Date: Thursday, January 15, 2004

Place & Time: Campus Center Conference Chamber, Room 220
University of Hawai‘i at Mānoa
3:17 p.m.

Committee on Personnel and Legal Affairs

Committee Members Present: Regents
Lagareta (presiding)
Tanaka
Nunokawa
Tatibouet
Yamasato
Lee (ex-officio)

Committee on Community Colleges

Committee Members Present: Regents
Kawakami
Bender
Haynes
Hong
Lagareta
Lee (ex-officio)

Other Regents Present: Regents
Kakuda
Kurisu
Tanaka

Others Present: David McClain, Acting President, University of Hawai‘i
David Iha, Executive Administrator and Secretary of the Board
Carl H. Makino, Executive Assistant to the Board

Approval of Committee Meeting Minutes

It was moved by Regent Nunokawa and seconded by Regent Yamasato that the minutes of the meeting of the Regents’ Committee on Personnel and Legal Affairs held on October 16, 2003, were approved as circulated.

Establishment of New Executive Class - Vice Chancellor, Community Colleges
Acting President McClain requested that the Committee approve the establishment of a new Executive Class titled Vice Chancellor, Community Colleges.

There is no additional cost inherent in the retitling of these positions as the College and University Professional Association for Human Resources (CUPA-HR) indexing (chief academic officer) remains the same.

The Board of Regents approved the President’s reorganization on December 12, 2002, by which the chief executive officer of each community college campus now reports directly to the President and was retitled from Provost to Chancellor. As further implementation of the approved reorganization, the Chancellors of five (5) of the seven (7) community colleges recommend that the respective Dean of Instruction positions be retitled to Vice Chancellor, CC (Academic Affairs).

There is currently one Dean of Instruction on each community college campus, reporting to the Chancellor. The Dean of Instruction serves as the chief academic officer of the campus and as the acting Chancellor in the absence of the Chancellor. The recommended retitling does not affect the indexing to the annual CUPA-HR salary survey classes, which in this instance remains Chief Academic Officer.

Under the current organizational structures of each campus, the Dean of Instruction is responsible for all or several instructional and academic support programs and academic policies and operations.

Kaua’i Community College and Windward Community College elect to retain the Dean of Instruction classification for their chief academic officers.

The class specification reduces the numbers of E/M classes to one “generic” class of Vice Chancellor. The specific functional area of responsibility may be identified as appropriate; e.g., Vice Chancellor, CC (Academic Affairs), Vice Chancellor, CC (Administrative Affairs); Vice Chancellor, CC (Student Affairs). While the Board is requested to approve the establishment of the “generic” Vice Chancellor, CC, class, only the five identified positions of Dean of Instruction are recommended for inclusion in this class. The Chancellors are continuing their review of all other positions (Director of Administrative Services, Dean of Student Services) in their respective organizations and will bring to the Board for approval any other positions recommended for change.

Regent Hong inquired about the filling of these and all interim positions throughout the system. Acting President McClain informed that a report on interim positions had been submitted to the Board. Chairperson Lee, however, added that total cost was not included. The entire financial picture should include other classification actions prompted by this action such as whether Dean of Students and Directors of Administration should also be vice chancellors. Secretarial positions also need to be reviewed for possible upgrading since all Dean of Instruction would become executives. Acting President McClain stated that a decision was made that the secretaries did not need to be reclassified.

Regent Kurisu expressed that with some campuses reclassifying and others not, it begs the
question as to whether this is necessary in the first place and why consistency is not essential in this case when the administration has advocated consistency in other personnel actions. Chairperson Lee concurred stating that in the future, Kaua‘i Community College might need a Vice Chancellor. Chancellor Cha explained that she favored a flatter organizational structure and therefore preferred not to have a Vice Chancellor.

Professor Tiles, representing both UHPA and the Mānoa Faculty Senate, testified that with the President’s reorganization, the faculty were aware that there were potential added administrative costs and were opposed to funds being used for such purposes.

In light of the many inconsistencies and concerns expressed by the Committee over the fact that the entire picture and cost were not provided, Regent Tatibouet moved to defer this matter. Regent Nunokawa seconded the motion which was unanimously carried.

Respectfully submitted,

David Iha, Secretary

Dated: January 29, 2004

c: Chairperson Patricia Y. Lee
Members, Committee on Personnel and Legal Affairs
Members, Committee on Community Colleges
President Evan S. Dobelle
Vice President and General Counsel Walter S. Kirimitsu
Vice President and Chief Financial Officer James R. W. Sloane
Vice President David McClain