



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

## memorandum

June 22, 2016

**To:** Susan Inouye, Chair, Faculty Senate  
Lynn Hamada, Vice Chair, Faculty Senate

**Subject:** Ratification of Faculty Senate Constitution and Bylaws

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In your memo of June 8, 2016, you informed me of the typographical errors in the amended Faculty Senate Constitution and Bylaws recently ratified by the faculty and requested that the errors be corrected prior to submission. I agree with your request. It is important that the inconsistencies be addressed and corrected before the documents are submitted to President Lassner for his approval.

Once the corrections are made, please submit a hard copy of both the constitution and the bylaws, complete with the dates of the ratification and your signature. I will then sign the document and forward to Pres. Lassner. An electronic copy of the completed submittal will be sent to you as well.

I would ask that the Faculty Senate consider separating the Memorandum of Understanding from the Constitution and have separate signature pages for each of the documents. In my view, these two documents have very different standing. The Constitution is non-negotiable. The MOU, on the other hand, is.

I will note here, for the record, that the current level of support granted to the Kapi'olani Community College Faculty Senate exceeds the range allowed by UHCCP 9.237; the relevant section of UHCCP 9.237 is included in the MOU: "Faculty Senate Leadership, from 6 to 12 teaching equivalencies per academic year."

The College's Faculty Senate Chair is currently awarded 12 non-instructional teaching equivalencies per academic year, which alone meets the range allowed by UHCCP 9.237. An additional six non-instructional teaching equivalencies for the vice chair and the new request for six more non-instructional teaching equivalencies (or equivalent) for the secretary far exceed the allowable number.

Since this request for the non-instructional teaching equivalencies for the secretary is new, prior to approving the additional non-instructional teaching equivalencies, I would ask that the Faculty Senate outline the duties and responsibilities of the secretary that would require approximately eight hours per week to accomplish. I would also ask that the expected deliverables be identified.

A handwritten signature in black ink, appearing to read "Louise Pagotto". The signature is written in a cursive, somewhat stylized font.

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Louise Pagotto, Interim Chancellor