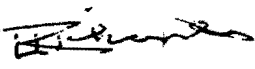




UNIVERSITY of HAWAII  
**KAPĪ'OLANI**  
COMMUNITY COLLEGE

December 31, 2007

TO: Eileen Torigoe, Personnel Officer  
Human Resources

FROM: Leon Richards, Chancellor 

SUBJECT: Organizing Personnel for an Office for Institutional Effectiveness

---

I have temporarily assigned Robert Franco to begin organizing the existing personnel necessary to run a high quality Office for Institutional Effectiveness that would coordinate all functions as identified in the College's pending reorganization plan.

This process will include three steps:

- 1) Establishing APT performance expectations for Wilson Lau and Jeffery Arbuckle.
- 2) Identifying complimentary and comprehensive roles and responsibilities for other positions currently in the Institutional Research Office.
- 3) Identification of roles and responsibilities related to:
  - a) secretarial support
  - b) learning outcomes assessment
  - c) grants development support

I have asked Dr. Franco to have these three steps completed by January 31, 2008.

LR:jy

cc: Vice Chancellors  
Deans  
AES Unit Heads  
Department Chairs  
Faculty Senate  
Staff Council  
Student Council

4303 Diamond Head Road  
Honolulu, Hawaii 96816-4421  
Telephone: (808)734-9565  
Facsimile: (808)734-9162  
Website: [www.kcc.hawaii.edu](http://www.kcc.hawaii.edu)  
An Equal Opportunity/Affirmative Action Institution