MEMORANDUM

TO: Virginia S. Hinshaw, Chancellor
   Kathy Cutshaw, VC for Administration, Finance and Operations
   Gary K. Ostrander, VC for Research and Graduate Education

FROM: Roy Takekawa, Director

SUBJECT: Reorganization Proposal for the Environmental Health and Safety Office

SPECIFIC ACTION REQUESTED:
We request your approval of the reorganization proposal to move the unit and functions of the Environmental Health and Safety Office (EHSO) from the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO) to the Office of the Vice Chancellor for Research and Graduate Education (OVCRGE).

RECOMMENDED EFFECTIVE DATE:
Upon your approval

ADDITIONAL COST:
None

PURPOSE:
The purpose of this reorganization is to better reflect the functional responsibilities of EHSO.

BACKGROUND:
Pursuant to Administrative Procedure A3.101 University of Hawai‘i Organizational and Functional Changes dated March 2008, reorganizations that:
   a) do not have an impact on BOR policy and/or laws;
   b) do not create, eliminate, or significantly change responsibilities of programs reporting directly to the Board or President;
   c) do not incur significant additional expenses; or
   d) do not have significant programmatic impact on the University
may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).
This reorganization proposal has been reviewed and discussed with appropriate units and staff members. 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 Environmental Health and Safety Office be approved.

Should you have any questions, please contact Roy Takekawa at x63200 or at takekawa@hawaii.edu.

**Attachments:**

- Executive summary
- Narrative
- Current org charts and functional statements
- Proposed org charts and functional statements
- UHM Attachment 3 - Allocated and Authorized BJ/BT Positions Impacted by the Reorganization
- Copies of letters and responses from internal campus offices (i.e., Mānoa Budget Office, Mānoa Finance & Accounting, Mānoa Human Resources)
- Copies of letters and responses from unions

**APPROVED / DISAPPROVED:**

[Signature]

Virginia S. Hinshaw
Chancellor

Date: 10-19-09
PROPOSED

ORGANIZATIONAL CHARTS

AND

FUNCTIONAL STATEMENTS
PROPOSED ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

1. Office of the Vice Chancellor for Administration, Finance and Operations
2. Office of Safety and Security
3. Office of the Vice Chancellor for Research and Graduate Education
4. Environmental Health and Safety Office
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.
- Community Relations.
- Campus security and civil defense.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.

APPROVED:

[Signature]

Date

Chancellor
CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND OPERATIONS

OFFICE OF SAFETY & SECURITY
Director*
Secretary II, SR-14*

CAMPUS SECURITY
(CHART V-D1)

CIVIL DEFENSE
Administrative Officer, PBB, #77246 (B) 1.00

APPROVED / DISAPPROVED:
Virginia S. Hinshaw
Chancellor
Date

SPECIAL FUND FTE: 1.00
*new, pending approval
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 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.

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.

APPROVED:

[Signature]
Virginia S. Hinshaw
Chancellor

10-19-09
Date
OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MĀNOA

OFFICE OF THE VICE CHANCELLOR FOR
RESEARCH AND GRADUATE EDUCATION

Vice Chancellor, #89112 1.00
Associate Vice Chancellor, #89455 1.00
Secretary III, SR-16, #600322 1.00
Administrative Officer, PBB, #60406 1.00
Fiscal Acctg Specialist, PBB, #77673 1.00
Assistant Vice Chancellor, #89119 1.00
Environmental Stfy Sp, PBC, #81109 1.00
Environmental Stfy Sp, PBA, #60261 1.00
Assistant Vice Chancellor, #89153 1.00
Secretary III, SR-16, #13715 1.00

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
FOR RESEARCH AND GRADUATE EDUCATION

POSITION ORGANIZATION CHART III

GENERAL FUND FTE: 11.00

SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY +

PACIFIC BIOSCIENCES REACH CENTER

CANCER RESEARCH CENTER

INDUSTRIAL RELATIONS CENTER

WAikiku AQUARIUM

LYON ARBORETUM

INSTITUTE FOR ASTRONOMY

WATER RESOURCES RESEARCH CENTER

GRADUATE AND PROFESSIONAL EDUCATION

COMMITTEE ON HUMAN STUDIES
Research Associate, PBB, #60751 1.00

ENVIRONMENTAL HEALTH AND SAFETY OFFICE

LABORATORY ANIMAL SERVICES

APPROVED / DISAPPROVED:

Virginia S. Hinshaw
Chancellor

Date

Footnotes:
+ Academic matters within the School of Ocean and Earth Science and Technology will be administered in coordination with the Vice Chancellor for Academic Affairs
STATE OF HAWAI‘I  
UNIVERSITY OF HAWAI‘I  
UNIVERSITY OF HAWAI‘I AT MANOA  
OFFICE OF THE CHANCELLOR  
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND GRADUATE EDUCATION  

FUNCTIONAL STATEMENT  

I. INTRODUCTION  

A. Overview of Office:  
In support of the deans and directors and in collaboration with the Office of the Vice Chancellor for Academic Affairs, this Office has leadership responsibility for the planning, direction, initiation, development and coordination of research and graduate programs of the University of Hawaii at Manoa. The Vice Chancellor for Research and Graduate Education (VCRGE) serves as the chief policy advisor to the Chancellor in these areas and the chief operating officer for University of Hawai‘i at Manoa research programs.  

B. Authority:  
The office of the VCRGE has the authority to develop new research programs within the applicable campus executive and Board of Regents policies, to allocate or reallocate budgets of the Research and Training Revolving Funds in support of the research enterprise, to develop and promulgate policies for compliance of the research faculty and staff with Federal and State regulations, and to take actions to improve the research climate at the University of Hawaii at Manoa. Leadership, direction and oversight is provided to select organized research units (ORUs), and the School of Ocean and Earth Science and Technology.  

C. Interactions with other UHM Vice Chancellors  
The VCRGE works with the Vice Chancellor for Academic Affairs to ensure that the research and graduate programs of the academic units are provided with the best possible support; with the VC for Administration, Finance and Operations to ensure responsible allocation and expenditure of financial resources, to ensure that the research enterprise is well-represented in the media, to ensure that researchers have access to the best information technology available at the University, and to ensure that personnel actions taken are reasonable and compliant; to ensure that physical facilities are adequate for research needs; and with the VC for Students to ensure optimal involvement of students in the research activities of the University of Hawaii at Manoa.  

II. MAJOR FUNCTIONS OF THE OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND GRADUATE EDUCATION  

In support of and under the direction of the Chancellor, the Office directs the University of Hawaii at Manoa’s research and graduate programs through the development of governing policies, the conduct of program planning and assessment, the determination of directions, the setting of priorities in response to new research opportunities, the formulation of goals and objectives, and the allocation of resources.  

The Office is actively involved in encouraging and developing new research initiatives, in providing an environment conducive to research, in establishing approved new research programs, and in restructuring existing programs within policy. The Office facilitates and encourages technology transfer and economic development activities by the University of Hawaii at Manoa.
The Office of the VCRGE provides the following services:

- Oversees Graduate and Professional Education.
- Oversees most Organized Research Units, which includes Pacific Biosciences Research Center, Cancer Research Center, Industrial Relations Center, Waikīkī Aquarium, Lyon Arboretum, Institute for Astronomy, and Water Resources Research Center.
- Oversees the School of Ocean and Earth Science and Technology.
- Oversees the Committee on Human Studies.
- Oversees the Environmental Health and Safety Office.
- Initiates and develops long-range planning studies for research at the University of Hawai‘i at Mānoa.
- Administers a policy of continuing qualitative evaluation of each of the major efforts relative to the development and maintenance of an international standard of excellence.
- Coordinates the activities of the research units and programs through the respective academic deans and directors.
- Selects/appoints University of Hawai‘i at Mānoa representatives to various external and internal boards and committees associated with University research programs.
- Serves as the Chancellor’s representative for research with a variety of individuals, groups and agencies, both inside and outside the University of Hawai‘i at Mānoa, such as Federal and State agencies, other research institutes and universities, legislators, and the general public, which have the potential to take appropriate actions to enhance the University of Hawai‘i at Mānoa’s research programs and capabilities.
- Serves as the University of Hawai‘i at Mānoa source of expertise on the subject of research programs and activities.
- Manages strategic initiatives, research program development, research information systems, business operations of the Office of the VCRGE and interacts with the Office of Research Services; oversees research and technology transfer, research commercialization and industrial support.
- Oversees matters having to do with vertebrate animal care and use, including oversight of the Institutional Animal Care and Use Committee and supervision of the Laboratory Animal Service.
- Finds means by which the research environment can be improved and made more conducive to research and educating faculty concerning research funding opportunities and proposal preparation.
- Identifies opportunities for Federal funding of research and helping researchers obtain the Federal financial support they need.
- Manages of the Research and Training Revolving Funds, the fiscal management of campus wide research initiative headed by the office of the VCRGE, the management of internal resource allocations within the office of the VCRGE and the interaction with the Research Corporation of the University of Hawai‘i in fiscal matters.
- Interacts with the Office of Research Services to provide appropriate procedures to foster research and training activities at the University of Hawai‘i at Mānoa.
- Provides general oversight of the appointment, compensation, and service conditions of post-doctoral fellows.
- Serves as the Chancellor’s representative and advisor on interactions with the Research Corporation of the University of Hawai‘i.
- Provides advice, assistance, financial support, and administrative guidance for new research centers and institutions during the formative or start-up phases.
- Supports the Chancellor in other matters as directed.

APPROVED:

\[Signature\]

Virginia S. Hinshaw  
Chancellor  
Date  
\[Date\]
The Environmental Health and Safety Office works to promote a safer campus environment through the development and administration of health and safety programs.

The major functions are as follows:

- **Radiation Safety:** Monitors the procurement, use, storage, and disposal of radioactive isotopes and radiation sources in accordance with the University’s Nuclear Regulatory Commission (NRC) license.
- **Diving Safety:** Monitors the safe conduct of scientific diving, including SCUBA, for University operations.
- **Occupational Health and Safety:** The identification, evaluation, and control of workplace hazards, including laboratory safety. Monitors facilities and operations for compliance with federal and state rules and regulations related to workplace safety and health via consultation, inspection, hazard evaluation and training.
- **Hazardous Materials Management:** Manages the transportation, segregation, consolidation and storage of potentially hazardous chemicals. Also manages the disposal of hazardous wastes generated by University operations in accordance with federal and state regulations.
- **Fire Safety:** Monitors campus facilities and operations for compliance with federal, state and county fire codes. Conducts inspections, performs training and maintains campus fire suppression equipment.
- **Environmental Compliance:** Monitors University operations for compliance with U.S. Environmental Protection Agency and State of Hawaii rules and regulations related to the protection of the environment (e.g. storm water management, air and water pollution).

APPROVED:

[Signature]

Virginia S. Hinshaw
Chancellor

Date: 10-19-05