May 12, 1978

MEMORANDUM

TO: ES Faculty and Staff

FROM: Mimi *[signature]*

RE: Meeting with Dean Contois on Lab Leader Positions for Fall 1978

Present: Dean Contois, Miriam Sharma, Dean Alegado, Franklin Kau, Jed Sasaki,
          Susan Tokairin

The main purpose of this meeting between ESP representatives and Dean Contois was
to get some sort of a commitment that there would be lab leaders for the fall and
that they would be paid.

Contois said that there will "most likely be lab leaders" (he could not foresee
why there would not be), but that he couldn't guarantee now how many or how much
money would be available. This depends upon constraints of enrollment figures in
the fall and budgeting. Contois pointed out that ES is not separately budgeted
for student help but that the monies come out of a general fund allotted for all
of Manoa's College of Arts & Sciences. He pointed out that ES uses up about 10%
of the entire College fund (of $560,000).

The following other points were raised during the meeting:

    1. Role of ESAC: Contois said that the Advisory Committee might discuss
the question of lab leaders in the Program and could touch upon the following
aspects--their role, payment, number per students, and the use of different types
of lab leaders (i.e., undergrads, grads, and those not affiliated with U. H.).

    2. Payment for Lab Leaders: The possibility of a fixed stipulated payment
for L/L, rather than the present per hourly rate might be looked into. Payment
begins, in any event, on August 20. It could begin earlier only if we got special
summer funds for student help.

    3. Commitment now for Fall Lab Leaders: Contois advised us against making
actual commitments now to lab leaders, for they would be contingent upon enrollment
figures and budgeting. However, he did realize that it was necessary for L/L to
begin their work during the summer, and so a "contingent" commitment is made to
them in essence.

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