

February 1, 2010

To: Leon Richards, Chancellor
Kapi`olani Community College

From: Susan Jaworowski, Program Director
Legal Education Department

Rosie Harrington, Chair
Business Education Department

Re: Business/Legal Department Merger Plan--DRAFT

As discussed with the Chancellor in our summer 2009 meeting, we have met during the fall 2009 semester, August 28 and October 2, and this spring, January 28 to discuss the merger of the Legal and Business Departments. Faculty and staff of both departments were informed of the possible merger in the fall and the BE program coordinators were asked to provide feedback on the preliminary draft. The Legal Education Advisory Committee was informed of the possible merger in their December meeting by the Legal Education Department's Program Director. The Advisory Committees for Accounting, Information Technology and Marketing will be informed at their spring 2010 meetings.

We are presenting this draft of the merger plan to you and the faculty and staff of both departments for feedback and further discussion before the plan is finalized. This plan is neither a legal document nor a final plan. It is a draft so that other appropriate individuals will have the opportunity to provide feedback. The merger plan serves as a guide for both Departments to initiate actions in a planful way and according to an agreed upon schedule that minimizes disruption to operations. Changes to identity, program and department culture, procedures and responsibilities will take longer.

The attached merger plan includes the following list of major considerations. This list is not all inclusive and does not address the changes that other campus offices, such as the Business Office, Human Resources, Administrative Services, Academic and Student Services, will need to make to accommodate the newly formed Department.

Department Organization
Human Resources
Budget
Facilities
Equipment and Supplies

Although these items are of major importance, they represent only the beginning of decisions that need to be made and changes that will occur during the transition period and following the merger. We recognize that we are dealing with the joining of two Departments with long histories at KCC and many successes as distinct departments.

There are positives and negatives regarding the merger. Efficiency of operations, expansion of resources (human and physical), and infusion of new thoughts and ideas are just a few of the benefits for both Departments. Loss of existing identity/status, loss of direct control over budget and other resources and loss of direct communication with PPAC and VCAC governing bodies are of concern to Legal Education. Sharing limited fiscal, physical and human resources by our ACC, IT and MKT programs with Legal is of concern to Business Education. However, the benefits appear to outweigh any negative concerns. We do believe that we will have the support from our faculty and staff for this merger and look forward to strengthening our programs, increasing our enrollment, improving success in our classes, raising our graduation rates and expanding our contributions within and beyond our neighboring communities.

The suggested timeline for the merger:

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| Fall 2009 | Discuss and start to draft a merger plan (chairs)
Inform BE & Legal Departments
Present the concept to the Legal Advisory Committee
Present preliminary draft to the program coordinators |
| Spring 2010 | Complete the first draft by early spring
Present the first draft to the Chancellor, faculty and staff of both
Departments and to the program Advisory Committees
Notify the College of the merger planning
Continue discussion and preparation of the final plan
Obtain approval of the plan by the Chancellor and other appropriate
offices
Establish spring transition meetings and activities
Start transition meetings/actions |
| Fall 2010 | Merger effective |

Thank you for your consideration of the first draft of the merger plan. We await your review and further discussion to finalize the plan.