



## memorandum

October 4, 2016

To: Brian Furuto, Vice Chancellor, Administrative Services  
Carol Hoshiko, Dean, Community and Continuing Education  
Brenda Ivelisse, Vice Chancellor, Student Affairs  
Susan Kazama, Vice Chancellor, Academic Affairs

Subject: FY 17 Funding for Professional Development

At our August retreat, we identified professional development as a focus for this academic year. For the most part, access to funding for professional development at the College has been limited to what we have been able to request in federal and other grants. To promote the enhancement of our faculty and staff across all the units, funds have been allocated to support each of our areas as follows:

Unit	Amount	Account
Academic Affairs	\$20,000	2226492
Student Affairs	\$10,000	2226792
Administrative Services	\$10,000	2226692
Chancellor's Office	\$5,000	2226672
Community and Continuing Education	\$5,000	2244992

Please note that the funding is to be used solely for professional development and is not to be repurposed for other expenditures. We will need to report expenditures from these accounts in the annual request from the UHCC Budget Office, and I am committed to maintaining the integrity of these and other financial reports.

Although it may not be an exorbitant amount, the process has the potential of reenergizing the campus and will show that we are investing in what's really important—our dedicated and hard working staff and faculty.

Louise Pagotto

C: Joanne Whitaker, Executive Assistant  
Shirl Fujihara, Budget Office