




UNIVERSITY of HAWAII®
KAPĪ'OLANI
COMMUNITY COLLEGE

MEMORANDUM

December 22, 2014

TO: Veronica Ogata
Faculty Senate Chair

FROM: Leon Richards
Chancellor 

SUBJECT: Response to Resolution 12012014-3, Action Request #1415018

To address the Faculty Senate's request to add one FTE additional personnel to serve as Systems Administrator for the current and any future Curriculum Management System, please work with the Vice Chancellor for Academic Affairs who oversees the Curriculum Management budget/unit to submit a Request to Fill Critical Position form. All requests will be considered and treated equally through the vacancy process

Currently, there is a FTE APT person whose primary duty is curriculum management. Please indicate on the Request to Fill Critical Position form how the responsibilities of the additional FTE will be different from the current position.

Mahalo.