic Affairs
- Office of the Associate Dean for Research
- Office of Operational Support
- Office of Public Affairs
- Administrative Council
- Faculty Senate Executive Committee
- Engineering Council of University of Hawai'i

- 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 how the reorganization will minimize confusion over authority, roles, and responsibilities.

This reorganization provides for the establishment of the Office of Administrative Services, which will concentrate on administrative management matters of the college (budget, personnel, extramural funds, procurement, and facilities). The existing Computer Facility personnel will be absorbed under the proposed Office of Student and Academic Affairs, and Engineering Shop personnel will be reassigned to the proposed Office of the Associate Dean, thereby rendering a more effective and efficient operation.

The following benefits will be achieved by the reorganization:

- a dedicated research advocate for the college;
- Office of Student and Academic Services focused on the direction, coordination, and delivery of student services (academic admissions and advising, enrollment management, scholarships, student records, etc.);
- Office of Administrative Services focused on administrative management of the college (budget, personnel, extramural funds, procurement, and facilities);
- Computer Facility personnel will be reassigned to the Office of Student and Academic Services, which will more effectively align with their duties and responsibilities for the instructional computer facility; and
- Engineering Shop personnel will be reassigned to the Office of the Associate Dean, which will more accurately align with their duties and responsibilities relative to faculty and student research projects.

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. Provide a realistic assessment of the estimated annual and future cost or savings of the reorganization taking into account such factors as proposed position re-descriptions and reallocations. Explain how the annual and future costs or savings were derived and, if applicable, reasons the reorganization justifies the estimated costs.

The proposed reorganization is cost neutral, as it does not require additional funds for personnel nor additional space.

2. Are additional funds needed? No

If so, how will the cost of the reorg be funded? N/A

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.

At the highest level, the changes involve the Associate Dean, Assistant Dean, and Senior Administrative Officer, each of whom will head an office in the reorganization. Other changes are discussed in item 4 below.

Associate Dean for Academic Affairs #89085

Position will be retitled to Associate Dean and have duties and responsibilities for research and academic program management and supervise Scientific Instrument Technician, PBB, #807071. Position description will be revised to reflect change in duties and responsibilities.

④ Assistant Dean of Student Services #89011

Position will head the proposed Office of Student and Academic Affairs and supervise Associate Specialist, S4, #83723; Junior Specialist, S2, #70247; Educational Specialist, PBB, #77604; Secretary II, SR-14, #12849; Electronics Engineer, PBB, #80003; and IT Specialist, PBB, #81988. Position description will be revised to reflect change in duties and responsibilities.

Senior Administrative Officer, PBC, #80027

Position will head the proposed Office of Administrative Services and cease to supervise Computer Facility and Engineering Shop personnel. Position description will be revised to reflect change in duties and 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

What is the impact of the increase? N/A

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

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

What is the impact of the reduction? N/A

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

#89085, Associate Dean for Academic Affairs

Change in title to Associate Dean, proposed Office of the Associate Dean, and change in duties and responsibilities

#83723, Associate Specialist, S4

Change in reporting line from Associate Dean for Academic Affairs to Assistant Dean for Student Services, proposed Office of Student and Academic Services

#70247, Junior Specialist, S2

Change in unit from Office of the Associate Dean for Academic Affairs to proposed Office of Student and Academic Services

④ #70247 reports to 83723. All positions under purview of 89011.

#77604, Educational Specialist, PBB

Change in reporting line from Associate Specialist #83723 to Assistant Dean for Student Services #89011, proposed Office of Student and Academic Services

#12849, Secretary II, SR-14

Change in reporting line from Associate Dean for Academic Affairs #89085 to Assistant Dean for Student Services #89011, proposed Office of Student and Academic Services

#89011, Assistant Dean of Student Services

Change in unit from Office of the Associate Dean for Research to proposed Office of Student and Academic Services and change in duties and responsibilities

#80027, Senior Administrative Officer, PBC

Change in unit from Office of Operational Support to proposed Office of Administrative Services and change in duties and responsibilities

#80003, Electronics Engineer, PBB

Change in reporting line from Senior Administrative Officer #80027 to Assistant Dean of Student Services, proposed Office of Student and Academic Services

#81998, IT Specialist, PBB

Change in reporting line from Electronics Engineer #80003 to Assistant Dean of Student Services #89011, proposed Office of Student and Academic Services

#80707, Scientific Instrument Technician, PBB

Change in reporting line from Senior Administrative Officer #80027 to Associate Dean #89085, proposed Office of the Associate Dean

#77835, Administrative Officer, PBB

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#79870, HR Specialist, PBB

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#81541, Administrative Officer, PBB

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#22366, Account Clerk IV, SR-13

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#78167, Administrative and Fiscal Support Specialist, PBA

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#78727, Media Specialist, PBA

Change in unit from Office of Public Affairs to proposed Office of Outreach Relations

#79239, Public Information Officer, PBB

Change in unit from Office of Public Affairs to proposed Office of Outreach Relations and change in duties and responsibilities. Position will continue to report to Dean #89087.

Position descriptions for the following will be submitted to reflect revised duties and responsibilities:

- Associate Dean for Academic Affairs #89085
- Assistant Dean for Student Services #89011
- Senior Administrative Officer, PBC, #80027
- Public Information Officer, PBB, #79239

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

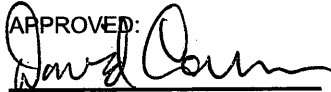
The changes to supervisory/subordinate relationships will:

- streamline operations and assure improved coordination and delivery of services to the college's faculty, staff, and students;
- reduce supervisory span of control of the Senior Administrative Officer #80027 to allow for focus on budgeting/fiscal, personnel, property management/procurement, and facilities management responsibilities; and
- result in accurate reporting lines of personnel:
 - duties and responsibilities of academic advisors, NHSEMP Director, and secretary reflect purpose and objectives of proposed Office of Student and Academic Services;
 - Computer Facility personnel's duties and responsibilities are to manage and support the instructional computer facility and should, therefore, report to the Assistant Dean of Student Services, proposed Office of Student and Academic Services; and
 - Engineering Shop personnel will report to proposed Associate Dean commensurate with their duties and responsibilities of providing assistance to faculty and students relative to research projects.

C. Impact on space resources:

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? Explain outcome. N/A

PROPOSED - Revised

APPROVED: 
 David Lassner
 Interim Chancellor

MAR 27 2018
 Date

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT MĀNOA
 OFFICE OF THE VICE CHANCELLOR FOR
 ACADEMIC AFFAIRS
 COLLEGE OF ENGINEERING
 ACADEMIC SUPPORT & RESEARCH
 ORGANIZATION CHART
 CHART II

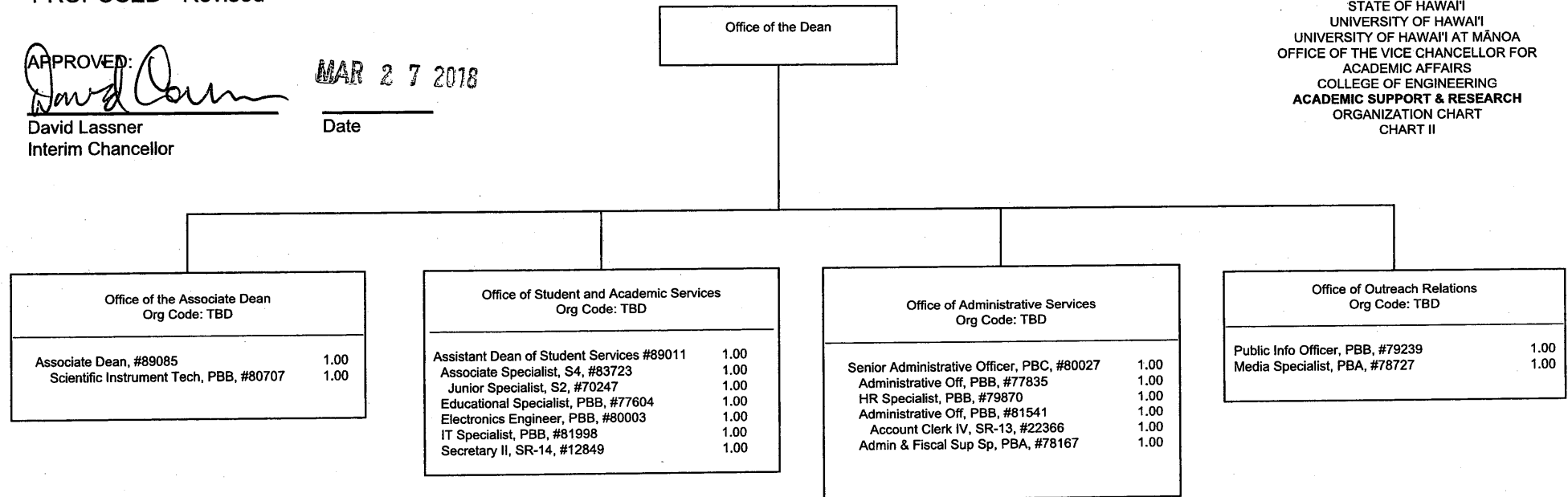


CHART TOTAL: PERM TEMP
 General Funds: 17.00 -



UNIVERSITY
of HAWAII
MĀNOA

College of Engineering

H. RONALD RIGGS
INTERIM DEAN

October 10, 2017

MEMORANDUM

TO: David Lassner
Interim Chancellor

VIA: Michael Bruno
Interim Vice Chancellor for Academic Affairs *Michael Bruno*

FROM: H. Ronald Riggs *HRR*
Interim Dean

SUBJECT: Reorganization Proposal for College of Engineering

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization of the College of Engineering, University of Hawai'i at Mānoa.

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

No additional costs are associated with this reorganization.

PURPOSE:

The purpose of this reorganization is to effect and achieve greater effectiveness and efficiency in providing essential services and assistance to students, faculty, and staff by: (1) creating the following units: Office of the Associate Dean, Office of Student and Academic Services, Office of Administrative Services, and Office of Outreach Relations and (2) realigning reporting lines of various personnel. The establishment of the Office of the Associate Dean, whose primary function will be to provide a leadership role in directing and managing the research mission and enterprise of the college, is critical in focusing on the areas of needed growth (academic programs, undergraduate and graduate student enrollment, and research). It is also necessary to commence the

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Fax: (808) 956-2291

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search process for a permanent Associate Dean this fall, as noted in the request to reappoint the current Interim Associate Dean (Academic Affairs), which was approved on August 8, 2017.

BACKGROUND:

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

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

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

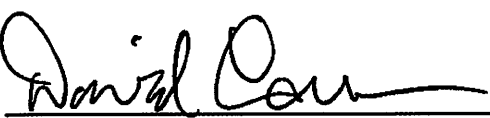
ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal for the College of Engineering, University of Hawai'i at Mānoa be approved.

Attachments:

Executive Summary (Attachment 1)
Narrative (Attachment 2)
Current Organization Charts and Functional Statements (Attachment 3)
Proposed Organization Charts and Functional Statements (Attachment 4)
BJBT Position Worksheet (Attachment 5)
Letters and Responses (Attachment 6)

 APPROVED/DISAPPROVED



David Lassner
Interim Chancellor

FEB 13 2018

Date

EXECUTIVE SUMMARY

Reorganization Proposal
College of Engineering
University of Hawai'i at Mānoa

Executive Summary

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate. Please limit Executive Summary to two (2) pages.

I. Purpose:

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

The purpose of this reorganization is to effect and achieve greater effectiveness and efficiency in providing essential services and assistance to students, faculty, and staff by: (1) creating the Office of the Associate Dean, Office of Student and Academic Services, Office of Administrative Services, and Office of Outreach Relations and (2) realigning reporting lines of various personnel. The establishment of the Office of the Associate Dean, whose primary function will be to provide a leadership role in directing and managing the research mission and enterprise of the college is necessary to commence the search process for a permanent Associate Dean this fall.

II. Major Elements of the Proposal:

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

The key changes being proposed are: (1) abolishment of four current organizational units (Office of the Associate Dean for Academic Affairs, Office of the Associate Dean for Research, Office of Operational Support, and Office of Public Affairs) and (2) creation of four new organizational units (Office of the Associate Dean, Office of Student and Academic Affairs, Office of Administrative Support, and Office of Outreach Relations).

III. Resource Impact:

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

A. Budget

1. What is the estimated cost of the reorg? None
2. Are additional funds needed? None
If so, how will the cost of the reorg be funded? N/A
3. Will the reorg result in cost savings or be cost neutral? Cost neutral

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any?
 - Engineering shop personnel will report to Associate Dean.
 - Secretary II, Associate Specialist, Junior Specialist, Educational Specialist, Electronics Engineer, and IT Specialist will report to Assistant Dean.

- Senior Administrative Officer will oversee staff, who have duties and responsibilities related to budgeting/fiscal, extramural funds, procurement/property management, human resources, and facilities.
2. Will additional faculty/support personnel be required? None
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? None
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.
Faculty positions impacted by the anticipated changes are as follows:
 - Associate Specialist, S4, #83723
 - Junior Specialist, S2, #70247.Staff positions impacted by the anticipated changes are as follows:
 - Associate Dean for Academic Affairs, #89085
 - Assistant Dean of Student Services, #89011
 - Educational Specialist, PBB, #77604
 - Secretary II, SR-14, #12849
 - Senior Administrative Officer, PBC, #80027
 - Electronics Engineer, PBB, #80003
 - IT Specialist, PBB, #81998
 - Scientific Instrument Tech, PBB, #80707
 - Administrative Officer, PBB, #77835
 - HR Specialist, PBB, #79870
 - Administrative Officer, PBB, #81541
 - Account Clerk IV, SR-13, #22366
 - Administrative and Fiscal Support Specialist, PBA, #78167
 - Media Specialist, PBA, #78727
 - Public Information Officer, PBB, #79239

C. Space

1. Will additional space outside own resources/allocations be required? None
If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A

IV. Consultation:

Explain or list the individuals and groups consulted and the key comments/feedback received. All personnel in the affected units were consulted in addition to the Dean's Administrative Council, Faculty Senate Executive Committee, and student organizations. Comments and feedback received were supportive of the proposed changes of better defined personnel reporting lines to achieve greater effectiveness and efficiency. Staff whose duties and responsibilities will be changed are working on revising their position description to accurately reflect the changes in line with the reorganization.

V. Implementation:

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

This reorganization will be implemented immediately upon approval by the Interim Chancellor.

NARRATIVE

Reorganization Proposal
College of Engineering
University of Hawai'i at Mānoa

Narrative

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

I. INTRODUCTION:

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

The College of Engineering offers bachelor's, master's, and doctoral degrees in civil, electrical, and mechanical engineering, as well as a bachelor's degree in computer engineering. The undergraduate programs are accredited by the engineering accreditation organization.

The Office of the Associate Dean for Academic Affairs is responsible for undergraduate and graduate academic programs; teaching assignments and course scheduling; distance learning; the Native Hawaiian Science and Engineering Mentorship Program (NHSEMP); academic advising for pre-engineering and undergraduate students; student enrollment and retention programs; and accreditation. Since January 27, 2017, this office has been headed by an Interim Associate Dean (AD) due to the retirement of the former Interim AD in December 2015.

The position of Associate Dean for Research was never filled due to insufficient resources. The duties and responsibilities under the Office of the Associate Dean for Research are currently being assumed by the Interim AD.

The Interim AD's focus is on leading the research expansion of the college (creating mechanisms to facilitate new cross-disciplinary research and program development and establishing relationships with funding agencies to grow extramurally funded research), in addition to developing new academic programs aimed at increasing student enrollment, student choice, and preparing better our students for a more diversified workforce. The Assistant Dean for Student Services has been assigned to lead and manage the student academic affairs component and the NHSEMP, in addition to his current responsibilities for industrial relations and international programs. This reorganization will officially establish and sanction the integrity of the current structure, achieving functional efficacy by combining the existing Office of the Associate Dean for Academic Affairs and the Office of the Associate Dean for Research into an Office of the Associate Dean.

The Office of Operational Support is responsible for accounting, finance, human resources, organization management, and facilities management; management of instructional computer facilities and providing computer hardware and software support to faculty and staff; and management of the college shop, which is a precision instrument development/fabricating facility primarily for faculty and student research and instructional projects.

The Office of Public Affairs is responsible for K-12 outreach, first year student experience, marketing/public relations programs and materials, newsletters, videos, website management, and various events.

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The objectives/goals of the restructured units will provide the college with the capacity necessary to effectively and efficiently manage its affairs within current staffing levels. This reorganization will allow clearly defining duties and responsibilities of the heads of the units, align functions under the appropriate unit head, and assure better coordination of services for the college's faculty, staff, and students. The Associate Dean for Academic Affairs will become simply the Associate Dean, combining some aspects of the Associate Dean for Academic Affairs and the Associate Dean for Research. That position will focus on growth initiatives in research and academic programs, as discussed above. The Assistant Dean for Student Services will be given formally those relevant duties currently under the Associate Dean for Academic Affairs that relate principally to student services, as discussed above.

II. RATIONALE FOR THE REORGANIZATION:

A. Provide background and relevant historical information.

The college has experienced significant decline in research expenditures over the past few years. Pre-engineering student enrollment has continued to increase since 2008; however, the retention rate for these students, as well as freshmen and sophomores, must be addressed and remedied. Undergraduate enrollment in mechanical engineering continues to increase, while electrical and civil engineering have remained relatively flat for the past 10 to 15 years.

The Office of Operational Support is headed by the Senior Administrative Officer and comprised of three sub-units: Computer Facility, Engineering Shop, and Fiscal and Personnel, resulting in an untenable, incongruous scope in the areas of responsibility.

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

The proposed reorganization establishes an Office of the Associate Dean, which will have primary responsibility for growth initiatives in research and academic programs. The incumbent will be responsible for increasing faculty research contracts, grants, and proposals and establishing new academic undergraduate degree programs, as mentioned above.

The Office of Student and Academic Services will address student retention by implementing intensified academic advising procedures, consistent with UH Mānoa policies, and increasing efforts in the recruitment of community college transfer students by scheduling regular visits to O'ahu and neighbor island community colleges.

The Office of Outreach Relations (replacing the Office of Public Affairs) will also assist with retention efforts by focusing on the first year student experience, while continuing (high school) recruiting and organizing industrial internships. Already in place are a freshman dorm

area in Johnson Hall to nurture incoming students and group activities to foster and instill a sense of support and community.

The reduction in supervisory span of control of the Senior Administrative Officer will enable enhanced focus on financial and budgetary issues college-wide, resulting in improved effectiveness and efficiency in functional areas of the proposed Office of Administrative Services. Reassigning the Computer Facility to the Office of Student and Academic Services more accurately reflects the Computer Facility's primary role in supporting the proposed Office of Student and Academic Services. Due to the Engineering Shop's significant role in supporting faculty and student research and instructional projects, reassigning the Engineering Shop under the Office of the Associate Dean will provide for improved coordination and effectiveness in the provision of shop services.

This reorganization is consistent with the University's Strategic Plan: Hawai'i Graduation Initiative, Hawai'i Innovation Initiative, 21st Century Facilities, and High Performance Mission-Driven System. It will support increasing participation of students, particularly Native Hawaiians, and strengthen the pipeline of K-12 students to engineering.

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 streamline the operations of the units in the Dean's office by: (1) creating new organizational units and changing reporting lines for some personnel and (2) reducing supervisory span of control for two unit heads, affording them the ability to better focus on their specific areas of responsibility, resulting in an increased response time to student academic needs and improved management of personnel.

E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted. Explain issues raised and how concerns were addressed.

This reorganization has been discussed with and agreed to by the personnel in each of the following units and other groups:

- Office of the Associate Dean for Academic Affairs
- Office of the Associate Dean for Research
- Office of Operational Support
- Office of Public Affairs
- Administrative Council
- Faculty Senate Executive Committee
- Engineering Council of University of Hawai'i

- 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 how the reorganization will minimize confusion over authority, roles, and responsibilities.

This reorganization provides for the establishment of the Office of Administrative Services, which will concentrate on administrative management matters of the college (budget, personnel, extramural funds, procurement, and facilities). The existing Computer Facility personnel will be absorbed under the proposed Office of Student and Academic Affairs, and Engineering Shop personnel will be reassigned to the proposed Office of the Associate Dean, thereby rendering a more effective and efficient operation.

The following benefits will be achieved by the reorganization:

- a dedicated research advocate for the college;
- Office of Student and Academic Services focused on the direction, coordination, and delivery of student services (academic admissions and advising, enrollment management, scholarships, student records, etc.);
- Office of Administrative Services focused on administrative management of the college (budget, personnel, extramural funds, procurement, and facilities);
- Computer Facility personnel will be reassigned to the Office of Student and Academic Services, which will more effectively align with their duties and responsibilities for the instructional computer facility; and
- Engineering Shop personnel will be reassigned to the Office of the Associate Dean, which will more accurately align with their duties and responsibilities relative to faculty and student research projects.

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. Provide a realistic assessment of the estimated annual and future cost or savings of the reorganization taking into account such factors as proposed position re-descriptions and reallocations. Explain how the annual and future costs or savings were derived and, if applicable, reasons the reorganization justifies the estimated costs.

The proposed reorganization is cost neutral, as it does not require additional funds for personnel nor additional space.

2. Are additional funds needed? No
If so, how will the cost of the reorg be funded? N/A

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.

At the highest level, the changes involve the Associate Dean, Assistant Dean, and Senior Administrative Officer, each of whom will head an office in the reorganization. Other changes are discussed in item 4 below.

Associate Dean for Academic Affairs #89085

Position will be retitled to Associate Dean and have duties and responsibilities for research and academic program management and supervise Scientific Instrument Technician, PBB, #807071. Position description will be revised to reflect change in duties and responsibilities.

Assistant Dean of Student Services #89011

Position will head the proposed Office of Student and Academic Affairs and supervise Associate Specialist, S4, #89085; Junior Specialist, S2, #70247; Educational Specialist, PBB, #77604; Secretary II, SR-14, #12849; Electronics Engineer, PBB, #80003; and IT Specialist, PBB, #81988. Position description will be revised to reflect change in duties and responsibilities.

Senior Administrative Officer, PBC, #80027

Position will head the proposed Office of Administrative Services and cease to supervise Computer Facility and Engineering Shop personnel. Position description will be revised to reflect change in duties and 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

What is the impact of the increase? N/A

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

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

What is the impact of the reduction? N/A

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

#89085, Associate Dean for Academic Affairs

Change in title to Associate Dean, proposed Office of the Associate Dean, and change in duties and responsibilities

#83723, Associate Specialist, S4

Change in reporting line from Associate Dean for Academic Affairs to Assistant Dean for Student Services, proposed Office of Student and Academic Services

#70247, Junior Specialist, S2

Change in unit from Office of the Associate Dean for Academic Affairs to proposed Office of Student and Academic Services

#77604, Educational Specialist, PBB

Change in reporting line from Associate Specialist #83723 to Assistant Dean for Student Services #89011, proposed Office of Student and Academic Services

#12849, Secretary II, SR-14

Change in reporting line from Associate Dean for Academic Affairs #89085 to Assistant Dean for Student Services #89011, proposed Office of Student and Academic Services

#89011, Assistant Dean of Student Services

Change in unit from Office of the Associate Dean for Research to proposed Office of Student and Academic Services and change in duties and responsibilities

#80027, Senior Administrative Officer, PBC

Change in unit from Office of Operational Support to proposed Office of Administrative Services and change in duties and responsibilities

#80003, Electronics Engineer, PBB

Change in reporting line from Senior Administrative Officer #80027 to Assistant Dean of Student Services, proposed Office of Student and Academic Services

#81998, IT Specialist, PBB

Change in reporting line from Electronics Engineer #80003 to Assistant Dean of Student Services #89011, proposed Office of Student and Academic Services

#80707, Scientific Instrument Technician, PBB

Change in reporting line from Senior Administrative Officer #80027 to Associate Dean #89085, proposed Office of the Associate Dean

#77835, Administrative Officer, PBB

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#79870, HR Specialist, PBB

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#81541, Administrative Officer, PBB

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#22366, Account Clerk IV, SR-13

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#78167, Administrative and Fiscal Support Specialist, PBA

Change in unit from Office of Operational Support to proposed Office of Administrative Services

#78727, Media Specialist, PBA

Change in unit from Office of Public Affairs to proposed Office of Outreach Relations

#79239, Public Information Officer, PBB

Change in unit from Office of Public Affairs to proposed Office of Outreach Relations and change in duties and responsibilities. Position will continue to report to Dean #89087.

Position descriptions for the following will be submitted to reflect revised duties and responsibilities:

- Associate Dean for Academic Affairs #89085
- Assistant Dean for Student Services #89011
- Senior Administrative Officer, PBC, #80027
- Public Information Officer, PBB, #79239

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

The changes to supervisory/subordinate relationships will:

- streamline operations and assure improved coordination and delivery of services to the college's faculty, staff, and students;
- reduce supervisory span of control of the Senior Administrative Officer #80027 to allow for focus on budgeting/fiscal, personnel, property management/procurement, and facilities management responsibilities; and
- result in accurate reporting lines of personnel:
 - duties and responsibilities of academic advisors, NHSEMP Director, and secretary reflect purpose and objectives of proposed Office of Student and Academic Services;
 - Computer Facility personnel's duties and responsibilities are to manage and support the instructional computer facility and should, therefore, report to the Assistant Dean of Student Services, proposed Office of Student and Academic Services; and
 - Engineering Shop personnel will report to proposed Associate Dean commensurate with their duties and responsibilities of providing assistance to faculty and students relative to research projects.

C. Impact on space resources:

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? Explain outcome. N/A

**AUTHORIZED BJ/BT POSITIONS
IMPACTED BY THE REORG**

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

Program Title: College of Engineering

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:	
1	II	89085	Associate Dean for Academic Affairs (F)	Associate Dean Office of the Associate Dean	Proposed reorganization
2	II	83723	Associate Specialist, S4 (F) supervised by #89085	Office of Student and Academic Affs. Supervised by #89011	Change in supervisor
3	II	70247	Junior Specialist, S2 (F) supervised by #83723	Office of Student and Academic Affs.	Proposed reorganization
4	II	77604	Educational Specialist, PBB (F) supervised by #83723	Office of Student and Academic Affs. Supervised by #89011	Change in supervisor
5	II	12849	Secretary II, SR-14 (F) supervised by #89085	Office of Student and Academic Affs. Supervised by #89011	Change in supervisor
6	II	89011	Assistant Dean of Student Svcs (F) Office of Associate Dean for Research	Office of Student and Academic Services	Proposed reorganization
7	II	80027	Senior Administrative Officer (F) Office of Operational Support	Office of Administrative Services	Proposed reorganization
8	II	80003	Electronics Engineer, PBB (F) supervised by #80027	Office of Student and Academic Affs. Supervised by #89011	Change in supervisor
9	II	81998	IT Specialist, PBB (F) supervised by #80003	Office of Student and Academic Affs. Supervised by #89011	Change in supervisor
10	II	80707	Scientific Instrument Tech, PBB (F) supervised by #80027	Office of the Associate Dean Supervised by #89085	Change in supervisor
11	II	77835	Administrative Officer, PBB (F) supervised by #80027	Office of Administrative Services	Proposed reorganization
12	II	79870	HR Specialist, PBB (F) supervised by #80027	Office of Administrative Services	Proposed reorganization
13	II	81541	Administrative Officer, PBB (F) supervised by #80027	Office of Administrative Services	Proposed reorganization
14	II	22366	Account Clerk IV, SR-13 (F) supervised by #80027	Office of Administrative Services	Proposed reorganization
15	II	78167	Admin & Fiscal Support Sp, PBA (F) supervised by #80027	Office of Administrative Services	Proposed reorganization
16	II	78727	Media Specialist, PBA (F) supervised by #89087	Office of Outreach Relations	Proposed reorganization
17	II	79239	Public Information Officer (F) supervised by #89087	Office of Outreach Relations	Proposed reorganization

H. Ronald Riggs, Interim Dean

956-7727

Administrator's Signature, Name and Title

Date

Telephone Number

HR Review _____
 OFA Review _____

Per S. Kanemaru, 02-09-18, appropriate review was (OVCATO)

Completed on the administrative side (including Manoa HR & OFA) in accordance with Manoa guidelines. Again, 2/12/18

**CURRENT ORGANIZATIONAL CHARTS
AND FUNCTIONAL STATEMENTS**

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
ORGANIZATION CHART

**COLLEGE OF ENGINEERING
CHART I**

DEPARTMENT TOTAL:	PERM	TEMP
General Funds:	94.25	—

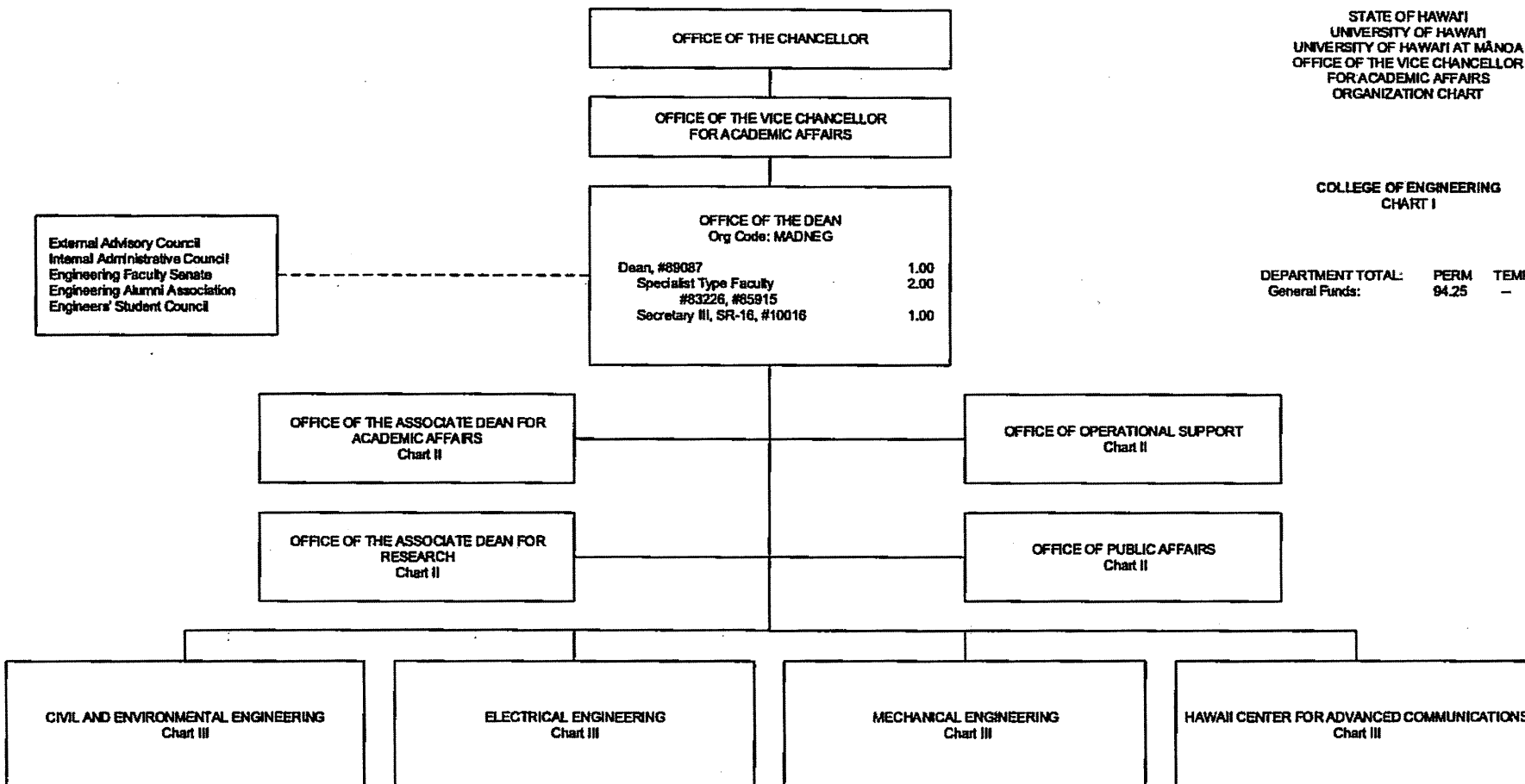
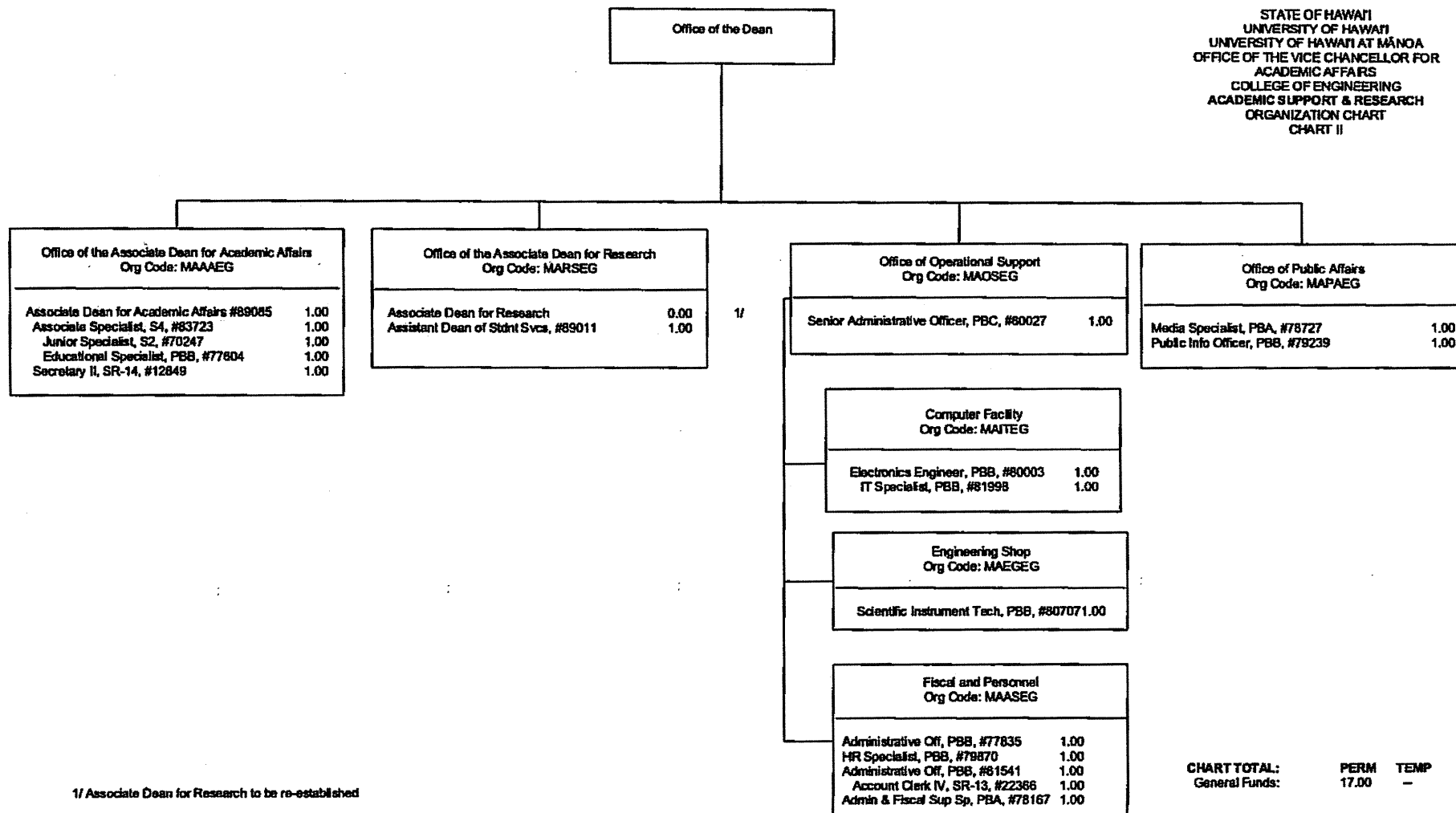


CHART TOTAL:	PERM	TEMP
General Funds:	4.00	—

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
COLLEGE OF ENGINEERING
ACADEMIC SUPPORT & RESEARCH
ORGANIZATION CHART
CHART II



CURRENT

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGE OF ENGINEERING
ACADEMIC SUPPORT & RESEARCH**

FUNCTIONAL STATEMENT

OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS – Org Code: MAAAEQ

Under the policies and guidelines approved by the Dean, the Office of the Associate Dean for Academic Affairs is responsible for all aspects (planning, direction, development, coordination, and management) of academic programs of the College; provides leadership for all instructional matters such as teaching assignments, scheduling of courses, faculty course loads; serves as the principal for the graduate program, including program analyses, review of curricula, evaluation of graduate degree requirements, and coordination of program changes; develops, plans, and coordinates distance education programs; provides leadership, direction, and support to the Native Hawaiian Science and Engineering Mentorship Program; provides direction to department chairs in the critical assessment, justification, and prioritization of the financial needs of approved academic programs and new initiatives; provides leadership, direction, and support in establishing and achieving short- and long-term development goals and initiatives in support of academic excellence; develops, implements, and manages a program of student recruitment, retention, and enrollment management; serves as accreditation liaison to the Accreditation Board for Engineering and Technology (ABET); and plans and directs academic events (e.g., commencement ceremonies).

OFFICE OF THE ASSOCIATE DEAN FOR RESEARCH – Org Code: MARSEG

Under the policies and guidelines approved by the Dean, the Office of the Associate Dean for Research is responsible for the planning, direction, initiation, development, and coordination of research and technology programs, activities, and initiatives of the College; allocates Research and Training Revolving Fund budgets in support of the research enterprise; develops and promulgates policies for compliance of the research faculty and staff with federal and state regulations; initiates action to improve the research climate in the College; establishes goals for integrated programs in research and technology; develops the College's long-range research plan; monitors and evaluates the College's research projects; identifies funding sources and develops collaborative partnerships which support education research; develops support structures and cross-disciplines and cross-unit faculty/student teams to plan and prepare competitive research proposals; provides technical assistance and support to faculty and students in the preparation and submission of research grants and proposals; develops and implements a faculty research enhancement program; establishes and maintains relationships with relevant University of Hawaii committees and administrators and state and national funding agencies to increase the resources for faculty to achieve scholarly work through grants and contracts; develops and sustains relationships with other institutions in the nation and with international institutions and research organizations; oversees and coordinates all externally funded projects of the College; develops and maintains a database of faculty research activities; assesses scholarly productivity of the faculty on an annual basis; develops and implements a corporate outreach program involving international, national, and local professional engineering organizations and entities to assist the College in strategically planning for future engineering programs, with collaboration in areas of mutual benefit (e.g., recruitment, student internships, research, and curriculum development); develops, implements, and maintains a program for workforce development; and develops, implements, and maintains a program for the placement of the College's graduates.

OFFICE OF OPERATIONAL SUPPORT – Org Code: MAOSEG

Computer Facility – Org Code: MAITEG

Provides computer hardware and software support for the College's faculty, staff, and students and the functions they perform such as business administration, programming instruction, data acquisition and analysis, experimental teaching and research, and laboratory support.

Engineering Shop – Org Code: MAEGEG

Provides assistance to the College's faculty and staff in the construction and repair of equipment and apparatus for instructional and research projects and activities.

Fiscal and Personnel – Org Code: MAASEG


Plans, organizes, and administers the budget development, allocation, and administration; maintains accounting records; provides procurement and property management; coordinates recruitment and hiring of faculty, staff, and students and maintains personnel records.

OFFICE OF PUBLIC AFFAIRS – Org Code: MAPAEG

The Office of Public Affairs is responsible for planning, organizing, directing, coordinating, managing, and evaluating marketing, public relations, special events, and community affairs activities to support and promote the College's instructional, research, and administrative programs and functions of the faculty, staff, and students; develops and executes advertising and communications action plans; develops creative production and implementation of communications materials and appropriate media buys to meet targeted audience goals; develops communications policies, procedures, and effective practices for information dissemination; develops and implements comprehensive communications plans for internal and external audiences; develops contacts and maintains effective working relationships with UH system and campus administrators, governmental agencies, national and international institutions, non-profit and private entities; manages the College's external communications with responsibility for planning, organizing, directing, coordinating and evaluating communications with print, broadcast and other electronic media; and develops and/or directs the preparation of news releases, articles for publication, the Dean's newsletter, and other communications.

**PROPOSED ORGANIZATIONAL CHARTS
AND FUNCTIONAL STATEMENTS**

PROPOSED

APPROVED: 
 David Lassner
 Interim Chancellor

FEB 13 2018

Date

External Advisory Council
 Internal Administrative Council
 Engineering Faculty Senate
 Engineering Alumni Association
 Engineers' Student Council

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR
 FOR ACADEMIC AFFAIRS

OFFICE OF THE DEAN
 Org Code: MADNEG

Dean, #89087	1.00
Specialist Type Faculty #83226, #85915	2.00
Secretary III, SR-18, #10016	1.00

OFFICE OF THE ASSOCIATE DEAN
 Chart II

OFFICE OF ADMINISTRATIVE SERVICES
 Chart II

OFFICE OF STUDENT AND ACADEMIC SERVICES
 Chart II

OFFICE OF OUTREACH RELATIONS
 Chart II

CIVIL AND ENVIRONMENTAL ENGINEERING
 Chart III

ELECTRICAL ENGINEERING
 Chart III

MECHANICAL ENGINEERING
 Chart III

HAWAII CENTER FOR ADVANCED COMMUNICATIONS
 Chart III

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT MĀNOA
 OFFICE OF THE VICE CHANCELLOR
 FOR ACADEMIC AFFAIRS
 ORGANIZATION CHART

COLLEGE OF ENGINEERING
 CHART I

DEPARTMENT TOTAL:	PERM	TEMP
General Funds:	94.25	--

CHART TOTAL:	PERM	TEMP
General Funds:	4.00	--

PROPOSED

APPROVED: 

David Lassner
Interim Chancellor

FEB 13 2018

Date

Office of the Dean

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
COLLEGE OF ENGINEERING
ACADEMIC SUPPORT & RESEARCH
ORGANIZATION CHART
CHART II

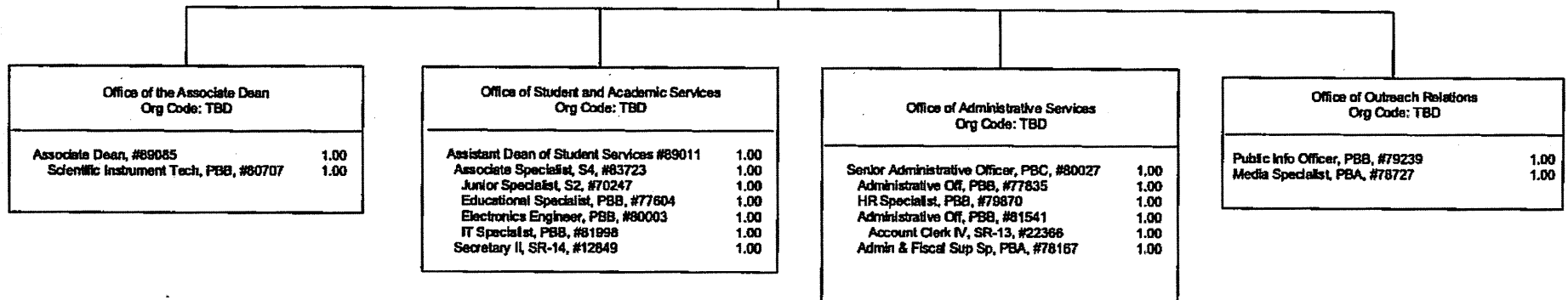


CHART TOTAL: PERM TEMP
General Funds: 17.00 --

PROPOSED

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGE OF ENGINEERING
ACADEMIC SUPPORT & RESEARCH

FUNCTIONAL STATEMENT**

OFFICE OF THE ASSOCIATE DEAN – Org Code: TBD

Under the direction of the Dean, the Office of the Associate Dean is responsible for the following:

- research mission and enterprise;
- technology transfer and intellectual property initiatives;
- lab safety;
- local, national, and international collaborative research agreements;
- engineering shop;
- faculty mentoring program;
- undergraduate and graduate academic programs oversight;
- accreditation; and
- distance education.

OFFICE OF STUDENT AND ACADEMIC SERVICES – Org Code: TBD

Under the direction of the Dean, the Office of Student and Academic Services is responsible for the following:

- recruitment and retention of community college transfer and Native Hawaiian students;
- enrollment management;
- course scheduling;
- academic advising;
- student records and institutional data;
- scholarships;
- internships and externships;
- career guidance;
- student organizations;
- student project grants and research experience for undergraduates programs;
- international academic exchange agreements;
- convocation ceremonies;
- computer hardware and software support for student instructional labs and for faculty and staff; and
- Native Hawaiian Science and Engineering Mentorship Program.

OFFICE OF ADMINISTRATIVE SERVICES – Org Code: TBD

Under the direction of the Dean, the Office of Administrative Services is responsible for the following:

- budget development, allocation, and administration;
- extramural funds administration and management;
- procurement and property management;
- personnel management and transactions; and
- facilities management.

OFFICE OF OUTREACH RELATIONS –Org Code: TBD

Under the direction of the Dean, the Office of Outreach Relations is responsible for the following:

- K-12 outreach;
- First year student experience;
- marketing/public relations programs and materials;
- newsletters, videos;
- website management; and
- events for student recruitment/retention, employment; fundraising; and donor relations.

Approved:



David Lassner
Interim Chancellor

EEB 1 3 2019

Date

UNIVERSITY OF HAWAII AT MĀNOA

Department of Civil and Environmental Engineering

To: Ron H. Riggs, Interim Dean, College of Engineering

From: Albert S. Kim, Chair, COE SEC

Subject: Review of Dean's office reorganization

Date: October 9, 2017

Dear Dean Riggs:

The CoE SEC has reviewed the College of Engineering (CoE) Dean's Office proposed reorganization and we support the proposal.

Sincerely,



Albert S. Kim



UNIVERSITY
of HAWAII
MĀNOA

MĀNOA FACULTY SENATE

January 23, 2018

MEMORANDUM VIA E-MAIL

TO: Jan N. Sullivan, Chair
Board of Regents

David Lassner, President
University of Hawai'i

David Lassner, Interim Chancellor
University of Hawai'i at Mānoa

Michael Bruno, Interim Vice Chancellor for Academic Affairs
University of Hawai'i at Mānoa

H. Ronald Riggs, Interim Dean
College of Engineering


Albert S. Kim, Chair, COE SEC
College of Engineering

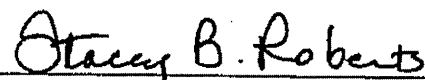
FROM: Christine Sorensen Irvine, Chair
Mānoa Faculty Senate

RE: RESOLUTION ENDORSING THE PROPOSED REORGANIZATION OF THE COLLEGE OF
ENGINEERING

The Mānoa Faculty Senate approved the Resolution Endorsing the Proposed Reorganization of the College of Engineering at the January 17, 2018 Senate meeting with 46 votes in favor of support; 0 against; and 0 abstentions. The resolution is attached.

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


Christine Sorensen Irvine, Ph.D.
Mānoa Faculty Senate Chair


Stacey Roberts, Ph.D.
Mānoa Faculty Senate Secretary

UNIVERSITY OF HAWAII AT MĀNOA FACULTY SENATE
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UNIVERSITY
of HAWAII
MĀNOA

MĀNOA FACULTY SENATE

Presented to the Mānoa Faculty Senate by the Committee on Administration and Budget (CAB) for a vote of the full Senate on Wednesday, January 17, 2018. A resolution on the proposed reorganization of the College of Engineering. Approved by the Mānoa Faculty Senate on January 17, 2018 with 46 votes in support of approval; 0 votes against; and 0 votes in abstention.

RESOLUTION ENDORSING THE PROPOSED REORGANIZATION OF THE COLLEGE OF ENGINEERING

WHEREAS, Executive Policy A3.101 calls for the Mānoa Faculty Senate to review any proposed reorganization; and

WHEREAS, the Mānoa Faculty Senate (MFS) has delegated to the MFS Committee on Administration and Budget (CAB) the duty to review reorganization proposals and, based on a Reorganization Proposal Consultation Review Checklist, to present their recommendations to the MFS Executive Committee; and

WHEREAS, the CAB, in order to make a determination on the appropriateness of a reorganization and an assessment of the accuracy of the information provided in the proposal, completes the Reorganization Proposal Consultation Review Checklist with detailed comments working from material submitted in the formal reorganization document and with material gathered from other sources; and

WHEREAS, significant faculty consultation occurred through the College of Engineering Faculty Senate who endorsed the plan; and

WHEREAS, the cost of the reorganization is fiscally neutral; therefore

BE IT RESOLVED, that the Mānoa Faculty Senate endorses the proposed reorganization of the College of Engineering.

Supporting Documents:

1. Reorganization Proposal for the College of Engineering
2. CAB Reorganization Checklist for the College of Engineering

UNIVERSITY OF HAWAII AT MĀNOA FACULTY SENATE
2500 Campus Road • Hawai'i Hall 208 • Honolulu, Hawai'i 96822
Phone: (808) 956-7725 • Fax/Polycom: (808) 956-9813
E-Mail: uhmfs@hawaii.edu • Website: <http://www.hawaii.edu/uhmfs/>
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January 30, 2018

H. Ronald Riggs, Interim Dean
College of Engineering
University of Hawaii at Manoa
2540 Dole Street, Holmes Hall 240
Honolulu, HI 96822

Dear Mr. Riggs:

This is in response to your letter dated November 16, 2017 regarding the proposed reorganization of the College of Engineering. UHPA appreciates the opportunity to review said proposal and has no objections.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristeen Hanselman'.

Kristeen Hanselman
Executive Director

cc: Michael Bruno, Interim Vice Chancellor for Academic Affairs
Sheila Kanemaru, Executive Assistant, OVCAFO
Tammy Kuniyoshi, Director, UHM Human Resources
Susan Hashimoto, Senior Administrative Officer, College of Engineering

UNIVERSITY OF HAWAII
PROFESSIONAL ASSEMBLY

1017 Palm Drive • Honolulu, Hawaii 96814-1928
Telephone: (808) 593-2157 • Facsimile: (808) 593-2160
Website: www.uhpa.org



AFSCME
LOCAL 152, AFL-CIO

888 Mililani Street, Suite 401
Honolulu, Hawaii 96813-2991

Telephone: 808.543.0000
Facsimile: 808.528.4059

www.hgea.org

February 7th, 2018

H. Ronald Riggs, interim Dean
University of Hawaii Manoa
2540 Dole Street, Holmes Hall 240
Honolulu, HI 96822

Dear Mr. Riggs,

RE: Consultation Regarding Reorganization of the College of Engineering at the University of Hawaii Manoa (UHM).

The union is in receipt of your consultation, dated November 16th, 2017 regarding the proposed Reorganization of the College of Engineering. At this time we have no comments or concerns and we do concur with the proposed reorganization.

Thank you for the opportunity to engage in meaningful consultation. We consider this consultation closed and reserve the right to grieve should there be any contractual violations during implementation or enforcement of this Policy.

Sincerely,

Jermel Anderson
Union Agent