



Kapi`olani Community College

# Reorganization Open Forum

presented by

Eileen Torigoe,  
Human Resources Director

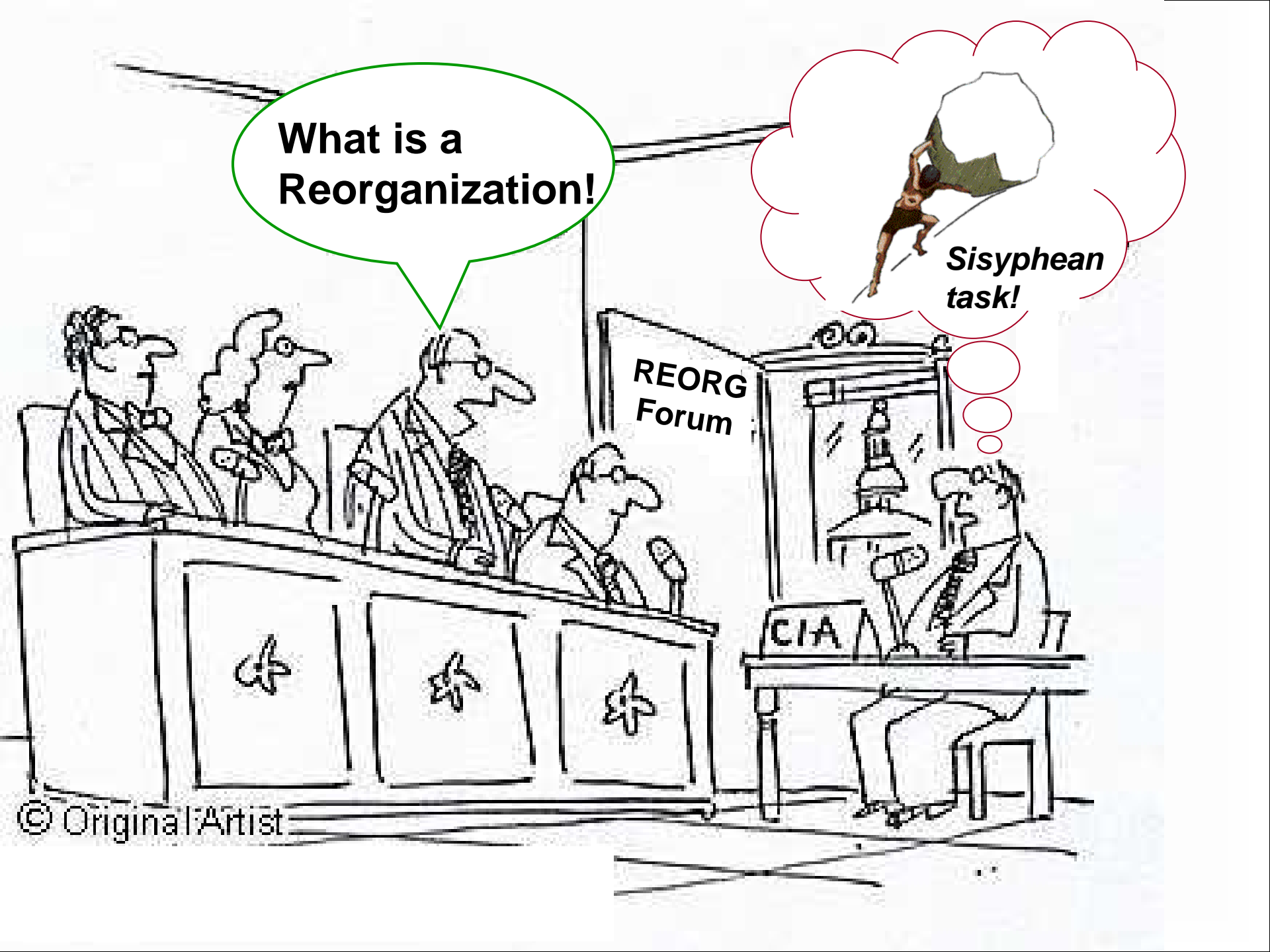
October 22, 2008

**What is a  
Reorganization!**

*Sisyphian  
task!*

**REORG  
Forum**

**CIA**



# Reorganization Defined

- What constitutes a reorganization is defined in:
  - Administrative Procedure
  - A3.101
  - March 2008
  - University of Hawai`i Organizational and Functional Changes

# Reorganization Defined

- 4. Applicability

This policy and procedure applies to the following:

- a. Reorganizations

A reorganization is defined as:

- 1) Creation of a new organizational segment or the abolishment of an existing organizational segment.
- 2) Rearrangement or regrouping of existing organizational segments involving the reassignment or redistribution of functions and positions affected by these changes in functions.

# Reorganization Defined

- 3) Creation of a new supervisory level or the deletion of an existing supervisory level.
  - b. Changes in titles of organizational segments.
  - c. Annual update of organization charts and functional statements.

# Reorganization Process

- **Campus Level Activity – Preparation, Discussions, Formatting**  
↓
- **Submission to Vice President’s Office, Community Colleges**
  - **Community Colleges Human Resources Review**  
Reviews for policy issues, assists in audit of Charts
  - **Budget Office Review**  
Reviews for position counts/budgets, assists in audit of Charts↓
- **Return to campus, address corrections**
  - **Resubmission(s) with corrections**↓
- **Return to Vice President’s Office, Community Colleges**
  - **Distributes to Unions for consultation (Union seeks comments from membership)**
  - **Various meetings may be held**↓
- **Upon completion of consultation with collective bargaining representatives, the approving authority with consultation records and recommended modifications that may result, reviews and approves according to policy.**

# Reorganization Questions

- Most Frequently Asked Re-Organization Chart Questions
  - 10. Why don't I see my position number?
  - 9. I compared the charts with other lists and they are different?
  - 8. Charts are inaccurate?
  - 7. Position Numbers are incorrect?
  - 6. Is there a difference from the charts we saw?

# Reorganization Questions (cont.)

- 5. Why did it take so long?
- 4. Where is it now? I thought the next step was approval.
- 3. Why are the titles different?
- 2. I have been assigned to \_\_\_\_\_ unit for a long time, why am I listed somewhere else? (Is someone trying to tell me something?)
- 1. Did I miss your question?



# Reorganization Questions/Discussion

Kapi`olani Community College  
Reorganization Forum

Eileen Torigoe  
Personnel Officer, Human Resources  
October 22, 2008