



UNIVERSITY of HAWAII®  
**KAPI'OLANI**  
 COMMUNITY COLLEGE

**MEMORANDUM**

December 16, 2014

TO: Veronica Ogata  
 Faculty Senate Chair

FROM: Leon Richards  
 Chancellor

SUBJECT: Response to Resolution 12012014-4, Action Request #1415019

This is to address the request stating, "In the spirit of transparency, the Faculty Senate requests that all communications, especially in regards to personnel transactions, should be along the lines of the 'chain of command'. In order to accomplish this request, it is necessary for the college administration to 1) affirm and commit to this principle and, 2) regularly update and post the most recent and accurate organizational chart detailing simply, who works for whom. The request goes further asking that the names of the organizational units must be maintained in real time, and posted on Quill, the KCC website, and other relevant public domains (in addition to the UHCC Vice President's website)."

First, to maintain the organizational chart in real time will be difficult as the UHCC System posts all the College's organizational charts in pdf form and are updated annually. The new KCC website, developed by CELTT, had determined that the primary audience for the public website was prospective and current students. Therefore, departments such as OFIE (Office for Institutional Effectiveness) have operated outside of KCC's website and are now being integrated back. The College's organizational chart is found on the OFIE website, which redirects to the UHCC website:

<http://ofie.kapiolani.hawaii.edu/accreditation/>,  
<http://uhcc.hawaii.edu/OVPCC/budget/docs/OrgCharts/2013/13C-CCkapiolani.pdf>

The intranet (currently, Quill) is now being redeveloped and, therefore, many have stopped uploading to Quill in anticipation of migrating to a new platform. The organizational chart will be housed on the new site. As you may know, the UHCC website lists the 10 Universities' and Colleges' organizational charts with position numbers and "who works for whom".

Small changes to the organizational chart are submitted to the Human Resources Directory every July and they send the revisions to the UH System Office. A recent change was, previously, Security reported to Auxiliary Services. Security was separated from Auxiliary Services and now, both Directors of Auxiliary Services and Security report directly to the Vice Chancellor for Administrative Services. Substantive changes, which are considered to be reorganization must be brought to the Board of Regents for approval.