MEMORANDUM

TO: Virginia S. Hinshaw  
   Chancellor

FROM: Kathy Cutshaw  
   Vice Chancellor for Administration, Finance, and Operations

SUBJECT: Reorganization Proposal for the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO)

SPECIFIC ACTION REQUESTED:  
We request your approval of the reorganization of the Office of the Vice Chancellor for Administration, Finance, and Operations at the University of Hawai‘i at Mānoa.

RECOMMENDED EFFECTIVE DATE:  
Upon your approval.

ADDITIONAL COST:  
No additional costs are associated with this reorganization.

PURPOSE:  
The purpose of this reorganization is to reflect the way current services are provided to better meet the responsibilities of this Office.

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

**ACTION RECOMMENDED:**
It is recommended that the attached reorganization proposal for the Office of the Vice Chancellor for Administration, Finance, and Operations at the University of Hawai‘i at Mānoa be approved.

Should you have any questions, please contact Kathy Cutshaw at 956-9190 or at cutshaw@hawaii.edu.

Attachments:
1. Executive Summary – Attachment 1
2. Narrative – Attachment 2
3. Allocated and Authorized BJ/BT Positions Impacted by the Reorganization – Attachment 3
4. Current Organizational Charts and Functional Statements – Attachment 4
5. Proposed Organizational Charts and Functional Statements – Attachment 5
6. Copies of letters and responses from campus groups and union – Attachment 6

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**APPROVED / DISAPPROVED:**

[Signature]

Virginia S. Hinshaw
Chancellor

Date: 12-2-10
Reorganization Proposal
Office of the Vice Chancellor for Administration, Finance, and Operations
University of Hawai‘i at Mānoa

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.

This reorganization is to augment the changes approved under the Reorganization of Mānoa Chancellor’s Office in February 2005 and to formally reflect current operational workflow that has improved the efficiency of the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO) to better meet the responsibilities of this Office. Since the 2005 reorganization, a new Chancellor and three (3) Vice Chancellors (Academic Affairs, Students, and Administration, Finance, and Operations) have been hired to manage the UH Mānoa campus. The Vice Chancellor for Research and Graduate Education was appointed in December 2004. With a new team in place, the functions of this Office have been fine-tuned and workflow improvements made to promote a positive, innovative, and safe campus environment through accountability, transparency, and quality service. This reorganization formally reflects current operational workflow and thus the impact to affected units and individuals will be very minimal, if at all.

II. Major Elements of the Proposal:
Explain or list the key changes being proposed in this reorganization relative to purpose and results.

This reorganization proposes to:
A. Merge the functions of Campus Security and Civil Defense into one unit under Campus Security and Emergency Management
B. Expand the functions and services of Campus Services to include:
   1. Auxiliary Enterprises;
   2. Campus Security and Emergency Management; and
   3. Commercial Enterprises
C. Abolish the Services unit and the functions Information and Educational Technology Services and Community Relations
D. Move the reporting line of Office of Physical, Environmental, and Long Range Planning from the Office of Financial Resources Management directly to the OVCAFO
E. Move the reporting line of Facilities and Grounds from the Office of Campus Services directly to the OVCAFO via the Office of the Assistant Vice Chancellor for Facilities and Grounds.

The changes being proposed are at the higher reporting levels with some movement of functional areas to formally reflect current workflow.
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 reorg? None.
2. Are additional funds needed? No.
   If so, how will the cost of the reorg be funded? N/A
3. Will the reorg result in cost savings or be cost neutral?
   This reorganization will be cost neutral because it reflects the way administrative services are currently provided.

B. Operational
1. What is the overall impact on faculty and staffing responsibilities, if any?
   The proposed changes reflect the way current operations are actually managed and thus, there is no impact on staffing responsibilities anticipated.

   2. Will additional faculty/support personnel be required? No
   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 are planned or have been taken to ensure proper consultation? N/A

   4. Identify faculty/staff positions impacted by the anticipated changes.
   O = Position occupied V = Position vacant
   - Administrative Officer, PBB, #77246 (O) funded by Special Funds
     - Change in supervisor from Vice Chancellor, #89354 (O) to Auxiliary & Facilities Services Officer, PBC, #80477 (O) under the Office of Campus Security and Emergency Management.
   - Assistant Vice Chancellor, #889271 (O)
     - Move from Campus Services to the Office of the Assistant Vice Chancellor for Facilities and Grounds and will continue to report directly to the Vice Chancellor, #89354 (O).
     - No change in reporting structure.
     - The position description for #89271 will be updated to reflect the duties and responsibilities of managing this campus-wide operation.
   - Assistant Vice Chancellor, #89506 (O)
     - Move from Office of Financial Resources Management to Office of Physical, Environmental, and Long Range Planning and will continue to report directly to the Vice Chancellor, #89354 (O).
     - No change in reporting structure.
- The position description for #89506 will be updated to reflect the duties and responsibilities of managing this campus-wide operation.

- **Facilities Planner, PBB, #77439 (C)**
  - Move from Office of Financial Resources Management to Space Management and will continue to report to the Assistant Vice Chancellor, #89506 (O).
  - No change in reporting structure.

- **Registered Architect, PBB, #81321 (V)**
  - Move from the Office of Physical, Environmental, and Long Range Planning to Planning/Sustainability and will continue to report to the Assistant Vice Chancellor, #89506 (O).
  - No change in reporting structure.

- **Assistant to Senior Executive, #89107 (V)**
  - Abolished and moved to the Chancellor’s pool.

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.

Extensive consultations with affected units have occurred in the development of this proposal. Additionally, all units reporting to the OVCAFO under this reorganization have taken an active role in updating their roles and responsibilities as proposed in the functional statements. The feedback received by the departments under the OVCAFO was positive and supportive of the proposed changes to operate more efficiently while fulfilling the responsibilities of this Office.

V. **Implementation:**

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

The reorganization will be implemented upon approval as it formally realigns and reflects how the functions currently operate. The realignment of these organizational units will result in clearer reporting and operating relationships with no anticipated impact to the departments.
Reorganization Proposal
Office of the Vice Chancellor for Administration, Finance, and Operations
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 Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO) at UH Mānoa currently consists of five (5) administrative departments reporting directly to the Vice Chancellor. This proposal groups core functions into administrative departments reflecting the way services are currently provided.

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Financial Resources Management</td>
<td>Financial Resources Management</td>
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<td>Human Resources</td>
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<td>Campus Services</td>
<td>Campus Services</td>
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<tr>
<td>Campus Security &amp; Emergency Mgmt</td>
<td>Facilities and Grounds</td>
</tr>
<tr>
<td>Services</td>
<td>Physical, Environmental, and Long Range Planning</td>
</tr>
</tbody>
</table>

B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.

In order to better fulfill the responsibilities of this Office, the departments under the OVCAFO will be grouped, as indicated above, by clear service functions necessary to manage and plan for campus operations the size and complexity of UH Mānoa.

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

The current organizational charts were approved under the Reorganization of Mānoa Chancellor’s Office in February 2005. Since then, the working relationships and reporting structures were adjusted as the responsibilities of the vice chancellor offices were fine-tuned and the roles and relationships effectively developed and aligned to provide UH Mānoa with the capacity necessary to accomplish and manage its affairs. This reorganization reflects the way critical functions have transitioned since the February 2005 reorganization to better meet the responsibilities of this Office.
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 reorg is consistent with the University’s strategic, program, and financial plans.

The current OVCAFO organizational structure requires modification as the University of Hawai‘i at Mānoa (UHM) moves forward to “right size” as a campus to fulfill its mission and priorities by exercising purposeful and efficient utilization of resources, fostering accountability, building institutional integrity, and promoting transparency. The duties and responsibilities of the Office encompasses a wide range of functions including financial management, budget preparation, human resource administration, facilities and grounds, capital improvements, physical and space planning, commercial enterprises, campus security & emergency management, and auxiliary enterprises.

In order to accomplish the University’s mission and to service the Mānoa campus with greater efficiency, the following changes to the OVCAFO organizational structure are proposed:

- **Office of Financial Resources Management**
  This Office will concentrate its responsibilities on campus budget matters including administering the biennial and supplemental budget process, implementing the annual campus operating budget, managing the Chancellor’s Office budgets, and having greater focus in providing fiscal and compliance training and support to campus fiscal officers (proposed Chart V-A). This Office will work closely with the System Budget Office and campus units to ensure fiscal accountability and transparency. The two sub-units reporting to the Office will be the Mānoa Budget Office and the Office of Finance and Accounting. All existing positions within the two (2) remaining subunits under the Office of Financial Resources Management (Mānoa Budget Office and the Office of Finance and Accounting) will remain unchanged and intact.

- **Campus Security & Emergency Management**
  To consolidate key campus service functions under the Office of Campus Service, it is proposed that the units and functions of Campus Security and Civil Defense be merged into Campus Security & Emergency Management reporting to the Office of Campus Services. This change will improve communication and efficiency and ensure a safe and secure campus environment with both sections working together as one (1) unit. The current position under Civil Defense, Administrative Officer, PBB, #77246 (O) will report to the Auxiliary & Facilities Services Officer, PBC, #80477 (O) which will lead this combined unit. Therefore, the two (2) unestablished, pending positions (Director and Secretary II) currently under this Office will no longer be necessary.
• **Campus Services**
  Currently, the Office of Campus Services oversees Auxiliary Enterprises, Commercial Enterprises, and Facilities & Grounds. To better service the needs and requirements of the University, it is proposed that the functions and services of the Office of Campus Services be expanded and consolidated to include Auxiliary Enterprises, Campus Security and Emergency Management, and Commercial Enterprises (proposed Chart V-C). This action will facilitate the efficient use of resources and greater communication and coordination of efforts among the service groups to better meet the needs of the campus community and the priorities of UH Mānoa. Commercial Enterprises is a new entity that will eventually house all commercial operations including Central Stores, Kulanui products, Rainbowtique stores, internet sales, and educational tours. Under this proposal, no positions are affected by this realignment and creation of Commercial Enterprises.

The functions of Facilities & Grounds will report directly to the Vice Chancellor, via the Office of the Assistant Vice Chancellor for Facilities and Grounds (proposed Chart V-E).

• **Office of Physical, Environmental, and Long Range Planning**
  Currently, this Office reports to the Office of Financial Resources Management. Due to the campus-wide responsibilities of this Office which include long-range development planning, space management, and developing a comprehensive environmental policy in support of sustainability goals, it is proposed the reporting line be moved directly to the Office of the Vice Chancellor of Administration, Finance, and Operations (proposed Chart V-D). This unit will work in partnership with the Office of Facilities and Grounds and various campus groups to incorporate design standards and sustainability principles into the planning, operational, and educational framework of the Mānoa campus.

• **Facilities and Grounds**
  Presently, this Office reports to the Office of Campus Services. It is proposed that this Office report directly to the Office of the Vice Chancellor for Administration, Finance, and Operations via the Office of the Assistant Vice chancellor for Facilities and Grounds to manage the overall campus infrastructure, address the backlog of maintenance work orders, and propel campus energy usage toward sustainable options in accordance with the approved short-range and long-range development plans of the campus (proposed Chart V-E). This Office will work closely with the Office of Physical, Environmental, and Long Range Planning and other campus groups to ensure efficiency and sustainability in the operation and maintenance of physical facilities and grounds for the University of Hawai‘i at Mānoa.

The Assistant Vice Chancellor, #89271 (O) will oversee the operations of Facilities & Grounds. The position description for #89271 will be updated to reflect the duties and responsibilities of managing this campus-wide operation. All other existing
positions under the Office of Facilities and Grounds will not be affected by this reorganization.

- **Services**
  - **Information and Educational Technology Services**
    The functions of this Office are currently being fulfilled by Information Technology Services (ITS) and thus, we propose to abolish this function under the OVCAFO to eliminate duplication. There are currently no positions in this office and thus, this action will not affect any positions.

  - **Community Relations**
    The functions of this Office are being fulfilled by the Office of Communications under the Chancellor and the respective offices of the Vice Chancellors. Therefore, it is proposed that this function be eliminated under the OVCAFO. The positions under this office have been abolished and thus, this action will not affect any positions.

C. Explain other alternatives explored.

N/A

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

The above changes facilitate transparency, collaboration, accountability, and communication between the five (5) units reporting directly to the VC and with the campus community and University constituents. These proposed changes also reflect the way current operations are actually managed. The focus and increased interactions between the units will enable the OVCAFO to work with University groups in meeting campus priorities and to service the needs of the Mānoa campus and the surrounding community with greater efficiency. The actions of the OVCAFO units that result from this reorganization will play a major part in boosting the integrity and trust of UH Mānoa, both on and off campus.

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

The reorganization has been discussed and agreed to by the responsible head of each unit reporting to the VC and the following campus groups:

- UH Mānoa Office of the Chancellor
- Mānoa Executive Team
- Mānoa Faculty Senate
- Mānoa Budget
- Mānoa Finance and Accounting
- Mānoa Human Resources
- HGEOA
F. Outline the benefits that will be 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 responsibilities.

The reorganization of the OVCAFO unit will provide the campus community with the following benefits:

- accurate and transparent financial and operational data to assist departments and units in making better decisions regarding their programs and services
- faculty and staff training provided in the areas of human resource management and fiscal compliance
- dedicated focus on physical, environment, and long range planning with an emphasis on building a sustainable campus through partnerships with University groups and departments
- dedicated focus on campus deferred maintenance, renovation, and CIP priorities
- improved campus services through better coordination and communication of departments, campus community feedback, and increased awareness and access to services

The supervisor/subordinate reporting relationships are properly identified in the proposed organizational charts by clear service functions, minimizing confusion over authority, roles, and responsibilities.

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 reorg? None
2. Are additional funds needed? No
   If so, how will the cost of the reorg be funded? N/A
3. Will the reorg result in cost savings or be cost neutral?

   This reorganization will be cost neutral because it reflects the way administrative services are currently provided.

B. Impact on operational resources:

1. What is the overall impact on faculty and staffing responsibilities, if any? Explain reasons for the anticipated changes/relocation/reassignment/etc.

   The proposed changes reflect the way current operations are actually managed and thus, there is no impact on staffing responsibilities anticipated.

2. Will additional faculty/support personnel be required? No
   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 are planned or have been taken to ensure proper consultation? N/A
   What is the impact of the reduction? N/A

4. Identify the positions impacted by position number, classification title, and anticipated changes.

The positions impacted by this reorganization are as follows:

O = Position occupied  V = Position vacant

- **Administrative Officer, PBB, #77246 (O)** currently under Civil Defense will report to the **Auxiliary & Facilities Services Officer, PBC, #80477 (O)** under Campus Security and Emergency Management. The position description for #77246 will be submitted for update to reflect the appropriate new supervisors and duties and responsibilities upon approval of this reorganization. No impact to the banding level is anticipated.

- **Assistant Vice Chancellor, #89271 (O)** will move from Campus Services to the Office of the Assistant Vice Chancellor for Facilities and Grounds and will continue to report directly to the Vice Chancellor, #89354 (O). No change in reporting structure. The position description for #89271 will be updated to reflect the duties and responsibilities of managing this campus-wide operation.

- **Assistant Vice Chancellor, #89506 (O)** will move from Office of Financial Resources Management to the Office of Physical, Environmental, and Long Range Planning and will continue to report directly to the Vice Chancellor, #89354 (O). No change in reporting structure. The position description for #89506 will be updated to reflect the duties and responsibilities of managing this campus-wide operation.

- **Facilities Planner, PBB, #77439 (O)** will move from Office of Financial Resources Management to Space Management under the Office of Physical, Environmental, and Long Range Planning and will continue to report to the Assistant Vice Chancellor, #89506 (O). No change in reporting structure.

- **Registered Architect, PBB, #81321 (V)** will move from the Office of Physical, Environmental, and Long Range Planning to Planning/Sustainability and will continue to report to the Assistant Vice Chancellor, #89506 (O). No change in reporting structure.

- **Assistant to Senior Executive, #89107 (V)** under Services has been abolished and moved to the Chancellor's pool.

5. Will there be changes to supervisory/subordinate relationships? Yes
   if so, identify the impact. Will the changes streamline operations, reduce supervisory span of control, etc.?
The functions of Campus Security and Civil Defense are proposed for merger under the Office of Campus Security and Emergency Management reporting to the Office of Campus Services to streamline operations and improve efficiency. Administrative Officer, PBB, #77246 under the Office of Campus Security and Emergency Management currently reports to the Vice Chancellor, #89354. This proposal will have the position report to the Auxiliary & Facilities Services Officer, PBC, #80477 under the merged Office of Campus Security and Emergency Management.

Based on the proposed reorganization, position descriptions for impacted positions will be submitted for update to reflect the appropriate new supervisors and duties and responsibilities. No impact to the banding levels is anticipated.

C. **Impact on space resources:**
   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
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Chart No.(s)</th>
<th>Affected Position No.(s)</th>
<th>Classification/Organizational/Functional Change</th>
<th>Basis for Change/Impact on Position</th>
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<tbody>
<tr>
<td>1</td>
<td>V OVCAFO</td>
<td>N/A Services box on org chart removed due to functions being performed by ITS and the Office of Communications. No occupied positions impacted. #89107 (V) Assistant to Senior Executive position removed from chart.</td>
<td>Functions and unit abolished. Position abolished and count moved to Chancellor's pool.</td>
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<td>2</td>
<td>V-A OVCAFO</td>
<td>#89506 (O) Office of Financial Resources Management Office of Physical, Environmental, and Long Range Planning (Chart V-D)</td>
<td>To reflect current program activities. No change in reporting structure.</td>
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<td>#77439 (O) Office of Financial Resources Management Space Management (Chart V-D)</td>
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<td>#81321 (V) Office of Physical, Environmental, and Long Range Planning Planning/Sustainability (Chart V-D)</td>
<td>To reflect current program activities. No change in reporting structure.</td>
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<tr>
<td>3</td>
<td>V-C OVCAFO</td>
<td>#89271 (O) Office of Campus Services Office of the Assistant Vice Chancellor for Facilities and Grounds (Chart V-E)</td>
<td>To reflect current program activities. No change in reporting structure.</td>
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<td>Move unit and function of Facilities and Grounds to be a direct report to the VC (Chart V-E). Move unit and function of Campus Security and Emergency Management under Campus Services.</td>
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<td>4</td>
<td>V-D OVCAFO</td>
<td>#77246 (O) Change in reporting structure from Vice Chancellor, #89354 to Auxiliary &amp; Facilities Services Officer, PDC, #80477 under the Office of Campus Security &amp; Emergency Management</td>
<td>To reflect current program activities.</td>
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Ann N.A. Sakuma  
Administrator  
9/1/2010  
556-5658  

HR Review  
OFA Review
CURRENT

ORGANIZATIONAL CHARTS

AND

FUNCTIONAL STATEMENTS
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT M•NOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS

FUNCTIONAL STATEMENT

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND OPERATIONS (OVCAFO) – Org Code: MAVCAF

The OVCAFO provides leadership and executive management over administrative functions and services, as well as campus operations, for the University of Hawai‘i at M•noa. The following units report to the Vice Chancellor:

- Office of Human Resources – Org Code: MAHRMA
- Office of Campus Services – Org Code: MACPMA
- Office of Services – Org Code: MASVAF

Through the above units, the OVCAFO provides leadership and executive management over the following:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Human resource administration.
- Campus physical planning and management of space resources.
- Sustainable resource management.
- Facilities renovations and capital improvements.
- Building and grounds maintenance.
- Campus security and emergency management.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.

The OVCAFO has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai‘i at M•noa as they pertain to campus financial management, physical planning and development, human resources, auxiliary services, and facilities management. The establishment of campus policies are endorsed by VCs, approved by the Chancellor, and disseminated and published by the OVCAFO on the official website.

The OVCAFO consults with other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the Office coordinates with the offices of the Vice President for Administration, Chief Financial Officer, Vice President for Information Technology, Vice President for Research, and Vice President for Academic Planning and Policy on administrative and financial matters as appropriate.

SERVICES – Org Code: MASVAF

Office of Information and Educational Technology Services
The Office of Information and Educational Technology Services has responsibility for assuring that students, faculty, and staff are provided modern technical support for information processing on campus. The Office develops and maintains hardware and application standards appropriate to administrative, instructional, and research environments on and off campus, and advises users on appropriate technological applications. The Office manages student computer laboratories on campus.
Office of Community Relations
The Office of Community Relations provides leadership and direction for the planning, development, coordination, and management of the overall public and alumni relations, governmental relations, advancement, and special events strategy that brings visibility, recognition, and support to the University of Hawai'i at Mānoa as a leader in higher education. Specific responsibilities include developing and maintaining productive and mutually beneficial relations and effectuating regular interaction and communication with the University's multiple publics such as alumni, students and prospective students, parents, friends of the University, donors, businesses and corporations, and community groups; coordinating and monitoring legislative and governmental actions that impact the campus; and providing support and serving as the liaison to the University of Hawai'i Foundation.
OFFICE OF FINANCIAL RESOURCES MANAGEMENT – Org Code: MAFRMA

The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

Mānoa Budget Office – Org Code: MABDMA

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


The Office of Physical, Environmental, and Long Range Planning has campus-wide responsibility for long-range development plans, space management, analytical studies, capital planning, sustainable physical and community planning, and campus building and landscaping design. Major functions of the Office are as follows:

Planning/Sustainability – Org Code: MAPSLP

- Creates and maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Develops and administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Works in partnership with Facilities and Grounds to prepare and implement the campus CIP budgets.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting long term physical facility requirements for the University of Hawai‘i at Mānoa.
- Provides leadership in creating and implementing a comprehensive environmental and energy policy in support of the Campus’ strategic sustainability goals.
- Works in partnership with Facilities and Grounds and the campus groups to incorporate sustainability principles into the planning, design, operational, and educational framework of the institution.
- Engages students, faculty, and staff in gaining understanding of our current patterns and consequent behaviors.

Space Management – Org Code: MASMLP

- Manages the allocation and reallocation of space on campus to operating units.
- Maintains a database of institutional information supporting the space and physical planning functions of the campus.
- Provides data analysis in support of the space allocation and physical planning functions of the campus.
Office of Finance and Accounting – Org Code: MAFSAC

- Prepares and analyzes periodic operating statements in support of the Mānoa Chancellor’s overall management of the campus.
- Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans.
- Keeps abreast of University accounting policies and procedures and manages compliance of these among campus fiscal officers.
- Manages Chancellor’s Office budgets.
- Provides fiscal training to campus fiscal officers.
OFFICE OF HUMAN RESOURCES – Org Code: MAHRMA

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

In addition to the development of effective policies and procedures for the Mānoa campus, the major functional responsibilities of the office include the consistent and effective compliance of these policies and procedures as they pertain to:

Employee Relations & Benefits – Org Code: MARBHR
- Serves as Human Resources Officer for members of the Office of the Chancellor and selected Vice Chancellor Offices.
- Serves as contact and liaison with the State Offices related to retirement system, health benefits, social security, etc., to support the day-to-day efforts of the UHM schools/colleges.
- Provides leadership in testing new on-line human resources systems and provides human resources reports to support the management efforts in budget, staffing, and fiscal accountability.
- Reviews and analyzes all appointments/reappointments and other actions relating to Executive employees.

Classification & Compensation – Org Code: MACCHR
- Reviews, analyzes, and takes appropriate action on classification and compensation requests related to Executive and Administrative/Professional/Technical (APT) positions.
- Conducts analysis and takes appropriate action relative to hiring above the designated new hire rates, special compensation awards to include in-grade adjustments, re-bandung, etc., as delegated by the Chancellor, UHM.
- Ensures that the implementation of classification and compensation plans for Executives and APTs are in compliance with State and Federal laws and University policies and procedures.

Labor Relations & Staff Development – Org Code: MALSHR
- Manages human resources administration related to collective bargaining (i.e., civil service, APT, and Executive, as appropriate) interpretations, implementation, and negotiations.
- Conducts internal investigations (to include faculty cases, as needed) on cases of allegations related to employee misconduct such as theft, workplace violence, substance abuse, tardiness, etc.
- Serves as Hearings Officers for grievances filed.
- Advises schools/colleges on human resources management to include addressing issues and concerns relating to employee misconduct or substandard performance, recommending courses of actions, etc.
- Provides staff development and training in areas such as human resources leadership, management, mentoring and support (e.g., care giver classes, social security, health fund programs, etc.) via training and workshops.
OFFICE OF CAMPUS SERVICES – Org Code: MACPMA

The Office of Campus Services has functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, bookstore operations, faculty housing, commercial enterprises, campus security and emergency management. The functions of Campus Services are grouped under the following major categories:

Auxiliary Enterprises – Org Code: MAAUXE
- Maintains and services a fleet of vehicles for use by various campus organizations.
- Operates on-campus parking facilities for students, faculty, staff, and visitors.
- Manages contractors to provide food services on campus, and athletic events on retail and catered basis.
- Operates a system-wide bookstore operation with outlets on each University campus.
- Operates commercial retail outlets for University apparel and other merchandise.
- Manages the University’s faculty housing facilities.
- Provides daily mail pickup and delivery services to Mānoa campus departments on a timely, cost-efficient basis.
- Provides efficient, low-cost reprographic services through its central facility and satellite copy machine sites.
- Provides leadership and coordination in planning, developing, and directing activities relating to UH Mānoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system wide Business Development.

Commercial Enterprises – Org Code: MACOME
- Responsible for the operation and management of Central Stores including the online store, bulk selling, delivery of orders, and warehousing.
- Kulani: Product development, branding, and quality assurance based on student/faculty research and development.
- Rainbowique Shops: Buying of apparel, operations of stores, outside sales, and sales during the football season at Aloha Stadium.
- Operates internet apparel and souvenir sales.
- Coordinates travel/tours/expansion of life-long learning.
- Responsible for the operation and management of the Conference Center.

Facilities and Grounds – Org Code: MAFGMA
The Office of Facilities Management conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for the University of Hawai‘i at Mānoa in accordance with approved short-range and long-range development plans and applicable federal, state, and county building codes and standards. Major functions of this Office include:
- Manages the overall campus physical infrastructure including roadways, utilities, and utility distribution systems.
- Repairs and renovates buildings.
- Provides the full range of administrative support services, including budget preparation and execution, fiscal procurement (including campus-wide contracts), property management, and human resources.
• Provides custodial services for UH Mānoa buildings, including classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public and general-use areas.

• Provides grounds keeping and landscaping maintenance for UH Mānoa, including lawns, trees, roads, and parking lots/structures.

• Conducts analyses of institutional plans, academic agendas, and major policies to determine best course of action in managing implementation of short-range and long-range development plans.

• Works in partnership with the Office of Physical, Environmental, and Long Range Planning to prepare and implement the campus CIP budgets.
OFFICE OF CAMPUS SECURITY AND EMERGENCY MANAGEMENT – Org Code: MACPEM

This Office is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The responsibilities of this Office also include the following:

- Works with emergency management representatives and/or teams from the UH System and other campuses to ensure proper training, education, and information is made available to the campus community in the event of a natural or man-made disaster, including hurricanes, tidal waves, and terrorist and criminal acts.
- Trains and equips the UH Mānoa responder and emergency management teams to effectively respond to emergencies.
- Establishes emergency plans and procedures for the effective management of personnel, funds, equipment, and medical care in the event of a major emergency.
- Coordinates with applicable city, state, and federal agencies in preparing the UH Mānoa campus for and responding to all-hazards emergencies and disaster events.

Campus Security – Org Code: MACASC

- Provides for the protection and security of personnel and property on the Mānoa Campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.
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<th>Org Code: MACASC</th>
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<td></td>
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</tbody>
</table>
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
VICE CHANCELLOR FOR ADMINISTRATION, FINANCE & OPERATIONS
CAMPUS SECURITY & EMERGENCY MANAGEMENT

FUNCTIONAL STATEMENT

CAMPUS SECURITY – Org Code: MACASC

1. Provides for the protection and security of personnel and property on the Manoa campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.

2. Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.

3. Provides cash pickup/delivery and night escort services; controls crowds at special events.

4. Provides crime prevention and other training/education to the campus community.
PROPOSED

ORGANIZATIONAL CHARTS

AND

FUNCTIONAL STATEMENTS
OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND OPERATIONS (OVCAFO) — Org Code: MAVCAF

The OVCAFO provides leadership and executive management over administrative functions and services, as well as campus operations, for the University of Hawai‘i at Mānoa. The following units report to the Vice Chancellor:

- Office of Human Resources – Org Code: MAHRMA
- Office of Campus Services – Org Code: MACPMA
- Office of the Assistant Vice Chancellor for Facilities and Grounds – Org Code:

Through the above units, the OVCAFO provides leadership and executive management over the following functions:

- Financial management for the campus including long range financial planning, financial analysis, financial reporting, budget preparation and budget implementation.
- Human resource administration.
- Campus physical planning and management of space resources.
- Sustainable resource management.
- Facilities renovations and capital improvements.
- Building and grounds maintenance.
- Campus security and emergency management.
- Auxiliary enterprises including parking, food services, transportation services, faculty housing, and bookstore operations.

The OVCAFO has the authority to establish policy and procedures necessary to implement BOR and Executive Policies at the University of Hawai‘i at Mānoa as they pertain to campus financial management, physical planning and development, human resources, auxiliary services, and facilities management. The establishment of campus policies are endorsed by VCs, approved by the Chancellor, and disseminated and published by the OVCAFO on the official website.

The OVCAFO consults with other vice chancellors, faculty, staff, students, deans, and directors as appropriate in developing and implementing campus policies and procedures. In addition, the Office coordinates with the offices of the Vice President for Administration, Chief Financial Officer, Vice President for Information Technology, Vice President for Research, and Vice President for Academic Planning and Policy on administrative and financial matters as appropriate.

APPROVED:

[Signature]
Virginia S. Hinshaw, Chancellor

Date 12-2-10
MANOA BUDGET OFFICE
Org Code: MABDMA

Program & Budget Manager, PBD, #77254 1.00
Secretary II, SR-14, #80491 1.00
Budget Specialist, PBB: #80898, #81820 2.00

OFFICE OF FINANCE AND ACCOUNTING
Org Code: MAFSAC

Administrative Officer, PBC, #77303 1.00
Secretary II, SR-14* 1.00
Administrative Officer, PBB: #77582, #78229 2.00
Administrative Officer, PBA: #78943, #76002 2.00

* new, pending approval
STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF FINANCIAL RESOURCES MANAGEMENT

FUNCTIONAL STATEMENT

OFFICE OF FINANCIAL RESOURCES MANAGEMENT – Org Code: MAFRMA

The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

Mānoa Budget Office – Org Code: MABDMA
- Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation of budget testimonies to the legislature, and analysis of various versions of the budgets.
- Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution and instruction; position control; and the review of unfunded budget proposals.

Office of Finance and Accounting – Org Code: MAFSAC
- Prepares and analyzes periodic operating statements in support of the Mānoa Chancellor’s overall management of the campus.
- Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans.
- Keeps abreast of University accounting policies and procedures and manages compliance of these among campus fiscal officers.
- Manages Chancellor’s Office budgets.
- Provides fiscal training to campus fiscal officers.

APPROVED:

[Signature]
Virginia S. Hinshaw, Chancellor

[Date] 12-2-10
STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF HUMAN RESOURCES

FUNCTIONAL STATEMENT

OFFICE OF HUMAN RESOURCES – Org Code: MAHRMA

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

In addition to the development of effective policies and procedures for the Mānoa campus, the major functional responsibilities of the office include the consistent and effective compliance of these policies and procedures as they pertain to:

Employee Relations & Benefits – Org Code: MARBHR
- Serves as Human Resources Officer for members of the Office of the Chancellor and selected Vice Chancellor Offices.
- Serves as contact and liaison with the State Offices related to retirement system, health benefits, social security, etc., to support the day-to-day efforts of the UHM schools/colleges.
- Provides leadership in testing new on-line human resources systems and provides human resources reports to support the management efforts in budget, staffing, and fiscal accountability.
- Reviews and analyzes all appointments/reappointments and other actions relating to Executive employees.

Classification & Compensation – Org Code: MACCHR
- Reviews, analyzes, and takes appropriate action on classification and compensation requests related to Executive and Administrative/Professional/Technical (APT) positions.
- Conducts analysis and takes appropriate action relative to hiring above the designated new hire rates, special compensation awards to include in-grade adjustments, re-banding, etc., as delegated by the Chancellor, UHM.
- Ensures that the implementation of classification and compensation plans for Executives and APTs are in compliance with State and Federal laws and University policies and procedures.

Labor Relations & Staff Development – Org Code: MALSHR
- Manages human resources administration related to collective bargaining (i.e., civil service, APT, and Executive, as appropriate) interpretations, implementation, and negotiations.
- Conducts internal investigations (to include faculty cases, as needed) on cases of allegations related to employee misconduct such as theft, workplace violence, substance abuse, tardiness, etc.
- Serves as Hearings Officers for grievances filed.
- Advises schools/colleges on human resources management to include addressing issues and concerns relating to employee misconduct or substandard performance, recommending courses of actions, etc.
- Provides staff development and training in areas such as human resources leadership, management, mentoring and support (e.g., care giver classes, social security, health fund programs, etc.) via training and workshops.
STATE OF HAWAI‘I  
UNIVERSITY OF HAWAI‘I  
UNIVERSITY OF HAWAI‘I AT MĀNOA  
OFFICE OF THE CHANCELLOR  
OFFICE OF THE VICE CHANCELLOR FOR  
ADMINISTRATION, FINANCE, AND OPERATIONS  
OFFICE OF CAMPUS SERVICES

FUNCTIONAL STATEMENT

OFFICE OF CAMPUS SERVICES – Org Code: MACPMA

The Office of Campus Services has functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, bookstore operations, faculty housing, commercial enterprises, campus security and emergency management. The functions of Campus Services are grouped under the following major categories:

Auxiliary Enterprises – Org Code: MAAXUE
- Maintains and services a fleet of vehicles for use by various campus organizations.
- Operates on-campus parking facilities for students, faculty, staff, and visitors.
- Manages contractors to provide food services on campus, and athletic events on retail and catered basis.
- Operates a system-wide bookstore operation with outlets on each University campus.
- Operates commercial retail outlets for University apparel and other merchandise.
- Manages the University’s faculty housing facilities.
- Provides daily mail pickup and delivery services to Mānoa campus departments on a timely, cost-efficient basis.
- Provides efficient, low-cost reprographic services through its central facility and satellite copy machine sites.
- Provides leadership and coordination in planning, developing, and directing activities relating to UH Mānoa Auxiliary Services, the UH Bookstore System, Administrative Services, and system wide Business Development.

Campus Security and Emergency Management – Org Code: MACPEM

This Office is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The responsibilities of this Office also include the following:
- Works with emergency management representatives and/or teams from the UH System and other campuses to ensure proper training, education, and information is made available to the campus community in the event of a natural or man-made disaster, including hurricanes, tidal waves, and terrorist and criminal acts.
- Trains and equips the UH Mānoa responder and emergency management teams to effectively respond to emergencies.
- Establishes emergency plans and procedures for the effective management of personnel, funds, equipment, and medical care in the event of a major emergency.
- Coordinates with applicable city, state, and federal agencies in preparing the UH Mānoa campus for and responding to all-hazards emergencies and disaster events.
- Provides for the protection and security of personnel and property on the Mānoa Campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.
Commercial Enterprises – Org Code: MACOME

- Responsible for the operation and management of Central Stores including the online store, bulk selling, delivery of orders, and warehousing.
- Kulanui: Product development, branding, and quality assurance based on student/faculty research and development.
- Rainbowtique Shops: Buying of apparel, operations of stores, outside sales, and sales during the football season at Aloha Stadium.
- Operates internet apparel and souvenir sales.
- Coordinates travel/tours/expansion of life-long learning.
- Responsible for the operation and management of the Conference Center.

APPROVED:

[Signature]

Virginia S. Hinshaw, Chancellor

Date: 12-2-10
State of Hawai‘i
University of Hawai‘i at Mānoa
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF PHYSICAL, ENVIRONMENTAL,
AND LONG RANGE PLANNING
ORGANIZATION CHART
CHART V-0
GENERAL FUND FTE: 3.00

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS

OFFICE OF PHYSICAL, ENVIRONMENTAL,
AND LONG RANGE PLANNING
Org Code: MAELP
Assistant Vice Chancellor, #69506** 1.00
Secretary III, SR-16*

PLANNING / SUSTAINABILITY
Org Code: MAPSLP
Facilities Planner, PBB*
Registered Engineer, PBC*
Registered Architect, PBB, #81321 1.00

SPACE MANAGEMENT
Org Code: MASLMP
Facilities Planner, PBB, #77439 1.00

* new, pending approval
** to be redescribed

APPROVED:

Virginia S. Hinshaw, Chancellor 2-10
OFFICE OF PHYSICAL, ENVIRONMENTAL, AND LONG RANGE PLANNING – Org Code: MAPELP
The Office of Physical, Environmental, and Long Range Planning has campus-wide responsibility for long-range development plans, space management, analytical studies, capital planning, sustainable physical and community planning, and campus building and landscaping design. Major functions of the Office are as follows:

Planning/Sustainability – Org Code: MAPSLP
- Creates and maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Develops and administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Works in partnership with Facilities and Grounds to prepare and implement the campus CIP budgets.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting long term physical facility requirements for the University of Hawai‘i at Mānoa.
- Provides leadership in creating and implementing a comprehensive environmental and energy policy in support of the Campus’ strategic sustainability goals.
- Works in partnership with Facilities and Grounds and the campus groups to incorporate sustainability principles into the planning, design, operational, and educational framework of the institution.
- Engages students, faculty, and staff in gaining understanding of our current patterns and consequent behaviors.

Space Management – Org Code: MASMLP
- Manages the allocation and reallocation of space on campus to operating units.
- Maintains a database of institutional information supporting the space and physical planning functions of the campus.
- Provides data analysis in support of the space allocation and physical planning functions of the campus.

APPROVED:

[Signature]
Virginia S. Hinshaw, Chancellor
Date: 7-2-10
OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND OPERATIONS

OFFICE OF THE ASSISTANT VICE CHANCELLOR FOR FACILITIES AND GROUNDS
Org Code:
Assistant Vice Chancellor, #89271** 1.00
Secretary III, SR-16*

FACILITIES AND GROUNDS
Org Code: MAFGMA

STATE OF HAWAII
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF THE ASSISTANT VICE CHANCELLOR FOR FACILITIES AND GROUNDS
ORGANIZATION CHART
CHART V-E

GENERAL FUND FTE: 1.00

APPROVED:

Virginia S. Hinshaw, Chancellor 12-2-10

* new, pending approval
** to be redescribed
OFFICE OF THE ASSISTANT VICE CHANCELLOR FOR FACILITIES AND GROUNDS – Org Code:

This Office oversees the operations of Facilities Management which conducts and coordinates the planning, budgeting, construction, repair, and maintenance of physical facilities for the University of Hawai‘i at Mānoa in accordance with approved short-range and long-range development plans and applicable federal, state, and county building codes and standards.

Major functions of this Office include:

- Manages the overall campus physical infrastructure including roadways, utilities, and utility distribution systems.
- Repairs and renovates buildings.
- Provides the full range of administrative support services, including budget preparation and execution, fiscal procurement (including campus-wide contracts), property management, and human resources.
- Provides custodial services for UH Mānoa buildings, including classrooms, laboratories, auditoriums, offices, restrooms, corridors, and other public and general-use areas.
- Provides grounds keeping and landscaping maintenance for UH Mānoa, including lawns, trees, roads, and parking lots/structures.
- Conducts analyses of institutional plans, academic agendas, and major policies to determine best course of action in managing implementation of short range and long range development plans.
- Works in partnership with the Office of Physical, Environmental, and Long Range Planning to prepare and implement the campus CIP budgets.

APPROVED:

[Signature]
Virginia S. Hinshaw, Chancellor
[Date] 12-2-10
STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE CHANCELLOR, UH MANOA
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
OFFICE OF CAMPUS SERVICES

CAMPUS SECURITY & EMERGENCY MANAGEMENT

CHART I

General Funds: 45.00 FTE
Special Funds (B): 1.00 FTE

CAMPUS SECURITY & EMERGENCY MANAGEMENT
Org Code: MACPEM

Auxil & Fac Svc Off, PBC, #80477 1.00
Adm & Fiscal Support Sp, PBA, #78979 1.00
Office Assistant III, SR08, #45894 1.00
Administrative Officer, PBB, #77248 1.00 (B)
Auxil & Fac Svc Off, PBB, #81195 1.00
University Security Off II, SR16: 5.00
#03574, #13852, #39544, #48514, #111648
University Security Off I, SR14: 36.00
#03575, #13851, #24542, #24575, #24576, #28608,
#28609, #28610, #28611, #29174, #30526, #36659,
#36660, #36661, #36667, #36668, #39488, #39489,
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#49280, #49281, #49282, #110514, #900313, #900314,
#900315, #900316, #900317, #900318, #900319, #900320

ABRROVED:

Virginia S. Hinshaw, Chancellor 12-2-10
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ADMINISTRATION, FINANCE, AND OPERATIONS
CAMPUS SECURITY & EMERGENCY MANAGEMENT

FUNCTIONAL STATEMENT

CAMPUS SECURITY AND EMERGENCY MANAGEMENT – Org Code: MACPEM

This Office is responsible for assuring a safe and secure campus environment that includes the lower campus as well as student and faculty housing complexes. The responsibilities of this Office also include the following:

- Works with emergency management representatives and/or teams from the UH System and other campuses to ensure proper training, education, and information is made available to the campus community in the event of a natural or man-made disaster, including hurricanes, tidal waves, and terrorist and criminal acts.
- Trains and equips the UH Mānoa responder and emergency management teams to effectively respond to emergencies.
- Establishes emergency plans and procedures for the effective management of personnel, funds, equipment, and medical care in the event of a major emergency.
- Coordinates with applicable city, state, and federal agencies in preparing the UH Mānoa campus for and responding to all-hazards emergencies and disaster events.
- Provides for the protection and security of personnel and property on the Mānoa Campus on a 24-hour basis throughout the year. Maintains law and order through enforcement of state, city, and/or University laws, regulations, policies, rules, and procedures.
- Provides 24-hour radio communication and after-hours emergency telephone numbers, monitors emergency call boxes; responds to emergencies such as bomb threats, fights, injuries, or death; renders assistance, e.g., first aid, CPR; conducts investigations.
- Provides cash pickup/delivery and night escort services; controls crowds at special events.
- Provides crime prevention and other training/education to the campus community.

APPROVED:

[Signature]

Virginia S. Hinshaw, Chancellor

Date

12-2-10
COPIES OF LETTERS AND RESPONSES

FROM CAMPUS GROUPS

AND UNION
October 8, 2010

Virginia Hinshaw  
Office of the Chancellor  
2500 Campus Road  
Hawaii Hall 202  
University of Hawaii at Manoa  

Honolulu, Hawaii 96822  

Dear Chancellor Hinshaw:  

Subject: UH Manoa – Proposed Reorganization Office of the Vice Chancellor for Administration, Finance and Operations.  

The HGEA has reviewed the proposed reorganization of the Office of the Vice Chancellor for Administration, Finance and Operations.  

It is the understanding of the union that the proposal “augments changes approved under the Reorganization of Manoa Chancellor’s Office in February 2005 and formally reflects current operational workflow”. To that end, the proposed reorganization will be “cost neutral because it reflects the way administrative services are currently provided” and no impact on staffing responsibilities are anticipated. It is also the understanding of the HGEA, as stated in the “Narrative” that affected staff has been consulted and participated in the development of the reorganization.  

The HGEA appreciates the opportunity to consult regarding this proposed reorganization, has no additional comments at this time and considers this consultation closed.  

Sincerely,  

[Signature]  
Kevin Nakata  
Union Agent  

cc: Leiomalama Desha
September 1, 2010

Randy Perreira, Executive Director
Hawai‘i Government Employees Association
888 Mililani Street, Suite 601
Honolulu, Hawai‘i 96813-2991

Dear Mr. Perreira:

The University of Hawai‘i is proposing a reorganization of the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO) at the University of Hawai‘i at Mānoa and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University of Hawai‘i at Mānoa'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

Your comments on the proposal would be appreciated no later than October 3, 2010. If we do not hear from you by this date, we will assume there are no comments on the OVCAFO reorganization proposal.

Should you have any questions, please contact me at 956-9190 or cutshaw@hawaii.edu.

Sincerely,

[Signature]

Kathy Cutshaw
Vice Chancellor for Administration, Finance, and Operations

C: Leiomalama Desha, Executive Assistant, HGEA
   Peggy Hong, Director, Mānoa Human Resources
   Ann Sakuma, Executive Assistant, OVCAFO
Hi Martin – The reorganization proposal for the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO) has completed internal review. The updated proposal has been posted on the Organizational Charts website (http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html) for SEC and Union review. Please forward SEC comments within 45 days, by October 3, 2010, to my attention at annyang@hawaii.edu. I have also attached a pdf copy for your easy reference. Please feel free to contact me should there be any questions.

Thank you, Ann -
Tel: 956-5658

The reorganization proposal for OVCAFO is attached for your review and comments. Please submit your feedback to me via e-mail no later than Friday, August 20, 2010. After internal review, the amended reorganization will be posted on the Organizational Charts website for SEC and Union review. Please feel free to call me should there be any questions.

Thank you,
Ann N.A. Sakuma
Office of the Vice Chancellor for Administration, Finance and Operations
University of Hawaii at Manoa
Hawaii Hall 307
Tel: 808-956-5658  Fax: 808-956-5136
Hi Gang! We’re almost into the weekend...yippee! Before we start the three day break, just wanted to share with you the updated OVCAFO reorganization proposal. Internal review comments have been received and the document updated accordingly.

The proposal will be posted on the Organizational Charts website (http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html) today for SEC and Union review. They will have 45 days to comment. In the meantime, would also like to request your review to ensure that all questions and concerns have been answered. Please share with appropriate persons in your group.

On this wonderful note, would like to wish all of you a great 3-day weekend.

Thank you for always putting up with me.

Ann NA Sakuma
OVCAFO
Hawai‘i Hall 307
Tel: 956-5658
Hi Bob and Company - Thank you for the below feedback. Have made the following updates to the reorg proposal as outlined below. Have also attached the updated version of the narrative with changes highlighted in "yellow" and the proposed Chart V-C for easy reference. Please let me know if there are any further changes required. Thank you for your review and comments.

Ann -

-----Original Message-----
From: Bob Nagao [mailto:rnagao@hawaii.edu]
Sent: Thursday, August 12, 2010 9:05 AM
To: Ann N A. Sakuma
Subject: Fwd: Internal Review: OVCAFO Reorganization - Manoa Budget Office Comments

>From: Susan Hirata <shirata@hawaii.edu>
>Subject: Internal Review: OVCAFO Reorganization
>- Manoa Budget Office Comments
>- To: Bob Nagao <rnagao@hawaii.edu>
>- Cc: hatakena@hawaii.edu
>- X-Mailer: QUALCOMM Windows Eudora Version 7.1.0.9
>- X-PMX-Version: 5.5.9.388399, Antispam-Engine: 2.7.2.376379,
>- Antispam-Data: 2010.8.12.63614
>-
>-For your review and approval; then please forward to Ann Sakuma
>-<annyang@hawaii.edu>.
>-
>-The Manoa Budget Office review of the
>-reorganization proposal for the Office of the Vice Chancellor for
>-Administration, Finance and Operations (OVCAFO) noted the following
>-inconsistencies in positions that were listed on the current and
>-proposed organizational charts:
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>-Campus Security and Emergency Management - The current Chart V-D
>-"Office of Campus Security & Emergency Management" has two
>-unestablished, pending positions for Director and Secretary II. The
>-reorg proposal will combine Chart V-D with Campus Security Chart I.
The reorg narrative states that "other positions will not be affected
>-and will remain intact." However, the two pending positions do not
>-appear on the proposed Charts V-C "Office of Campus Services"
>-which includes the segment entitled "Campus Security and Emergency
Management," or Chart I "Campus Security & Emergency Management." It
is not clear why the pending Director and Secretary II positions have
been omitted from the proposed charts.

[Ann 8/18] Have revised the narrative write-up for Campus Security & Emergency Management as follows:
- Campus Security & Emergency Management
To consolidate key campus service functions under the Office of Campus Service, it is proposed that the units and
functions of Campus Security and Civil Defense be merged into Campus Security & Emergency Management reporting to
the Office of Campus Services. This change will improve communication and efficiency and ensure a safe and secure
campus environment with both sections working together as one (1) unit. The current position under Civil Defense,
Administrative Officer, PBC, #77246 (O) will report to the Auxiliary & Facilities Services Officer, PBC, #80477 (O) which
will lead this combined unit. Therefore, the two (2) unestablished, pending positions (Director and Secretary II)
currently under this Office will no longer be necessary.

>  
> Office of Campus Services - According to the reorg submittal, the
> Assistant Vice Chancellor
> #89271 (1.00 FTE) and its unestablished, pending Secretary III position
> which appear on the current Chart V-C "Office of Campus Services"
> will move to proposed Chart V box for
> "Facilities and Grounds." As a result of the move, the "Office of
> Campus Services" box on proposed Chart V-C should not have any
> positions; however, the proposed Chart V-C has two unestablished,
> pending positions for Assistant Vice Chancellor and Secretary III.
> Since the reorg narrative states in Section III-B. (Impact on
> operational resources) that no additional personnel will be required,
> there is no explanation for the newly added positions.

[Ann 8/18] Above noted. Have deleted the two (2) unestablished, pending positions (Assistant Vice Chancellor and
Secretary III) from the proposed Chart V-C for Campus Services.

>  
> There is a minor technical error on page 1 of the reorganization
> narrative: "Office of the VCAFO" should be inserted on the second line
> of the header, where the name of the subject College/School/Department,
> Unit/Section should be entered.
>  
> [Ann 8/18] Oops, forgot to include the unit name. Thanks for catching that.
>

>>>From: "Ann N A. Sakuma" <annyang@hawaii.edu>
>>>Subject: Internal Review: OVCACO Reorganization
>>>To: Peggy Hong <peegyh@hawaii.edu>, Bob Nagao <rnagao@hawaii.edu>,
>>> Sandy French <afrench@hawaii.edu>
>>>Cc: Kathleen Cutshaw <cutshaw@hawaii.edu>, Mavis Higa <mav@hawaii.edu>
>>>To: Mānoa HR, Mānoa Budget, and Finance & Accounting
>>>Copy: OVCACO - Kathy Cutshaw, Mavis Higa
>>>The reorganization proposal for OVCACO is
>>>attached for your review and comments. Please
>>>submit your feedback to me via e-mail no later
than Friday, August 20, 2010. After internal review, the amended reorganization will be posted on the Organizational Charts website for SEC and Union review. Please feel free to call me should there be any questions.

Thank you,

Ann N.A. Sakuma
Office of the Vice Chancellor for Administration, Finance and Operations
University of Hawaii at Manoa
Hawaii Hall 307
Tel: 808-956-5658  Fax: 808-956-5136
Hi Sandy – Thank you for the below feedback. Please note below corrections made. Appreciate your review and comments.
Ann -

From: Sandy French  
Sent: Wednesday, August 18, 2010 2:24 PM  
To: Ann N A. Sakuma  
Subject: RE: Internal Review: OVCAFO Reorganization

Hi Ann,

Thanks for the reminder. Just a few comments:

1. The narrative states in III.B.2 that no additional faculty/support positions will be needed. However, Chart V-A includes a Director of the Office of Financial Resources Management that is marked “new, pending approval.” [Ann 8/18] You are correct. Have removed the “Director” position from the Office of Financial Resources Management box (see attached).

2. Also regarding the Office of Financial Resources Management, the narrative in II.B states that all existing positions under this office will remain intact. It might be helpful to clarify that the positions within the two remaining subunits (Manoa Budget Office and the Office of Finance and Accounting) will remain intact, but that the other positions in the existing OFRM chart will all be moved. [Ann 8/18] The narrative has been reworded as follows:
All existing positions within the two (2) remaining subunits under the Office of Financial Resources Management (Manoa Budget Office and the Office of Finance and Accounting) will remain unchanged and intact.

3. Functional Statement for Campus Security: the title with the org code line should read “Campus Security & Emergency Management” (not “Campus Security”) in order to match the org chart (Chart I). [Ann 8/18] Made the above correction (see attached). Thank you for catching this.

Everything else looks fine.

-Sandy

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From: Ann N A. Sakuma  
Sent: Wednesday, August 18, 2010 11:06 AM  
To: Sandy French  
Subject: RE: Internal Review: OVCAFO Reorganization

Hi Sandy – Just a reminder that the comments for the OVCAFO reorg is due at the end of this week.....Monday morning is fine. I have attached the updated information for your easy reference and have also included the comments received from Manoa HR and Manoa Budget below.
Thank you, Ann -

-----Original Message-----
From: Bob Nagao [mailto:rnagao@hawaii.edu]
Sent: Thursday, August 12, 2010 9:05 AM
To: Ann N A. Sakuma
Subject: Fwd: Internal Review: OVCAFO Reorganization - Manoa Budget Office Comments

>From: Susan Hirata <shirata@hawaii.edu>
>Subject: Internal Review: OVCAFO Reorganization
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>To: Bob Nagao <rnagao@hawaii.edu>
>Cc: hatakena@hawaii.edu
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> Unit/Section should be entered.
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> [Ann 8/18] Oops, forgot to include the unit name. Thanks for catching that.

From: Peggy Hong
Sent: Thursday, July 22, 2010 9:55 AM
To: Ann N A. Sakuma
Cc: Curtis Zane; Tammy Kuniyoshi; Christopher T. Kono
Subject: Reorg VCAFO

Hi Ann:
Here are my comments:

1. Need to include in the narrative III. 5., that based on restructuring of the organization, position descriptions for impacted positions will be submitted for update to reflect the appropriate new supervisors and duties and responsibilities. No impact to the banding levels is anticipated.

2. We may need to chat about how to reflect Pos. No. 89251, current incumbent: Wayne Fujishige. His number does not appear anywhere in the reorg. proposal, yet I know that Kathy would like to shift the position eventually to the Asst. VC. Can we reflect that number in the reorg. box with an asterisk that states to be redescribed? However, we then need to look at Auxiliary Enterprises and examine its structure.

3. Would recommend that if the position numbers to be reorganized are vacant, to so state. That way, no one will have to research who the employee may be. Example: #77246, #77439 (vacant?)

PSH

From: Ann N A. Sakuma
Sent: Wednesday, July 21, 2010 3:06 PM
To: Peggy Hong; Bob Nagao; Sandy French
Cc: Kathleen Cutshaw; Mavis Higa
Subject: Internal Review: OVCAFO Reorganization

To: Mānoa HR, Mānoa Budget, and Finance & Accounting
Copy: OVCAFO – Kathy Cutshaw, Mavis Higa
The reorganization proposal for OVCAFO is attached for your review and comments. Please submit your feedback to me via e-mail no later than Friday, August 20, 2010. After internal review, the amended reorganization will be posted on the Organizational Charts website for SEC and Union review. Please feel free to call me should there be any questions.

Thank you,
Ann N.A. Sakuma
Office of the Vice Chancellor for Administration, Finance and Operations
University of Hawaii at Manoa
Hawaii Hall 307
Tel: 808-956-5658  Fax: 808-956-5136
Hi All – Regarding point #2 below: After discussion with Irene at Mānoa Budget, it would be difficult to move Wayne’s current position #89251 from Auxiliary Enterprise to the Office of Campus Services under Kathy’s shop because it is supported by Special Funds. There are no Special Funds under OVCAFO. Thus, will leave Wayne’s position as is in Aux Ent with an * to indicate that it will be re-described. Will also leave the Assistant Vice Chancellor position under the Office of Campus Services as is with * to indicate new, pending approval.

Please let me know if you foresee any problems with the above.

Have made the updates outlined in point #1 and #3 below to the proposal.

Thank you for your feedbacks. Have a wonderful weekend.

Ann –

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