Aloha to all new and returning faculty and staff. We look forward to the start of another semester and the excitement, challenges, and opportunities that lie ahead. Administrative Services encompasses several institutional support functions including: the Business Office, Human Resources, Affirmative Action/Equal Employment Opportunity, Campus Security, Facilities Use, and Operations and Maintenance.

Many progressive, transformative, and sustainable changes are on the horizon for our campus. Here is a sampling of what’s in store…

**New Food Concessionaire…**

Subway began operations this summer in the Uluwehi Café and is now open for business Monday through Friday. Hours of operation are from 7:00 a.m. until 4:30 p.m. Extended hours may also be offered for our evening students. Subway is available to cater your meetings and special events – please see Kamal to discuss details. And remember that your patronage of Subway supports the Uluwehi Café as a percentage of all Subway sales are directed to cafeteria operations.

**New University of Hawaii Financial Information System…**

It is official – the University of Hawaii and all ten campuses will undergo a significant administrative software system upgrade this coming year. The Kuali Financial System (KFS) is scheduled to go live on July 1, 2012. This move will have a significant impact upon the University’s fundamental business practices. More details will be forthcoming – including end-user training. Please note that this will be a change for all of us – including our Business Office professionals – and that we will endeavor to make this transition as smooth as possible. But really – let’s be honest. A change of this magnitude is a pretty big deal and there are going to be a few potholes (i.e., crevasses!!) in the road along the way. The end-game will be a more robust, efficient, and reliable financial information system that is user-friendly and that provides timely data to support decision-making. All of us working together will ensure a successful implementation process.


Updates to the campus’ Emergency Operations Plan and the Emergency Procedures Quick Reference Guide are underway and should be completed in the very near future. The Quick Reference Guide will be distributed campus-wide in hard-copy form and should be placed in all offices and classrooms. The Emergency Operations Plan will be made available in hard-copy form to all campus emergency response personnel and will also be posted on the LeeCC website. Campus notices to all faculty, staff, and students will be forthcoming.

Wishing everyone an enjoyable and rewarding Fall Semester 2011! Aloha!