ADVISORY TASK GROUP
PHASE 2 PROJECT SCOPE

Phase 2 of the Advisory Task Group (ATG) scope of work will focus primarily at the Board of Regents (BOR) and System levels. The review shall consist of an assessment of the BOR and University System’s roles & responsibilities, decision making authorities, and related delegations of authority at the System Level. For purposes of this Phase 2 scope, the System Level is defined as: the UH System President and the offices that report directly to the BOR or the UH System President. The ATG has agreed that the Scope of Phase 2 would be as follows:

- Review the current organization chart for the System Level offices (See attached). This would include identifying all relevant positions and reviewing the accompanying descriptions to determine the position’s current level of authority.
- Identify, inventory, and review applicable Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) that define the authorities and responsibilities of the BOR and System Level offices.
- Identify, inventory, and review System Level (Board and Executive) policies to include an assessment of decision making and delegations of authority, focusing on consistency with responsibilities provided and required by statute or administrative rules (i.e. HRS or HAR).
- Where deemed necessary, interview members of the BOR, System Offices, government officials, and other members of management to confirm the ATG’s understandings of roles and responsibilities, policies and accepted practices. In addition, contact, or obtain other applicable documents from other sources that will supplement the information obtained from the procedures noted above.
- Research, compile and provide recommendations on System Level “leading practices” available from authoritative reports or from similar institutions, where available and applicable, issued in the past five years. Specific focus will be on “leading practices” in Board governance, decision making and delegations of authorities, and related roles and responsibilities.
- Identify and assess gaps, inconsistencies, segregation of duties issues, and/or overlaps in roles and responsibilities, decision making authorities and applicable delegations of authority at the BOR and System Level.
- Prepare a report(s) (interim and final) summarizing the work performed, observations, conclusions and recommendations to improve and enhance organizational effectiveness and efficiency, and to remedy gaps, inconsistencies, divergence from leading practices, etc., and suggested next step, if any.

The ATG, if possible, will seek additional assistance and input from volunteers with relevant experience. In addition, it is contemplated that the ATG will engage a consultant to assist in the performance of specific procedures. It is expected that a significant portion of the work effort can be completed within two months. However, the nature and extent of detailed procedures determined to be necessary could affect project timing.