MEMORANDUM

TO: Tom Apple
Chancellor, University of Hawai‘i at Mānoa

VIA: Kathleen D. Cutshaw
Vice Chancellor for Administration, Finance and Operations
University of Hawai‘i at Mānoa

FROM: Jerris R. Hedges
Dean, John A. Burns School of Medicine

SUBJECT: Reorganization Proposal for the Office of Facilities Management and Planning, John A. Burns School of Medicine

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization proposal to create Custodial, Grounds, and Maintenance Units within the Office of Facilities Management and Planning at the John A. Burns School of Medicine (JABSOM).

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

Existing resources will be used to fund this request.

PURPOSE:

The purpose of this reorganization is to integrate Bargaining Unit 1 civil service positions designed to provide custodial, grounds, and maintenance services to JABSOM. This reorganization will discontinue the need for these services to be provided by independent contractors.
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 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).

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

ACTION RECOMMENDED:

We recommend your approval of the attached reorganization proposal for JABSOM, Office of Facilities Management and Planning.

Attachments

  Executive Summary
  Narrative
  Present Organizational Charts and Functional Statements
  Proposed Organizational Charts and Functional Statements
  Attachment 3: BJB T Position Worksheet
  Mānoa Faculty Senate Motion and Determination
  Consultation Letter with Hawai‘i Government Employees Association
  Consultation Letter with United Public Workers

Please feel free to contact Adele Fujita (at 692-1173 or afujita@hawaii.edu) or myself if you require any additional information regarding this request.

APPROVED/DISAPPROVED:

[Signature]

Tom Apple
Chancellor, University of Hawai‘i at Mānoa

5/9/13
Date

JRH: atf
EXECUTIVE SUMMARY
Executive Summary

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

I. Purpose:
Explain the purpose of this reorganization and the anticipated overall impact.

The purpose of the reorganization of the Office of Facilities Management and Planning at the John A. Burns School of Medicine (JABSOM) is to integrate Bargaining Unit 1 civil service positions designed to provide custodial, grounds, and maintenance services to JABSOM. This reorganization will discontinue the need to have these services provided by independent contractors, a practice that has been in place since the founding of the JABSOM Kaka'ako facility in 2005.

JABSOM is seeking to establish the following:

- Custodial Services Unit I
  - Two (2) 1.00 FTE Janitor I, BC-01
  - One (1) 1.00 FTE Building and Grounds Custodian II, BC-02

- Custodial Services Unit II
  - One (1) 0.50 FTE Janitor III, WS-02
  - Five (5) 0.50 FTE Janitor II, BC-02

- Custodial Services Unit III
  - One (1) 0.50 FTE Janitor III, WS-02
  - Five (5) 0.50 FTE Janitor II, BC-02

- Grounds Services
  - Two (2) 1.00 FTE Building and Grounds Utility Worker, BC-05

- Maintenance Services
  - One (1) 1.00 FTE Building Maintenance Worker I, BC-09

This is a total of eighteen (18) positions at twelve (12.00) FTE, reallocated from the Mānoa Budget Office for the sole purpose of establishing civil service Bargaining Unit 1 positions. These positions will provide custodial, grounds, and maintenance services to the facility.
The Office of Facilities Management and Planning is located in the Office of the Associate Dean for Medical Education. The Office of Facilities Management and Planning, as it relates to this reorganization, is responsible for the management of buildings and services, including custodial, grounds, and maintenance services. This reorganization within the Office of Facilities Management and Planning will result in the creation of a new Custodial, Grounds, and Maintenance Services Unit as reflected in the new Chart II-A and functional statement.

II. **Major Elements to the Proposal:**

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

   The key change of this reorganization proposal is that JABSOM will discontinue the practice of contracting out custodial, grounds, and maintenance services to independent companies, and that these services will be provided in-house, by a staff of eighteen (18) persons in custodial, grounds, and maintenance roles, including working supervisors. These permanent positions will be added to the existing JABSOM Organizational Charts.

   Additionally, Position Number 77941, Auxiliary and Facilities Services Officer, PBB at 1.00 FTE will serve as the overall supervisor of the Custodial, Grounds, and Maintenance Services Units and has been moved from Chart II to the new Chart II-A. There is no anticipated change to the current classification of the position but an update of the current position description will be needed.

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 reorganization?
      
      Currently JABSOM purchases custodial and grounds maintenance services from two (2) fee for service vendors at an annual cost of $398,000.00 for custodial services and $98,292.00 for grounds maintenance. The establishment of custodial, grounds and building maintenance units will cost approximately $418,920.00 in salaries and an estimated $41,000.00 in initial equipment and supplies, which are reflective of start-up costs for the units. This will result in a modest cost savings of approximately $34,372.00 in the first year.

   2. Are additional funds needed?
      
      No.
If so, how will the cost of the reorganization be funded?
The reorganization will be funded by existing resources.

3. Will the reorganization result in cost savings or be cost neutral?
Preliminary budget analyses (not including one-time start-up costs) indicate this reorganization could potentially result in cost savings for JABSOM. Currently, custodial and grounds keeping services are provided to JABSOM on a fee for service basis. The annual cost for the privatized custodial services is approximately $396,000.00 and the annual cost for grounds keeping services is approximately $98,292.00. Whereas, the salaries for the nine (9) full time equivalent custodial positions will be $300,456.00; salaries for the two (2) full time equivalent grounds keeping positions will be $73,920.00; and salary for the one (1) full time equivalent building maintenance position will be $44,544. Therefore, this addition of custodial, grounds keeping and building maintenance personnel will result in a cost savings of approximately $75,372.00.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any?
The reorganization will integrate eighteen (18) civil service Bargaining Unit 1 employees at a total of twelve (12.00) FTE (including workers and working supervisors) to the existing organizational structure at JABSOM. This will essentially create a new workforce that will replace work that was formerly provided by independent contractors. Responsibilities for supervising this workforce will be administered by Position Number 77941, who formerly held responsibilities for overseeing the independent contracted workers.

2. Will additional faculty/support personnel be required?
No, twelve (12) FTE has already been reallocated to JABSOM by the Mānoa Budget Office for the sole purpose of establishing the eighteen (18) civil service Bargaining Unit 1 positions. Once the reorganization is approved, JABSOM will begin proper classification and recruitment of all eighteen (18) positions.

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?
No.

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

4. Identify faculty/staff positions impacted by the anticipated changes. Position Number 77941, Auxiliary and Facilities Services Officer, PBB at 1.00 FTE will serve as the overall supervisor of the Custodial, Grounds, and Maintenance Services Units. There is no anticipated change to the current classification of the position but an update of the current position description will be needed to include the supervision of civil service Bargaining Unit 1 workers (instead of contracted janitorial services). The position description will also be updated to reflect supervision of civil service Bargaining Unit 1 grounds personnel.

C. Space
   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? N/A

IV. Consultation:
   Explain or list the individuals and groups consulted and the key comments/feedback received.

   Consultation occurred with JABSOM administration and staff from Office of Human Resources University of Hawai'i System (OHR), and administration and staff from the Office of Facilities Management and Planning. There were no key comments.

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

   Anticipated effective date will be upon approval by the Chancellor. Upon approved, the reallocated positions will be classified with subsequent recruitment and filling of all positions. The position description for the Auxiliary and Facilities Services Officer (#77941) will also be updated.
NARRATIVE
Reorganization Proposal
Office of Facilities Management and Planning
John A. Burns School of Medicine
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 John A. Burns School of Medicine (JABSOM) opened as a two-year institution in 1965, and became a four-year medical school in 1973. JABSOM moved to its Kaka‘ako facility on September 16, 2005.

JABSOM’s primary mission is to train physicians for Hawai‘i and the Pacific. Fifty percent (50%) of practicing physicians in Hawai‘i are graduates or faculty members of JABSOM or affiliated Hawai‘i Residency Programs. The school has a faculty of 200 full-time and more than 1,000 volunteers and a teaching relationship with all major community hospitals throughout O‘ahu. Medical students learn in an innovative, student-centered, problem-based curriculum, (PBL) that emphasizes critical thinking, medical simulation-based experiences and builds life-long learning skills.

Students at JABSOM may be candidates for the Doctor of Medicine (MD); graduate degrees of Master of Public Health (MPH), Master of Science (MS) or Doctor of Philosophy (PhD) in basic science, epidemiology or clinical research; Master's Degree in Communication Sciences Disorders; or Bachelor of Science degree in Medical Technology.

Since opening the new medical school buildings at Kaka‘ako, private contractors have been utilized by JABSOM to provide custodial, grounds, and maintenance services, by statutory right to privatize such services under Part II of Act 90, SLH 2001 which was subsequently repealed on June 30, 2007. Absent of legislative authority, JABSOM must now establish an on-site workforce of approximately twelve (12.00) FTE, permanent, full time, general funded positions to adequately address the custodial, grounds, and maintenance services for the Kaka‘ako facility which is pursuant to Konno v County of Hawai‘i, 85 Haw. 61 (1997).

B. Specify the objective/goals of the new/restructured unit(s) involved in the reorganization.
To classify, recruit and fill eighteen (18) civil service positions in Unit 1 at a total of twelve (12.0) FTE to provide custodial, grounds, and maintenance services in lieu of services formerly provided by private contractors.

II. RATIONALE FOR REORGANIZATION:
A. Provide background and relevant historical information.

As indicated in Section I.A., private contractors have been utilized to provide custodial, grounds, and maintenance services at the Kaka‘ako facility, by statutory right to privatize such services under Part II of Act 90, SLH 2001 which was subsequently repealed on June 30, 2007. Absent of legislative authority, JABSOM must now establish an on-site workforce of approximately twelve (12) permanent, full time, general funded positions to adequately address the custodial, grounds, and maintenance services for the Kaka‘ako Facility which is pursuant to Konno v County of Hawai‘i, 85 Haw. 61 (1997).

In January 2009, the Governor of the State of Hawaii issued a mandatory hiring freeze in the filling of all State civil service positions due to the State’s dire economic conditions.

In August 2012, JABSOM was granted a one (1) year civil service exception to the conditions stipulated in Konno v County of Hawai‘i by the System Director of Human Resources under HRS, §76-16(2) for the period August 1, 2012 through June 30, 2013. This action allows JABSOM a timely transition from privatized services to a civil service workforce.

The Mānoa Budget Office has reallocated a total of twelve (12), full-time equivalent abolished and unfunded general fund positions to JABSOM for the sole purpose of establishing Bargaining Unit 1 civil service positions in custodial, grounds, and maintenance services.

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 reorganization is consistent with the University’s strategic, program and financial plans.

Pursuant to Konno v County of Hawai‘i, 85 Haw. 61 (1997), and in order for JABSOM to be compliant with the existing Bargaining Unit 1 Agreement, the hiring of civil service employees to provide custodial, grounds, and maintenance services is imperative. Since the exemption from hiring civil service employees expires effective June 30, 2013,
JABSOM will no longer have the opportunity to use private contractors to provide these services. The reorganization is consistent with the University’s strategic, program and financial plans for obvious reasons, the most apparent being that JABSOM is acting with good faith to honor the expectations of the Bargaining Unit 1 Agreement.

C. Explain other alternatives explored.

None

D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.

There should be no direct impact on current relations with anyone associated with the Office of Facilities Management and Planning, although there will have to be sufficient administrative structure developed to appropriately meet all new and existing employees’ needs.

E. List the group that will be impacted by the reorganization and whether they have been informed/consulted.

The Office of Facilities Management and Planning staff and JABSOM administration have been consulted and they have no objections.

F. Outline the benefits achieved by the reorganization, including efficiencies and service improvements. Explain whether the supervisor/subordinate reporting relationships are properly identified and whether the reorganization will minimize confusion over authority, roles and confusion.

The lack of an exemption from HRS, §76-16(2) make it imperative for JABSOM to hire the custodial, grounds, and maintenance services staff described above, to provide services that will no longer be available to JABSOM by private contractors. JABSOM foresees service improvements with this new personnel, who will be working in permanent positions for a longer, more secure period of time than the existing private contractors.

The Working Supervisors for these new positions have been identified in the proposed Organization Chart, and these positions will report to the existing Position Number 77941, Auxiliary and Facilities Services Officer, PBB.

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. What is the estimated cost of the reorganization?
   Currently JABSOM purchases custodial and grounds maintenance services from two (2) fee for service vendors at an annual cost of $396,000.00 for custodial services and $98,292.00 for grounds maintenance. The establishment of custodial, grounds and building maintenance units will cost approximately $418,920.00 in salaries and an estimated $41,000.00 in initial equipment and supplies, which are reflective of start-up costs for the units. This will result in a modest cost savings of approximately $34,372.00 in the first year.

2. Are additional funds needed?
   No.

   If so, how will the cost of the reorganization be funded?
   The reorganization will be funded by existing resources.

3. Will the reorganization result in cost savings or be cost neutral?
   Preliminary budget analyses (not including one-time start-up costs) indicate this reorganization could potentially result in cost savings for JABSOM. In what way? Please specify. Provide examples.

B. Impact on Operational Resources:

1. What is the overall impact on faculty and staffing responsibilities, if any?
   The reorganization will integrate eighteen (18) civil service Bargaining Unit 1 employees at a total of twelve (12.00) FTE (including workers and working supervisors) to the existing organizational structure at JABSOM. This will essentially create a new workforce that will replace work that was formerly provided by independent contractors. Responsibilities for supervising this workforce will be administered by Position Number 77941, who formerly held responsibilities for supervising the contracted workers.

2. Will additional faculty/support personnel be required?
   No, twelve (12) FTE has already been reallocated to JABSOM by the Mānoa Budget Office for the sole purpose of establishing the eighteen (18) civil service Bargaining Unit 1 positions. Once the reorganization is approved, JABSOM will begin proper classification and recruitment of all eighteen (18) positions.

   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?
   No.

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

4. Identify faculty/staff positions impacted by the anticipated changes.
   Position Number 77941, Auxiliary and Facilities Services Officer, PBB
   at 1.00 FTE will serve as the overall supervisor of the Custodial,
   Grounds, and Maintenance Services Units. There is no anticipated
   change to the current classification of the position but an update of the
   current position description will be needed to include the supervision of
   civil service Bargaining Unit 1 workers (instead of contracted custodial,
   grounds, and maintenance services). The position description will also
   be updated to reflect supervision of civil service Bargaining Unit 1
   grounds personnel.

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?
      N/A.
PRESENT
ORGANIZATIONAL
CHARTS
AND
FUNCTIONAL
STATEMENTS
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
JOHN A. BURNS SCHOOL OF MEDICINE

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADM

The Office of the Dean directs activities, personnel, and curricula in the School of Medicine and affiliated community hospitals and health centers. It is responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. It establishes policies with the Schools' Executive Committee to develop and implement the academic programs and coordinate continuing medical education, conducts accredited graduate medical education programs in community hospitals, and is responsible for general program development in accord with Legislative mandate and University policies.

Advisory Groups to the Dean:

Executive Committee: The JABSOM Executive Committee is responsible for recommending policies to the Dean and for serving as the liaison between the Dean and the faculty by discussing all matters brought before it.

JABSOM Faculty Senate: The JABSOM Faculty Senate, which operates under separate bylaws, functions as a representative body of the JABSOM faculty. It obtains broadly based faculty input regarding affairs of JABSOM and makes recommendations to or advises the Dean and Executive Committee on all matters brought before it. The President and Vice President of the faculty senate are elected by members of the JABSOM senate and serve as members of the JABSOM Executive Committee.

OFFICE OF ADMINISTRATION, FINANCE, AND OPERATIONS – Org Code: MAA

The Office of Administration, Finance, and Operations provides leadership and management over administrative functions, services, and operations for all of JABSOM in the functional areas of budget, finance and administration, human resources, facilities, information technology, and hospital/external business affairs. This office assists the Dean in overseeing all financial operations and the day-to-day administration of JABSOM. Finally, this office works under the Dean's direction to prepare and monitor budgets, develop long- and short-range strategic and business plans to enhance revenue, develop compensation research and teaching incentive plans, provide overall property and space management, and serves as JABSOM’s financial liaison to the school’s affiliated non-profit organizations (i.e. UCERA, Kapi'olani Medical Specials, Hawai'i Residency Programs).

OFFICE OF THE ASSOCIATE DEAN FOR MEDICAL EDUCATION – Org Code: MAAD

The Office of the Associate Dean for Medical Education assists the Dean in overseeing all of the medical education operations. It is responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. It focuses on the continuum of education, including post-baccalaureate (Imi Ho'Ola) program, medical school, residency/fellowship, and post-graduation continuing medical educational formats. It is also responsible for working and mentoring faculty members from all departments regarding the unique JABSOM curriculum and the integration of their teaching effort through the departments and Office of Medical Student Education.
Office of Medical Student Education – Org Code: MAMSMD
The Office of Medical Student Education (MSE) is responsible for the coordination and administration of the educational programs leading to the M.D. degree, the conduct of faculty development programs, and the quantity and quality of faculty participation in our problem-based learning curriculum.

Center for Clinical Skills – Org Code: MACCMD
The Center for Clinical Skills (CCS) is responsible for the provision of standardized patient training for core educational activities in the required curricular unit for the first two years of medical school; clinical skills evaluation for three of the six required third year clinical rotations in pediatrics, internal medicine, and family medicine; and the required fourth year geriatrics rotation. This includes training for a comprehensive clinical examination that is a JABSOM graduation requirement and providing testing for the School of Nursing and the Uniform Services University of the Health Sciences at Tripler Army Medical Center.

Kaka'ako Health Sciences Library – Org Code: MAKLMD
The Kaka'ako Health Sciences Library serves as the sole UHM on campus medical library providing information resources such as web-accessible materials and collections and a wide variety of print and electronic resources, primarily in the clinical sciences.

Office of Facilities Management and Planning – Org Code: MAFMMD
The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors' performance, landscaping, janitorial services, security and research building health and safety certification.

Parking and Auxiliary Services – Org Code: MAPAMD
Responsible for the management of the three parking lots, physical access security to all Kaka'ako facilities and auxiliary services for the Kaka'ako campus.

OFFICE OF STUDENT AFFAIRS AND ADMISSIONS – Org Code: MASSMD
This major academic support program is under the direction of a Director, coordinating many student services and activities which include the following:
- Student advising, counseling, registration, etc.
- Staff support of admissions processing. An Admissions Committee makes the decisions, but the processing of over 1,250 applicants is undertaken by the Student Affairs staff.
- Past and current student records.
- Staff support to Student Standing and Promotion Committee and Student Evaluation Review and Remediation Committee (faculty and student composition).
- Minority recruitment and liaison with UH Hilo, Community Colleges, University of Guam, etc.

OFFICE OF HOSPITAL AND EXTERNAL BUSINESS AFFAIRS – Org Code: MAEXMD
The Office of Hospital and External Business Affairs (HEBA) is responsible for developing, managing, and monitoring contracts and relationships with JABSOM's affiliated hospitals, affiliated non-profit organizations, State agencies and business partners. The hospitals affiliated with JABSOM are responsible for providing over 25 percent of the School’s annual all funds operating budget and thus are of crucial importance to the School’s education and research programs. In addition, JABSOM leases large amounts of space from the hospitals to state clinical education and research. Managing relationships and developing partnerships with the hospitals is one of the most important facets of JABSOM’s operations.
OFFICE OF FISCAL AND ADMINISTRATIVE AFFAIRS - Org Code: MAFAMD

The Office of Fiscal and Administrative Affairs (OFAA) approves and controls expenditures, initiates, oversees, and tracks all personnel transactions, acquires and monitors all equipment and property assigned to JABSOM, procures and pays for all supplies needed for JABSOM's operations. The office also prepares periodic financial and other management reports to support the Dean and Associate Dean in the management of JABSOM operations. OFAA assists in the implementation and administration of research and training contracts and grants. Finally, OFAA is responsible for developing appropriate accounting systems for analyzing and reporting data generated by those systems.

Office of Information Technology - Org Code: MAITMD

The Office of Information Technology (OIT) will provide quality informatics resources in support of the administrative, education, research and service functions of JABSOM. Its target services and functions include the following: network infrastructure, electronic communication, workplace networking, A/V and graphic design, website management, and bioinformatics resources.

Office of Human Resources - Org Code: MAHRMD

The Office of Human Resources (HR) provides human resources management for all personnel matters within JABSOM.
OFFICE OF PUBLIC HEALTH STUDIES – Org Code: MAADPH

The Associate Dean for Public Health Studies is concerned with curricular and academic programs of the Office of Public Health Studies as well as the overall administration of the department. Responsibilities include recruitment; retention and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the department; and the administration of the School of Medicine, Office of Public Health Studies, and University policies as they apply to the department. The Associate Dean is also responsible for business services and for the public relationships of the department, including intra-School of Medicine and intra-university relationships as well as those with community organizations and State and Federal government agencies.

In carrying out these responsibilities, the Associate Dean plans, organizes, directs, and coordinates the department’s programs and activities with assistance of the Assistant Dean, department chairs and directors, and various faculty committees. The Associate Dean also develops and implements a strategic plan for the expansion of the academic program in the department to include the five core areas of public health (epidemiology, biostatistics, environmental health, social/behavior sciences and health services administration) and for the reestablishment of an accredited School of Public Health.

DEPARTMENT OF PUBLIC HEALTH SCIENCES AND EPIDEMIOLOGY – Org Code: MASEPH

This department is committed to providing a comprehensive program in graduate education at the masters and doctoral levels in public health sciences and epidemiology. The program is a research driven curriculum for graduates with a background in biomedical sciences, physicians, nurses, microbiologists, and related fields which incorporates research, teaching, and service to promote health and well being, and to prevent disease, disability, and premature mortality. The program is accomplished through scientific research in public health sciences and epidemiology and creative alliances with the School of Medicine, with other UH units, and with the local and global community.

PUBLIC HEALTH GRADUATE PROGRAM – Org Code: MAGDPH

The Graduate Program of the Office of Public Health Studies in functionally separated into a masters of public health, which is a predominantly professional degree, and the masters of science in public health and the Biomedical Ph.D. degree in Biostatistics and Epidemiology which are academic and research based degrees. Each degree has its specific requirements and is supervised by the Chair of the Field of Study appointed from the Department through the UH Graduate Division.

PUBLIC HEALTH ADMISSIONS AND STUDENT SERVICES – Org Code: MASSPH

Functional responsibilities are in support of non-M.D. graduate student-related activities of the administrative and instructional functions of the School of Medicine. These include recruitment, inquiries, applications and admission, enrollment, registration, course scheduling and alumni. The office is also responsible for assisting students with a wide variety of problems, providing advocacy for student concerns and functioning as a liaison with other University areas such as the Graduate Division, Office of Admissions and Records, Financial Aid Services, KOKUA Program, Veterans Affairs Office and International Students Office.
PUBLIC HEALTH ADMINISTRATIVE SERVICES – Org Code: MAASPH

Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances and telephone installation. This office will also provide direct support to the School of Medicine Director of Business and Hospital Affairs and ongoing organizational restructuring support in the reestablishment of an accredited School of Public Health.
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MA'ONO
JOHN A. BURNS SCHOOL OF MEDICINE
ALLIED AND BASIC SCIENCES DEPARTMENTS

FUNCTIONAL STATEMENT

ALLIED AND BASIC SCIENCES DEPARTMENTS – Org Code: MARSMD

These departments provide training and education for a number of related and unrelated health care professions other than nursing or medicine (medical personnel), but are qualified by special training and/or licensure. These department also include the basic sciences required to help medical students better understand what causes a disease, to analyze how current treatments work, and to develop potential new therapies. It usually involves basic research that can form the foundation for important breakthroughs in medical treatments and diagnostic technologies.

DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY – Org Code: MAABPM

The department provides medical students with a basic understanding of the structure of the human body at all levels of organization from the subcellular level through tissues, organs, and gross relationships of organ systems. It also provides undergraduate level instruction in anatomy for paramedical and biological science programs. It maintains a strong group of teacher-researchers to provide consultation and expertise in anatomy and reproductive biology, to instruct medical students, residents and clinicians and for the contribution of basic research to problems of population control.

The department also provides training in Biochemistry-Biophysics for a large number of undergraduate, graduate, post doctorate, and continuing education students. Besides the various A.B., B.S., Ph.D., and M.D. candidates, this department provides advanced training for Medical Technologists already working in the field or recent graduates of the medical technology program. It provides instructional services in physiology to undergraduate, graduate and medical students; trains graduate students toward M.S. and Ph.D. degrees in physiology; engages in both basic and applied research in Physiology; and renders services as needed by the local, national and international communities. Our faculty is on the forefront of investigative programs dealing with the care, treatment, and cure of cancer, cardiovascular abnormalities, nutritional and metabolic disturbances, energy metabolism, and enzymatic mechanisms.

Institute for Biogenesis Research – Org Code: MAIBGS
The Institute for Biogenesis Research was established in May 2000 for the study of reproductive and developmental biology and to support the academic pursuit of research in these fields.

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY – Org Code: MACMB

The department provides quality graduate education in genetics for all qualified students and provides undergraduate instruction in genetics as a service to the University at large. Certain major areas of research concentration can be identified as follows: human genetics, evolutionary genetics, cell and developmental genetics.

Interaction with community groups occurs in several areas: the Medical Genetic Services Program, Hawai'i Heart Association Research Committee, Board of Directors of The Bernice Pauahi Bishop Museum, the Nature Conservancy, as well as other organizations concerned with environmental and conservation biology.
DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY, AND PHARMACOLOGY – Org Code: MATMPM

The department works toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine, and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology, and public health. Teaching efforts in pharmacology are directed toward first and second-year medical students, graduate students, and pre-med, pre-nursing, food and nutritional science, sports medicine and dental hygiene students. Along with teaching, the department regards research as an indispensable activity since the latter is intimately intertwined with the teaching and training of students.

Development of a program addressing the linkages between environmental and human health will directly benefit ecological and human health in Hawai‘i and the Pacific region, will complement the biomedical research component of the School of Medicine’s vision, will have both direct and indirect economic benefits, and will generate research results applicable to addressing environmental and human health problems worldwide.

DEPARTMENT OF MEDICAL TECHNOLOGY – Org Code: MAMEDT

It is the goal of this department to adequately develop appropriate numbers of medical technologists who will be able to provide the best possible health care to the State of Hawai‘i and areas in the Pacific Basin. Specific objectives of this department are: to graduate students with a B.S. degree in Medical Technology who are prepared to enter an AMA approved School of Medical Technology for the additional professional education for national certification; develop and implement mechanisms to expand enrollment in the medical technology program; to provide special programs on education for the academic and clinical faculty; to implement special retraining programs for persons reentering the field; to develop a Master’s level degree program for medical technologists.

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS – Org Code: MACSD

Objectives of this department are as follows: to provide training for undergraduate (B.S. candidates) and graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals; to provide a reservoir of trained personnel to meet the needs of the State in the area of habilitation and rehabilitation of those with speech and/or hearing disorders; and to help meet the unmet requirements in this field in other areas of the United States and the entire Pacific area.
STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
CLINICAL SCIENCES DEPARTMENTS

FUNCTIONAL STATEMENT

CLINICAL SCIENCES DEPARTMENTS – Org Code: MACSMD

These departments include the areas of practical study of medical principles or investigations using controlled procedures to evaluate results. These often deal with physical therapeutic sciences, medical sciences, and other sciences applied to physical therapy practice. These departments comprise of contributions of scientific disciplines to health promotion and the prevention, diagnosis, and treatment of disease through research, teaching, and clinical care delivery.

DEPARTMENT OF MEDICINE – Org Code: MAMED

The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

Center for Cardiovascular Research – Org Code: MACCR
The Center for Cardiovascular Research uses transgenic and molecular methods to improve the understanding of cardiovascular biology and to inform new therapeutic approaches with the following primary aims:
(1) The development of a strong mentoring group of established investigators with interdisciplinary but complementary backgrounds in vascular and cardiovascular biology, to support the career growth of a select group of young investigators.
(2) The development of a strategic plan to assist in the recruitment and retention of talented and funded young faculty and established investigators in faculty positions in order to promote the continued growth of a cardiovascular research program into a major research discipline with stable funding opportunities to not only parallel but to eventually replace COBRE funding.

Hawai‘i Center for AIDS Research – Org Code: MAHCAR
The Center provides a vehicle for scientific study and policy development related to HIV/AIDS in Hawai‘i, as well as Asia and the Pacific. Research involves studying HIV’s affect on metabolism and its role in neurological and cardiovascular conditions.

Magnetic Resonance Imaging Center – Org Code: MAMRIC
The Center conducts NIH-funded research in some of the following areas: brain activation in patients with early HIV dementia, early brain development after prenatal “ice” exposure, creating a pediatric imaging neurocognition and genomics data resource, neuroimaging to assess the effects of therapy in children with acute lymphoblastic leukemia, impact of marijuana exposure on brain maturation, parallel MRI for high field neuroimaging, spectral spatial RF pulses for gradient echo fMRI, and factors for enhanced neurotoxicity in methamphetamine abuse and HIV infection.

DEPARTMENT OF OBSTETRICS, GYNECOLOGY, AND WOMEN’S HEALTH – Org Code: MAORCN

The department trains medical students and paramedical personnel in the various aspects of Obstetrics, Gynecology, and Women’s Health, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, disorders of the female reproductive system, family planning and human sexuality, correlation between various
disease processes, and the pathology of the reproductive organs. Also develops seminars and training programs for the practicing physician.

DEPARTMENT OF PATHOLOGY – Org Code: MAPATH

The department provides instruction for medical students in basic, systematic, and clinical pathology, which bridges the basic sciences with clinical medicine. It also makes available specialized topics in pathology to third- and fourth-year medical students, graduate students, and residents in pathology, as well as integrates and instructs pathology at the community hospitals. The University’s involvement in community hospitals allows this department to improve the postdoctoral residency program for training of specialists in pathology.

DEPARTMENT OF PEDIATRICS – Org Code: MAPED

The department is committed to providing a comprehensive program of training, service, and research in the field of pediatrics. Departmental responsibilities for pediatric teaching involve multiple levels from first year medical students to post-residency trainees, both physician and allied health personnel.

Pediatric training must encompass all aspects of child life and health. The basic philosophy of the pediatric teaching program is that every person in the medical and paramedical profession should have an understanding of the dynamic nature of growth and development from conception to maturity.

Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The department provides post-medical specialty training through the University of Hawai‘i pediatric integrated residency program. Fellowship training in neonatology and adolescent medicine is offered to physicians having completed their basic pediatric graduate training.

Additionally, this department is responsible for the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Pediatric Emergency Care located at the Kapiolani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.

DEPARTMENT OF PSYCHIATRY – Org Code: MAPSTY

The department provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry. It also provides inpatient and outpatient psychiatric services and consultation at the following sites: The Queen’s Medical Center, Kapiolani Medical Center for Women and Children, Hawai‘i State Hospital, and community mental health centers on the islands of Hawai‘i, Molokai, Maui, Kauai, and Lanai.

The department conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawaiian adolescents, substance abuse, severe mental illness, neuropsychiatry, and psychopharmacology.

Members of the department contribute service to the community on both the state and national levels. They include such activities as member of NIMH Review Committees, president of the Hawai‘i Psychiatric Society, and president of the Hawai‘i Council of Child Psychiatry. Members of the department also provide consultations to schools and speakers for PTA groups and other healthcare and community organizations.

DEPARTMENT OF SURGERY – Org Code: MASURG

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity to manual or instrumental operations. The department provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The department directs a general surgery
residency program, an orthopaedic residency program, and a surgical critical care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.

DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH – Org Code: MAFMCH

The department provides health care characterized by the combination of delivery of first contact health services, the assumption of continuing responsibility for patients regardless of the presence or absence of illness, and the integration of care for their physical, psychological, and social health. Long range objectives for the department are as follows: to increase access to primary care in Hawai‘i and American Samoa; to train all medical students to a maximum level of competence as primary care physicians; to provide postgraduate training for students in any of the medical specialties; and to provide a realistic view of primary care medicine as a career.

DEPARTMENT OF NATIVE HAWAIIAN HEALTH – Org Code: MANHH

The Department of Native Hawaiian Health (NHH) is concerned with the health care of Native Hawaiians. Through research and education, this department helps to develop a comprehensive program that addresses the health care status of Native Hawaiians. JABSON will provide assistance in educating the community on health issues of Native Hawaiians. This department will also house two (2) divisions related to Native Hawaiian health and welfare – the Imi Ho‘ola Program and the Native Hawaiian Center of Excellence.

Native Hawaiian Center of Excellence – Org Code: MANHCE
The Native Hawaiian Center of Excellence (NHCE) seeks to improve the healthcare status of the Hawaiian community through educational initiatives. This program will train academic faculty of Hawaiian descent, as well as develop a domestic violence prevention initiative and other programs designed to educate Hawai‘i and Hawaiians about the richness of their medical heritage.

Imi Ho‘ola Program – Org Code: MAIHP
The Imi Ho‘ola Program (IHP) is a post-baccalaureate program designed to provide educational opportunities for individuals whose medical school applications were rejected, but who are deemed capable of succeeding in medical school. The curriculum emphasizes the integration of concepts and principles in the sciences and humanities, and further develops communication and learning skills. Persons benefiting come from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from medical school and/or comes from a family with an annual income below a level based on low-income thresholds as published by the U.S. Bureau of Census.

DEPARTMENT OF COMPLEMENTARY AND ALTERNATIVE MEDICINE – Org Code: MACAAM

The Department of Complementary and Alternative Medicine (CAM) is responsible for the development and dissemination of alternative medical therapy, as well as the investigation and research of the scientific foundation of these techniques. The medical traditions of many of the cultures represented in Hawai‘i have endured for centuries and have given solace and comfort to millions through the ages. It is only now that Western medicine is beginning to investigate the scientific foundation of many of these techniques, but much still remains to be learned. There is a great dearth of credible scientific information available to guide patients in the choice of appropriate alternative therapies. This has become a major public health issue as recognized by the National Institutes of Health (NIH). Hawai‘i has a well-established community of alternative medicine practitioners and a number of resident experts in the integration of western complementary therapies. Given Hawai‘i’s unique environment and population, JABSON can become a world leader in the scientific investigation of alternative therapies, providing insights into the potential application and pitfalls of these techniques.
DEPARTMENT OF GERIATRIC MEDICINE – Org Code: MAGERI

The department provides the instruction, research, and community service activities in geriatric medicine for medical students, residents, fellows, and other health care workers. It has a nationally known, accredited post residency geriatric fellowship program. In addition to an active educational program that serves fellows, internal medicine residents, and medical students, the program is also very productive in biomedical research. Given the fact that Hawai‘i is an aging State with the longest life expectancy in the nation, the presence of a locus of expertise and experience in the care of geriatric patients and in research on geriatric diseases is an important component of the State’s healthcare community.
PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNMD

The Office of the Dean directs activities, personnel, and curricula in the School of Medicine and affiliated community hospitals and health centers. It is responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. It establishes policies with the Schools’ Executive Committee to develop and implement the academic programs and coordinate continuing medical education, conducts accredited graduate medical education programs in community hospitals, and is responsible for general program development in accord with Legislative mandate and University policies.

Advisory Groups to the Dean:

Executive Committee: The JABSOM Executive Committee is responsible for recommending policies to the Dean and for serving as the liaison between the Dean and the faculty by discussing all matters brought before it.

JABSOM Faculty Senate: The JABSOM Faculty Senate, which operates under separate bylaws, functions as a representative body of the JABSOM faculty. It obtains broadly based faculty input regarding affairs of JABSOM and makes recommendations to or advises the Dean and Executive Committee on all matters brought before it. The President and Vice President of the faculty senate are elected by members of the JABSOM senate and serve as members of the JABSOM Executive Committee.

OFFICE OF ADMINISTRATION, FINANCE, AND OPERATIONS – Org Code: MAASMD

The Office of Administration, Finance, and Operations provides leadership and management over administrative functions, services, and operations for all of JABSOM in the functional areas of budget, finance and administration, human resources, facilities, information technology, and hospital/external business affairs. This office assists the Dean in overseeing all financial operations and the day-to-day administration of JABSOM. Finally, this office works under the Dean’s direction to prepare and monitor budgets, develop long- and short-range strategic and business plans to enhance revenue, develop compensation research and teaching incentive plans, provide overall property and space management, and serves as JABSOM’s financial liaison to the school’s affiliated non-profit organizations (i.e. UCERA, Kapi’olani Medical Specials, Hawai’i Residency Programs).
OFFICE OF THE ASSOCIATE DEAN FOR MEDICAL EDUCATION – Org Code: MAADMD

The Office of the Associate Dean for Medical Education assists the Dean in overseeing all of the medical education operations. It is responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. It focuses on the continuum of education, including post-baccalaureate (Imi Ho‘Ola) program, medical school, residency/fellowship, and post-graduation continuing medical educational formats. It is also responsible for working and mentoring faculty members from all departments regarding the unique JABSOM curriculum and the integration of their teaching effort through the departments and Office of Medical Student Education.

Office of Medical Student Education – Org Code: MAMSMD
The Office of Medical Student Education (MSE) is responsible for the coordination and administration of the educational programs leading to the M.D. degree, the conduct of faculty development programs, and the quantity and quality of faculty participation in our problem-based learning curriculum.

Center for Clinical Skills – Org Code: MACCMD
The Center for Clinical Skills (CCS) is responsible for the provision of standardized patient training for core educational activities in the required curricular unit for the first two years of medical school; clinical skills evaluation for three of the six required third year clinical rotations in pediatrics, internal medicine, and family medicine; and the required fourth year geriatrics rotation. This includes training for a comprehensive clinical examination that is a JABSOM graduation requirement and providing testing for the School of Nursing and the Uniform Services University of the Health Sciences at Tripler Army Medical Center.

Kaka‘ako Health Sciences Library – Org Code: MAKLMD
The Kaka‘ako Health Sciences Library serves as the sole UHM on campus medical library providing information resources such as web-accessible materials and collections and a wide variety of print and electronic resources, primarily in the clinical sciences.

Office of Facilities Management and Planning – Org Code: MAFMMD
The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors’ performance, landscaping, janitorial services, security and research building health and safety certification.

Parking and Auxiliary Services – Org Code: MAPAMD
Responsible for the management of the three parking lots, physical access security to all Kaka‘ako facilities and auxiliary services for the Kaka‘ako campus.

Custodial, Grounds and Maintenance Services – Org Code: TBA
Responsible for providing custodial, grounds keeping and building maintenance services to the JABSOM Kaka'ako campus.

OFFICE OF STUDENT AFFAIRS AND ADMISSIONS – Org Code: MASSMD

This major academic support program is under the direction of a Director, coordinating many student services and activities which include the following:
- Student advising, counseling, registration, etc.
- Staff support of admissions processing. An Admissions Committee makes the decisions, but the processing of over 1,250 applicants is undertaken by the Student Affairs staff.
- Past and current student records.
- Staff support to Student Standing and Promotion Committee and Student Evaluation Review and Remediation Committee (faculty and student composition).
- Minority recruitment and liaison with UH Hilo, Community Colleges, University of Guam, etc.

OFFICE OF HOSPITAL AND EXTERNAL BUSINESS AFFAIRS – Org Code: MAEXMD

The Office of Hospital and External Business Affairs (HEBA) is responsible for developing, managing, and monitoring contracts and relationships with JABSOM’s affiliated hospitals, affiliated non-profit organizations, State agencies and business partners. The hospitals affiliated with JABSOM are responsible for providing over 25 percent of the School’s annual all funds operating budget and thus are of crucial importance to the School’s education and research programs. In addition, JABSOM leases large amounts of space from the hospitals to state clinical education and research. Managing relationships and developing partnerships with the hospitals is one of the most important facets of JABSOM’s operations.
OFFICE OF FISCAL AND ADMINISTRATIVE AFFAIRS – Org Code: MAFAMD

The Office of Fiscal and Administrative Affairs (OFAA) approves and controls expenditures, initiates, oversees, and tracks all personnel transactions, acquires and monitors all equipment and property assigned to JABSOM, procures and pays for all supplies needed for JABSOM's operations. The office also prepares periodic financial and other management reports to support the Dean and Associate Dean in the management of JABSOM operations. OFAA assists in the implementation and administration of research and training contracts and grants. Finally, OFAA is responsible for developing appropriate accounting systems for analyzing and reporting data generated by those systems.

Office of Information Technology – Org Code: MAITMD
The Office of Information Technology (OIT) will provide quality informatics resources in support of the administrative, education, research and service functions of JABSOM. Its target services and functions include the following: network infrastructure, electronic communication, workplace networking, A/V and graphic design, website management, and bioinformatics resources.

Office of Human Resources – Org Code: MAHRMD
The Office of Human Resources (HR) provides human resources management for all personnel matters within JABSOM.

APPROVED:

[Signature]
Tom Apple
Chancellor
5/9/13 Date
PROPOSED

STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MANOA
JOHN A. BURNS SCHOOL OF MEDICINE
OFFICE OF FACILITIES MANAGEMENT AND PLANNING

FUNCTIONAL STATEMENT (PROPOSED)

Office of Facilities Management and Planning – Org Code: MAFMMD

The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors’ performance, landscaping, janitorial services, security and research building health and safety certification.

Custodial, Grounds and Maintenance Services – Org Code: TBD

Custodial, Grounds and Maintenance Services will provide custodial, grounds keeping and building maintenance services to the entire JABSOM Kaka‘ako campus.

Custodial Services Unit I – Org Code: TBD

Custodial Services Unit I will provide daytime custodial services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

Custodial Services Unit II – Org Code: TBD

Custodial Services Unit II will provide afternoon/evening custodial services to the JABSOM Medical Education Building and the Ancillary Building.

Custodial Services Unit III – Org Code: TBD

Custodial Services Unit III will provide afternoon/evening custodial services to the JABSOM Bio-Sciences Building and the Central Plant.

Grounds Services – Org Code: TBD

Grounds Services will provide grounds keeping services to all JABSOM Kaka‘ako outdoor areas and building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

Maintenance Services – Org Code: TBD
Maintenance Services will provide building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

APPROVED:

[Signature]

Tom Apple
Chancellor

5/9/13
Date
NO CHANGE

STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
OFFICE OF PUBLIC HEALTH STUDIES

FUNCTIONAL STATEMENT

OFFICE OF PUBLIC HEALTH STUDIES – Org Code: MAADPH

The Associate Dean for Public Health Studies is concerned with curricular and academic programs of the Office of Public Health Studies as well as the overall administration of the department. Responsibilities include recruitment; retention and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the department; and the administration of the School of Medicine, Office of Public Health Studies, and University policies as they apply to the department. The Associate Dean is also responsible for business services and for the public relationships of the department, including intra-School of Medicine and intra-university relationships as well as those with community organizations and State and Federal government agencies.

In carrying out these responsibilities, the Associate Dean plans, organizes, directs, and coordinates the department’s programs and activities with assistance of the Assistant Dean, department chairs and directors, and various faculty committees. The Associate Dean also develops and implements a strategic plan for the expansion of the academic program in the department to include the five core areas of public health (epidemiology, biostatistics, environmental health, social/behavior sciences and health services administration) and for the reestablishment of an accredited School of Public Health.

DEPARTMENT OF PUBLIC HEALTH SCIENCES AND EPIDEMIOLOGY – Org Code: MASEPH

This department is committed to providing a comprehensive program in graduate education at the masters and doctoral levels in public health sciences and epidemiology. The program is a research driven curriculum for graduates with a background in biomedical sciences, physicians, nurses, microbiologists, and related fields which incorporates research, teaching, and service to promote health and well being, and to prevent disease, disability, and premature mortality. The program is accomplished through scientific research in public health sciences and epidemiology and creative alliances with the School of Medicine, with other UH units, and with the local and global community.

PUBLIC HEALTH GRADUATE PROGRAM – Org Code: MAGDPH

The Graduate Program of the Office of Public Health Studies in functionally separated into a masters of public health, which is a predominantly professional degree, and the masters of
science in public health and the Biomedical Ph.D. degree in Biostatistics and Epidemiology which are academic and research based degrees. Each degree has its specific requirements and is supervised by the Chair of the Field of Study appointed from the Department through the UH Graduate Division.

PUBLIC HEALTH ADMISSIONS AND STUDENT SERVICES – Org Code: MASSPH

Functional responsibilities are in support of non-M.D. graduate student-related activities of the administrative and instructional functions of the School of Medicine. These include recruitment, inquiries, applications and admission, enrollment, registration, course scheduling and alumni. The office is also responsible for assisting students with a wide variety of problems, providing advocacy for student concerns and functioning as a liaison with other University areas such as the Graduate Division, Office of Admissions and Records, Financial Aid Services, KOKUA Program, Veterans Affairs Office and International Students Office.

PUBLIC HEALTH ADMINISTRATIVE SERVICES – Org Code: MAASPH

Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances and telephone installation. This office will also provide direct support to the School of Medicine Director of Business and Hospital Affairs and ongoing organizational restructuring support in the reestablishment of an accredited School of Public Health.
NO CHANGE

STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
ALLIED AND BASIC SCIENCES DEPARTMENTS

FUNCTIONAL STATEMENT

ALLIED AND BASIC SCIENCES DEPARTMENTS – Org Code: MARSMD

These departments provide training and education for a number of related and unrelated health care professions other than nursing or medicine (medical personnel), but are qualified by special training and/or licensure. These departments also include the basic sciences required to help medical students better understand what causes a disease, to analyze how current treatments work, and to develop potential new therapies. It usually involves basic research that can form the foundation for important breakthroughs in medical treatments and diagnostic technologies.

DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY – Org Code: MAABPM

The department provides medical students with a basic understanding of the structure of the human body at all levels of organization from the subcellular level through tissues, organs, and gross relationships of organ systems. It also provides undergraduate level instruction in anatomy for paramedical and biological science programs. It maintains a strong group of teacher-researchers to provide consultation and expertise in anatomy and reproductive biology, to instruct medical students, residents and clinicians and for the contribution of basic research to problems of population control.

The department also provides training in Biochemistry-Biophysics for a large number of undergraduate, graduate, post doctorate, and continuing education students. Besides the various A.B., B.S., Ph.D., and M.D. candidates, this department provides advanced training for Medical Technologists already working in the field or recent graduates of the medical technology program. It provides instructional services in physiology to undergraduate, graduate and medical students; trains graduate students toward M.S. and Ph.D. degrees in physiology; engages in both basic and applied research in Physiology; and renders services as needed by the local, national and international communities. Our faculty is on the forefront of investigative programs dealing with the care, treatment, and cure of cancer, cardiovascular abnormalities, nutritional and metabolic disturbances, energy metabolism, and enzymatic mechanisms.

Institute for Biogenesis Research – Org Code: MAIBGS

The Institute of Biogenesis Research was established in May 2000 for the study of reproductive and developmental biology and to support the academic pursuit of research in these fields.
The department provides quality graduate education in genetics for all qualified students and provides undergraduate instruction in genetics as a service to the University at large. Certain major areas of research concentration can be identified as follows: human genetics, evolutionary genetics, cell and developmental genetics.

Interaction with community groups occurs in several areas: the Medical Genetic Services Program, Hawai‘i Heart Association Research Committee, Board of Directors of The Bernice Pauahi Bishop Museum, the Nature Conservancy, as well as other organizations concerned with environmental and conservation biology.
DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY, AND PHARMACOLOGY – Org Code: MATMPM

The department works toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine, and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology, and public health. Teaching efforts in pharmacology are directed toward first and second-year medical students, graduate students, and pre-med, pre-nursing, food and nutritional science, sports medicine and dental hygiene students. Along with teaching, the department regards research as an indispensable activity since the latter is intimately intertwined with the teaching and training of students.

Development of a program addressing the linkages between environmental and human health will directly benefit ecological and human health in Hawai‘i and the Pacific region, will complement the biomedical research component of the School of Medicine’s vision, will have both direct and indirect economic benefits, and will generate research results applicable to addressing environmental and human health problems worldwide.

DEPARTMENT OF MEDICAL TECHNOLOGY – Org Code: MAMEDT

It is the goal of this department to adequately develop appropriate numbers of medical technologists who will be able to provide the best possible health care to the State of Hawai‘i and areas in the Pacific Basin. Specific objectives of this department are: to graduate students with a B.S. degree in Medical Technology who are prepared to enter an AMA approved School of Medical Technology for the additional professional education for national certification; develop and implement mechanisms to expand enrollment in the medical technology program; to provide special programs on education for the academic and clinical faculty; to implement special retraining programs for persons reentering the field; to develop a Master’s level degree program for medical technologists.

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS – Org Code: MACSD

Objectives of this department are as follows: to provide training for undergraduate (B.S. candidates) and graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals; to provide a reservoir of trained personnel to meet the needs of the State in the area of habilitation and rehabilitation of those with speech and/or hearing disorders; and to help meet the unmet requirements in this field in other areas of the United States and the entire Pacific area.
NO CHANGE

STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
CLINICAL SCIENCES DEPARTMENTS

FUNCTIONAL STATEMENT

CLINICAL SCIENCES DEPARTMENTS – Org Code: MACSMD

These departments include the areas of practical study of medical principles or investigations using controlled procedures to evaluate results. These often deal with physical therapeutic sciences, medical sciences, and other sciences applied to physical therapy practice. These departments comprise of contributions of scientific disciplines to health promotion and the prevention, diagnosis, and treatment of disease through research, teaching, and clinical care delivery.

DEPARTMENT OF MEDICINE – Org Code: MAMED

The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

Center for Cardiovascular Research – Org Code: MACCR

The Center for Cardiovascular Research uses transgenic and molecular methods to improve the understanding of cardiovascular biology and to inform new therapeutic approaches with the following primary aims:

1) The development of a strong mentoring group of established investigators with interdisciplinary but complementary backgrounds in vascular and cardiovascular biology, to support the career growth of a select group of young investigators.

2) The development of a strategic plan to assist in the recruitment and retention of talented and funded young faculty and established investigators in faculty positions in order to promote the continued growth of a cardiovascular research program into a major research discipline with stable funding opportunities to not only parallel but to eventually replace COBRE funding.

Hawai‘i Center for AIDS Research – Org Code: MAHCAR

The Center provides a vehicle for scientific study and policy development related to HIV/AIDS in Hawai‘i, as well as Asia and the Pacific. Research involves studying HIV’s affect on metabolism and its role in neurological and cardiovascular conditions.

Magnetic Resonance Imaging Center – Org Code: MAMRIC
The Center conducts NIH-funded research in some of the following areas: brain activation in patients with early HIV dementia, early brain development after prenatal "ice" exposure, creating a pediatric imaging neurocognition and genomics data resource, neuroimaging to assess the effects of therapy in children with acute lymphoblastic leukemia, impact of marijuana exposure on brain maturation, parallel MRI for high field neuroimaging, spectral spatial RF pulses for gradient echo fMRI, and factors for enhanced neurotoxicity in methamphetamine abuse and HIV infection.

DEPARTMENT OF OBSTETRICS, GYNECOLOGY, AND WOMEN'S HEALTH – Org Code: MAOBGN

The department trains medical students and paramedical personnel in the various aspects of Obstetrics, Gynecology, and Women's Health, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, disorders of the female reproductive system, family planning and human sexuality, correlation between various disease processes, and the pathology of the reproductive organs. Also develops seminars and training programs for the practicing physician.

DEPARTMENT OF PATHOLOGY – Org Code: MAPATH

The department provides instruction for medical students in basic, systematic, and clinical pathology, which bridges the basic sciences with clinical medicine. It also makes available specialized topics in pathology to third- and fourth-year medical students, graduate students, and residents in pathology, as well as integrates and instructs pathology at the community hospitals. The University's involvement in community hospitals allows this department to improve the postdoctoral residency program for training of specialists in pathology.

DEPARTMENT OF PEDIATRICS – Org Code: MAPED

The department is committed to providing a comprehensive program of training, service, and research in the field of pediatrics. Departmental responsibilities for pediatric teaching involve multiple levels from first year medical students to post-residency trainees, both physician and allied health personnel.

Pediatric training must encompass all aspects of child life and health. The basic philosophy of the pediatric teaching program is that every person in the medical and paramedical profession should have an understanding of the dynamic nature of growth and development from conception to maturity.

Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The department provides post-medical specialty training through the University of Hawai‘i pediatric integrated residency program. Fellowship training in neonatology and adolescent medicine is offered to physicians having completed their basic pediatric graduate training.
Additionally, this department is responsible for the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Pediatric Emergency Care located at the Kapiolani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.

**DEPARTMENT OF PSYCHIATRY – Org Code: MAPSTY**

The department provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry. It also provides inpatient and outpatient psychiatric services and consultation at the following sites: The Queen’s Medical Center, Kapiolani Medical Center for Women and Children, Hawai‘i State Hospital, and community mental health centers on the islands of Hawai‘i, Molokai, Maui, Kauai, and Lanai.

The department conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawaiian adolescents, substance abuse, severe mental illness, neuropsychiatry, and psychopharmacology.

Members of the department contribute service to the community on both the state and national levels. They include such activities as member of NIMH Review Committees, president of the Hawai‘i Psychiatric Society, and president of the Hawai‘i Council of Child Psychiatry. Members of the department also provide consultations to schools and speakers for PTA groups and other healthcare and community organizations.

**DEPARTMENT OF SURGERY – Org Code: MASURG**

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity to manual or instrumental operations. The department provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The department directs a general surgery residency program, an orthopaedic residency program, and a surgical critical care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.

**DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH – Org Code: MAFMCH**

The department provides health care characterized by the combination of delivery of first contact health services, the assumption of continuing responsibility for patients regardless of the presence or absence of illness, and the integration of care for their physical, psychological, and social health. Long range objectives for the department are as follows: to increase access to primary care in Hawai‘i and American Samoa; to train all medical students to a maximum level of competence as primary care physicians; to provide postgraduate training for students in any of the medical specialties; and to provide a realistic view of primary care medicine as a career.
DEPARTMENT OF NATIVE HAWAIIAN HEALTH – Org Code: MANHH

The Department of Native Hawaiian Health (NHH) is concerned with the healthcare of Native Hawaiians. Through research and education, this department helps to develop a comprehensive program that addresses the healthcare status of Native Hawaiians. JABSOM will provide assistance in educating the community on health issues of Native Hawaiians. This department will also house two (2) divisions related to Native Hawaiian health and welfare – the Imi Ho‘ola Program and the Native Hawaiian Center of Excellence.

Native Hawaiian Center of Excellence – Org Code: MANHCE
The Native Hawaiian Center of Excellence (NHCOE) seeks to improve the healthcare status of the Hawaiian community through educational initiatives. This program will train academic faculty of Hawaiian descent, as well as develop a domestic violence prevention initiative and other programs designed to educate Hawai‘i and Hawaiians about the richness of their medical heritage.

Imi Ho‘ola Program – Org Code: MAIHP
The Imi Ho‘ola Program (IHP) is a post-baccalaureate program designed to provide educational opportunities for individuals whose medical school applications were rejected, but who are deemed capable of succeeding in medical school. The curriculum emphasizes the integration of concepts and principles in the sciences and humanities, and further develops communication and learning skills. Persons benefiting come from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from medical school and/or comes from a family with an annual income below a level based on low-income thresholds as published by the U.S. Bureau of Census.

DEPARTMENT OF COMPLEMENTARY AND ALTERNATIVE MEDICINE – Org Code: MACAAM

The Department of Complementary and Alternative Medicine (CAM) is responsible for the development and dissemination of alternative medical therapy, as well as the investigation and research of the scientific foundation of these techniques. The medical traditions of many of the cultures represented in Hawai‘i have endured for centuries and have given solace and comfort to millions through the ages. It is only now that Western medicine is beginning to investigate the scientific foundation of many of these techniques, but much still remains to be learned. There is a great dearth of credible scientific information available to guide patients in the choice of appropriate alternative therapies. This has become a major public health issue as recognized by the National Institutes of Health (NIH). Hawai‘i has a well-established community of alternative medicine practitioners and a number of resident experts in the integration of western complementary therapies. Given Hawai‘i’s unique environment and population, JABSOM can become a world leader in the scientific investigation of alternative therapies, providing insights into the potential application and pitfalls of these techniques.

DEPARTMENT OF GERIATRIC MEDICINE – Org Code: MAGERI
The department provides the instruction, research, and community service activities in geriatric medicine for medical students, residents, fellows, and other health care workers. It has a nationally known, accredited post residency geriatric fellowship program. In addition to an active educational program that serves fellows, internal medicine residents, and medical students, the program is also very productive in biomedical research. Given the fact that Hawai‘i is an aging State with the longest life expectancy in the nation, the presence of a locus of expertise and experience in the care of geriatric patients and in research on geriatric diseases is an important component of the State’s healthcare community.
### Table

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<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>DOH Number</th>
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<tr>
<td>New, Reallocated Position</td>
<td>3/1/2013</td>
<td>692-1173</td>
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#### Note

- Due to the change in the MCA between System HR and OCA/C, and the new MCA between the 7200 FE and the new position, the new position is now CHART II.

#### Program Title

Allocated and Authorized B/E Positions Impacted by the Reorganization

University of Hawai'i at Manoa
April 17, 2013

MEMORANDUM VIA E-MAIL

TO: Tom Apple, Ph.D., Chancellor
University of Hawaiʻi at Manoa

Kathy Cutshaw, Ph.D., Vice Chancellor for Administration, Finance and Operations
University of Hawaiʻi at Manoa

FROM: Bonnyjean Manini, Chair
Mānoa Faculty Senate

RE: Motion on the Proposed Reorganization of the Office of Facilities Management & Planning at the John A. Burns School of Medicine

The Mānoa Faculty Senate approved the Motion on the Proposed Reorganization of the Office of Facilities Management & Planning at the John A. Burns School of Medicine at the April 17, 2013 Senate meeting with 52 votes in favor of approval and 0 opposed. The Motion is attached.

The Committee on Administration and Budget (CAB) reviewed this issue and provided a report to the Senate at the April 17, 2013 Senate meeting. You can access additional information pertaining to this Motion at the following links:

• Issues Index (Issue #37.13)
• Documents Index
• Minutes Index
  http://www.hawaii.edu/uhtmfs/minutes/2012_13/index.html#cab

Please feel free to contact me if you have any questions or need additional information.
Presented to the Mānoa Faculty Senate on Wednesday, April 17, 2013 by the Committee on Administration and Budget as a motion to endorse the reorganization proposal for the Office of Facilities Management and Planning at the John A. Burns School of Medicine. Approved by the Mānoa Faculty Senate on Wednesday, April 17, 2013 with 52 votes in favor of approval and 0 opposed.

MOTION ON THE PROPOSED REORGANIZATION OF OFFICE OF FACILITIES MANAGEMENT AND PLANNING AT THE JOHN A. BURNS SCHOOL OF MEDICINE

The Mānoa Faculty Senate endorses the proposed reorganization of the Office of Facilities Management and Planning at the John A. Burns School of Medicine.

Bonny Jean Manini, Mānoa Faculty Senate Chair

Richard Chadwick, Ph.D., Mānoa Faculty Senate Secretary
March 14, 2013

Randy Perreira, Executive Director
Hawai‘i Government Employees Association
888 Milianni Street, Suite 601
Honolulu, Hawai‘i 96813

Dear Mr. Perreira:

The University of Hawai‘i is proposing a reorganization of the John A. Burns School of Medicine at the University of Hawai‘i at Mānoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University’s sustainability efforts, we have loaded the proposal and documents onto the UHM website at: http://www.manoa.hawaii.edu/o vocaf0/neworg_charts/index.html

Your comments on the proposal would be appreciated by April 30, 2013. If additional time is needed, please contact me prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganization proposal.

Should there be any questions, please feel free to contact Adele Fujita (at 682-1173 or afujita@hawaii.edu) or myself if you require any additional information. Mahalo for your support and assistance with this reorganization proposal.

Sincerely,

Jerris R. Hedges, MD, MS, MMM
Dean and Professor of Medicine
Barry and Virginia Weinman – Endowed Chair

JRH:atf

C: Tammy Kuniyoshi, UHM Director of Human Resources
    Dwight Takeno, Director of Collective Bargaining & Employee Relations
March 14, 2013

Dayton Nakanelua, State Director
United Public Workers
1426 North School Street
Honolulu, Hawaii 96817

Dear Mr. Nakanelua:

The University of Hawai‘i is proposing a reorganization of the John A. Burns School of Medicine at the University of Hawai‘i at Mānoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University’s sustainability efforts, we have loaded the proposal and documents onto the UHM website at: http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

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Should there be any questions, please feel free to contact Adele Fujita (at 692-1173 or afujita@hawaii.edu) or myself if you require any additional information. Mahalo for your support and assistance with this reorganization proposal.

Sincerely,

Jerry Hedges, MD, MS, MMM
Dean and Professor of Medicine
Barry and Virginia Weinman – Endowed Chair

JRH:atf

c: Tammy Kuniyoshi, UHM Director of Human Resources
    Dwight Takeno, Director of Collective Bargaining & Employee Relations
MEMORANDUM

This Memorandum is entered into this 27th day of November 2012, by and between the University of Hawai‘i, System Office of Human Resources, hereafter System HR, the University of Hawai‘i at Mānoa, Office of the Vice Chancellor for Administration, Finance, and Operations, hereafter OVCAFO, and the University of Hawai‘i at Mānoa, John A. Burns School of Medicine, hereafter JABSOM, hereafter collectively referred to as the Parties.

WHEREAS, on September 16, 2005 the University of Hawai‘i’s School of Medicine moved to a new building and location in Kaka‘ako named the University of Hawai‘i at Mānoa JABSOM Kaka‘ako Facility; and

WHEREAS, since its opening in 2005, JABSOM has utilized private contractors to provide custodial and grounds keeping services to the entire JABSOM Kaka‘ako Facility under the statutory right to privatize such services under Part II of Act 90, SLH 2001; and

WHEREAS, on June 30, 2007 Part II of Act 90, SLH 2001 was repealed and absent any expressed legislative authority to obtain services from other sources the work must be provided by civil servants pursuant to Konno v. County of Hawaii, 85 Haw. 81 (1997); and

WHEREAS, on September 14, 2007 the United Public Workers (UPW) filed a Step 1 grievance with the University of Hawai‘i challenging the privatization of services customarily performed by bargaining Unit 1 employees alleging violation of Sections 1, 2, 14, 15, 16, 23 and 64 of the Unit 1 Agreement; and

WHEREAS, in January 2009, by order of the Governor of the State of Hawai‘i, a mandatory hiring freeze went into effect on all State Civil Service positions due to the State’s economic conditions; and

WHEREAS, on August 23, 2012, JABSOM submitted a request for Civil Service Exemption under HRS, §76-16(2), to solicit private custodial and grounds maintenance services for the JABSOM Kaka‘ako Facility that historically and customarily has been performed by civil servants for the period of August 1, 2012 through July 31, 2013; and

WHEREAS, JABSOM would require an on-site workforce of approximately twelve (12) permanent full time (i.e. 12 F.T.E.) State general fund positions to adequately address their custodial and grounds maintenance services for the JABSOM Kaka‘ako Facility; and

WHEREAS, under HRS, §76-16(2), the System HR Director can grant a one-year civil service exemption while JABSOM begins transition these privatized services to State services through civil servants; and

WHEREAS, the parties agree that in order to be in compliance with the Konno v. County of Hawaii, 85 Haw. 61 (1997) decision, a timely transition of these privatized services to State services through civil servants is in order.

NOW THEREFORE, the parties agree as follows:

1. System HR will approve JABSOM’s August 23, 2012 request for civil service exemptions under HRS, §76-16(2), to allow for the solicitation of Grounds
Maintenance and Janitorial Services for the JABSOM Kaka'ako Facility for the period from August 1, 2012 through June 30, 2013.

2. Mānoa Budget Office will reallocate a total of twelve (12) abolished and unfunded general fund positions to JABSOM for the sole purpose of establishing civil service Unit 1 positions in grounds maintenance and janitorial services.

3. Upon receipt of these positions mentioned in 2. above, JABSOM shall be responsible to ensure that each position are properly established and classified and to perform the required organizational and functional changes pursuant to Administrative Procedure A3.101.

4. JABSOM will be responsible to recruit and hire into these established civil service positions to allow for the transition of such privatized services to State services to occur on or before June 30, 2013.

5. System HR will provide support, training, and resources to JABSOM to facilitate the transfer and management of these civil service positions not to exceed a total of forty (40) labor hours.

6. JABSOM understands that this Memorandum relinquishes OVCAFO from any and all responsibility for grounds maintenance and janitorial services for the JABSOM Kaka'ako Facility and that no further positions and/or funds will be allocated to JABSOM from OVCAFO for this endeavor.

7. JABSOM understands that the request for civil service exemption from System HR can only be granted for a maximum of one year under HRS, §76-16(2) and that no further exemption will be provided hereafter.

IN WITNESS WHEREOF, the parties hereto, by their authorized representative, have executed this Memorandum on the day and year first written above.

UNIVERSITY OF HAWAII
OFFICE OF HUMAN RESOURCES

Aluona U. Jofrin 11/15/12
Its Director

UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR ADMINISTRATION, FINANCE AND OPERATIONS

Rodi C. Kana'hoi NOV 19 2012
Its Vice Chancellor

UNIVERSITY OF HAWAII AT MANOA
JOHN A. BURNS SCHOOL OF MEDICINE

James V. Wilson NOV 27 2012
Its Dean