

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

The University of Hawai'i at Hilo is comprised of six (6) major educational delivery units: the College of Arts & Sciences; the College of Natural and Health Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; and the Daniel K. Inouye College of Pharmacy. Also, there are courses and programs in West Hawai'i, managed by Hawai'i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs; Library Services; Student Affairs; University Relations; Intercollegiate Athletics; Center for Maunakea Stewardship; and the Center for Community Engagement. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs of the citizens of the State of Hawai'i.

OFFICE OF THE CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Chancellor:

- Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo;
- interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i, to the alumni community, and to the students and their parents;
- provides executive leadership in the administration of the instructional, research, and public service programs;
- maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Mānoa, the University of Hawai'i-West O'ahu, and the Community Colleges;
- acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i;
- provides timely responses to information and data requests from the System, State, and Federal governments and the administration of programs to enhance the functions of the University; and
- provides general direction to the Center for Maunakea Stewardship.

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EQUAL EMPLOYMENT OPPORTUNITY

Under the direction of the Chancellor,

- Assures adherence to all Federal, State, and University of Hawai'i statutes and regulations affecting recruitment, employment and continued appointment of University personnel;
- serves as grievance officer for all matters and all personnel concerning charges of discrimination and/or harassment;
- oversees and administers Title IX compliance and coordination for the UHH campus and works in conjunction with system offices and other campuses for system-wide compliance.

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'IMILOA ASTRONOMY CENTER

The 'Imiloa Astronomy Center is a gathering place that advances the integration of science and indigenous culture, providing a diverse educational environment and programs to the community. This unit concentrates on efforts of community outreach and education, in particular as it relates to Hawaiian culture and Mauna Kea Astronomy.

In addition to providing educational outreach, 'Imiloa provides the following services for UH Hilo:

- Plans, develops, implements, and evaluates UH Hilo and non-UH Hilo conferences, workshops, professional and academic meetings and programs;
- full support services and all aspects of program coordination are included as part of program responsibilities;
- responsible for marketing and promotion of UH Hilo throughout the state of Hawai'i, mainland United States, and Pacific Rim countries.

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HAWAII SMALL BUSINESS DEVELOPMENT CENTER

The Hawai'i Small Business Development Center, established in 1990, provides professional business advice, research and training to small business owners and new entrepreneurs in order to promote growth, innovation, productivity and management improvement. The mission of this unit is to drive the economic sustainability of Hawai'i by assisting businesses to form, grow and thrive.

The SBDC has offices in Hilo, Kona, Kaua'i, Maui and O'ahu and offers the following services to their small business communities:

- Provides counseling and training to small businesses including working with the Small Businesses Association to develop and provide informational tools to support business start-ups and existing business expansion.
- To accomplish the objectives, SBDC links federal, state and local resources, the educational community and the private sector to meet the needs of Hawai'i's businesses.
- All of the fees for Advising Services are underwritten through funding from the U.S. Small Business Administration and the State of Hawai'i.

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OFFICE OF UNIVERSITY RELATIONS

As part of the Chancellor's Office, concentrates on efforts towards the development of external college relations and developing and preparing effective publications, communication channels, and activities to promote University of Hawai'i at Hilo.

OFFICE OF THE DIRECTOR

- Responsible for development and preparation of effective publications and activities to educate and foster affirmative attitudes and acceptance of UHH and its role in higher education for the State;
- responsible for composition, makeup and distribution of a wide variety of public relations materials; coordinates with respective university executives, outside agencies, media, legislators and the community to implement programs and projects;
- monitors and evaluates progress and assesses effectiveness;
- responsible for governmental relations on behalf of UH Hilo and the University of Hawai'i System at the State Legislature, County of Hawai'i, and Federal government;
- maintains close and effective working relations and communication with university executives, Board of Regents, legislators, community agencies, media, and faculty, staff, and students to coordinate the dissemination of information relating to UHH operations, programs, and activities;
- provides graphics design and/or production services for institutional and curricula support; and
- oversees the main UH Hilo website and subsidiary websites; builds custom web applications; maintains and supports current applications; and consults on user-developed and maintained applications.

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OFFICE OF STUDENT AFFAIRS

Plans, organizes, budgets, directs, evaluates, and coordinates student affairs programs for students and prospective students of the University of Hawai'i at Hilo.

OFFICE OF THE VICE CHANCELLOR

Plans, organizes, and directs activities related to the following:

- Recruitment, advising, counseling, evaluation, and selection of students for admission;
- student financial aid program and financial counseling services;
- student government and student activities, residence life, student clubs and organizations, health services, and veteran's affairs;
- personal, vocational and academic counseling and testing services;
- career planning and placement services;
- construction, maintenance, and management of residence halls and other facilities as necessary to carry out the functions of Student Affairs;
- student registration, collection, and maintenance of student records, evaluation of records for graduation, and compilation, production, and presentation of analytical or related reports;
- budgets for the expenditure of funds of Student Affairs;
- diagnostic services and instructional support services;
- student physical and mental health, including counseling services, medical services, and health promotion and educational activities and programs;
- programs and initiatives designed to improve first year student's success, retention rate, and eventual graduation;
- oversees Women's Center and addresses concerns of women students, staff, and faculty through counseling, workshops, and conferences.

EDUCATIONAL ASSISTANCE CENTER

Provides:

- Diagnostic services and academic guidance to entering students who appear to be unprepared;
- educational counseling to students experiencing academic difficulty;
- activities;

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- gives information about the University and various programs;
- evaluates credentials;
- processes applications for admission;
- evaluates transfer credits;
- compiles admission statistics;
- works with the Coordinated Admissions Program on a system-wide basis.

Evaluates students' academic progress to insure proper adherence to area requirements; credits earned; degree requirements met for all degree and certificate programs at the University of Hawai'i at Hilo.

Counsels students regarding admission and academic problems:

- Assists in academic advising;
- determines residency requirements;
- maintains a school and college relations program.

ADMISSIONS

Handles correspondence from prospective students.

FOREIGN STUDENT ADVISING

- Advises and assists in various areas, including academic, immigration, financial and health concerns;
- coordinates home and group hospitality;
- evaluates and determines admission of foreign students;
- maintains liaison with the U.S. Immigration Service;
- works with foreign student organizations;
- counsels foreign students with academic, personal, and special problems.

STUDENT ACTIVITIES, STUDENT GOVERNMENT AND CAMPUS CENTER

- Supervises programming, facilities management, and services at the Campus Center;
- acts in advisory and supportive roles to the student governments at the University of Hawai'i at Hilo;
- responsible for budgeting and fiscal planning and serves as primary University of Hawai'i at Hilo liaison with the Board of Publications;

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- fulfills responsibilities in carrying out policies, rules, and procedures of the Campus Center Board;
- coordinates the orientation activities of new and transfer students;
- organizes the University of Hawai'i at Hilo Volunteerism and Service Learning Program, including coordinating campus activities associated with the institution's membership in Campus Compact - The Project for Public and Community Service.

RECORDS AND REGISTRATION

- Oversees the registration for the University of Hawai'i at Hilo, including reservation of physical facilities, schedules for advising, obtaining course cards;
- maintains liaison with the Management Systems Office and faculty in matters relating to registration, and repository for all reports emanating from the Management Systems Office, as well as other computer reports generated locally;
- prepares schedule for final examinations;
- supervises development of a computerized system of record-keeping and registration, as well as computerization of other areas such as financial aids and housing;
- issues transcripts, maintains academic records of all students at the University of Hawai'i at Hilo;
- sends grade reports;
- certifies grade point average for good driver claimants, attendance for Social Security Administration, as well as other organizations.

Works with veterans:

- Advises veterans on credits, courses and program adjustments as they relate to the various veterans' programs;
- certifies veterans for G.I. benefits and allowances;
- certifies students' attendance for orphans and dependents of veterans;
- maintains cooperative relationships with the Veterans Administration and its local representative;
- provides such other assistance as indicated.

FINANCIAL AID/EMPLOYMENT (ON-CAMPUS)

Handles matters involving all financial aids, including federal programs; National Direct Student Loan; Basic Economic Opportunity Grant; College Work-Study Program; Federally Insured Loan; state scholarships; State Higher Education Loan Program; tuition waivers; general fund employment; and short-term emergency loans.

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ADVISING AND DISABILITY SERVICES

- Determines reasonable and appropriate academic accommodations for students with documented disabilities; coordinates implementation of designated accommodations in accordance with applicable laws and regulations;
- makes referrals to proper university or community resources as necessary.

HOUSING

- Coordinates the operation of the residence halls (Hale Kanilehua, Hale Kauanoë, Hale Aloha, Hale Kehau and Hale 'Ikena), including application and admission, setting and enforcement of policies, maintenance, budget, and supervision of the residents;
- acts as liaison to off-campus housing units, including Adult Student Housing.

PLACEMENT AND CAREER DEVELOPMENT

- Assists in identification of career objectives;
- provides employment information for use of students, faculty, and alumni;
- initiates program of placement services for students;
- assists in completing confidential vitae for use by students;
- sets up files and resumes for distribution;
- acts in liaison capacity to promote establishment of contacts between University of Hawai'i at Hilo and business and governmental sectors of the community;
- promotes employment of University of Hawai'i at Hilo graduates;
- supervises placement of students in part-time, off-campus employment;
- assists former students;
- promotes alumni activities.

STUDENT HEALTH AND WELLNESS SERVICES

- Provides culturally relevant health education programs for diverse student population;
- provides counseling, advocacy and or support services to individual students, couples, and groups in such areas as family planning, birth control methods, alcohol and drug abuse, mental health, etc.;
- provides up-to-date resources and services information and makes referrals to other campus and community social and psychiatric agencies as indicated;
- administers emergency medical services to students and members of campus community;
- disseminates health information, such as availability of health insurance forms; assists in processing of applications for health insurance; maintains confidential health files.

FIRST YEAR STUDENT EXPERIENCE

- Develop, delivers, and evaluates programs to support the success of first year students;
- provides training and development for faculty and staff in methods to positively impact first year students and contribute to their success;
- develops and disseminates appropriate and culturally relevant multi-media educational materials;
- provides linkages between academic and student affairs to maximize effectiveness of curricular and co-curricular programs.

INTERCULTURAL & GLOBAL EDUCATION PROGRAMS

- Develops, implements, and assesses educational programs/initiatives that promote intercultural fluency and build student capacity to work, live, and lead in an increasingly diverse/global community;
- promotes, facilitates, and coordinates national and international exchange opportunities; coordinates the development of exchange agreements;
- advises students considering study abroad about options and choices; coordinates the study abroad application process; processes in-coming and out-going applications; assists students with visa process;
- assists degree-seeking international students with applicable immigration policy and procedure compliance;
- prepares and presents student orientations; facilitates transition of outgoing exchange/study abroad participants and incoming international students;
- expands opportunities for visiting scholars, speakers cultural learning opportunities, and global education programs.

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INTERCOLLEGIATE ATHLETICS

- Plans, organizes, budgets, evaluates, and coordinates, athletic programs (intercollegiate and intramural) for the University of Hawaii at Hilo;
- responsible for the general control, administration, supervision and coordination of the Athletic Department, its programs, personnel, budget and finances, facilities, equipment, publicity and public relations;
- establishes and maintains athletic relations with other institutions;
- advises, recommends and reports to the Chancellor on all matters pertaining to athletics.

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OFFICE OF ADMINISTRATIVE AFFAIRS

As part of the Chancellor's Office, provides the business and managerial leadership required to support the administrative needs of the University of Hawai'i at Hilo.

OFFICE OF THE VICE CHANCELLOR

- Serves as the principal assistant to the Chancellor in all non-academic matters;
- plans, organizes, directs, coordinates and evaluates all of the business, budgeting, personnel, financial, administrative and CIP activities, including management systems and analytical studies requirements of the campus- and the System-wide offices.

HUMAN RESOURCES

- Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, workers compensation, etc.;
- advises executive leadership and management on human resources-related issues, strategic direction, and emerging trends and directions.

AUXILIARY SERVICES

- Administers and manages all janitorial and groundskeeping services for the campus;
- campus communication, inventory, motor vehicle licensing, motor pool, building keys and locks, and;
- parking.

FACILITIES MAINTENANCE

- Provides leadership and oversight for campus repair and maintenance programs and projects;
- manages the care and upkeep of the overall campus physical infrastructure;
- preventative maintenance and addresses work orders, minor facility upgrades and other campus improvements on an on-going basis.

FACILITIES PLANNING AND CONSTRUCTION

- Administers the CIP program (planning, design, construction) repairs and maintenance projects;
- administers facilities use program, space utilization programs, and;
- facilities inventory management.

BUSINESS MANAGEMENT

- Prepares, administers, and audits budget and financial transactions of the UHH, including maintenance of position controls;

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- procures all goods and services;
- receipts and disburses all University of Hawai'i at Hilo funds, and;
- maintains accounting and financial records.

THEATER

- Administers and directs the theater program (productions, promotions, finances, and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community, and other public and private agencies.

ENVIRONMENTAL HEALTH AND SAFETY

- Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, hazardous waste, chemical safety, etc.

CAMPUS SECURITY

- Administers and manages all areas of campus security, including safety and welfare for students, staff and visitors to the main UHH campus, its on-campus housing, and other worksites on Hawai'i island.

INFORMATION TECHNOLOGY SERVICES

- Responsible for all information technology aspects of the UHH, including the management and support of campus information systems (e.g. student, financial, human resources), campus networks and servers, academic computing services to serve instructional and research programs, academic computer labs, general student access to systems, academic hardware and software, instructional audio and video, maintenance of internet and intranet servers, and training and consulting for faculty and staff.

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CENTER FOR MAUNAKEA STEWARDSHIP

Under the general direction of the Office of the Chancellor:

- Manages the Maunakea Science Reserve, Summit Road, and Hale Pōhaku;
- establishes and enforces management policies;
- serves as the focus of contact for the public and tenant organizations on the mountain;
- manages a program for the physical maintenance of the Maunakea Science Reserve, Summit Road, and Hale Pōhaku;
- functions as a referral and facilitative agency for issues that are outside its authority but related to the mountain;
- oversees permitting as well as requests and scheduling for use of facilities and support services;
- addresses other requests including requests for information and grievances;
- oversees educational and resource management programs;
- coordinates monitoring programs and databases; and
- develops and maintains safety and security plans.