MEMORANDUM

TO: Mānoa Deans and Directors
    Mānoa Fiscal Officers and Administrative Officers

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

SUBJECT: 2011 Annual Update of Organizational Charts and Functional Statements

Per the attached memorandum dated June 8, 2011 from the University Budget Office (UBO), please prepare and update your organizational charts and functional statements effective July 1, 2011. UBO attachments (Exhibit A, B, and C) have been excluded to avoid confusion since we are using UH Mānoa formats and forms developed and standardized last year in preparation for the Kuali Financial System.

In our ongoing effort to operate in a sustainable manner, please submit an electronic softcopy (visio, excel, word, etc.) to ovcafo@hawaii.edu by Friday, July 1, 2011 for internal review to meet the July 29th UBO deadline.

Please ensure the total FTE count is reflected on each chart and the grand total FTE is on the first chart. Complete and attach the two (2) supporting documents, the Mānoa FTE Summary Form and the Mānoa Update Form to your electronic submission. For easy reference, information and samples on format and forms are available on the Mānoa Policies, Procedures, and Guidelines (PPG) website under M3.102 Annual Updates: http://manoa.hawaii.edu/policies/m3.000organization/index.html.

Please feel free to contact my office at 956-9190 should there be any questions or assistance needed. Thank you.

c: Virginia S. Hinshaw, Chancellor
   Mānoa Vice Chancellors
MEMORANDUM

TO:   Vice President for Community Colleges
      Chancellors (UH Mānoa, UH Hilo, UH West O'ahu)
      Systemwide Administrative Affairs
      State Director for Career and Technical Education

FROM: Dennis Nishino
      Program and Budget Manager

SUBJECT: 2011 ANNUAL UPDATE OF ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

In anticipation of the Governor’s request for an annual update of the University’s organizational charts and functional statements, we are requesting that you submit seven sets (one original and six copies) of your updated charts and functional statements to the University Budget Office no later than Friday, July 29, 2011. Our office is located at Administrative Services Building One, Room 101.

A worksheet should be completed in accordance with the accompanying sample to explain and report the changes that are incorporated into the 2011 annual update. [Note: the worksheet is available at www.hawaii.edu/budget under Budget Forms] Please note that only one worksheet copy is required with your update submittal. If there are no changes in your organizational charts and functional statements, please check the box at the bottom of the worksheet, sign and date the worksheet, and return it and seven sets, (one original and six copies) of your charts and functional statements to the University Budget Office.

In accordance with revised Administrative Procedure No. A3.101.10 (March 2008):

a. each submitting executive is responsible for the accuracy of their annual update;

b. the 2011 annual update should include the following information and changes:
1. All budgeted permanent and temporary positions on appropriated funds (FTE) belonging to the programs as of July 1, 2011.

The total number of FTE permanent positions should not exceed the program's authorized position count for permanent positions.

2. New permanent positions established as of July 1, 2011.

For 2011 permanent positions appropriated but unestablished as of July 1, 2011, include a "Pending Establishment" footnote at the bottom of the organizational chart and list the positions by pseudo number and position title (without salary level) in the footnote.

3. Approved changes in position classification titles and FTEs.

   a. Classification or salary levels (pricing designations), e.g., M-11 for executive and managerial positions should be deleted from organizational charts, as they are no longer valid. For example, a Director's position should be shown as Director 8XXXX.

   b. Please reflect Administrative, Technical and Professional positions with their functional code titles. For example, an Administrative Officer's position would be shown as Administrative Officer, PBB 8XXXX. Broadband position titles should not be used for organizational chart purposes. Also, position titles should not include the UH prefix. Position classifications for coaches, however, are not affected by this requirement. Also, working titles should not be reflected.

4. Reorganizations officially approved as of July 1, 2011.

5. Approved changes in titles of organizational units.

6. Minor corrections or adjustments made to functional statements that do not require the approval of reorganization or affect the classification or organizational location of a position.

As a reminder, please note the following:

1. All charts and functional statements should be prepared on 8-1/2" x 14" white paper.

2. Position counts reflected on the organizational charts should not exceed your authorized position ceilings (allocation) for permanent positions. The FTE for less than full-time positions should be shown,
e.g., 8XXXX(.50). Also, the funding source for non-general funded positions should be reflected, i.e., (W), (N) or (B).

Position count totals by funding source should be provided on the bottom of each organizational chart, e.g., general funds 20.00, special funds 2.00. Please refer to Exhibit A or B.

3. All supervisor/subordinate reporting relationships should be accurately reflected using the method depicted in either Exhibit A or Exhibit B (see attached).

4. If a position has been transferred between organizational units, a signed and dated position organizational chart reflecting the transfer should be submitted for each chart affected, i.e., the organizational unit receiving the position and the organizational unit giving up the position. This applies only to situations where no change in supervisory levels or organizational functions is involved and the approval of reorganization is not required.

5. Generally, only solid lines should be used to draw and connect blocks.

6. Chart update stamps from prior annual updates and chart approval signatures and dates from previous fiscal years should be deleted from charts submitted for this annual update.

7. Organizational charts and functional statements should include a heading to identify the organizational location of an organizational unit. See Exhibit A, (upper right corner) for an organizational chart heading sample, and Exhibit C for a functional statement heading sample.

If there are any questions regarding this matter, please contact Ed Leong at 956-8472.

Attachments

C: Russell Chun, ORS
Kathleen Cutshaw, UHM
Kerwin Iwamoto, UHH
Joyce Clapp, SDCTE
Nancy Nakasone, UHWO
Howard Todo, System
Mike Unebasami, CC
Scott Yamashita, ITS
Lance Yamamoto, CC/Budget