

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

Revised

CCCM# 1001 (October 15, 1979)

SUBJECT: Chancellor's Executive Staff Meetings with Provost and Director of Manpower Training Office (MTO)

- A. Reference: None
- B. Background and Purpose: Effective communication among the Chancellor and executives within the Community College System is essential for establishing and maintaining coordinated and purposeful executive endeavors, for promoting the mutual understanding of critical systemwide issues and directions, and for developing a strong sense of system interest and cooperation.
- C. Responsibilities:
 - 1. Chancellor for Community Colleges
 - a. Establishes schedule for weekly executive staff meetings and special meetings as required.
 - b. Determines agenda for the meetings. Because of the frequency of meetings, agenda will not be issued before the meetings.
 - c. Prepares concise summary minutes of issues and action directions, if any.
 - 2. Provosts
 - a. Participate in meetings. No substitutes will attend in their absence.
 - b. Submit to the Chancellor's secretary suggestions for agenda topics.
- D. Recisions:
 - 1. August 17, 1978 CCCM #1001.

Edwin H. Mookini

QUARTERLY SCHEDULE
 CHANCELLOR'S EXECUTIVE STAFF WITH PROVOSTS

<u>Date</u>	<u>Time</u>	<u>Place</u>
August 25, 1978	7:30 a.m.	Chancellor's Office
September 1, 1978	7:30 a.m.	Chancellor's Office
September 8, 1978	7:30 a.m.	Honolulu CC Provost's Conf. Rm.
September 15, 1978	7:30 a.m.	Chancellor's Office
September 22, 1978	7:30 a.m.	Chancellor's Office
<i>September 29, 1978 -- No meeting; Chancellor will be out of State</i>		
<i>October 6, 1978 -- " " " " " " " " "</i>		
October 13, 1978	7:30 a.m.	Chancellor's Office
<i>October 20, 1978 -- No meeting; Chancellor on Kauai for UAC meeting.</i>		
October 27, 1978	7:30 a.m.	Chancellor's Office
November 3, 1978	7:30 a.m.	Chancellor's Office
<i>November 10, 1978 -- No meeting; Veterans Day Holiday.</i>		
*November 16, 1978	7:30 a.m.	Chancellor's Office
November 24, 1978	7:30 a.m.	Chancellor's Office
December 1, 1978	7:30 a.m.	Chancellor's Office
December 8, 1978	7:30 a.m.	Chancellor's Office
December 15, 1978	7:30 a.m.	Chancellor's Office
December 22, 1978	7:30 a.m.	Chancellor's Office

December 29, 1978

7:30 a.m.

Chancellor's Office