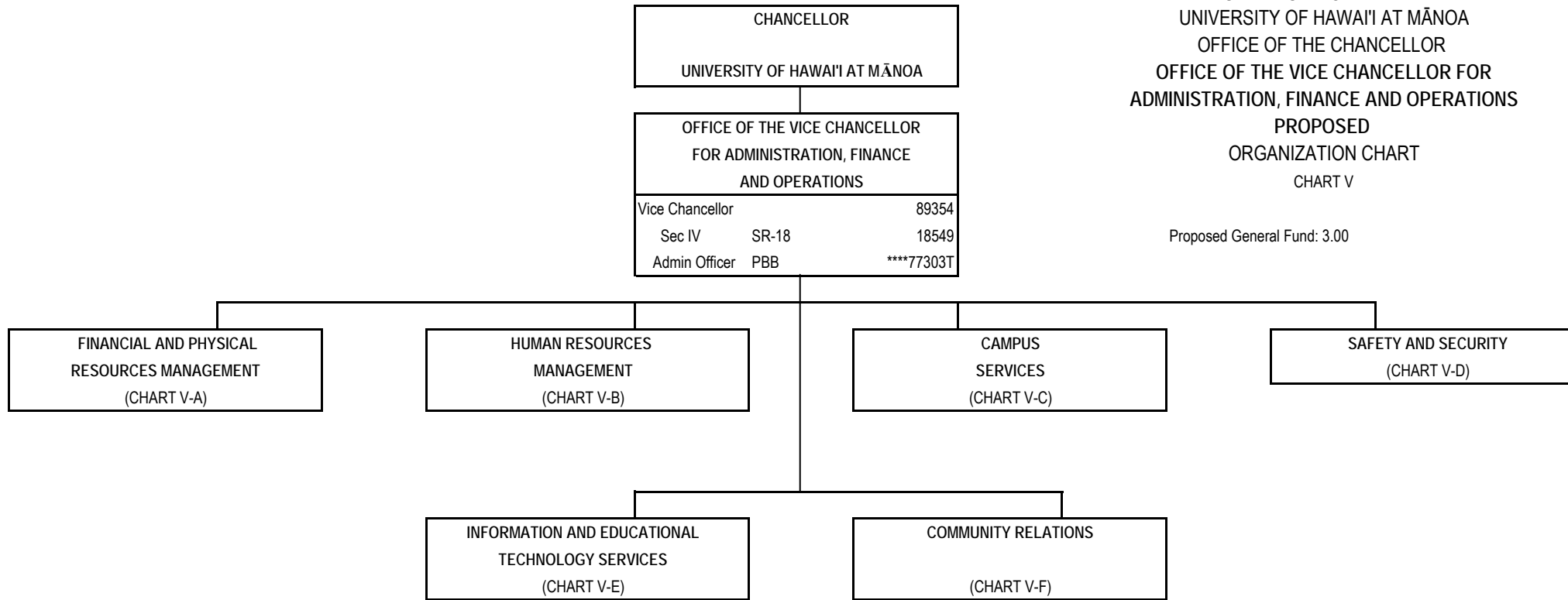


STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT MĀNOA
 OFFICE OF THE CHANCELLOR
 OFFICE OF THE VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE AND OPERATIONS
 PROPOSED
 ORGANIZATION CHART
 CHART V

Proposed General Fund: 3.00



CHANCELLOR
UNIVERSITY OF HAWAII AT MĀNOA

OFFICE OF THE VICE CHANCELLOR
FOR ADMINISTRATION, FINANCE
AND OPERATIONS

Vice Chancellor		89354
Sec IV	SR-18	18549
Admin Officer	PBB	****77303T

FINANCIAL AND PHYSICAL
RESOURCES MANAGEMENT
(CHART V-A)

HUMAN RESOURCES
MANAGEMENT
(CHART V-B)

INFORMATION AND EDUCATIONAL
TECHNOLOGY SERVICES
(CHART V-E)

CAMPUS
SERVICES
(CHART V-C)

COMMUNITY RELATIONS
(CHART V-F)

SAFETY AND SECURITY
(CHART V-D)

****position to be converted to permanent

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
**OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS**

FUNCTIONAL STATEMENT

I. INTRODUCTION

- A. Overview of the Office: The Office of the Vice Chancellor for Administration, Finance and Operations (VCAFO) provides leadership and executive management over administrative functions and services, as well as campus operations, for The University of Hawai'i at Mānoa. In addition, the following units report to the Vice Chancellor: Office of Financial and Physical Resource Management; Office of Human Resources Administration; Campus Services; Office of Safety and Security; Office of Information and Educational Technology Services; and, Office of Community Relations.
- B. Authority: The office has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai'i at Mānoa as they pertain to campus financial management, physical planning and development, human resources, information technology services, auxiliary services, facilities management, and community, alumni and public relations. The establishment of new standing policies are prepared by the VCAFO and approved by the Chancellor.
- C. Interaction with Others: The Office of the VCAFO consults with other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the office coordinates with the offices of the Vice President for Administration, Chief Financial Officer, Vice President for Research and Vice President for Academic Affairs on administrative and financial matters as appropriate.

II. MAJOR FUNCTIONS OF THE OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE AND OPERATIONS

Through the various organizational sub-units, the VCAFO provides leadership and executive management over the following:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Human resource administration.
- In cooperation with the system office of Information Technology Services, identification of needs and coordination of planning and implementation of campus information technology services.
- Campus physical planning and management of space resources.
- Facilities and grounds maintenance.
- Environmental health and safety.
- Community Relations.
- Campus security and civil defense.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.

CHANCELLOR
UNIVERSITY OF HAWAI'I AT MĀNOA

VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE
AND OPERATIONS

OFFICE OF
FINANCIAL AND PHYSICAL
RESOURCES MANAGEMENT
Asso Vice Chancellor *
Secretary III SR-16 *

RESEARCH AND TECHNICAL
SUPPORT
Institutional Research Analyst PBB 80910
Spatial Information Manager PBB 77439

MANOA BUDGET OFFICE 1/

OFFICE OF PHYSICAL, ENVIRONMENTAL
AND CAPITAL PLANNING
Campus Planner PBD *
Secretary I SR-12 14342
Associate Spec **88469T
Reg Engineer PBC 81055
Reg Engineer PBC ***80792
Reg Architect PBB 81321

OFFICE OF
FINANCE AND ACCOUNTING
Director PBD ***80266
Secretary II SR-14 *
Fisc Acc Spec PBB *
Fisc Acc Sup Spec PBA *

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
OFFICE OF FINANCIAL AND PHYSICAL
RESOURCES MANAGEMENT
PROPOSED
ORGANIZATION CHART
CHART V-A

Proposed General Fund: 14.00

1/ no change proposed
*new, position number to be determined
**to be converted to permanent
***proposed, position to be redescribed

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
**OFFICE OF FINANCIAL AND PHYSICAL
RESOURCES MANAGEMENT**

FUNCTIONAL STATEMENT

The Office of Financial and Physical Resources Management (OFPRM) is under the administration of the Mānoa Vice Chancellor for Administration, Finance and Operations. The office has campus wide responsibility for planning and management of campus finances, the operating and CIP budgets and long term planning for the physical development of the campus and other land and buildings supporting campus programs.

Functional responsibilities are assigned to sub-units as follows: Manoa Budget Office; Office of Physical, Environmental and Capital Planning; Office of Finance and Accounting; and Research and Technical Support Services. Major functions of the OFPRM are:

Manoa Budget Office

- Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation of budget testimonies to the legislature, and analysis of various versions of the budgets.
- Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution policies and instructions; and the review of unfunded budget proposals.

Office of Finance and Accounting

- Prepares and analyzes periodic operating statements in support of the Mānoa chancellor's overall management of the campus.
- Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans.
- Keeps abreast of University accounting policies and procedures and manages compliance with these among campus fiscal officers.

Office of Physical, Environmental, and Capital Planning

- Maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Administers the preparation and implementation of the campus CIP budgets.
- Manages the allocation and reallocation of space on campus to operating units.

Research and Technical Support

- Maintains a database of institutional information supporting the financial, budgetary, and physical planning functions of the campus
- Provides data analysis in support of the financial, budgetary, and physical planning functions of the campus, using modern software applications.

**CHANCELLOR
UNIVERSITY OF HAWAI'I AT MĀNOA**

**VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE
AND OPERATIONS**

OFFICE OF HUMAN RESOURCES MANAGEMENT		
Director		***89126
Secretary III	SR-16	***84394
HR Specialist	PBB	77390
HR Specialist	PBB	*
HR Specialist	PBB	*

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
OFFICE OF HUMAN RESOURCES MANAGEMENT
PROPOSED
ORGANIZATION CHART
CHART V-B

Proposed General Fund: 5.00

*new, position number to be determined
***proposed, position to be redescribed

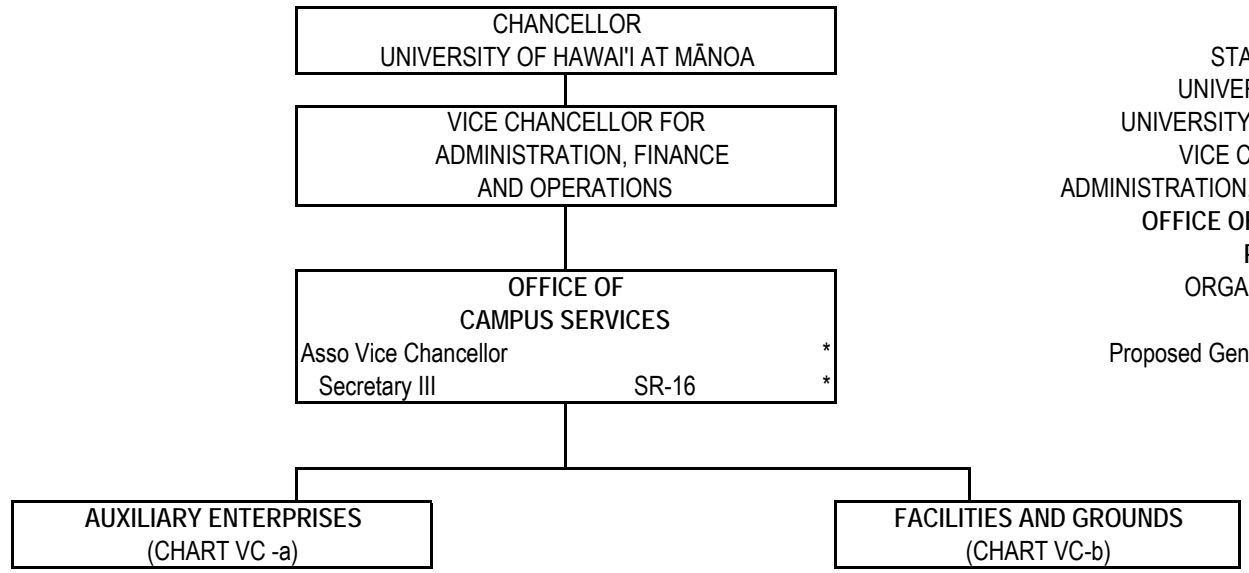
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
OFFICE OF HUMAN RESOURCES MANAGEMENT

FUNCTIONAL STATEMENT

The Office of Human Resources Management is assigned campus-wide functional responsibility for human resources management, except for academic personnel matters. The Office develops policies and procedures for the campus necessary to effectively implement BOR and Executive policies as they pertain to employees of the campus.

Major functional responsibilities of the Office include the development of effective policies and procedures and the consistent and effective compliance with these policies and procedures as they pertain to:

- Recruitment and appointment of employees.
- Implementation classification and pricing of executive/ managerial and APT positions.
- Implementation compensation packages including new hire rates, merit adjustments and other in-grade adjustments.
- Operation of employee relations and benefits programs.
- Maintaining employee records management.
- Implementing contract implementation including grievances.
- Providing in-service training.



STATE OF HAWAI'I
 UNIVERSITY OF HAWAI'I
 UNIVERSITY OF HAWAI'I AT MĀNOA
 VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE AND OPERATIONS
 OFFICE OF CAMPUS SERVICES
 PROPOSED
 ORGANIZATION CHART
 CHART V-C
 Proposed General Fund: 2.00

*new, position number to be determined

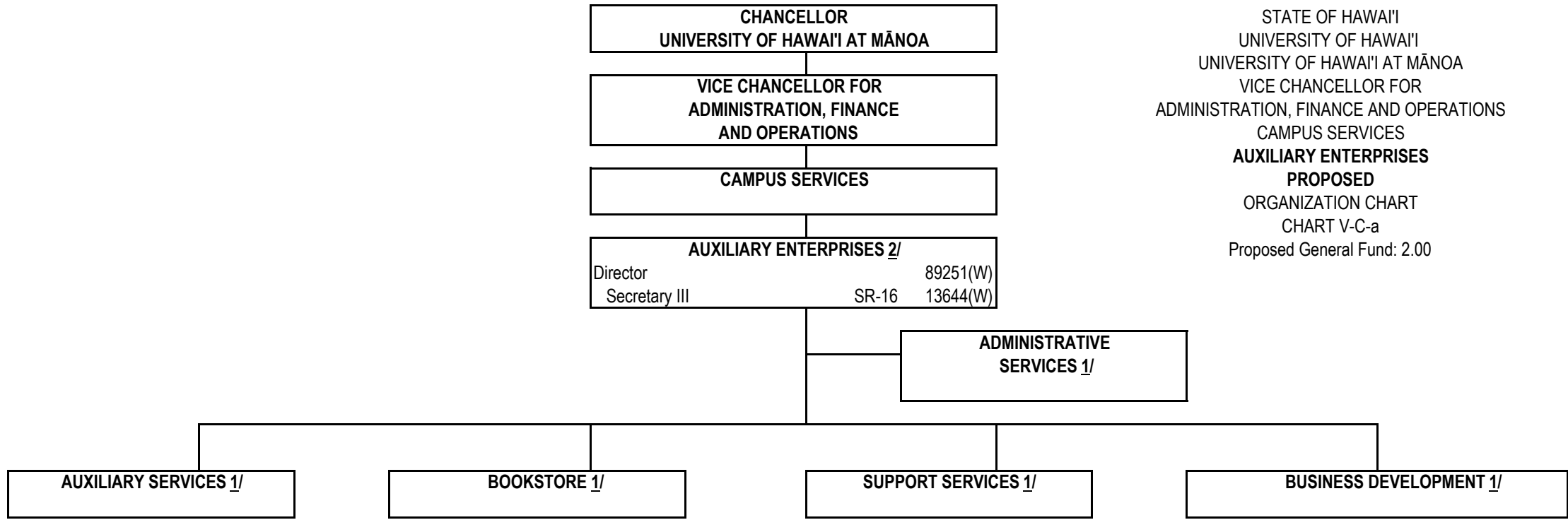
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
OFFICE OF CAMPUS SERVICES

FUNCTIONAL STATEMENT

The Office of Campus Services has functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, bookstore operations, student housing, faculty housing, facilities repairs and renovation, custodial services, utilities management, and grounds maintenance.

Campus services functions are grouped under the major categories of Auxiliary Enterprises and Facilities and Grounds and primarily:

- Maintains and service a fleet of vehicles for use by various campus organizations
- Operates on campus parking facilities for students, faculty, staff and employees
- Manages contractors to provide food services on campus, in dormitories and athletic events on a retail and catered basis
- Operates a system-wide bookstore operation with outlets on each University campus
- Operates commercial retail outlets for University apparel and other merchandise
- Manages the University's faculty housing facilities
- Manages the overall campus physical infrastructure including roadways, utilities, and utility distribution systems
- Repairs and renovates buildings
- Maintains and landscapes grounds.



STATE OF HAWAI'I
 UNIVERSITY OF HAWAI'I
 UNIVERSITY OF HAWAI'I AT MĀNOA
 VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE AND OPERATIONS
 CAMPUS SERVICES
AUXILIARY ENTERPRISES
PROPOSED
 ORGANIZATION CHART
 CHART V-C-a
 Proposed General Fund: 2.00

1/ no change proposed
2/ Campus Security transferred to proposed Office of Safety and Security

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
OFFICE OF AUXILIARY ENTERPRISES

FUNCTIONAL STATEMENT

The Office of Auxiliary Services provides leadership and coordination in planning, developing and directing activities relating to the University of Hawai'i at Mānoa Auxiliary Services, the UH Bookstore System, system wide Administrative Services, and system wide Business Development.

Director of Auxiliary Enterprises

- Plans, organizes, directs, and controls UH Auxiliary Enterprises programs which include: commercial enterprise opportunities, Mānoa campus auxiliary services, bookstores on eight campuses, and other retail facilities or concessions, both on and off campus.
- Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
- Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
- Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Enterprises matters.

Support Services

- Plans, organizes, and implements programs to address transportation and traffic congestion problems relating to commerce throughout the University System.

Auxiliary Services

- Plans, organizes, directs, and controls the activities of the following Auxiliary Services programs: Duplicating Services, Campus Mail Services, Faculty Housing, Food Services, Parking Services, and Transportation Services, in accordance with established policies.
- Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
- Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
- Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Auxiliary Services matters.

Duplicating & Mail Services

- Establishes goals and objectives, and directs the daily operations of the Duplicating & Campus Mail programs.
- Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
- Provides support to other Auxiliary Services programs as needed.
- Provides efficient, low-cost reprographic services and capabilities through its central facility and satellite copy machine sites.
- Provides duplicating services to campus users.
- Provides a centralized service for copy machine maintenance and acquisition.
- Issues, evaluates, and controls departmental allocations for reprographic services.
- Researches technological advances and implements feasible changes.

- Provides daily mail pickup and delivery services to Mānoa campus departments on a timely, cost-efficient basis.
- Picks up, sorts, and delivers intra-campus, incoming, outgoing, and state messenger mail.
- Issues, evaluates, and controls departmental allocations for mail services.
- Develops and maintains delivery point barcode (Zip +4) database for Mānoa campus departments.
- Keeps abreast of United States postal service rules and regulations concerning non-profit mailers.
- Offers a variety of methods to ship mail and parcels.
- Provides mailbox rental services.
- Sells a full line of postal services and a variety of mailing supplies, including, stamps, envelopes, boxes, etc.

Faculty Housing and Food Service

- Advises and participates in the development, sale, and mortgage loan assistance of faculty housing properties. Responsible for the daily operations of the Faculty Housing & Food Service sections.
- Establishes goals and objectives, and directs the daily operations of the Faculty Housing & Food Service sections.
- Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve service.
- Provides support to other Auxiliary Services programs as needed.
- Provides self-sustaining faculty housing program to assist new faculty members with low-cost, temporary housing during their period of adjustment to local economic conditions. Provides faculty housing units for sale to faculty members.
- Manages rental agreements for all faculty housing apartments. Operates and maintains the apartment unit rentals.
- Accepts, evaluates, and processes of requests for housing; reviews and approves assignments of leases in accordance with University policies.
- Conducts preventive maintenance programs, major renovations, and replacement of furniture and equipment, and custodial and grounds maintenance to improve the physical quality of faculty housing, and provides security of the apartments in order to make the faculty housing complex safe and livable.
- Provides mortgage loan assistance to eligible faculty members interested in purchasing faculty housing through the University.
- Satisfies the nutritional needs of the University community by providing choices of products at the lowest possible cost that are high in quality, and with the best possible services.
- Administers the food service contract for the Mānoa campus. Develops contract specifications focusing on the quality of menus, the manner of service, the economy of prices, and merchandising that provides optimal customer satisfaction.
- Monitors the food service contractor to insure adequate delivery of service, in compliance with the provisions of the contract and applicable codes and ordinances.
- Serves as liaison with the University community, and ensures customer satisfaction in all aspects of the food service program.

PARKING & TRANSPORTATION

- Establishes goals and objectives, and directs the daily operations of the Parking & Transportation sections.
- Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
- Provides support to other Auxiliary Services programs as needed.
- Provides for the allocation and sale of available campus parking spaces to various users on an equitable basis.

- Maintains orderly parking and traffic flow on the Mānoa campus in accordance with the applicable parking regulations as approved by the Board of Regents.
- Provides for the allocation and sale of available campus parking spaces to various users on an equitable basis.
- Repairs and maintains parking areas, participates in the planning of additions and improvements to existing parking areas on campus.
- Provides emergency repairs for the Mānoa campus.
- Develops and enforces parking regulations and controls vehicular traffic on campus.
- Provides and manages an appeals process for people contesting parking citations for violating parking regulations on campus.
- Provides parking-related services for special events held on campus such as sporting events, charity functions, concerts, etc.
- Provides for the rental, purchasing/leasing, preventive maintenance, and repair of University vehicles.
- Administers services related to the operation of a central motor pool and garage on campus.
- Prepares specifications and bid proposals for the purchase of motor vehicles based on users' requirements and vehicle replacement program.
- Conducts preventive maintenance and repairs on vehicles.

BOOKSTORE SYSTEM

- Plans, organizes, directs, and controls University of Hawai'i Bookstores located at various campuses throughout the University of Hawai'i system.
- Establishes overall policies, ensures that effective management methods and appropriate financial controls are used.
- Provides direction and leadership to subordinate managers in the development, implementation, and attainment of programmatic and financial goals and objectives.
- Maintains liaison with University students, faculty, administrators, community groups, legislature, and other interested parties on Bookstore matters.

UNIVERSITY OF HAWAII AT MANOA BOOKSTORE

- Responsible for the daily operations of the University of Hawai'i at Mānoa Bookstore.
- Establishes goals and objectives, and directs the daily operations of the Mānoa Bookstore, in accordance with the diverse needs of various colleges, schools, and departments of the Manoa campus.
- Analyzes production, financial condition, quality of service, and directs the implementation of procedures to improve services.
- Provides support to branch bookstores as needed.
- Purchases and sells of a variety of computer hardware, software and peripherals to meet the academic needs of the University community. Provides for the repair, maintenance, and servicing of computers purchased through the Bookstore.
- Plans, orders, merchandises computer hardware, software, and peripherals.
- Controls inventory to achieve appropriate turnover rate. Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
- Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds. Provides services for off-campus and outreach programs.
- Stocks and displays merchandise, and maintains cleanliness of sales floor.
- Provides general clerical support for the entire store.
- Provides services for repair, maintenance, and servicing of computer hardware sold through the Bookstore.
- Responsible for managing all business conducted through internet websites, including timely order fulfillment in the electronic sale of books and merchandise, and providing customer service, via the internet.

- Provides for the timely fulfillment of orders generated via Bookstore related websites.
- Obtains adequate supply of inventory or arranges for timely transportation of inventory from appropriate sources.
- Responds to inquiries and concerns initiated by customers via electronic mail.
- Coordinates marketing efforts to improve and expand electronic commerce.
- Responsible for the timely purchase and sale of medical textbooks and medical supplies needed by students.
- Plans, orders, merchandises all required and optional medical textbooks and medical supplies for the University of Hawai'i at Mānoa, in accordance with the School of Medicine's unique problem based learning curriculum.
- Arranges for used book buy-back, where students can sell books back at the end of each semester and the beginning of the Fall and Spring terms.
- Responsible for receiving, shipping, and storage of merchandise. Provides general operational support services. Supports and processes all sales, charges, and refund transactions for the entire Mānoa campus store.
- Provides receiving, verifying and tagging of incoming merchandise.
- Stores merchandise in warehouse facilities or peripheral areas pending display or sale.
- Provides for pickup, delivery or shipment of Bookstore items, both on and off campus.
- Maintains cleanliness and good appearance of store and makes minor repairs.
- Makes arrangements for additional change fund, staffing, and supplies needed during peak periods.
- Coordinates counting and depositing of all collections (i.e., cash, scholarship charges, departmental requisitions) with the Fiscal Office.
- Plans, orders, and merchandises graduation announcements, caps and gowns.
- Responsible for the timely purchase and sale of classroom, office, art and laboratory supplies. Provides souvenirs and gift items, and items for personal convenience.
- Plans, orders, merchandises required classroom supplies, various forms of stationery, convenience items and services.
- Sells emblematic souvenirs and sports clothing to promote school spirit and promote the University in general.
- Responsible for the timely purchase and sale of text materials prescribed by faculty.
- Plans, orders, merchandises all required and optional textbooks (except medical textbooks) for the University of Hawai'i at Mānoa, including the Outreach College, in accordance with academic schedules.
- Plans, orders, merchandises all reference books and related materials as required.

Branch Stores

- Provide books and general merchandise at the University of Hawai'i at Hilo and Community College campuses in a manner similar to the Mānoa store, but adapted to the size and special characteristics of the individual campuses.
- Provides assistance to all customers of the store, and operates cash registers to record various types of sales and refunds.
- Counts and deposits all collections, including cash, scholarship charges, and departmental requisitions.
- Purchases and provides for sale of all required textbooks in accordance with academic schedules for each campus.
- Arranges for used book buy-back, where students can sell book back at the end of each semester and the beginning of the Fall and Spring terms.
- Orients stock to the campus community, purchases and provides for sale of technical books, journals, periodicals, and literature for leisure reading.
- Purchases and provides for sale of required classroom supplies and a representative stock of supplementary materials, such as notebooks, pencils, binders, etc.

- Purchases and provides for sale of health and comfort items, for the convenience of the campus community.
- Provides for sale of computer hardware, software, and peripherals to support customer needs.
- Stocks and displays merchandise, and maintains cleanliness of the store.
- Determines strategies for markdown and movement of merchandise, and coordinates special sales and promotions.
- Makes arrangements for additional change fund, staffing, and supplies needed during peak periods.
- Provides for receiving, shipping, and storage of merchandise.
- Responsible for return of unsold books, and other inventory control procedures.
- Prepares and processes various administrative and fiscal data (i.e., payables, receivables, overtime requests, student payroll, etc.) through administrative office.

Administrative Services

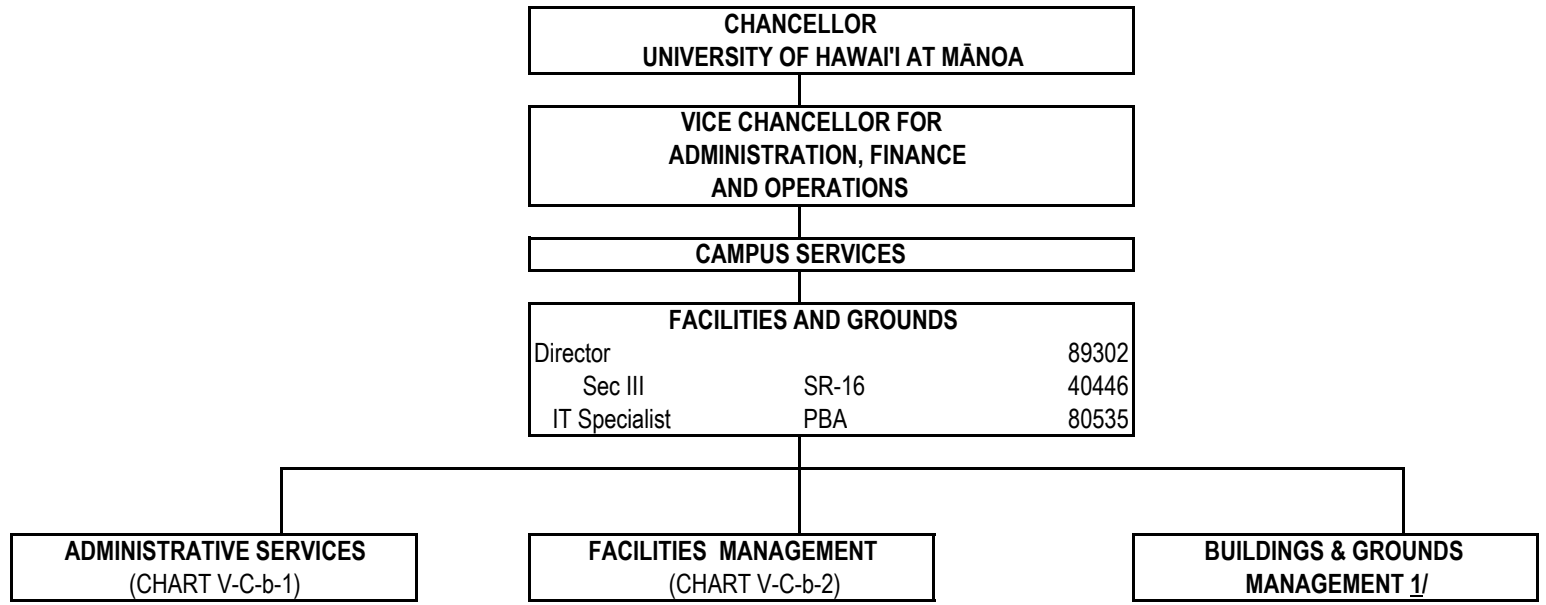
- Plans, organizes, directs, and controls administrative functions of Auxiliary Enterprises, including Advertising, Fiscal Services, Management Information Services, and Personnel.
- Responsible for Auxiliary Enterprises and designated units under the Office of the Chancellor, UH Mānoa fiscal controls, financial reporting, non-retail procurement and budgeting.
- Maintains an accounting system for all Auxiliary Enterprises units, based on and integrated with the University's accounting system.
- Prepares and analyzes financial and budget reports for all programs.
- Establishes and enforces fiscal controls and procedures for cash and inventory.
- Coordinates all audit activities with internal and external audits.
- Coordinates physical inventory and monitors inventory control.
- Coordinates investment of available cash.
- Maintains fiscal records and files.
- Processes all payments and operates imprest fund account.
- Monitors non-retail procurement of materials and services, prepares all bid specifications, and administers all contracts for maintenance, lease rental, goods and services.
- Processes all accounts receivables, reconciles statements and reports, and monitors credit memos.
- Count and/or deposit all collections including, cash, scholarship charges, and departmental requisitions.

MANAGEMENT INFORMATION SERVICES

- Responsible for the system development and maintenance, operations, technical support and management support in all areas of computerized management information systems.
- Performs systems analysis, design, tests, installations and maintenance for all Auxiliary Enterprises units.
- Designs, maintains and coordinates Auxiliary Enterprises websites.
- Develops and controls production schedules for computerized functions for all Auxiliary Enterprises operations and projects.
- Provides technical assistance, user training, and provides support for all Auxiliary Enterprises information system activities.
- Administers personnel for Auxiliary Enterprises and designated units under the Office of the Chancellor, UH Mānoa. Responsible for all matters related to recruitment, selection, benefits, classification, compensation, employee records, training, employee relations, and organization management.
- Provides assistance in staffing analysis, and ensures that the recruitment and selection process is in accordance with personnel laws and procedures.

BUSINESS DEVELOPMENT

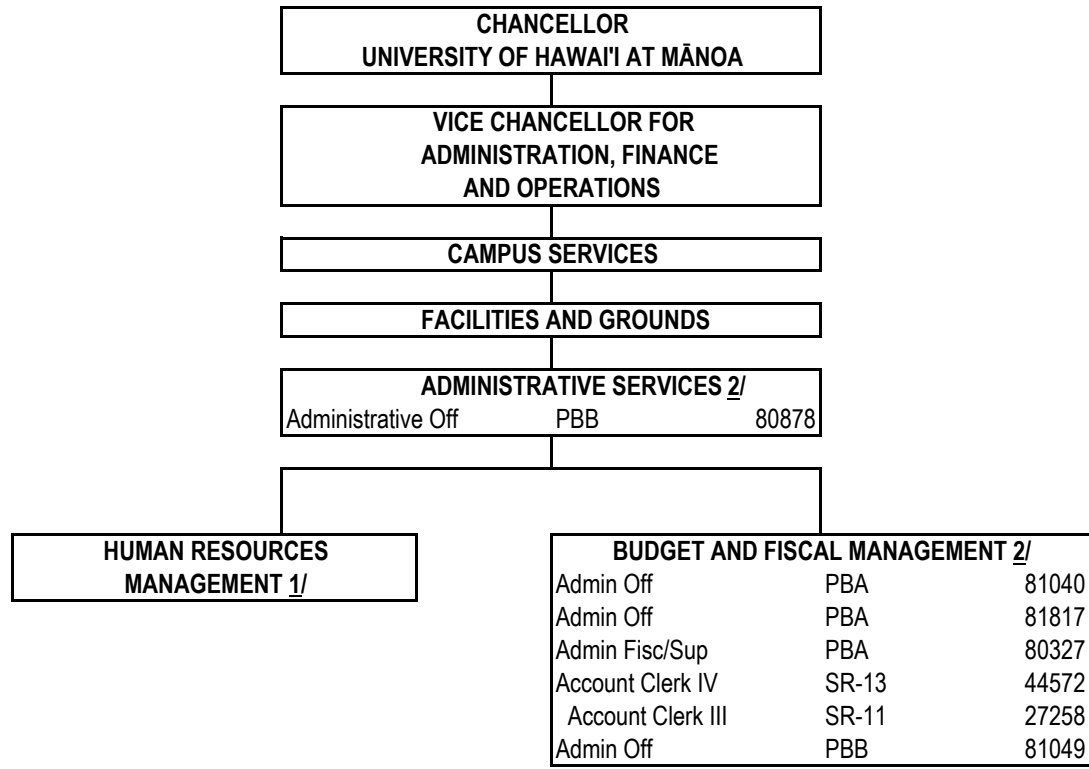
- Plans, organizes, directs, and controls business development functions of Auxiliary Enterprises. Researches feasibility of new retail business ventures and implements viable business opportunities. Conducts the advertising and public relations efforts for Auxiliary Enterprises through various media and coordinates promotional activities. Analyzes existing operations and develops plans to improve existing functions.
- Meets with various company representatives and establishes plans for new business ventures.
- Oversees management of various business ventures under the purview of the Business Development section.
- Conducts a program of advertising, promotions, and public relations for Auxiliary Enterprises units through the use of various types of media.
- Purchases and promotes emblematic merchandise that supports various University of Hawai'i programs.



STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT MĀNOA
 VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE AND OPERATIONS
 FACILITIES MANAGEMENT
 CAMPUS SERVICES
**FACILITIES AND GROUNDS
 PROPOSED**
 ORGANIZATION CHART
 CHART V-C-b

General Fund : 3.00

1/ no change proposed



STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT MĀNOA
 VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE AND OPERATIONS
 FACILITIES MANAGEMENT
 CAMPUS SERVICES
FACILITIES AND GROUNDS
PROPOSED
 ORGANIZATION CHART
 CHART V-C-b-1

General fund: 7.00

1/ no change proposed
2/ no change to the functional statement

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
OFFICE OF FACILITIES AND GROUNDS

FUNCTIONAL STATEMENT

The Office of Facilities and Grounds plans, organizes, and directs activities relating to Facilities Management and Buildings and Grounds Management for the University of Hawai'i at Mānoa.

- Provides leadership, direction, and guidance to subordinate supervisory staff in the planning, design, construction, maintenance, and operation of physical facilities and grounds for the University of Hawai'i at Mānoa, in creating a safe environment conducive to learning and research.
- Provides the full range of administrative support services, which include budget preparation and execution, fiscal, procurement (including campus-wide contracts) and property management and human resources.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting physical plant requirements for the University of Hawai'i at Mānoa.
- Reviews and approves the preparation and execution of divisional program plans and operating budgets, including the determination of program priorities.

**CHANCELLOR
UNIVERSITY OF HAWAII AT MĀNOA**

**VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE
AND OPERATIONS**

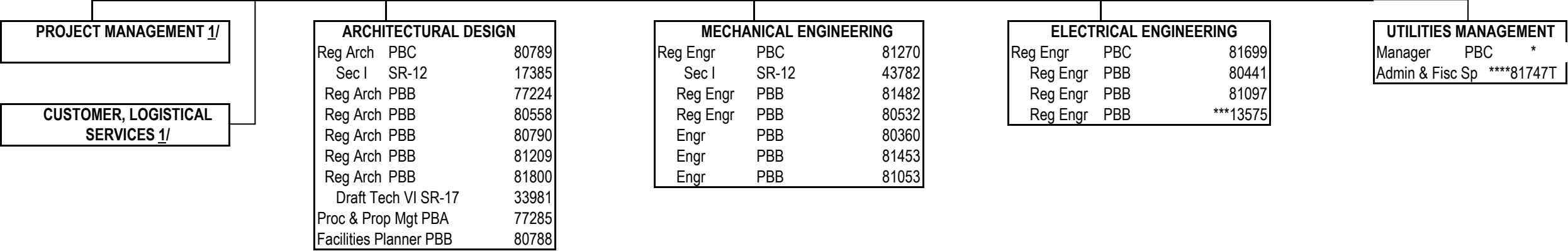
CAMPUS SERVICES

FACILITIES AND GROUNDS

FACILITIES MANAGEMENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
FACILITIES MANAGEMENT
CAMPUS SERVICES
**FACILITIES AND GROUNDS
PROPOSED**
ORGANIZATION CHART
CHART V-C-b-2-

General Fund: 23.00



1/ no change proposed
 *new, position number to be determined
 ***proposed, position to be redescribed
 ****to be converted to permanent

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
OFFICE OF FACILITIES AND GROUNDS
FACILITIES MANAGEMENT

FUNCTIONAL STATEMENT

The Office of Facilities Management conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for UH Mānoa in accordance with approved long-range development plans and applicable federal, state, and county building codes and standards.

Architectural Design

- Prepares architectural plans and specifications and coordinates the preparation of mechanical, electrical, and utility distribution system designs for new/renovation projects performed either internally or by private contractors. Prepares specifications and bidding requirements for projects to be performed by private contractors.
- Develops and schedules preventive maintenance programs for building exteriors, interiors, roofs, and roadways.
- Provides renovation design assistance to departments, including determination of service or maintenance requirements, alternative approaches, and time and cost estimates.
- Reviews departmental service work requests, preparing cost estimates as well as labor and materials requirements for work to be performed by the trade shops.
- Develops space standards and maintains inventory of campus buildings with regard to construction and occupancy, space assignments, keying systems, and utility distribution systems.
- Schedules and coordinates support services for special events.
- Maintains facilities information database.

Project Management

- Participates in architectural/mechanical/electrical design documents and reviews for UHM construction projects.
- Provides construction management services for UHM construction projects.
- Maintains communications with the UHM campus community.
- Prepares and maintains project warranty information.
- Establishes, maintains, and improves UHM construction procedures and guidelines.

Information Systems

- Establishes, installs, and maintains FM and BGM local area network, database, and information reporting systems.
- Provides hardware/software for technical and user training and services.

Electrical/Mechanical Engineering

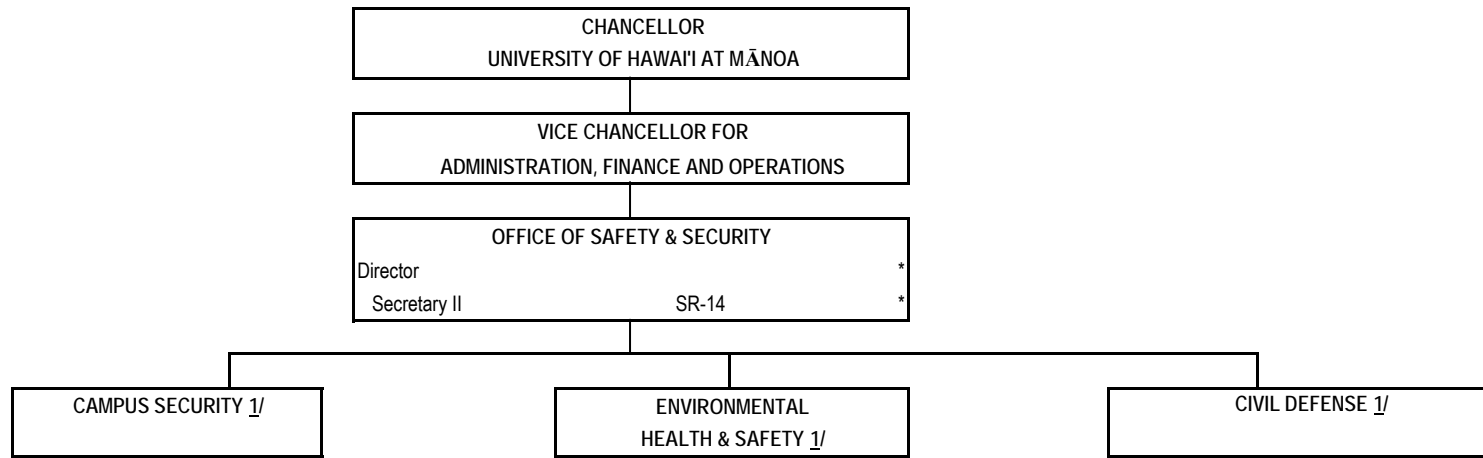
- Prepares or directs the preparation of mechanical/electrical engineering designs and specifications for UHM projects performed either internally or by private contractors and prepares specifications and bidding requirements for projects by private contractors.
- Maintains facilities equipment audit and inventory; manages preventive maintenance programs for mechanical and electrical systems; develops equipment and systems replacement programs in accordance with established industry criteria.
- Provides renovation design assistance to departments, including determination of service and maintenance requirements, alternative approaches, and time and cost estimates.
- Reviews departmental service work requests, preparing cost estimates as well as labor and materials requirements for work to be performed by the trade shops.
- Provides technical support to trade shops.
- Develops and maintains a comprehensive building audit program.

Utilities

- Plans, develops, implements, and administers campus-wide utilities and energy conservation programs in concert with Electrical and Mechanical Engineering.

Customer, Logistical Services and Shop Operations

- Maintains a Customer Services Center, which communicates customer requests and needs to appropriate FM units from the University community.
- Provides procurement and warehouse services to FM and BGM; provides for storage, transfer, and disposal of personal property; and maintains surplus inventory for the campus community.
- Provides trucking, moving, and disposal services to the campus community.
- Repairs and maintains campus structures, building hardware, equipment and utility distribution systems.
- Operates air-conditioning, maintenance mechanic, carpentry, electrical, plumbing, and paint shops. Implements preventive maintenance programs.
- Performs minor alteration/renovation projects.



STATE OF HAWAII
 UNIVERSITY OF HAWAI'I
 UNIVERSITY OF HAWAI'I AT MĀNOA
 VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE AND OPERATIONS
 OFFICE OF SAFETY & SECURITY
 PROPOSED
 ORGANIZATION CHART
 CHART V-D

Proposed General Fund: 2.00

1/ no change proposed
 *new, position number to be determined

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
OFFICE OF SAFETY AND SECURITY

FUNCTIONAL STATEMENT

The Office of Safety and Security is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The office is also responsible for protecting against property and personal loss due to natural and man-made disasters to the campus community.

Major functions of the office are administered through sub units as follows:

Campus Security

- Responds to incidences which may result in personal injury or property damage.
- Coordinates with HPD where enforcement of laws or ordinances are necessary.
- Provides safety or security escort services.
- Secures campus facilities.
- Provides routine campus patrol services.

Environmental Health and Safety

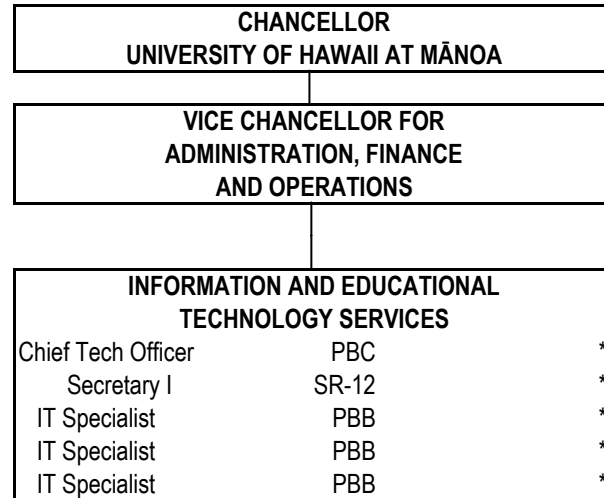
- Assures compliance with environmental regulations as they pertain to University teaching, research and support activities.
- Administers biological, fire, radiation, diving, and laboratory safety programs.
- Identifies, evaluates and controls workplace hazards including asbestos, chemical exposure, indoor air quality, excessive noise, and ergonomics.
- Manages the transportation, segregation, consolidation, and storage of potentially hazardous chemicals and chemicals in compliance with federal and state regulations.

Civil Defense

- Administers an emergency management program for the campus.
- Coordinates with applicable city, state, and federal agencies in preparing for and responding to natural and man made disasters such as hurricanes, tidal waves, and terrorist and criminal acts.

STATE OF HAWAII
 UNIVERSITY OF HAWAII
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 VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE AND OPERATIONS
**OFFICE OF INFORMATION AND EDUCATIONAL
 TECHNOLOGY SERVICES**
PROPOSED
 ORGANIZATION CHART
 CHART V-E

Proposed General Fund: 5.00



*new, position number to be determined

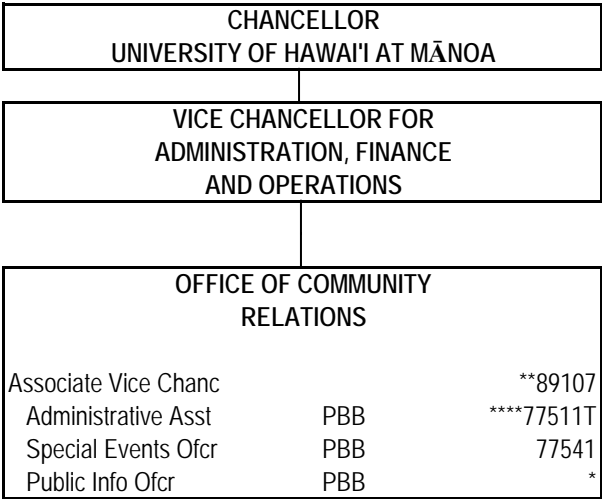
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
**OFFICE OF INFORMATION AND
EDUCATIONAL TECHNOLOGY SERVICES**

FUNCTIONAL STATEMENT

The Office of Information and Educational Technology Services has responsibility for assuring that students, faculty and staff are provided modern technical support for information processing on campus. The Office develops and maintains hardware and application standards appropriate to administrative, instructional, and research environments on and off campus, and advises users on appropriate technological applications. The Office manages student computer laboratories on campus.

STATE OF HAWAII
 UNIVERSITY OF HAWAII AT MĀNOA
 UNIVERSITY OF HAWAII AT MĀNOA
 VICE CHANCELLOR FOR
 ADMINISTRATION, FINANCE AND OPERATIONS
 OFFICE OF COMMUNITY RELATIONS
 PROPOSED
 ORGANIZATION CHART
 CHART V-F

Proposed General Fund: 4.00



*new, position number to be determined
 **new classification; subject to classification
 ****position to be converted to permanent

STATE OF HAWAI'I
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OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE AND OPERATIONS
OFFICE OF COMMUNITY RELATIONS

FUNCTIONAL STATEMENT

The Office of Community Relations provides leadership and direction for the planning, development, coordination, and management of the overall public and alumni relations, governmental relations, advancement, and special events strategy that brings greater visibility, recognition, and support to the University of Hawai'i at Mānoa as a leader in higher education. Specific responsibilities include developing and maintaining productive and mutually beneficial relations and effectuating regular interaction and communication with the University's multiple publics such as alumni, students and prospective students, parents, friends of the University, donors, businesses and corporations, and community groups; coordinating and monitoring legislative and governmental actions that impact the campus; and providing support and serving as the liaison to the University of Hawai'i Foundation. The Office:

- Establishes and implements a coordinated development strategy for the Mānoa campus in collaboration with Mānoa's senior leadership and the UHF.
- Establishes and implements a coordinated communications strategy and needed materials that support alumni and the campus' fundraising initiatives in collaboration with Mānoa's senior leadership and the UHF.
- Coordinates friend-raising and fund-raising initiatives in conjunction with the UHF.
- Establishes and maintain an up-to-date alumni database, by unit, for the campus in coordination with UHF.
- Serve as the campus' liaison to the University of Hawai'i Foundation (UHF) to build individual, organizational and corporate commitment and financial support for the Mānoa campus.
- Plans, coordinates and executes events in support of the campus' strategic objectives.
- Manages a special events schedule that fosters alumni and donor support of the campus.
- Oversees the campus' major annual events such as convocation.
- Serves as the liaison to and maintains positive working relations with internal and external departments and to vendors in the execution of special events affecting those units.
- Provides protocol services, information, and logistics to Mānoa units relating to interactions with dignitaries and guests.

- Builds awareness, pride, involvement, and support among identified influential audiences.
- Ensures that the campus community participates in programs, organizations, and committees that advance its public service mission to increase the visibility and appreciation for the University of Hawai‘i at Mānoa campus.
- Manages and enhance the campus’ relationships with federal, state, and local governments.
- In concert with the Executive Assistant to the Chancellor, ensures that the University’s interests are appropriately represented in legislative and policy deliberations relating to higher education.
- Receives and review all legislative bills and resolutions affecting the Mānoa campus.
- Reviews and assigns all legislative bills and resolutions to appropriate individuals/units to prepare responses, and coordinate and monitor legislative activity relating to those bills and resolutions to ensure accurateness and timeliness of response to the Legislature.
- Serves as the campus’ information center on legislative initiatives and respond to constituent inquiries.
- Coordinates collaborative efforts among schools, colleges and other UH campuses and the community to build support for campus initiatives through appropriate legislative channels.