December 16, 2014

TO: Veronica Ogata  
Faculty Senate Chair

FROM: Leon Richards  
Chancellor

SUBJECT: Response to Resolution 12012014-1, Action Request #1415015

Here are the responses to the questions in Resolution 12012014-1:

- How many positions were actually available?
  Answer: There were 20 positions available, 16 general funded positions and 4 special funded positions.

- How many requests were received?
  Answer: "Request to Fill Critical Forms" were submitted directly to the Vice Chancellors and OCET director, through the Deans and I received seven position recommendations from them. The Vice Chancellors and OCET director received a total of 22 position requests.

- What positions were funded?
  Answer: At this time, no positions have been funded.

- How many positions were used for administration?
  Answer: If you are referring to Executive/Managerial positions, no administrative positions were recommended.

- When will these positions be recruited?
  Answer: The positions will be recruited in spring 2015.

- How many positions were used for campus-wide efforts, and what are they?
  Answer: There were 4 positions for campus-wide efforts: 1.5 or 2 positions for job placement and 2 for student success positions.

- What are the specific guidelines used in determining the priority of reassigning those positions?
  Answer: Attached is the vacancy guidelines used to determine the College’s priorities.

At the Chancellor’s Advisory Council (CAC) meeting on September 9, 2014 (see minutes on Quill), during the Chancellor’s report, it was reported that guidelines had been drafted “to create a fair and transparent procedure around filling vacant positions.
All vacant positions that were not in recruitment by July 1, 2014 were reverted back to the Chancellor’s Office. There are 16 vacant general funded positions. The Chancellor asked for feedback with a deadline on September 16, 2014. The Administrative Staff will consider the suggestions, finalize the policy and send to the Chancellor’s Advisory Council (CAC) for implementation."

In addition, this is the discussion from the Chancellor’s Administrative Staff Council meeting on September 9, 2014 (see minutes on Quill):

If vacant positions were not in recruitment as of July 1, 2014, the positions reverted back to the Chancellor. Campus priorities will be established to determine where the positions are most needed. Health and safety is the first priority. Academic Affairs, Student Affairs, Administrative Services, and Public Service will develop division priorities based upon and in support of the campus-wide priorities. Priorities shall be reviewed annually, and, as necessary, new priorities will be developed. Assuming fiscal constraints or state/system hiring policies, the vacant positions that reflect a campus-wide need, based upon campus priority or health or safety needs, may be filled.

All requests to fill vacant positions shall follow the procedures below:

- The Department/Unit, in conjunction with the department chair or unit head, submits a “Request to Fill Critical Position” form to their respective, dean/administrator for approval.
- If approved by the dean, the request is forwarded to the dean/administrators respective vice chancellor or program administrator.
- The four program administrators shall meet on a quarterly basis, or more frequently based upon need, to review the requests to determine which positions they will recommend for filling.
- Approved requests shall be forwarded by the four program administrators to the Chancellor for final approval.

This recommendation for a process will be vetted at the Chancellor’s Advisory Council (CAC) meeting. Putting a process in place is important as it promotes 1) fairness and transparency, 2) if the vacancies are not filled, the College will lose the positions, and 3) it is better for the system to hire fulltime faculty. The focus is on campuswide priorities such as health and safety, the College’s academic heart, student success and job placement. Budgetary issues will also have to be considered.

It will be important to consider not only the vacant positions, but also the positions currently in recruitment. Are they all priorities for the campus? Positions that are vacant for two years will be lost if not filled by June 30, 2015.

Currently, the four positions for campus-wide efforts and the seven positions recommended by the three Vice Chancellors and OCET Director will be discussed with the Chancellor’s Advisory Council at their meeting on January 27, 2015. All decisions made will be subject to ongoing budget concerns. Once the position is allocated, the position must be filled within six months.

Mahalo.
Vacancy Guidelines (as of September 25, 2014)

Given the current need to reduce expenditures while continuing the College’s mission to grow, create, innovate and be responsive to its constituents and community and the College’s commitment to improving the alignment between fiscal and resource planning, the campus is instituting the following vacant position guidelines. These guidelines pertain to all positions that were not in active recruitment on July 1, 2014, and shall be instituted for all general-funded or tuition and fees special-funded positions vacant positions moving forward.

A. Campus-wide Priorities
   1. Campus-wide priorities will be established by the Chancellor, in consultation with the Administrative Staff Council and the Chancellor’s Advisory Council. These priorities based upon existing campus or system planning and budget documents.
   2. These campus-wide priorities shall be reviewed and will be announced in November and in May of each semester and, as necessary, new priorities are developed.
   3. Assuming compliance with fiscal constraints and state/system hiring guidelines, these vacant positions that meet a campus-wide need or a health or safety need, will be filled as soon as possible following existing procedures and processes.

B. Programmatic Priorities
   1. All remaining vacant positions shall be prioritized by the three Vice Chancellors for Academic Affairs, Student Affairs and Administrative Services and one program administrator representing these units (Currently, OFIE, OIA, OCET and OCCR) reporting directly to the Chancellor.
   2. This prioritized list shall be forwarded to the Chancellor by November 1, February 1, May 1 and August 1.
   3. The Chancellor will seek input in November, February, May and August, from AGOs and CAC before announcing the prioritized list of approved vacant positions to be filled.
   4. Procedures for filling the remaining vacant positions:
      a. The Chancellor’s Office shall return the approved requests to the three Vice Chancellors and program administrator to begin the process of filling their approved vacant positions.
      b. The three Vice Chancellors and program administrator working with their faculty/staff/department chairs and units shall prepare and submit SF-1, Request to Fill Critical Position Form, and related documents to the Human Resources Office. Please always check with the Human Resources Office for appropriate forms to be submitted.
      c. Once the Chancellor has given the final approval to fill a position, the department or unit has six months to fill the position. If the position is not filled (as verified by acceptance letters), the position will revert back to the Chancellor’s Office.

C. Non-General Funded or Non-Tuition and Fees Special Funded Positions
   All non-general funded or non-tuition and fees special funded positions e.g. Federal, Trust, Contracts, etc., shall be filled using existing guidelines, procedures and processes. The source fund shall be the only means of funding these positions.