



UNIVERSITY
of HAWAI'I®
SYSTEM

University of Hawai'i Community Colleges
Administrative Affairs

January 28, 2019

Mr. Randy Perreira
Executive Director
Hawaii Government Employees Assn.
888 Mililaniu Suite 601
Honolulu, HI 96813

Dear Mr. Perreira: *Randy*

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION FOR KAUAI
COMMUNITY COLLEGE, ADMINISTRATIVE SERVICES UNIT

Upon completion of the consultation process with the HGEA, attached for your files is a copy of the organizational charts for the reorganization of the Administrative Affairs Unit at Kauai Community College, which was approved on December 21, 2018.

Please contact Sandra Uyeno, CC Director of Human Resources, at 956-3874 if you have any questions.

Sincerely,

A handwritten signature in black ink, reading 'Michael T. Unebasami'.

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c John Morton, Vice President for Community Colleges
- Helen Cox, Chancellor
- Brandon Shimokawa, Vice Chancellor for Administrative Affairs
- ✓ UH Budget Office
- UH Office of Human Resources
- UHCC Budget Office
- UHCC Human Resources Office

2327 Dole Street
Honolulu, Hawai'i 96822
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University of Hawaii Community Colleges
Administrative Affairs

October 11, 2018

Mr. Randy Perreira, Executive Director
Hawaii Government Employees Association
888 Mililani St. Suite 601
Honolulu, HI 96813-2991

Dear Mr. Perreira:

Subject: **AMENDED - REORGANIZATION PROPOSAL FOR KAUAI
COMMUNITY COLLEGE**

By letter dated September 27, 2018, we submitted a reorganization proposal for Kauai Community College. After submitting the proposal we noted several items requiring correction. These changes are relating to the Administrative Services area, which are found on Organizational Chart 5A. As stated in our earlier correspondence, in August of 2016 the campus completed a major reorganization. The primary objective of the reorganization at that time was the alignment of campus functions and personnel to better reflect the expectations of what is being asked of a community college in the 21st century, and to better direct the College's efforts in fulfilling its mission and goals.

Specifically, on proposed Chart 5A, Position No. 77157, Theater Technician, PBB, (Kent Tanigawa) reports to the Vice Chancellor for Administration, Position No. 89032, (Brandon Shimokawa), instead of Position No. 80585, Information Technology Specialist, PBB (Tom Kajihara). In order to function effectively, the newly formed Information Technology Department will have one supervisor over computer and network infrastructure services and one supervisor over media, instructional technology, and distance learning support services. Therefore, Position No. 80585, Information Technology Specialist (Tom Kajihara) will continue to manage the computer and network infrastructure services, The duties and responsibilities for Position No. 77157, Theater Technician (Kent Tanigawa), will be updated and redescribed. Over time the duties of the Theater Technician position has evolved such that he has been effectively managing the media, instructional technology, and distance learning support service. This position together with Position No. 80585 will report directly to Position No. 89032, Vice Chancellor for Administrative Services (Brandon Shimokawa).

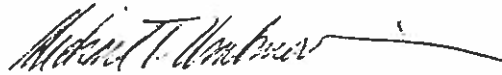
Also on the previously submitted proposed Chart 5A, two .50 FTE positions, Position No. 81145 and Position No. 81147, Information Technology, PBA, were erroneously reflected as half time positions. The positions were combined (see current Chart 5A) into a 1.00 FTE position as Position No. 81145, Information Technology, PBA. From a recruitment and operational basis, it is beneficial for the position to be a full time 1.00 FTE.

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Mr. RandyPerreira
Page 2
October 11, 2018

Please provide any comments on the reorganization proposal by October 26, 2018. Should you have any questions, please contact Sandra Uyeno, CC Director for Human Resources at 956-3874. If we do not hear from you by that date, we will presume that the Union has no comments to offer and will implement the changes as proposed.



Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

- c Helen Cox, Chancellor
- Brandon Shimokawa, VC for Administrative Services
- UHCC Budget Office
- UHCC Human Resources Office

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Administrative Affairs

September 27, 2018

Mr. Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Mililani St., Suite 601
Honolulu, Hawai'i 96813-2991

Dear Mr. Perreira:

Subject: **REORGANIZATION PROPOSAL FOR KAUAI COMMUNITY COLLEGE**

Attached is a reorganization proposal for Kauai Community College. In August of 2016 the campus completed a major reorganization. The primary objective of the reorganization at that time was the alignment of campus functions and personnel to better reflect the expectations of what is being asked of a community college in the 21st century, and to better direct the College's efforts in fulfilling its mission and goals.

After several years of operating under the reorganized structure the College finds the need to make a few more changes. The attached proposal provides a detailed explanation of the requested changes. Also attached are the current and proposed organization charts and functional statements. A listing of the incumbents and positions affected by these proposed changes have also been provided for your perusal.

Please provide any comments on the reorganization proposal by October 19, 2018. Should you have any questions, please contact Sandra Uyeno, CC Director for Human Resources at 956-3874.

A handwritten signature in black ink, appearing to read 'M. T. Unebasami'.

Michael T. Unebasami
Associate Vice President for Administrative Affairs

Attachments

c Helen Cox, Chancellor
Brandon Shimokawa, VC for Administrative Services
UHCC Budget Office
/UHCC Human Resources Office

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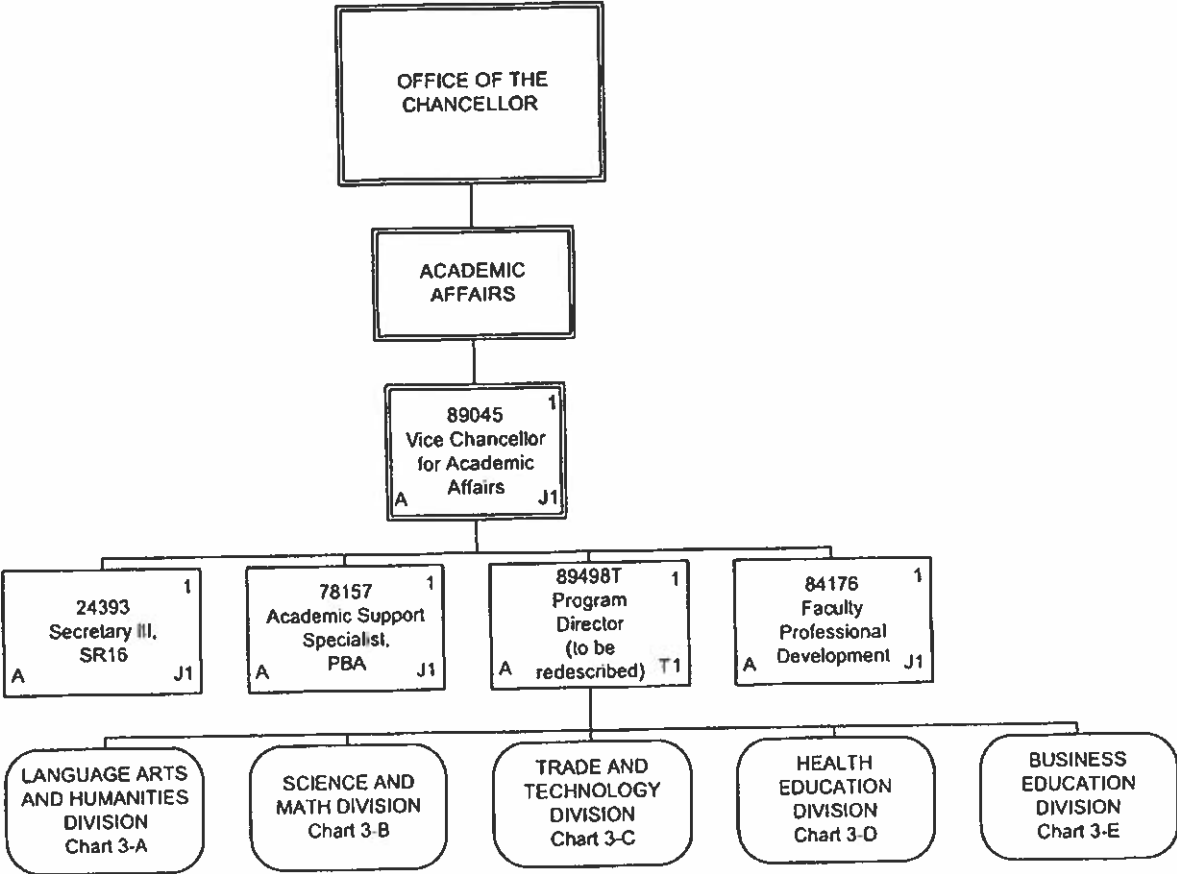
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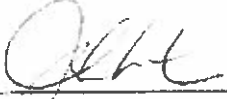
APPROVED ORGANIZATIONAL CHARTS

STATE OF HAWAII
UNIVERSITY OF HAWAII
KAUAI COMMUNITY COLLEGE

Organization Chart

Chart 3




Approved by John Morton

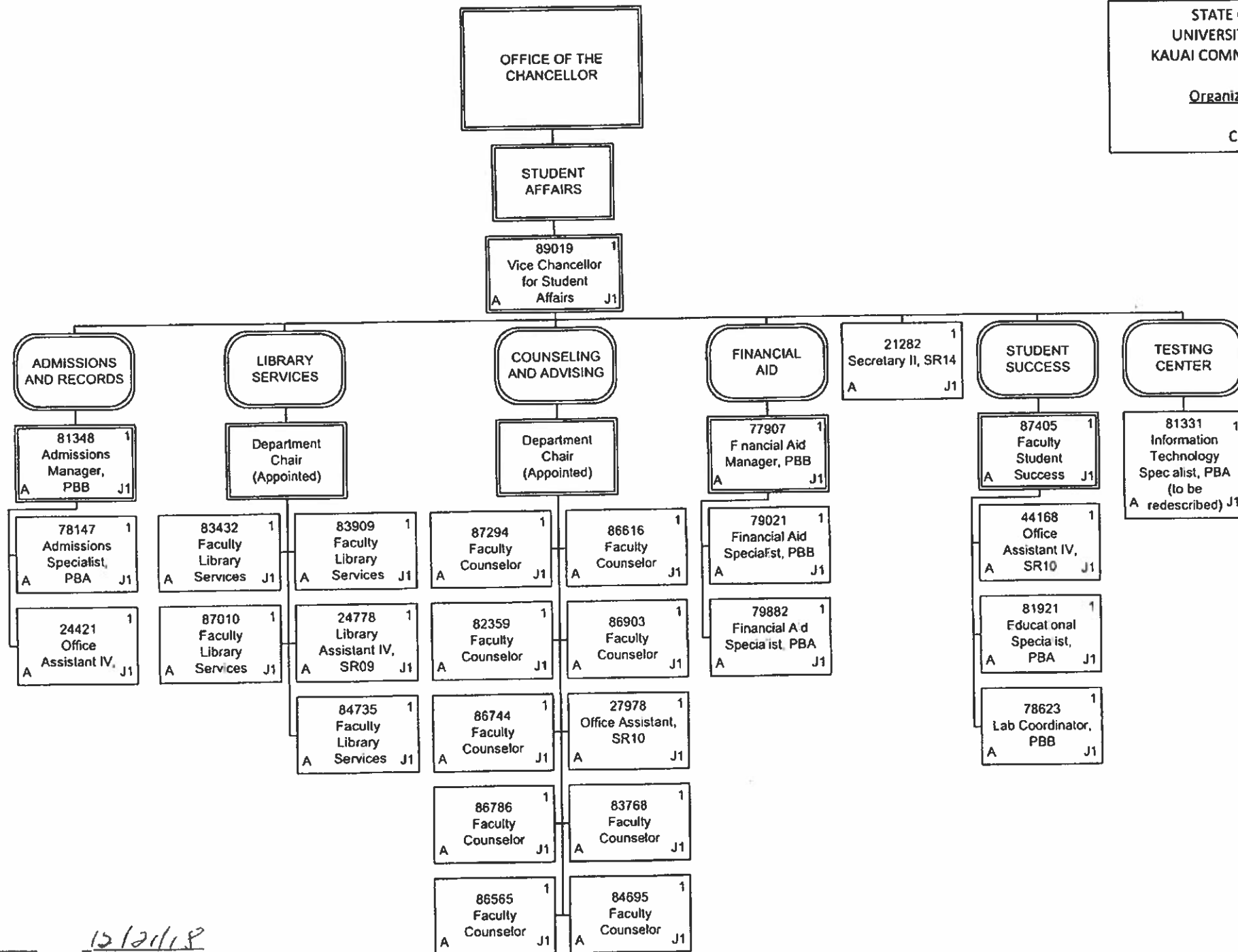
10/01/18
Date

Permanent	4.00
General Fund	4.00
Temporary	1.00
General Fund	1.00
Grand Total	5.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
KAUAI COMMUNITY COLLEGE

Organization Chart

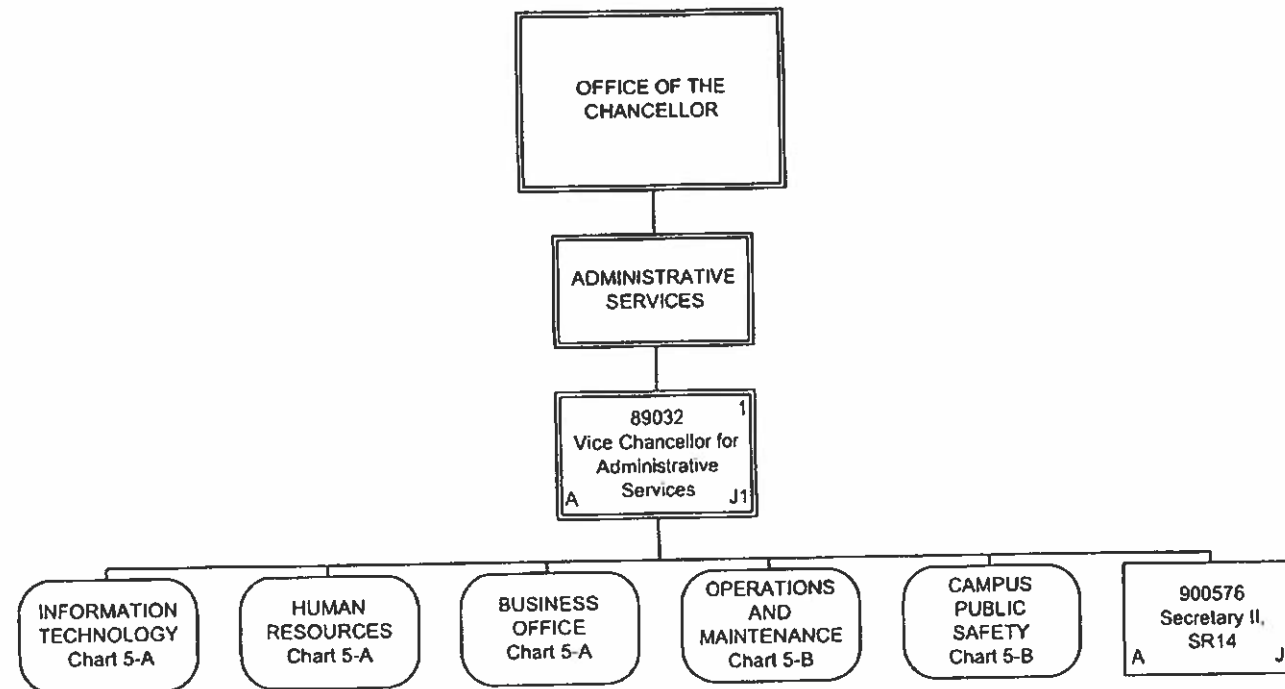
Chart 4



Approved by John Morton

Date

Permanent	28.00
General Fund	28.00
Grand Total	28.00



STATE OF HAWAII
UNIVERSITY OF HAWAII
KAUAI COMMUNITY COLLEGE

Organization Chart

Chart 5

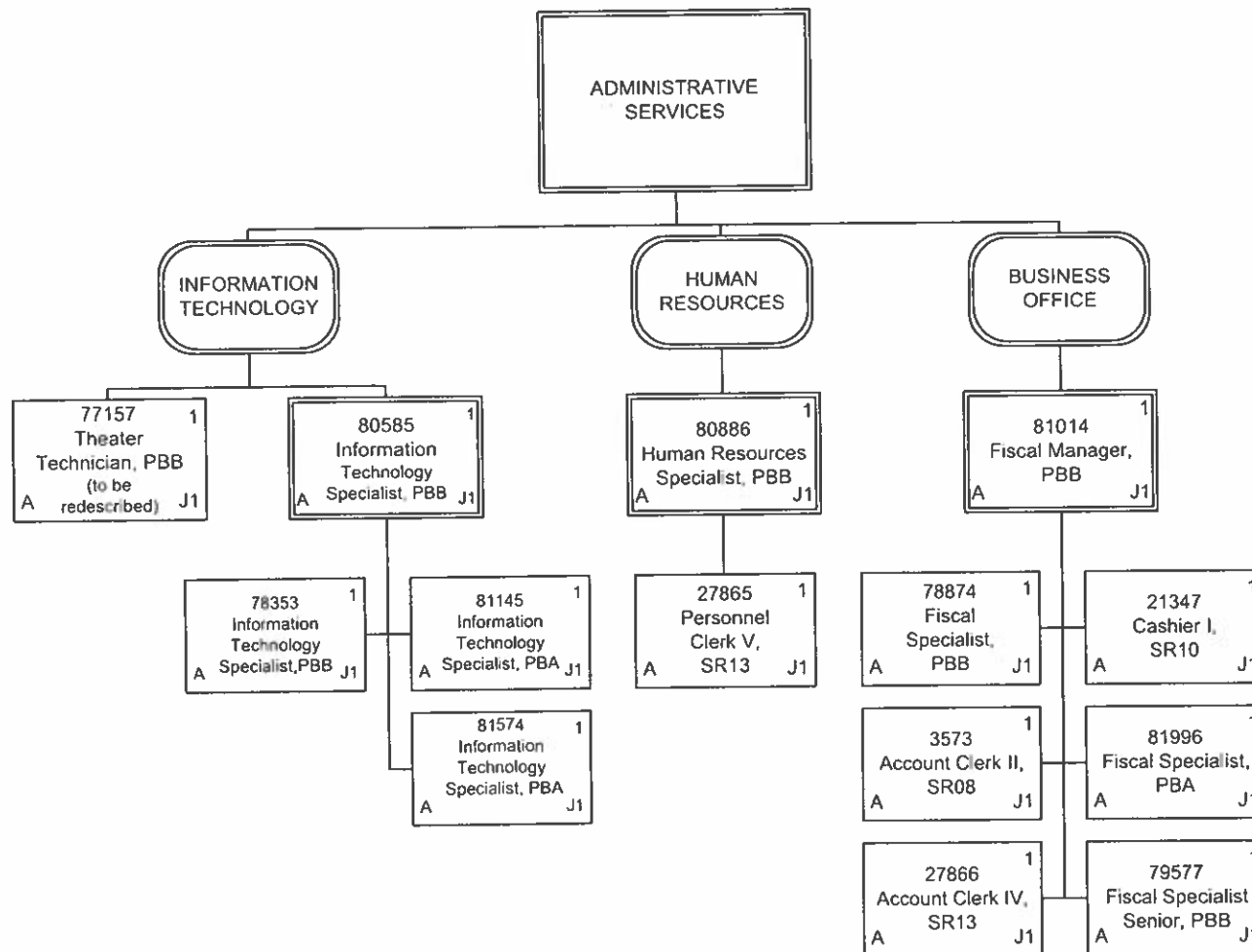
Approved by John Morton

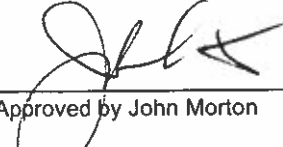
Date

Permanent	2.00
General Fund	2.00
Grand Total	2.00

Organization Chart

Chart 5-A



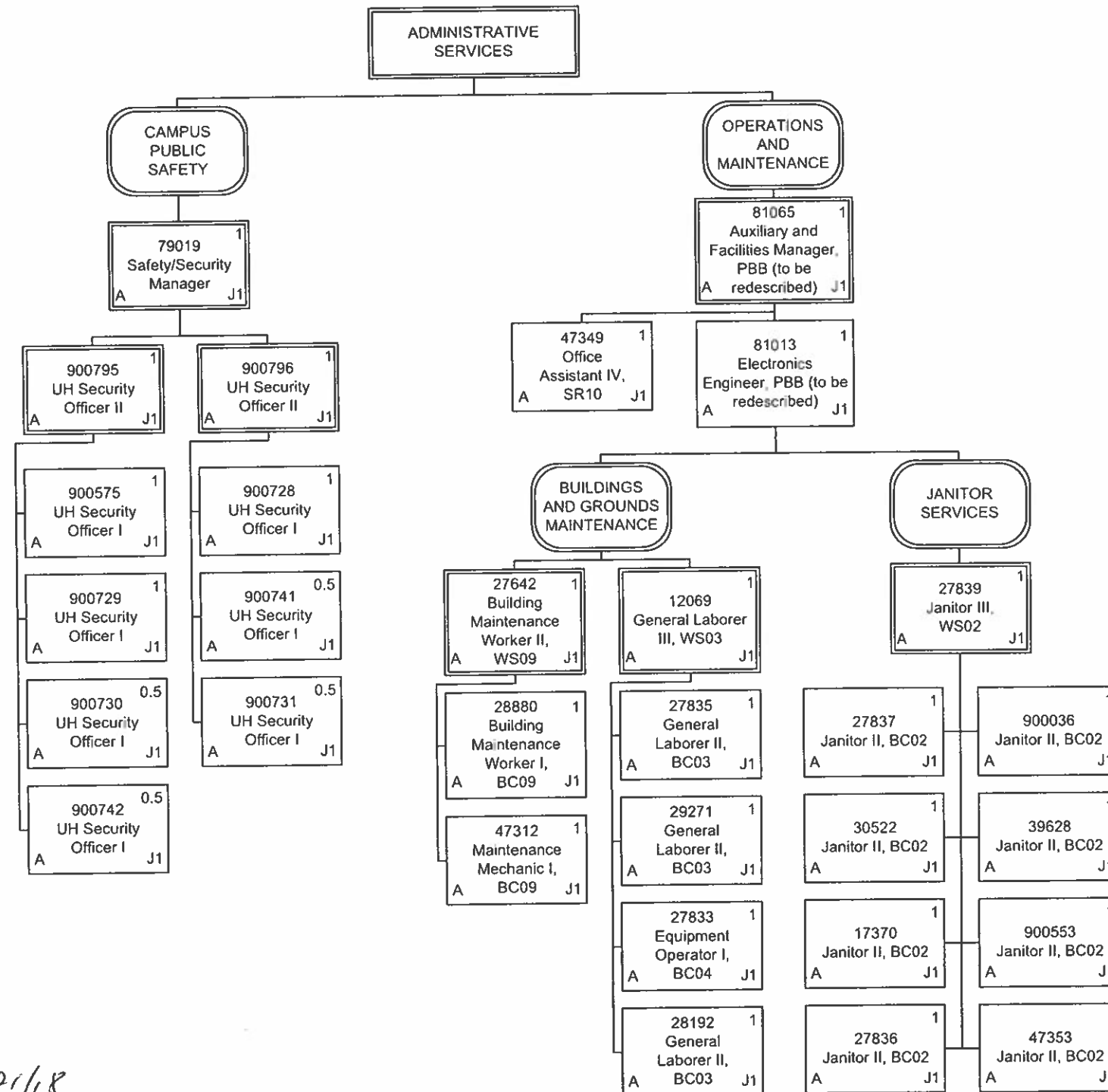

Approved by John Morton

12/21/18
Date

Permanent	14.00
General Fund	14.00
Grand Total	14.00

Organization Chart

Chart 5-B



Approved by John Morton

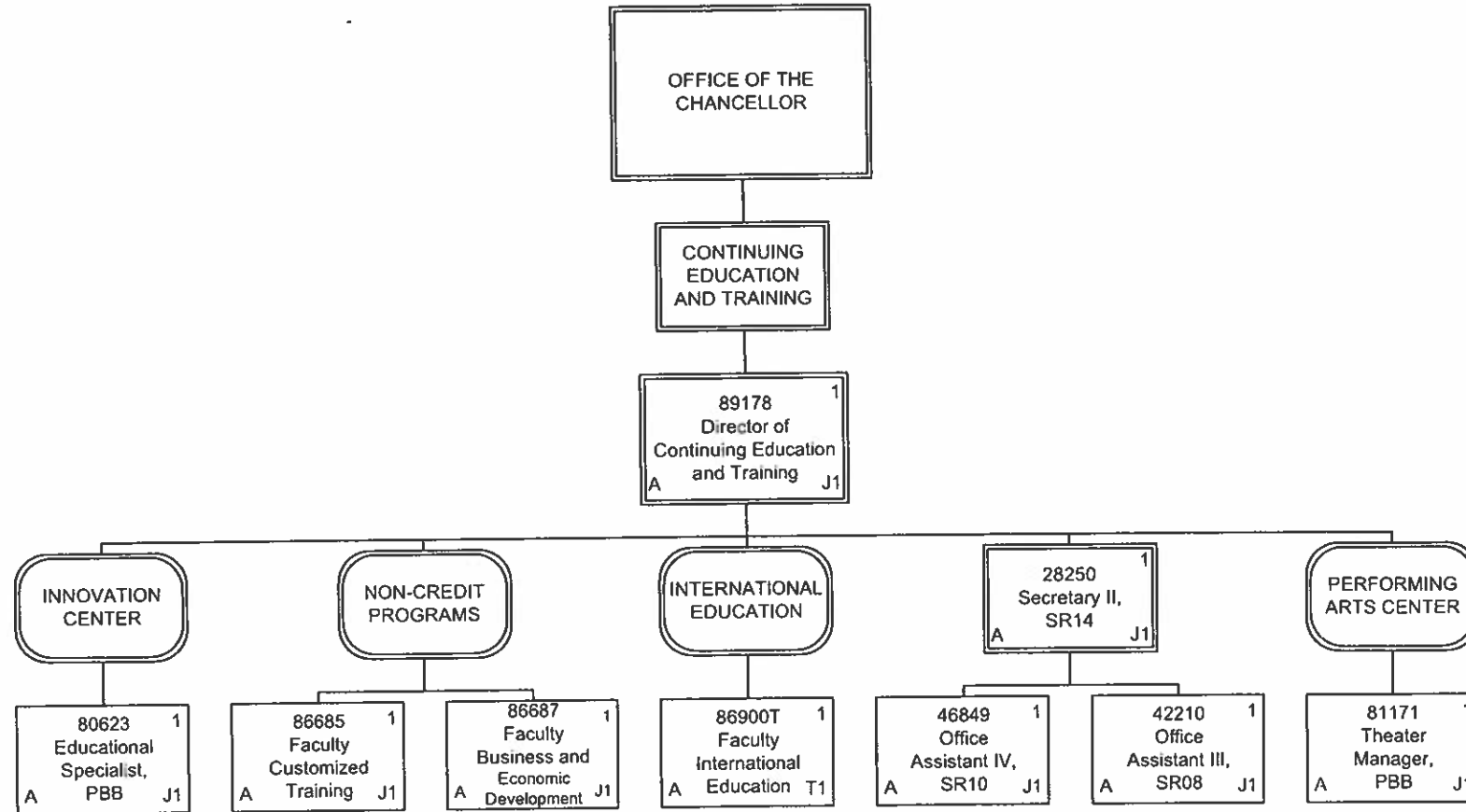
Date


Permanent	28.00
General Fund	28.00
Grand Total	28.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
KAUAI COMMUNITY COLLEGE

Organization Chart

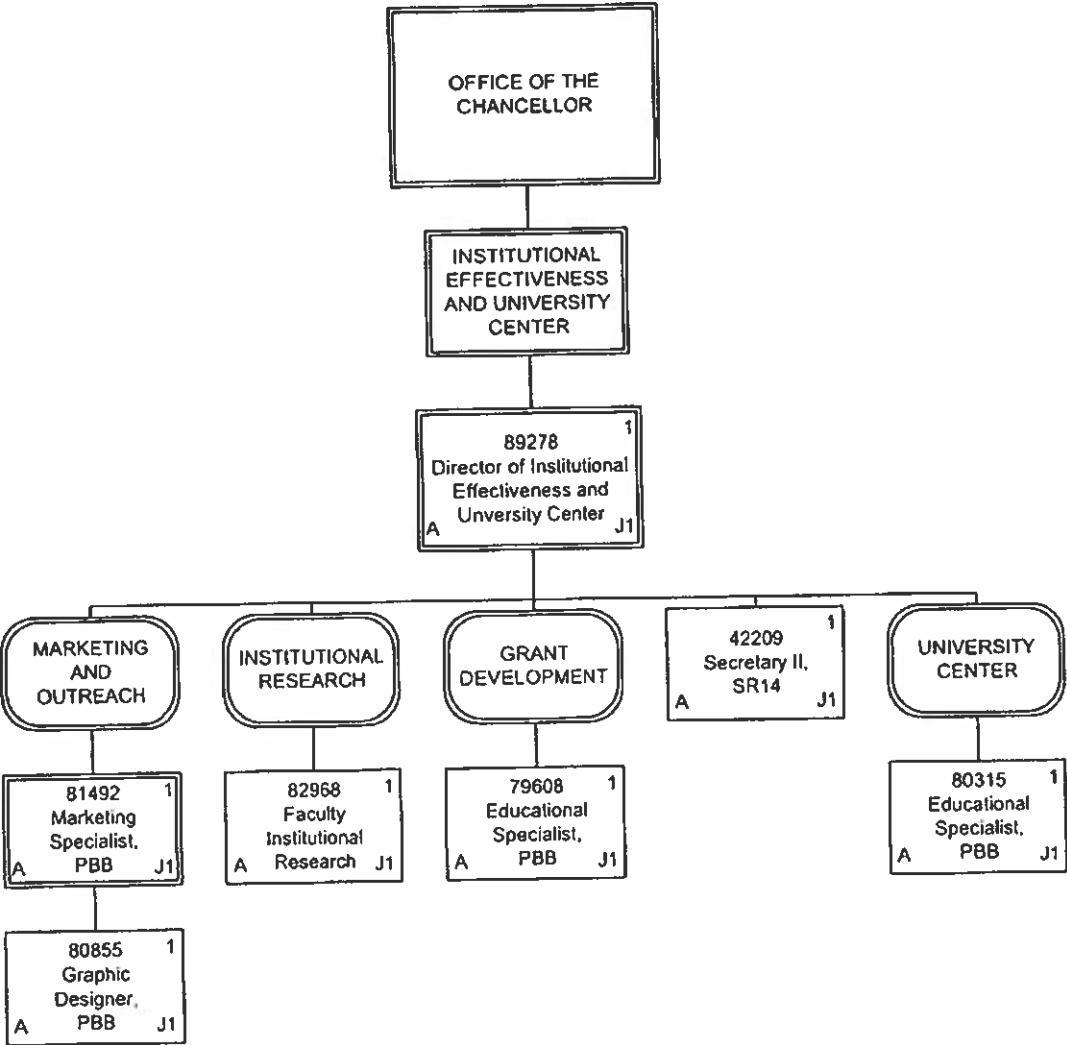
Chart 6

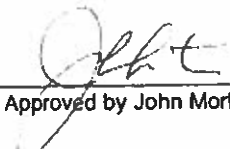



Approved by John Morton

12/21/18
Date

Permanent	8.00
General Fund	8.00
Temporary	1.00
General Fund	1.00
Grand Total	9.00





12/21/18
Date

Approved by John Morton

Permanent	7.00
General Fund	7.00
Grand Total	7.00