

**State of Hawai'i  
University of Hawai'i**

***Kapi'olani Community College***

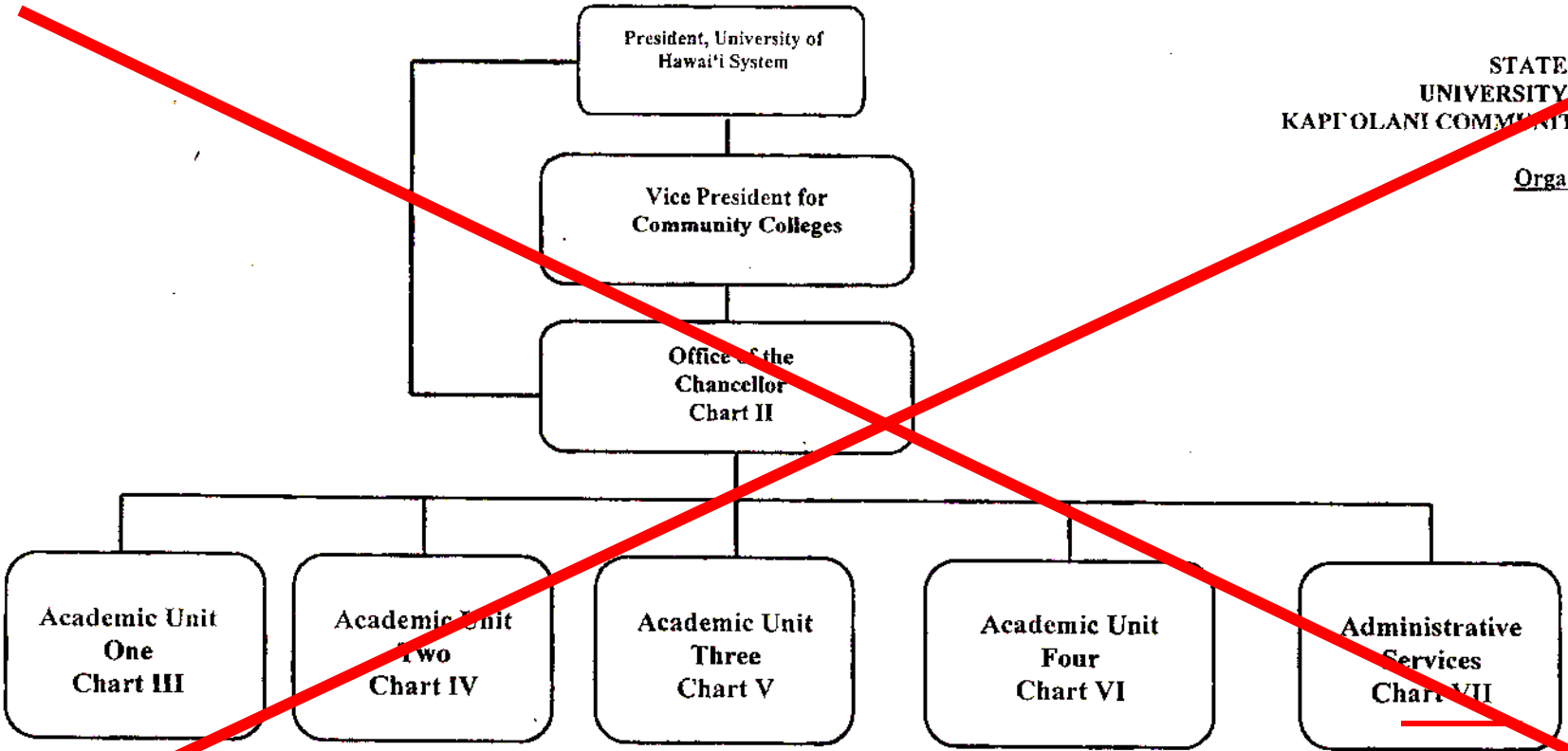
**DRAFT of Organization Charts**

**Updated April 5, 2007**

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
KAPI'OLANI COMMUNITY COLLEGE

Organization Chart

Chart I

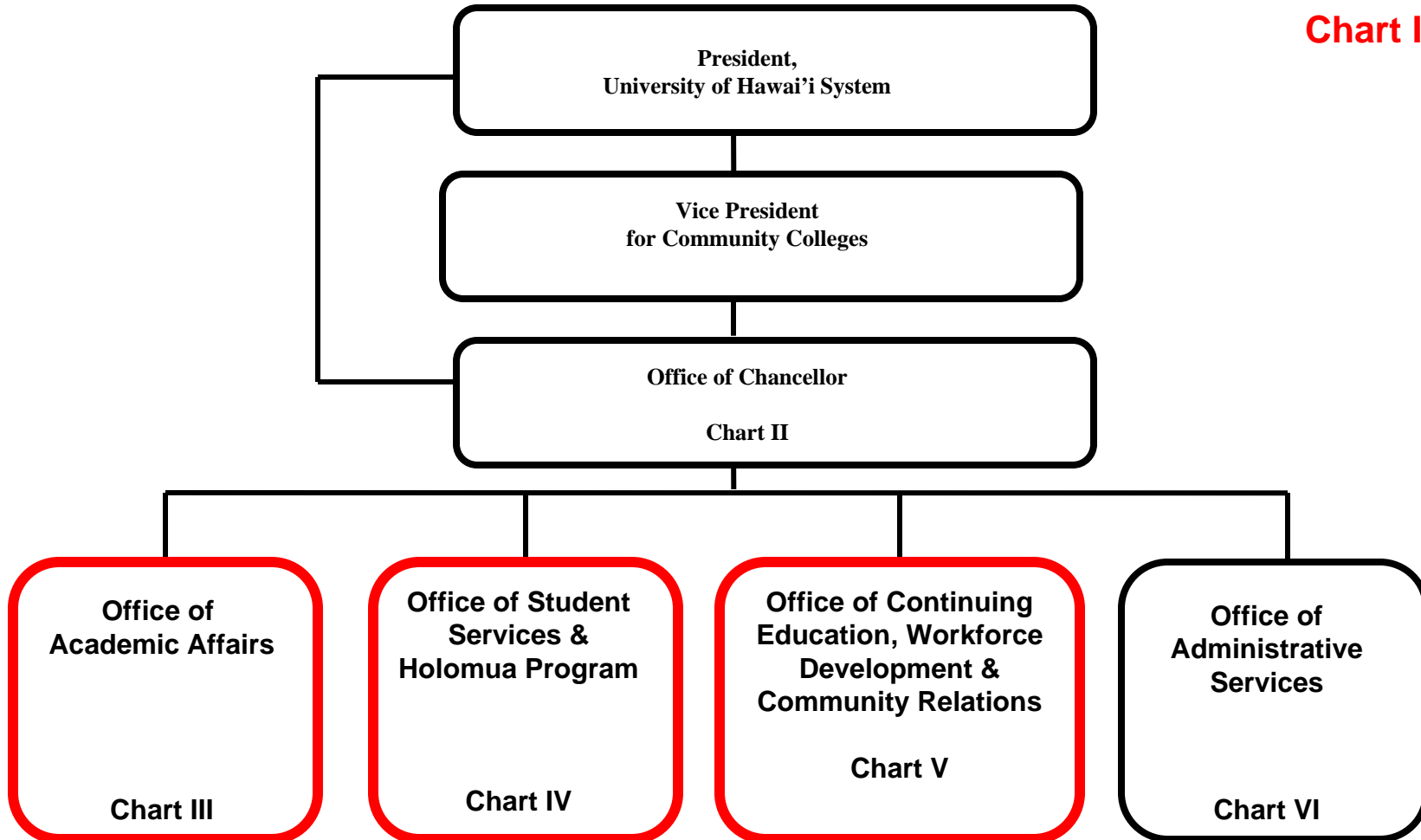


	<u>Perm</u>	<u>Temp</u>
General Fund	360.00	27.50
(B) Special Funds	24.00	

~~CHART UPDATED  
DATE                       2006~~

Organization Chart

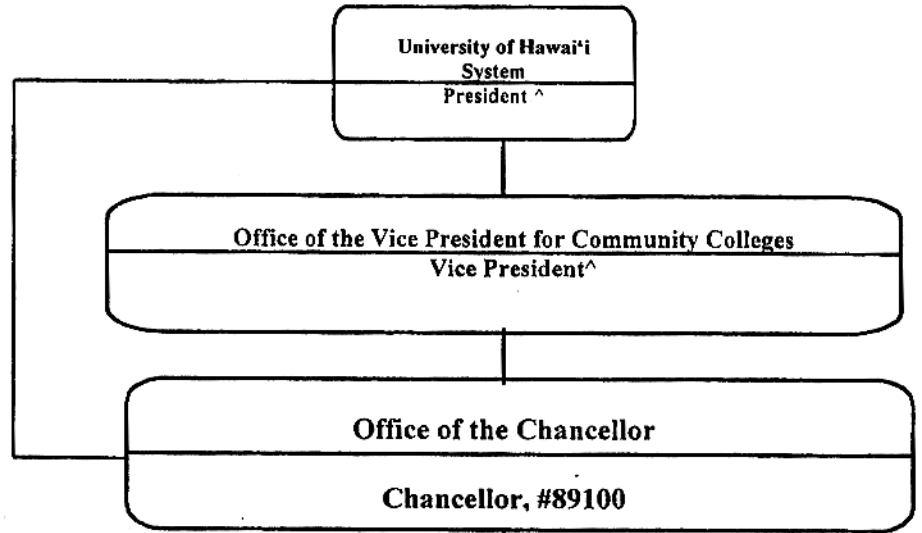
**Chart I**



STATE OF HAWAI'I  
 UNIVERSITY OF HAWAI'I  
 KAPI'OLANI COMMUNITY COLLEGE

Organization Chart

Chart II



Private Secretary II, SR22, #900112  
 Clerk Typist II, SR08, #900113\*  
 Assistant to Senior Executive, #89341  
 Secretary II, SR14, #47688

**Office of International Affairs**  
 Chart IIA

**Office of Planning and Institutional Research**  
 Administrative Officer, PBB, #77245  
 Faculty (1.00), #82232  
 Institutional Analyst, #97922F

#78237

^ Excluded from position count this chart

\*Temporary position

+Reorganization required to include three new position counts provided by the Legislature. Includes two faculty (97650F, 97651F) and one clerical support (97150F). Reorganization to follow.

General Fund  
 Moved to Chart Va – Continuing Education & Workforce Development with permanent numbers for faculty positions, i.e., #74755 & #74784  
~~Perm 10.00~~  
 7.00

Temp 1.00

~~CHART UPDATED  
 JUL - 1 2008~~

**CHART UPDATED  
 4/5/07**

Chart IIA

Office of the Chancellor  
Chancellor, #89100

Private Secretary II, SR22, #900112  
Clerk Typist II, SR08, #900113\*  
Assistant to Senior Executive, #89341  
Secretary II, SR14, #47688

Office of International Affairs

Office of Planning and Institutional Research  
Administrative Officer, PBB, #77245  
Faculty (1.00), #82232  
Institutional Analyst, #97922E

#78237

See Academic Unit One, Organization Chart III, CHART UPDATED July 1, 2006

Paul S. Honda International Center  
Unit Head<sup>#</sup>  
Faculty (4.00), #88050(B), #83745, #87611T<sup>+</sup>, #97655F  
Educ. Specialist, PBB, #77229T\*  
Clerk Typist II, SR08, #54804(B)<sup>+</sup>

<sup>^</sup> Excluded from position count this chart  
<sup>#</sup> Unit Head is appointed from among the faculty positions  
<sup>\*</sup> Temporary Position  
<sup>+</sup> To be redescribed & submitted for classification review

General Fund  
(B) Special Funds

~~Term  
5.00  
2.00~~

~~Temp  
2.00  
CHART UPDATED  
DATE JUL 1 2006~~

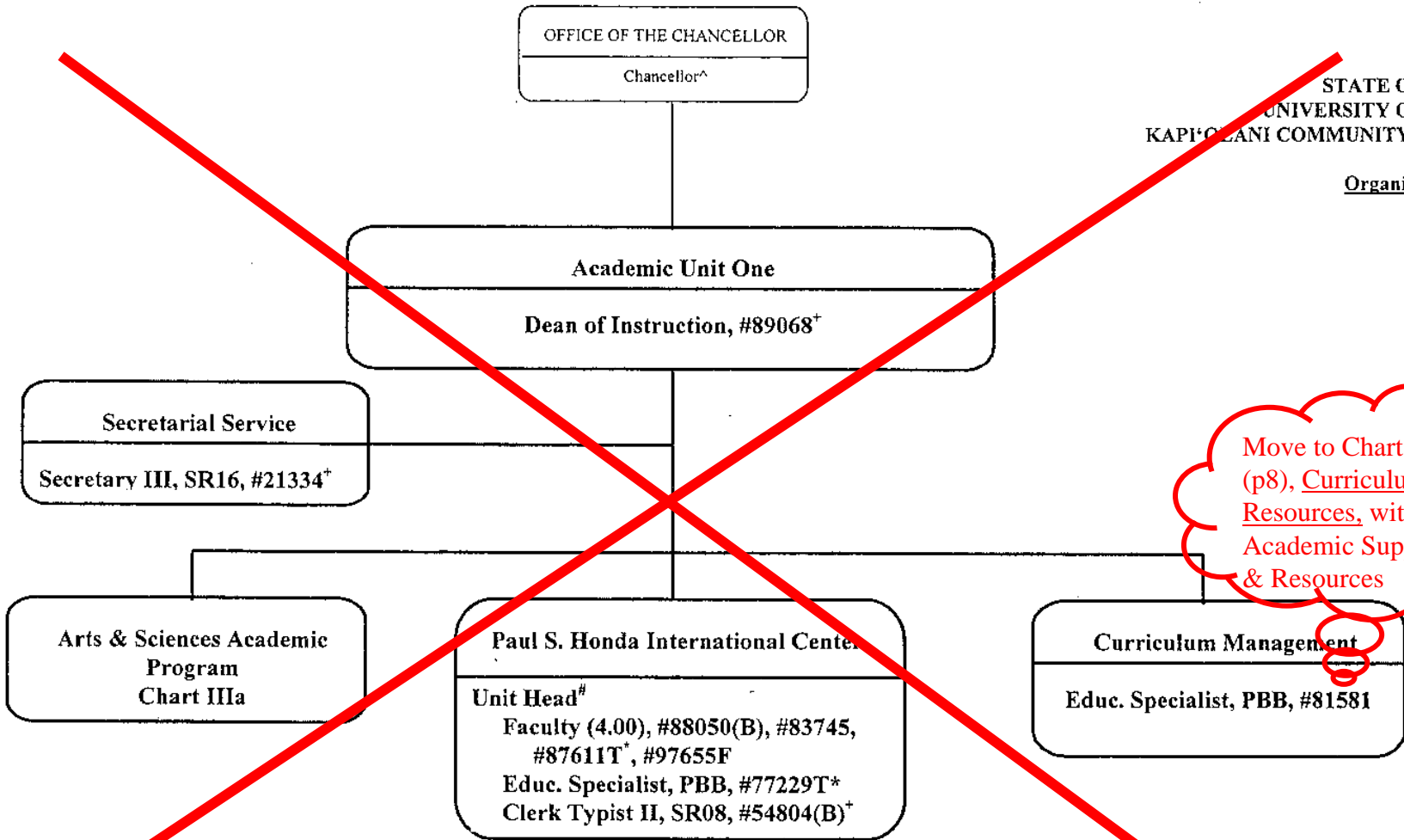
*Eileen:T: Paul Honda International Center – are there other positions, e.g., one temporary faculty position and one Ed Specialist that should be added to the Center?*

4/20/2011

CHART UPDATED  
4/5/07 5

Organization Chart

Chart III



Move to Chart IIIa,  
 (p8), Curriculum  
 Resources, within  
 Academic Support  
 & Resources

^ Excluded from position count this chart  
 Unit Head is appointed from among the faculty positions  
 \* Temporary Position  
 + To be redescribed & submitted for classification review

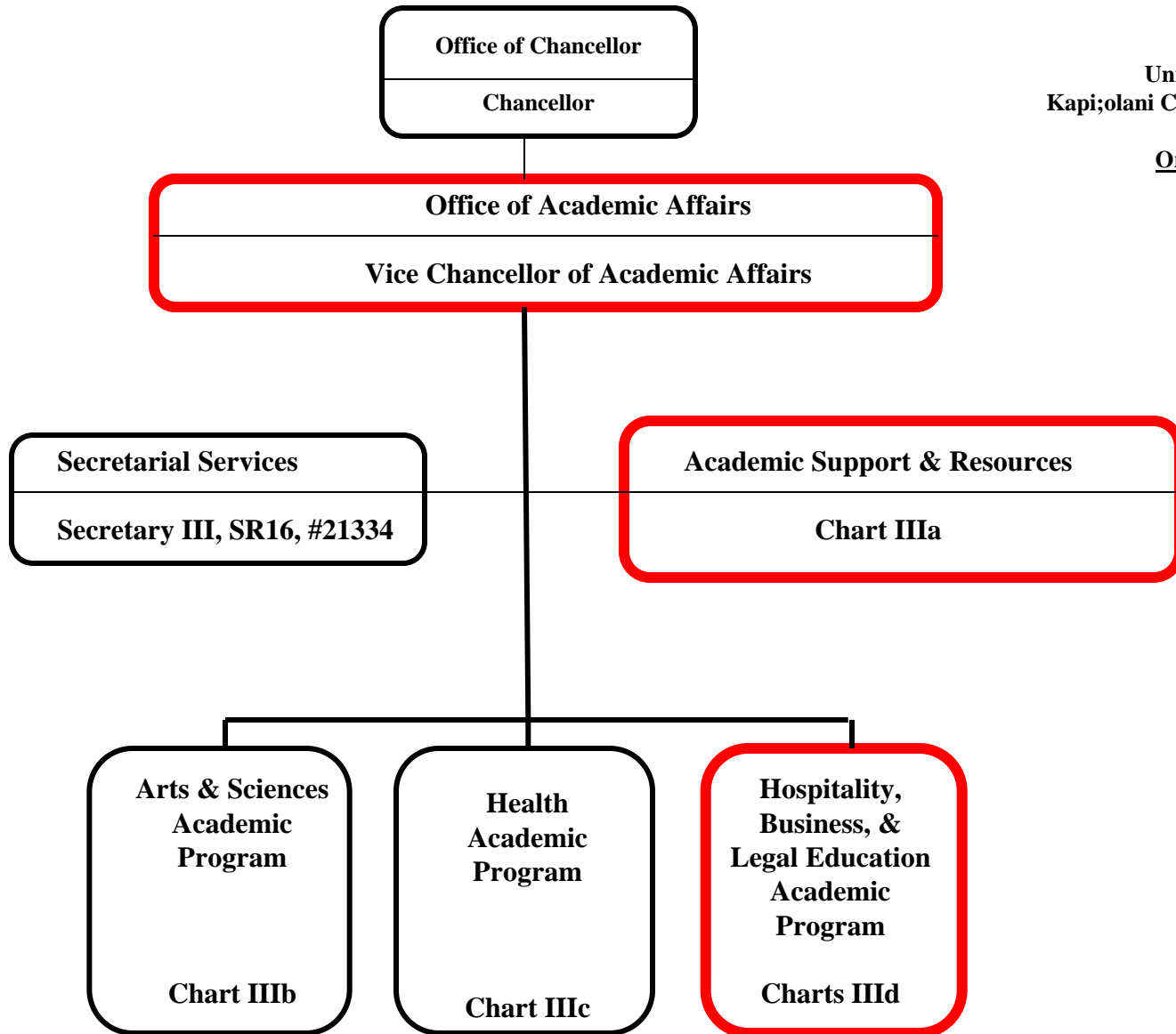
General Fund  
 (B) Special Funds

Perm	Temp
5.00	2.00
2.00	

CHART UPDATED  
 JUL - 1 2006  
 DATE \_\_\_\_\_

Organization Chart

Chart III



**Office of Academic Affairs**

**Vice Chancellor of Academic Affairs**

**Academic Support & Resources**

Curriculum Resources

**Curriculum Management, Educ. Specialist, PBB, #81581,  
(see Academic Unit One, Organization Chart III, CHART UPDATED July 1, 2006)**

Library & Learning Resources

**(see Academic Unit Three, Organization Chart Vc, CHART UPDATED July 1, 2006)**

CELTT

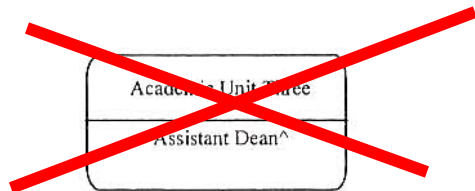
**(see Academic Unit Three, Organization Chart Vd, CHART UPDATED July 1, 2006)**

~ Academic & Administrative Computing, Professional Development, Distance Ed & Online Education

~ Telecommunications, e.g., telephone systems, etc.

~ Emphases



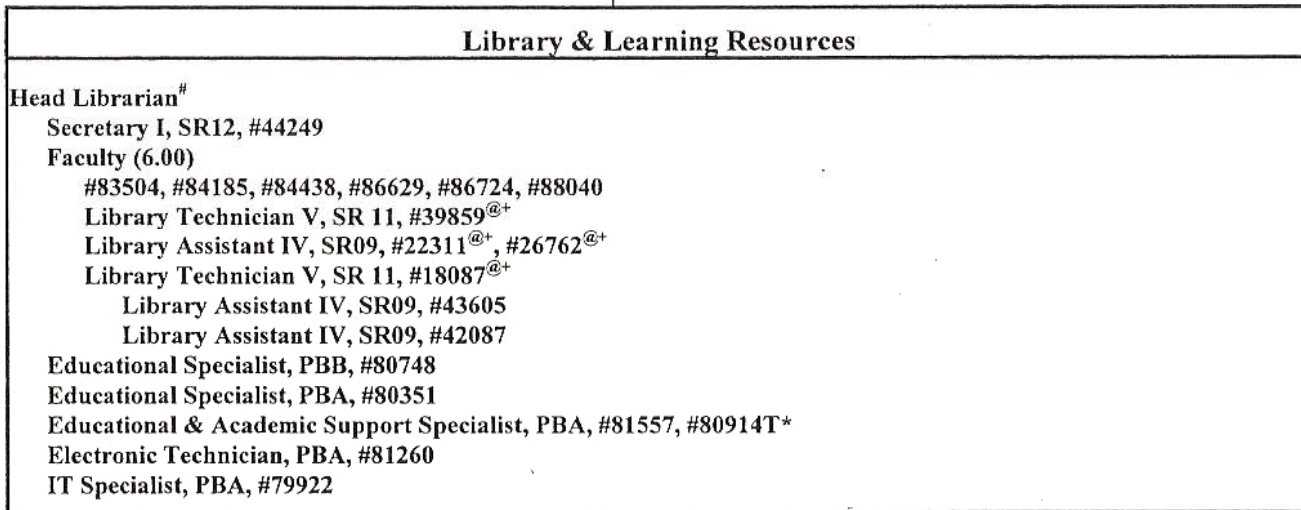


STATE OF HAWAII  
 UNIVERSITY OF HAWAII  
 KAPI'OLANI COMMUNITY COLLEGE

Organization Chart

Chart Vc

*Now Part  
 of  
 Chart  
 IIIa*



^ Excluded from position count this chart

\* Temporary position

# Head Librarian is appointed from among the faculty positions

@ Supervised by one of the faculty positions

+ To be redescribed & submitted for classification review

General Fund

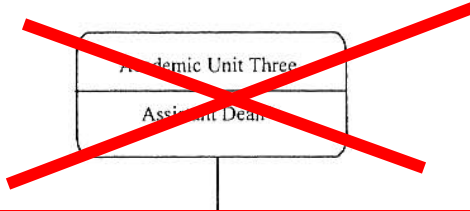
Perm  
18.00

Temp  
1.00

~~CHART UPDATED  
 JUL - 1 2006~~

4/20/2011

**CHART UPDATED  
 4/4/07**



Organization Chart

Chart Vd

*Now Part  
 of  
 Chart  
 IIIa*

**Center for Excellence in Learning, Teaching and Technology**

Information & Media Technology Services

Unit Head<sup>#</sup>

Faculty (3.00)

#82386, #86711(B), #87603

Information Technology Specialist, PBB, #81535

Clerk III, SR08, #54823, #54825

Information Technology Specialist, PBC, #81384

Information Technology Specialist, PBB, #80529, #80340, #81627

Information Technology Specialist, PBA, #81220T\*

Information Technology Specialist, PBB, #81654

Electronic Technician, PBB, #80034

Electronic Technician, PBA, #81277

Audio Visual Technician I, BC07, #47350 (0.50 FTE)

Media Specialist, PBB, #80694

Graphic Artist, PBB, #81060

Offset Press Operator III, BC09, #39797

Offset Press Operator II, BC08, #47346 (0.50 FTE)

Secretary II, SRI4, #21321

Clerk-Typist II, SR08, #42014\*, #48451

**Move to new  
 Chart VIa –  
 Administrative Services  
 Campus Operations**

<sup>^</sup> Excluded from position count this chart

\* Temporary position

<sup>#</sup> Unit Head is appointed from among the faculty positions

Perm

Temp

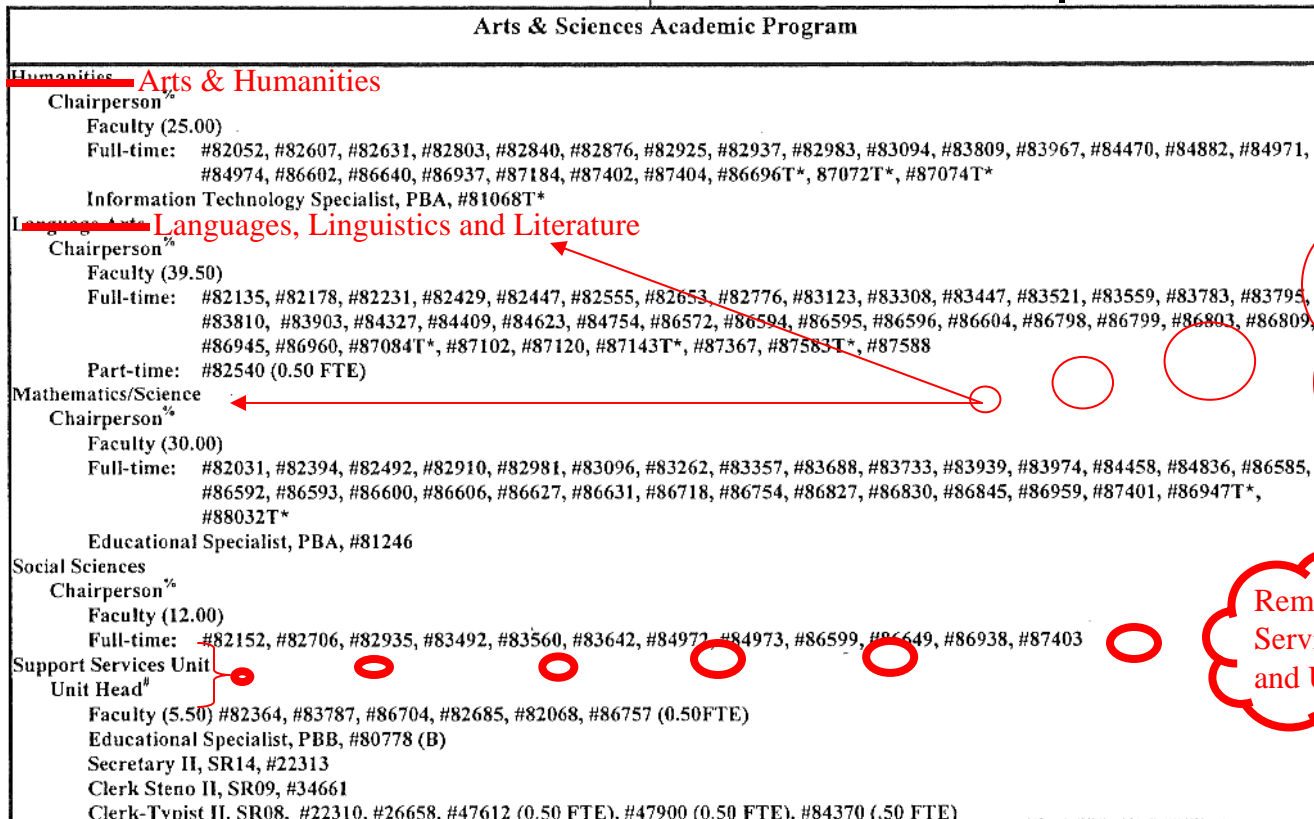
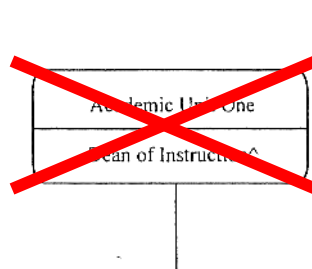
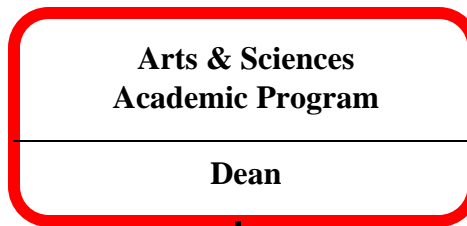
General Fund  
 Special Fund

~~CHART UPDATED  
 DATE JUL - 1 2008~~

Eileen T: Secretary II, SR14, #21321 & Clerk Typist II, SR08, #42014 & #48451 – What do they do? Are they filled or vacant?

4/20/2011

**CHART  
 UPDATED  
 4/5/07**



~~Chart IIIa~~

KCC received five positions from the UHCC system. **Three** went to Languages, Linguistics, and Literature replacing the three temporary positions of Cole, Tasaka, & Yamamoto. **One** position went to Mathematics and Science replacing the temporary position of Mdeng.

Remove Support Services Unit and Unit Head

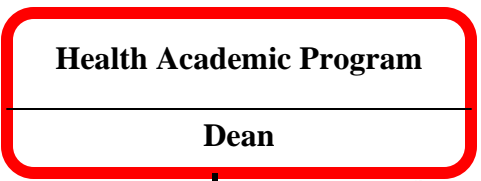
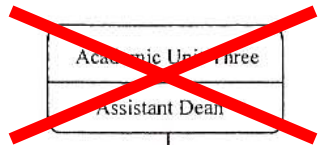
CHART UPDATED  
4/5/07

^ Excluded from position count this chart  
% Chairperson is appointed from among the faculty positions  
# Unit Head is named from among the Chairpersons  
\* Temporary Position  
+ To be redescribed & submitted for classification review

General Fund	Perm	Temp
(B) Special Funds	110.50	9.00
	1.00	

~~CHART UPDATED  
DATE JUL - 1 2006~~

- Eileen T: 4/20/2011
- What are functions and status of 5.5 Faculty Positions listed under Support Services Unit?
  - Ed Specialist #80778 – where has this position been assigned? What is person doing? Math? NMA?
  - Update Secretarial assignments to department chairs and where clerk typist have been upgraded to secretary II.
  - Any ideas as to where to temporarily place the fifth position received from UHCC?

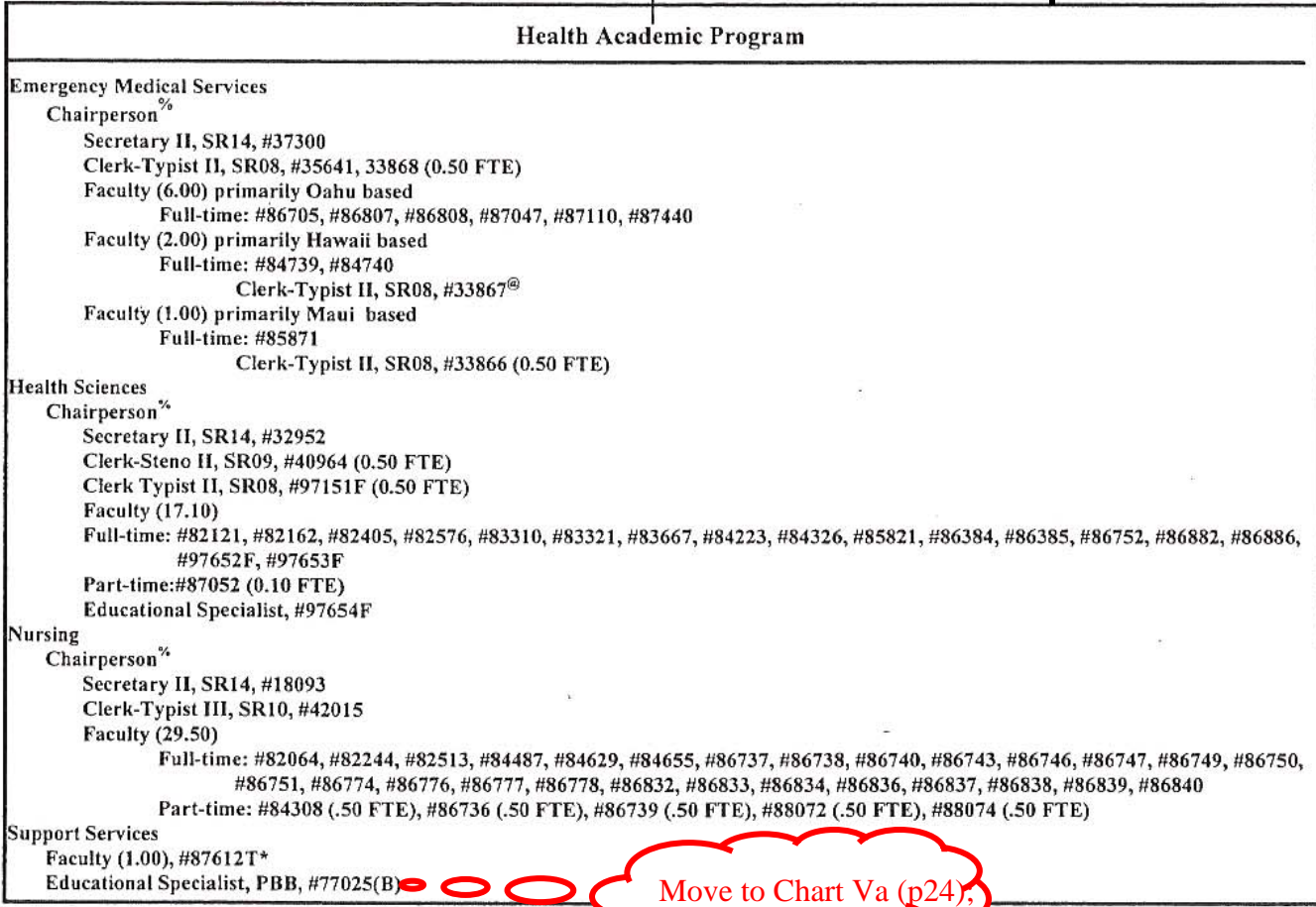


STATE OF HAWAII  
UNIVERSITY OF HAWAII  
KAPI'OLANI COMMUNITY COLLEGE

Organization Chart



Chart IIIc



^ Excluded from position count this chart

- \* Temporary Position
- % Chairperson is appointed from among the faculty positions
- @ Supervised by one of the faculty positions

	Perm
General Fund	64.60
(B) Special Funds	1.00

Temp  
1.00

~~CHART UPDATED~~

~~JUL - 1 2006~~

**CHART UPDATED**  
**4/5/07**

4/20/2011 Eileen T: a. What is role of Faculty position # 87612T?

**Hospitality, Business, & Legal Education Academic Program**

**Dean**

**Chart III d**

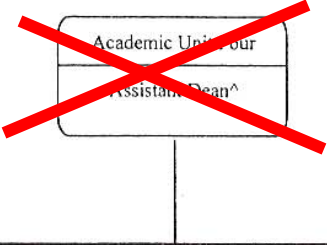
**Hospitality, Business, & Legal Education**

Hospitality Academic Program (see Academic Unit Four, Organization Chart VI b, CHART UPDATED July 1, 2006)

Business Academic Program (see Academic Unit Four, Organization Chart VI a, CHART UPDATED July 1, 2006)

Legal Education Academic Program (see Academic Unit Three, Organization Chart V b, CHART UPDATED July 1, 2006)

Organization Chart



~~Chart VIIb~~  
**Now Part  
 of  
 Chart  
 III d**

**Hospitality Academic Program**

**Culinary Institute of the Pacific**

Program Director, #89029<sup>+</sup>

Chairperson<sup>%</sup>

Faculty (12.00)

Full-time: #82683, #82970, #83225, #83460, #83901, #84091, #84103, #84304, #84539, #86597, #86670, #86719

Secretary II, SR14, #16962

Cook III, WS 08, #22318 (B), #32863 (B)

Clerk III, SR08, #22319 (B)

Educational & Academic Support Specialist, PBA, #81304 (B), #81420 (B), #81422 (B)

**Hospitality**

Chairperson<sup>%</sup>

Faculty (7.00)

Full-time: #82066, #82467, #83133, #83684, #84369, #86742, #86715

Secretary II, SR 14, #44592<sup>+</sup>

**Support Services**

Faculty (2.00)

#86741

#86706(B)

Educational Specialist, PBA, #80617(B)

<sup>^</sup> Excluded from position count this chart

<sup>\*</sup> Temporary Position

<sup>%</sup> Chairperson is appointed from among the faculty positions

<sup>+</sup> To be redescribed & submitted for classification review

General Fund

(B) Special Funds

Perm

23.00

8.00

Temp

~~CHART UPDATED~~

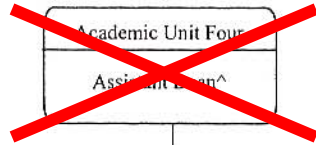
~~JUL - 1 2006~~

**CHART UPDATED**

**4/5/07**

4/20/2011

Eileen T: What is role of Support Services personnel – Faculty #86741 & 86706 and Ed Specialist, PBA, #80617 (B)? Are these positions filled/vacant? Etc.



Organization Chart

Chart VIa

*Now Part  
 of  
 Chart  
 IIIId*

**Business Academic Program**

**Chairperson\***

Secretary II, SR14, #22312

Faculty (20.00)

Full-time: #82026, #82218, #82348, #82389, #82503, #82728, #82795, #82931, #83221, #83734, #83771, #84150,  
 #84337, #86591, #86598, #86702(B)<sup>+</sup>, #86758, #86944(B), #87123, #87144T\*

Educational Specialist, PBA, #81429(B)<sup>+</sup>, #81923(B)

<sup>^</sup> Excluded from position count this chart

\* Temporary Position

% Chairperson is appointed from among the faculty positions

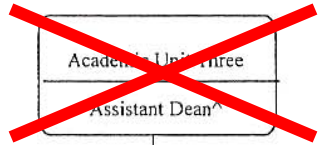
<sup>+</sup> To be redescribed & submitted for classification review

General Fund  
 (B) Special Funds

Perm  
 18.00  
 4.00

Temp  
 1.00

~~CHART UPDATED  
 JUL - 2006  
 DATE \_\_\_\_\_~~

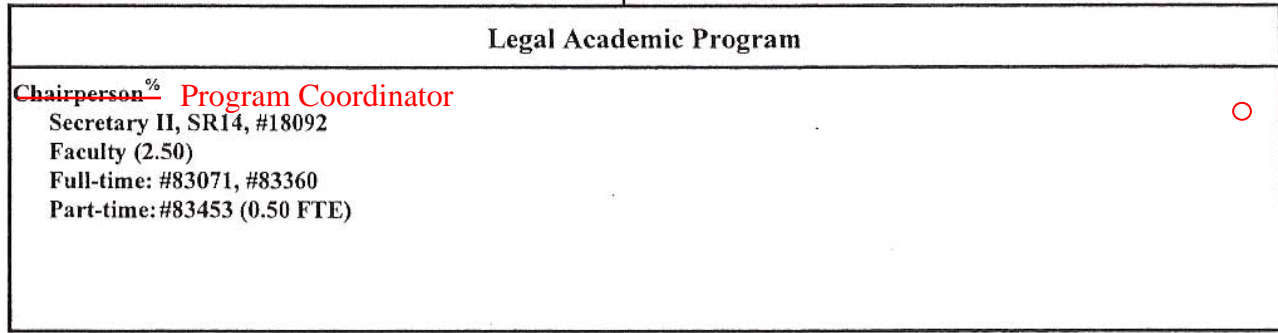


STATE OF HAWAII  
 UNIVERSITY OF HAWAII  
 KAPI'OLANI COMMUNITY COLLEGE

Organization Chart

Chart Vb

*Now Part of  
 Chart III d*



<sup>^</sup> Excluded from position count this chart  
<sup>%</sup> Chairperson is appointed from among the faculty positions

General Fund      Perm 3.50      Temp

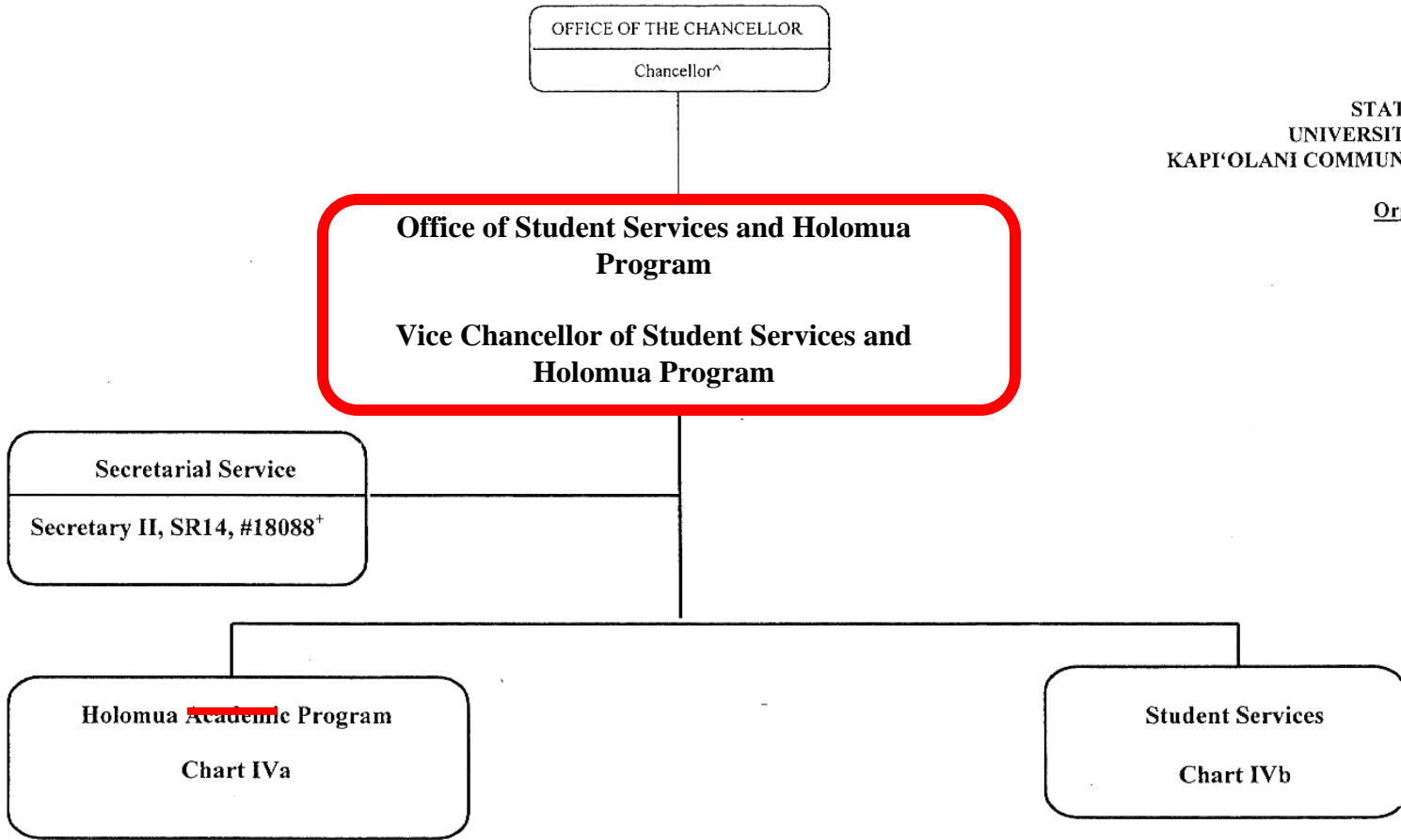
~~CHART UPDATED  
 DATE JUL 1 2008~~

Eileen T: What is status of #83453 – shows 1.0 FTE but listed here as 0.50 FTE?  
 (Cynthia Kimura on sabbatical?)

4/20/2011

**CHART UPDATED  
 4/5/07**      16





^ Excluded from position count this chart

\*To be redescribed & submitted for classification review

General Fund

Perm  
2.00

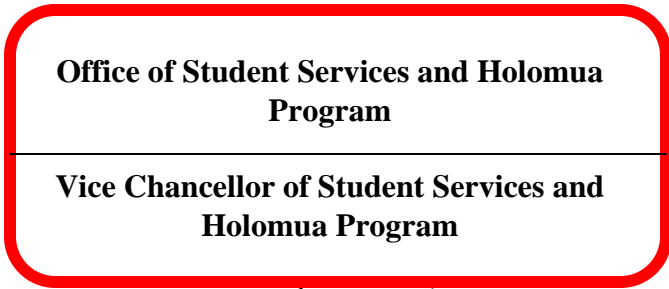
Temp

~~CHART UPDATED  
JUL 2006  
DATE \_\_\_\_\_~~

**CHART UPDATED  
4/4/07**

Organization Chart

Chart IVa



**Holomua Academic Program**

**Chairperson\***  
**Faculty (7.00)**  
**Full-time: #82380, #82874, #83538, #83870, #84072, #86603, #87648**  
**Approximately 16.00 FTE faculty will be assigned in whole or part from the Arts & Sciences Academic Program on an annual basis**  
**Secretary II, SR14, #14214**  
**Administrative & Fiscal Support Specialist, PBA, #78053T\***

^ Excluded from position count this chart

\* Temporary Position

% Chairperson is appointed from among the faculty positions

General Fund

Perm  
8.00

Temp  
1.00

~~CHART UPDATED  
 DATE: JUL - 1 2006~~

**Office of Student Services and Holomua  
Program**

**Vice Chancellor of Student Services and  
Holomua Program**

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
KAPI'OLANI COMMUNITY COLLEGE

Organization Chart

Chart IVb

**Student Services**

**Faculty (3.50)**

#83453 (0.50 FTE), #87649, #83387, #97656F

**Special Services Unit Head<sup>#</sup>**

Clerk-Steno II, SR09, #27004<sup>+</sup>

Educational Specialist, PBA, #81761<sup>+</sup>

Student Services Specialist, PBA, #96660F<sup>++</sup> (0.50 FTE)

**Kekaulike Information and Service Center**

Student Services Specialist, PBB, #81615<sup>+</sup>

Student Services Specialist, PBB, #80257<sup>+</sup>

Instructional and Student Support, PBA, #78155T\*, #78156T\*

Clerk IV, SR10, #11485<sup>+</sup>, #18086<sup>+</sup>, #44254<sup>+</sup>, #54813<sup>+</sup>

Student Services Specialist, PBB, #77724

Student Services Specialist, PBB, #77331 (B)<sup>+</sup>

Instructional and Student Support, PBA, #77953T\*

Clerk-Typist III, SR10, #09169<sup>+</sup>, #22315<sup>+</sup>

Clerk IV, SR10, #41320(B)<sup>+</sup>, #44160<sup>+</sup>

Student Services Specialist, PBB, #81547<sup>+</sup>

Student Services Specialist, PBB, #81878<sup>+</sup>, #81887<sup>+</sup>

Student Services Specialist, PBA, #77773

Instructor (Counselor), #83329<sup>+</sup>

*From original Chart VIc, Academic Unit Four,  
College & Community Relations, Updated July 1,  
2006 add:*

*#27015 - Marietta Escobar-Solis*

*#54811 - Janet Sasaoka*

*(Both positions to be transferred to  
Student Services - Registration for Continuing  
Education)*

*(from page 22)*

<sup>^</sup> Excluded from position count this chart

<sup>\*</sup> Temporary Position

<sup>#</sup> Unit head is appointed from among the faculty positions

<sup>+</sup> To be redescribed & submitted for classification review

General Fund  
(B) Special Fund

Perm  
20.50  
2.00

Temp  
3.50

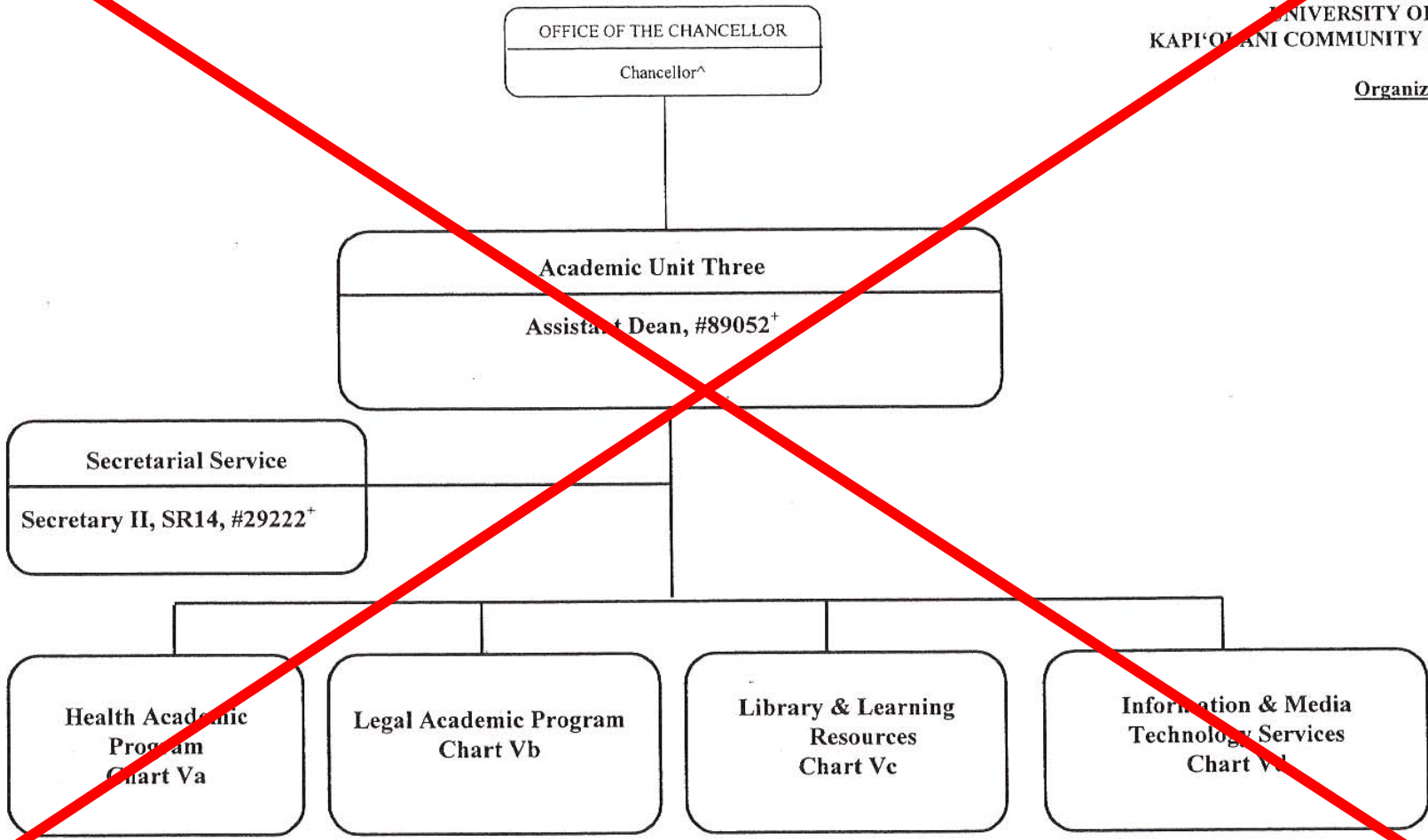
~~CHART UPDATED  
JUL - 1 2006~~

4/20/2011

**CHART UPDATED 19**  
**4/5/07**

Organization Chart

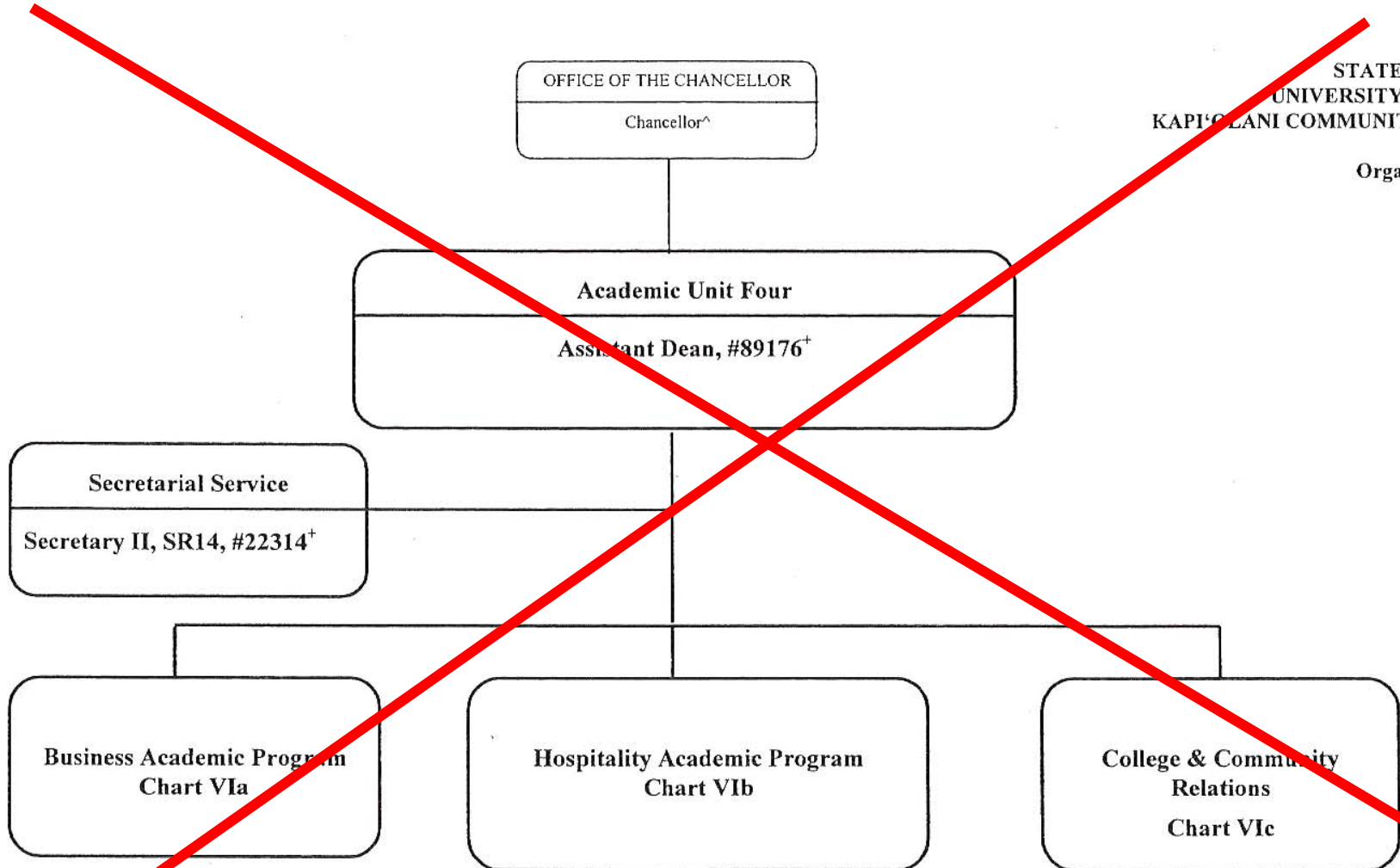
Chart V



^ Excluded from position count this chart  
+ To be redescribed & submitted for classification review

General Fund      Perm 2.00      Temp

CHART UPDATED  
JUL - 1 2006  
DATE \_\_\_\_\_



^ Excluded from position count this chart

+ To be redescribed & submitted for classification review

General Fund

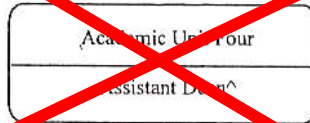
Perm  
2.00

Temp

CHART UPDATED  
DATE JUL - 1 2006

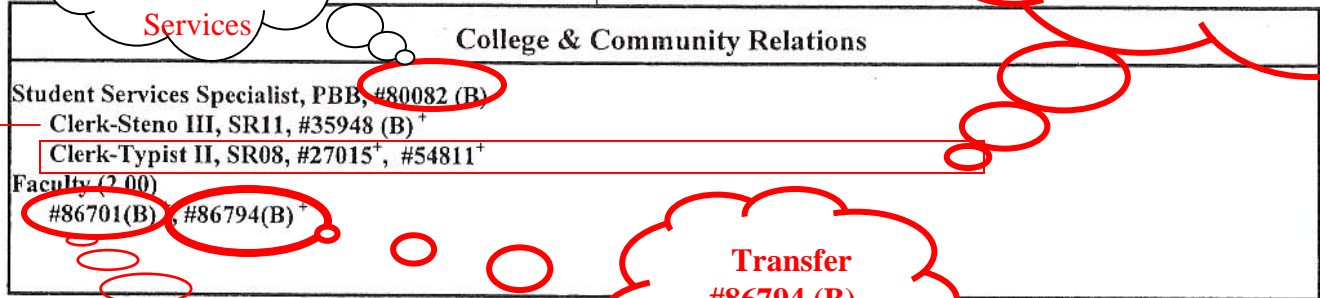
Organization Chart

Chart VIc



Move #80082  
- Joseph Campos - to Administrative Services

#27015 - Marietta Escobar-Solis  
#54811 - Janet Sasaoka  
Both positions to be transferred to Student Services  
- Registration for Continuing Education



Transfer #86794 (B) - Timiteo - to Culinary Arts

Retained # 35948 (B) & # 86701 (B) in CE/ WD & CR, Chart Va, p.24

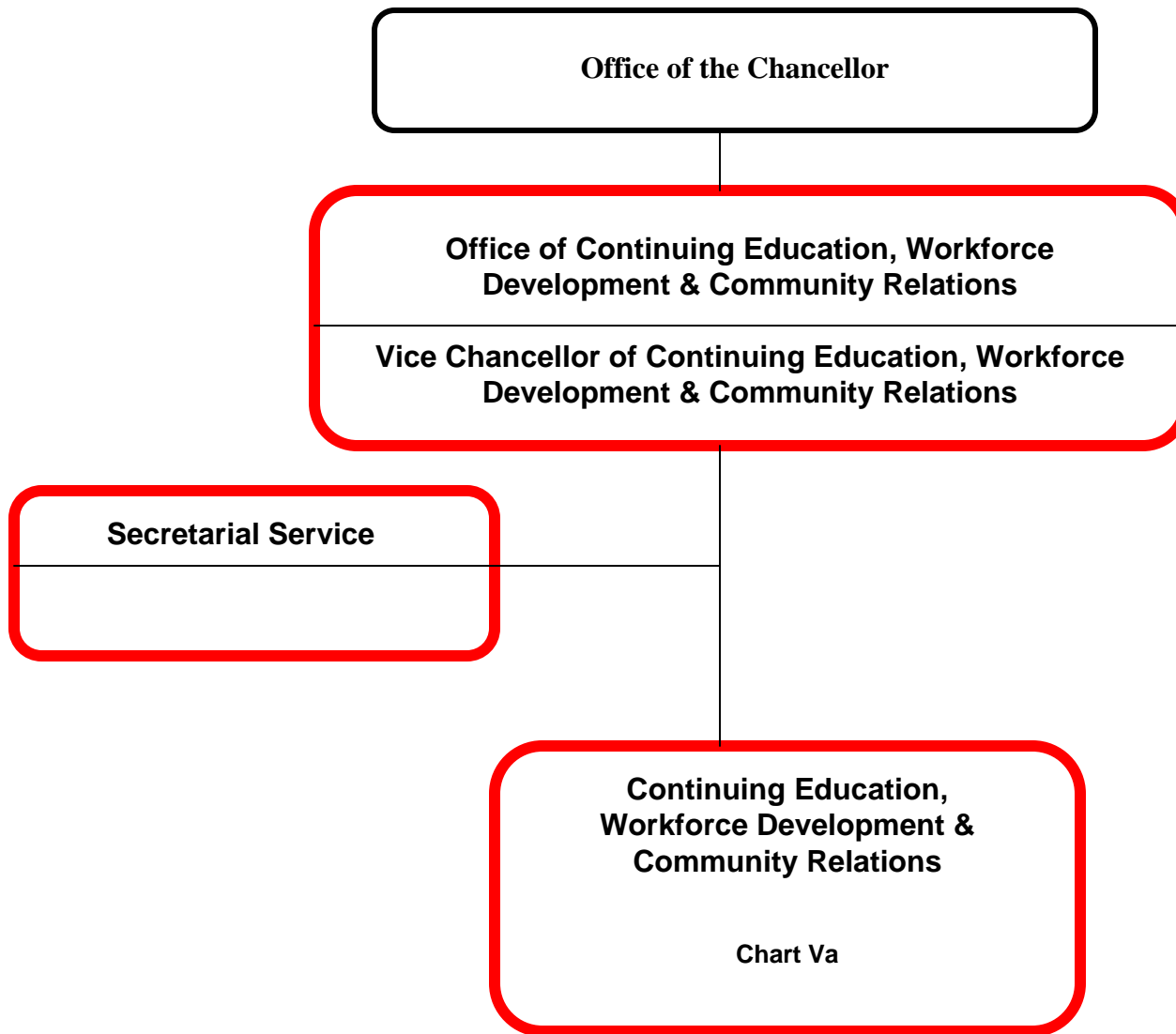
**CHART UPDATED 4/5/07**

^ Excluded from position count this chart  
\* Temporary Position  
+ To be redescribed & submitted for classification review

	Perm	Temp
General Fund	2.00	
(B) Special Funds	4.00	

~~CHART UPDATED  
DATE JUL - 1 2008~~

- Eileen T:
- PROBLEM:** Can we move Student Services Specialist, PBB, #80082 – Joseph Campos - to Administrative Services?
  - Retain Clerk-Steno III, SR11, # 35948 (B) in Community Relations, Chart Va, p.24;
  - Move Clerk-Typist II, SROI, #27015, #54811 to Student Services, Registration for CE/WD (already functioning);
  - Move Faculty, #86794 (B) to Culinary Arts, Chart III d, p.14;
  - Retain Faculty, #86701(B) in Community Relations, Chart Va, p.24.



**CHART UPDATED  
4/5/07**

**Office of Continuing Education, Workforce Development & Community Relations**

**Vice Chancellor of Continuing Education, Workforce Development & Community Relations**

State of Hawai'i  
University of Hawai'i  
Kapi'olani Community College

Organization Chart

**Chart Va**

**Continuing Education, Workforce Development & Community Relations**

**Continuing Education, Workforce Development & Community Relations**

Operations

74755 New— (instructor to manage APTs) (Workforce Development)  
77025 Elaine Chang (moved from Org Chart Va, Chart Updated July 1, 2006, p.12)  
80617 Vacant  
80778 Jennifer Lui, casual  
81429 Vacant  
81923 Ed Valdez

Clerk typist

97150F New (WorkForce Development)  
900374 New (.5 Long- Term Care)  
35948 – Clerk Steno II

Program, Curriculum Development and Sales and Promotion

83771 Trude Pang  
**87102 Jan Fried—Public (???)**  
86711 Vacant (Lori Okino)—Public  
**86715 Palakiko—Public (???)**  
74784 New—Public (Workforce Development)  
78302 Long-term care—Public  
  
86701 Vacant—Contract Retained in CR, see Org Chart Vic, Chart Updated July 1, 2006, p.22)  
86706 Recruitment—Contract  
86702 Vacant—Contract  
86944 Vacant—Contract  
74787 Long-term care—Cullen Hayashida—Contract

Community Relations

78053T - Mary Inouye (Conferences and Events)  
86758 - Louise Yamamoto (Alumni)  
86701- Instructor (External Relations)

**CHART UPDATED  
4/5/07**

4/20/2011

Eileen T:  
a. FYI - Deleted page 25 and placed Community Relations on this chart;  
b. Review all positions, especially those listed as VACANT. Are all positions still available to be moved to CE/WD&CR?  
c. Decisions will be made soon concerning positions #87102 & #86715.

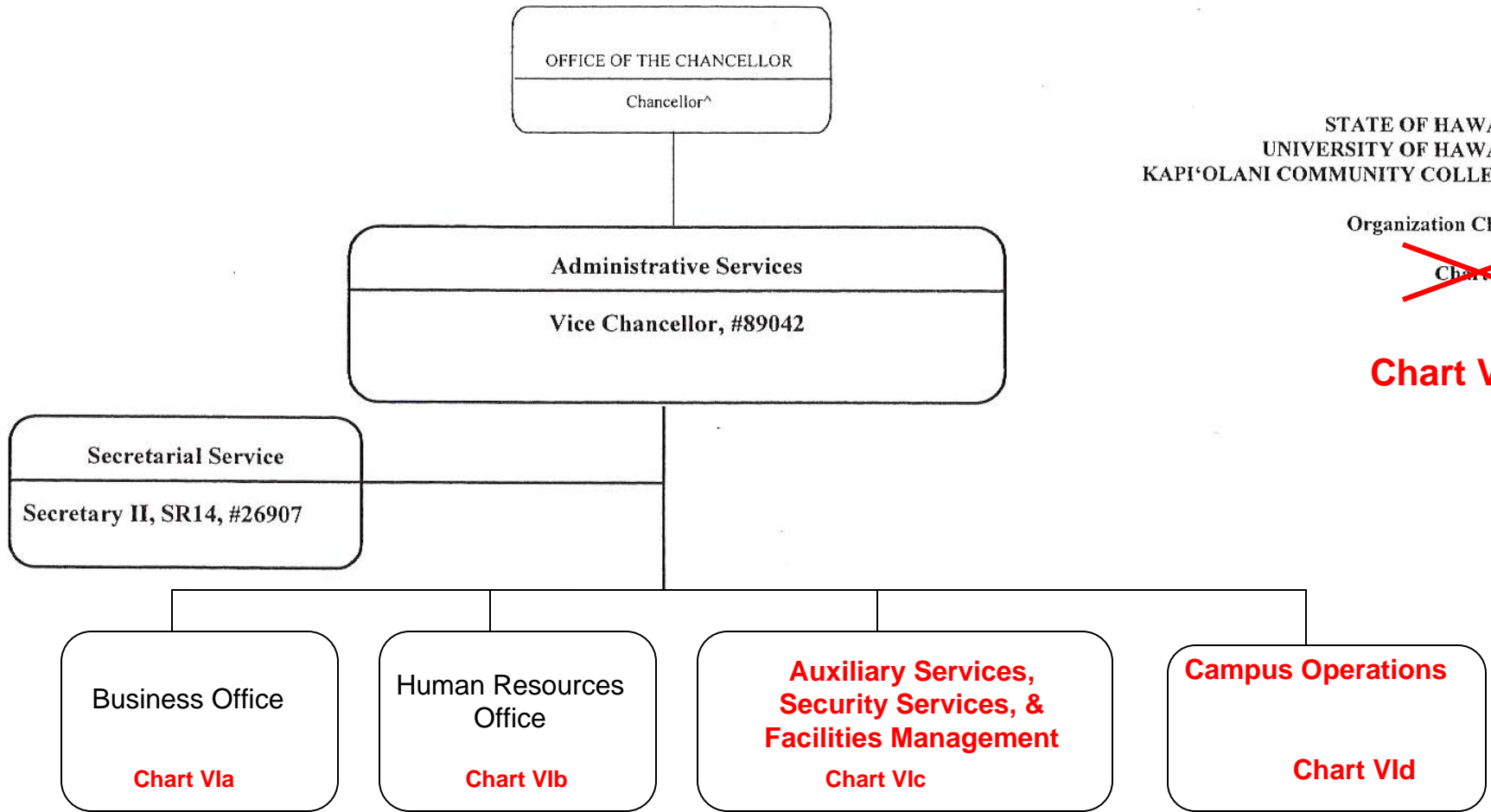


STATE OF HAWAII  
 UNIVERSITY OF HAWAII  
 KAPI'OLANI COMMUNITY COLLEGE

Organization Chart

~~Chart VII~~

**Chart VI**



^ Excluded from position count this chart

General Fund

Perm  
2.00

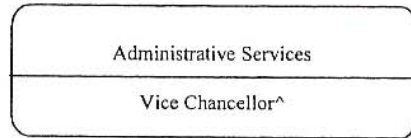
Temp

4/20/2011

Eileen T: **PROBLEM** - As stated on Chart VIc, p.22, Chart Updated July 1, 2006  
 Can we move Student Services Specialist, PBB, #80082 –  
 Joseph Campos – to Administrative Services?

~~CHART UPDATED  
 DATE: JUL - 1 2006~~

**CHART UPDATED  
 4/5/07**

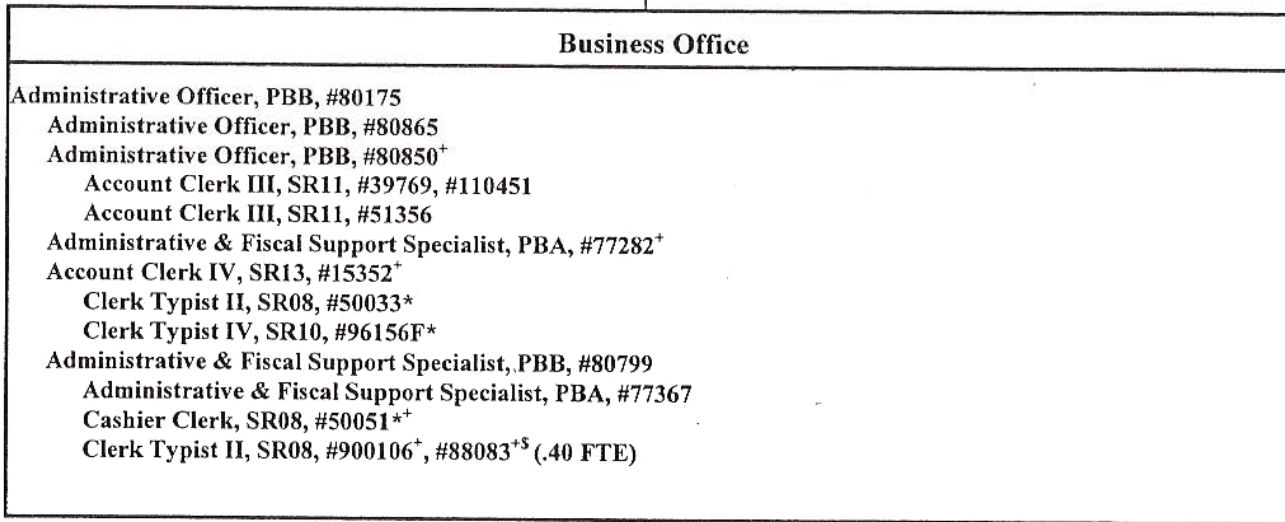


STATE OF HAWAII  
UNIVERSITY OF HAWAII  
KAPI'OLANI COMMUNITY COLLEGE

Organization Chart

~~Chart VIIa~~

**Chart VIa**



<sup>^</sup> Excluded from position count this chart

\* Temporary Position

<sup>+</sup> To be redescribed & submitted for classification review

<sup>5</sup> Proposed position classification

General Fund

Perm  
11.40

Temp  
3.00

~~CHART UPDATED  
JUL - 1 2006~~

4/20/2011

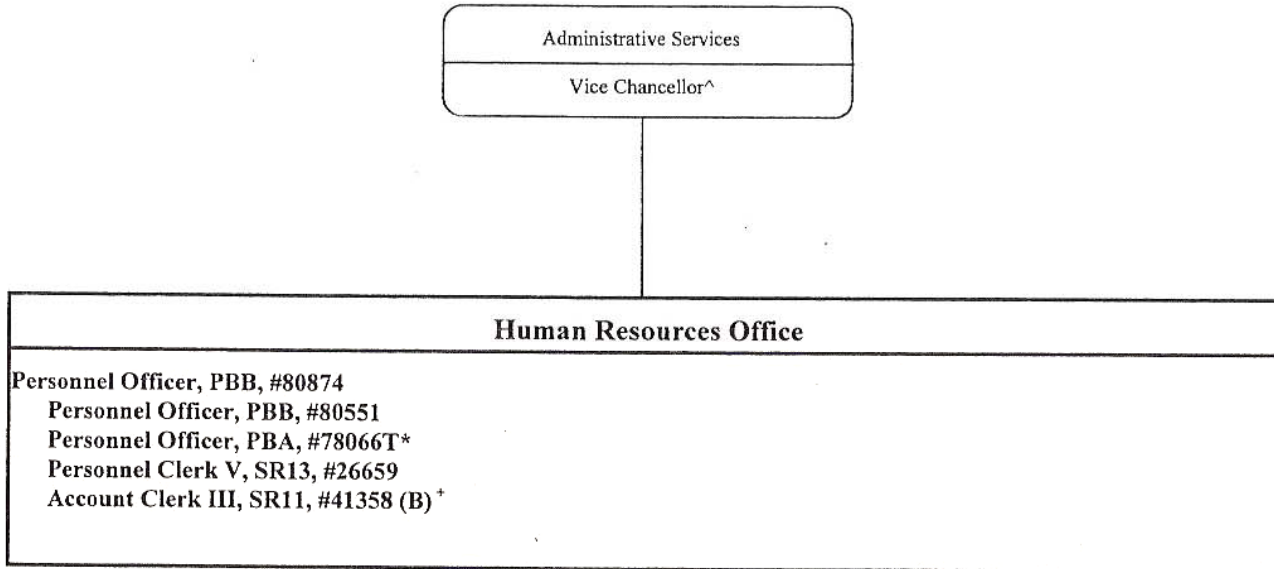
**CHART UPDATED  
4/4/07**

STATE OF HAWAII  
 UNIVERSITY OF HAWAII  
 KAPI'OLANI COMMUNITY COLLEGE

Organization Chart

~~Chart VIIb~~

**Chart VIb**



^ Excluded from position count this chart

\*To be redescribed & submitted for classification review

General Fund  
 (B) Special Funds

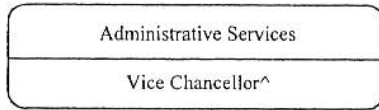
Perm  
 3.00  
 1.00

Temp  
 1.00

~~CHART UPDATED  
 DATE JUL 1 2006~~

4/20/2011

**CHART UPDATED**  
**4/4/07** 27



Organization Chart

~~Chart VIIc~~

**Chart VIc**

**Auxiliary Services, Security Services, & Facilities Management**

~~Auxiliary Services~~

- Auxiliary & Facilities Service Officer IV, PBB, #81650
- Janitor III, WS02, #14428, #18021
  - Janitor II, BC02, #11107, #14427, #16957, #26654, #26655, #26656, #26657, #35889, #35890, #37512, #40279, #40280, #43305, #43306, #46433, #46434, #50014, #50015
- Groundskeeper II, WS02, #26652
  - Groundskeeper I, BC02, #26651, #26653, #35888, #36455, #43304, #43308
- Clerk III, SR08, #50060<sup>+</sup>
  - University Security Officer I, SR14, #31324<sup>+</sup>, #31325<sup>+</sup>, #45730<sup>+</sup>
- Building Maintenance Worker II, WS09, #51300<sup>+</sup>
  - Building Maintenance Worker I, BC09, #34492, #51358, #900299<sup>\*</sup>
- Painter I, BC09, #43307
- Sprinkler System Repairer, BC05, #50005
- Clerk-Typist III, SR10, #22316

<sup>^</sup> Excluded from position count this chart

<sup>\*</sup> Temporary Position

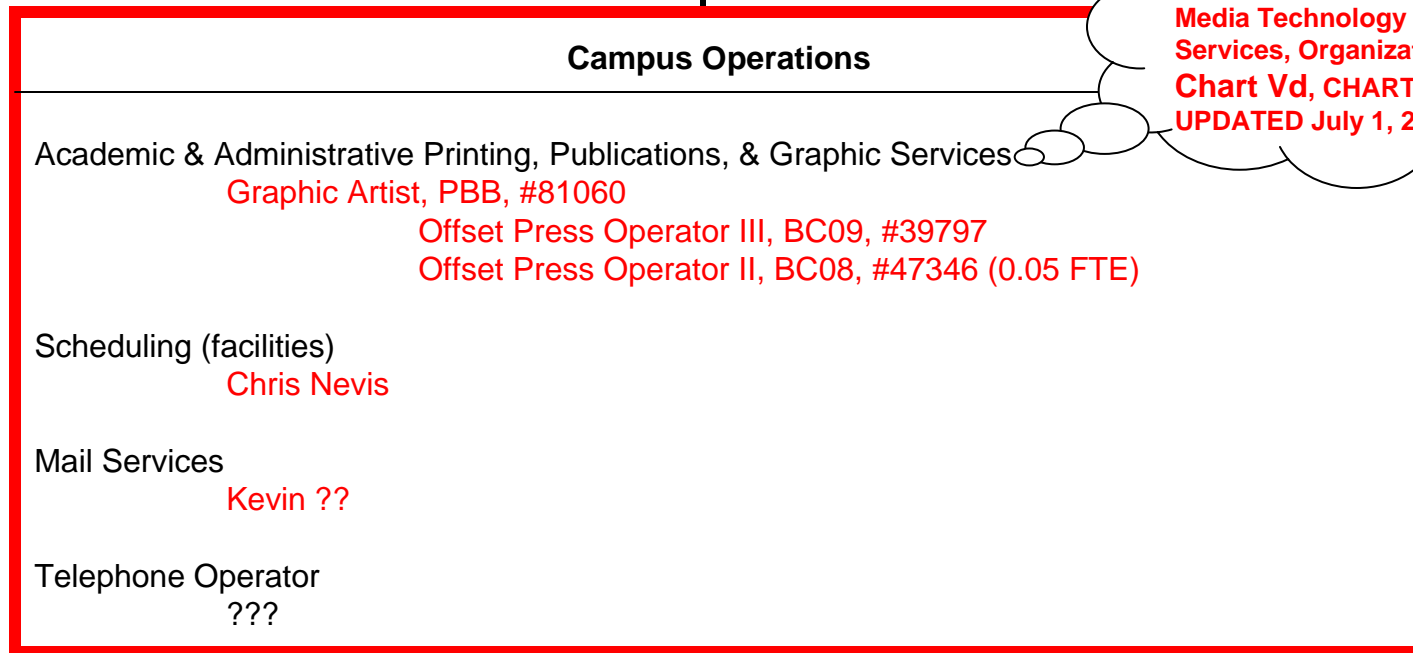
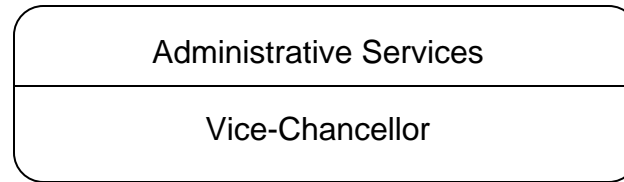
<sup>+</sup> To be redescribed & submitted for classification review

General Fund

Perm  
37.00

Temp  
2.00

~~CHART UPDATED  
DATE JUL - 1 2006~~



see Academic Unit  
Three, Information &  
Media Technology  
Services, Organization  
Chart Vd, CHART  
UPDATED July 1, 2006

Eileen: Fill in position numbers of personnel currently performing these functions.