MEMORANDUM

TO: Vice Chancellor Rodney Sakaguchi
FROM: Glenn K. Nakamura
Acting Director

SUBJECT: COPY OF APPROVED REORGANIZATION FOR THE HAWAI‘I STATE CENTER FOR NURSING IN THE SCHOOL OF NURSING AND DENTAL HYGIENE, UNIVERSITY OF HAWAI‘I AT MĀNOA

Enclosed for your files is a copy of the approved reorganization for the Hawai‘i State Center for Nursing. Please ensure that the appropriate agencies are provided with a copy of the approved reorganization.

Attachment
Hiring of the Consultant, The Implementation Group

Regent Lagareta moved to approve the hiring of The Implementation Group to enhance University of Hawai‘i System opportunities and potential to secure extramural funding through the development of larger scale, nationally competitive, proposals, as presented in President’s Memorandum No. 24 (Agenda), Item A-2, dated November 21, 2003. Regent Nunokawa seconded the motion which was unanimously carried.

Lease Agreement for State Land at Molokai Agricultural Park for Agricultural Programs Operated by Maui Community College

Regent Kurisu moved to authorize the administration to enter into a lease agreement with the State of Hawai‘i for land to be used by Māui Community College for agricultural education and training programs on Moloka‘i, as presented in President’s Memorandum No. 24 (Agenda), Item A-3, dated November 21, 2003. Regent Kakuda seconded the motion which was unanimously carried.

Request to Name One Building and Two Programs at Windward Community College

Regent Kurisu moved to approve the naming of the renovated Hawaiian Studies building at Windward Community College, Hale A‘o; the cafeteria, Ko‘olau Kafe; and the theater, the Palikū Center for the Arts, as presented in President’s Memorandum No. 24 (Agenda), Item A-4, dated November 21, 2003. Regent Tanaka seconded the motion which was unanimously carried.

Agreement with the City and County of Honolulu for the Use of University Property at Kapi‘olani Community College for the Waialae Kāhala Bicycle Staging Area

Regent Kurisu moved to approve the proposed Use and Occupancy Agreement covering the Waialae Kāhala bicycle staging area at Kapi‘olani Community College by the City and County of Honolulu effective December 1, 2003 through December 1, 2013 with the understanding that there will be no current nor future cost and liability to the University, as presented in President’s Memorandum No. 24 (Agenda), Item A-5, dated November 21, 2003. Regent Tatibouet seconded the motion which was unanimously carried.

Establishment of the Hawai‘i State Center for Nursing within the School of Nursing and Dental Hygiene, University of Hawai‘i at Mānoa (UH-Mānoa)

Regent Nunokawa moved to establish the Hawai‘i State Center for Nursing within the School of Nursing and Dental Hygiene at UH-Mānoa, subject to compliance with appropriate Board policies, and as presented in President’s
Memorandum No. 24 (Agenda), Item A-6, dated November 21, 2003. Regent Kakuda seconded the motion which was unanimously carried.

Established Status to Academic Subject Certificate in Substance Abuse and Addiction Studies, University of Hawai‘i at West O‘ahu

Regent Nunokawa moved to grant permanent status to the certificate in Substance Abuse and Addiction Studies at the University of Hawai‘i West O‘ahu, subject to the Regents’ policy on established academic programs, and as presented in President’s Memorandum No. 24 (Agenda), Item A-7, dated November 21, 2003. Regent Haynes seconded the motion which was unanimously carried.

Extension of Provisional Status for the Master’s in Human Resource Management Program, College of Business Administration, University of Hawai‘i at Mānoa

Regent Nunokawa moved to approve an extension of the provisional status of the Master’s of Human Resource Management Program in the College of Business Administration on the Mānoa campus to Fall 2005, as presented in President’s Memorandum No. 24 (Agenda), Item A-8, dated November 21, 2003. Regent Tatibouet seconded the motion which was unanimously carried.

Electronics Technology Program Review, Kaua‘i Community College

Regent Kawakami moved to approve the permanent status for the Electronics Technology Program at Kaua‘i Community College subject to provisions of the Regents’ policy on established academic programs, as presented in President’s Memorandum No. 24 (Agenda), Item A-9, dated November 21, 2003. Regent Kakuda seconded the motion which was unanimously carried.

Reorganization of the Office of the Chancellor, University of Hawai‘i at West O‘ahu

Regent Tanaka moved to approve the reorganization of the Office of the Chancellor, University of Hawai‘i West O‘ahu (UHWO) to establish the Executive position of Vice Chancellor for Academic Affairs with the understanding that implementation details are subject to applicable Board policies, as presented in President’s Memorandum No. 24 (Agenda), Item A-10, dated November 21, 2003. Regent Kakuda seconded the motion which was unanimously carried.
Establishment of the Hawai‘i State Center for Nursing within the School of Nursing and Dental Hygiene, University of Hawai‘i at Mānoa

It is requested that the Board approve the establishment of the Hawai‘i State Center for Nursing within the School of Nursing and Dental Hygiene at UH Mānoa.

The University of Hawai‘i at Mānoa School of Nursing and Dental Hygiene requests approval to establish and operate the Hawai‘i State Center for Nursing as provided for in Act 198 approved by the Hawai‘i State Legislature and Governor during the 2003 Legislative Session. The purpose of the Act was to establish a center for nursing to address nursing workforce issues and would: (1) collect and analyze data and prepare and disseminate written reports and recommendations regarding the current and future status and trends of the nursing workforce; (2) conduct research on best practices and quality outcomes; (3) develop a plan for implementing strategies to recruit and retain nurses; and (4) research, analyze, and report data related to the retention of the nursing workforce.

The Dean of the School of Nursing and Dental Hygiene, or the Dean’s designee, shall direct the activities of the Center for Nursing. There shall be an advisory board comprised of fifteen members appointed by the Governor pursuant to Section 28-34 to serve in staggered terms without compensation. The board will be comprised of members from the business and labor community, nursing profession, State’s nurse educators and researchers, and community agencies or consumer groups with an interest in health care.

The advisory board of the Center for Nursing shall have the powers and duty to: (1) recommend to the Board the appointment of an executive director and hire no more than two other staff positions, at least one of whom shall be an independent doctorally-prepared nurse researcher; (2) adopt a mission statement and operational policy; (3) elect a chairperson; (4) establish committees of the board as needed; (5) seek input from individuals and community groups interested in the issue of nursing shortages; (6) implement the major functions of the center within University policies; and (7) seek and accept non-state funds for carrying out the mission of the Center.

No general funds are requested. There is established in the treasury of the state a Center for Nursing special fund, into which shall be deposited any legislative appropriations, federal or private grants, and any other funds collected for the purpose of this chapter. The fund shall be administered by the Board of Regents of the University of Hawai‘i and monies in the fund shall be expended to support the center’s activities.

The Center for Nursing fund will be generated through a special fee assessed each nurse upon issuance of a new license and at each license renewal period commencing July 1, 2003 through June 30, 2009. In 2003-04 and 2004-05, the fees are expected to be in the range of $50,000-$60,000 per year, since license renewal for Hawai‘i’s 15,000 nurses for the 2003-2005 biennium occurred prior to July 1, 2003. After the next renewal cycle ending June 30, 2005, there will be appropriated out of the Center for Nursing special fund the sum of $300,000 per year through June 30, 2009.

It is the intent that additional external funding shall be sought to augment the special fund and to continue the work of the Center beyond June 30, 2009. External sources of funds include federal, state, and private organizations dedicated to addressing nursing workforce issues and needs.

11/21/03
Personnel for the Center would include one executive director and no more than two other staff positions, at least one of whom shall be an independent doctorally-prepared nurse researcher. These will be temporary positions supported by the Center for Nursing special fund. In addition, the Dean of the School of Nursing and Dental Hygiene or the dean’s designee, shall direct the activities of the Center for Nursing. The Dean or Dean’s designee time will be provided as in-kind support from the School of Nursing and Dental Hygiene for this important initiative. Adequate office space and computer workstation will be provided as in-kind support from the School of Nursing and Dental Hygiene.

The Legislature identifies the relevant collaborators who will be appointed by the Governor to serve on the Center’s Advisory Board. The Board would be comprised of:

• Five members from the business and labor community
  ▶ One of whom shall represent the Healthcare Association of Hawai‘i
  ▶ Two of whom shall represent other business entities
  ▶ Two of whom shall represent labor organizations
• Five members from the nursing profession
  ▶ One of whom shall represent the American Organization of Nurse Executives
  ▶ One of whom shall represent the Hawai‘i Government Employees Association
  ▶ Three of whom shall represent the Hawai‘i Nurses’ Association, professional component
• Two members from among the State’s nurse educators
  ▶ One of whom shall be a doctorally-prepared nurse educator
  ▶ The other, a doctorally-prepared nurse researcher
• Three members from community agencies or consumer groups with an interest in health care

These individuals represent the major nursing and health care stakeholders in our state. In addition, the Center will work closely with the State Board of Nursing of the Department of Commerce and Consumer Affairs in transferring the special licensing fee and accessing data on Hawai‘i’s licensed nurses.

**Recommendation:** That the Board establish the Hawai‘i State Center for Nursing within the School of Nursing and Dental Hygiene at UH Mānoa as reflected in the attached organizational charts, subject to compliance with appropriate Board policies.
University of Hawaii
University of Hawaii at Manoa
College of Health Sciences and Social Welfare
School of Nursing and Dental Hygiene
Office of the Dean

Proposed Organizational Chart
Chart I

OFFICE OF THE UHM CHANCELLOR,
UNIVERSITY OF HAWAII AT MANOA

SCHOOL OF NURSING AND
DENTAL HYGIENE

OFFICE OF THE DEAN
(See Chart II)

ACADEMIC PROGRAMS
(See Chart III)

AW INTERNATIONAL CENTER FOR
HEALTH AND HEALING EDUCATION
(See Chart IV)

HAWAII STATE
CENTER FOR NURSING
(See Chart V)

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS
NOV 21 2003
Date
University of Hawaii
University of Hawaii at Manoa
College of Health Sciences and Social Welfare
School of Nursing and Dental Hygiene
Office of the Dean

Proposed Organizational Chart

Chart V

<table>
<thead>
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<th>OFFICE OF THE DEAN</th>
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<td>Researcher</td>
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General Funds 0.00

APPROVED BY THE UNIVERSITY BOARD OF REGENTS
NOV 21 2003

Date
MEMORANDUM

TO: Patricia Y. Lee
Chairperson, Board of Regents

VIA: Evan S. Dobelle
President, University of Hawai‘i

VIA: Peter Englert
Chancellor, University of Hawai‘i at Manoa

FR: Barbara Molina Kooker
Interim Dean, School of Nursing and Dental Hygiene
Director, Hawai‘i State Center for Nursing

RE: ESTABLISHMENT OF THE HAWAII STATE CENTER FOR NURSING WITHIN THE SCHOOL OF NURSING AND DENTAL HYGIENE

SPECIFIC ACTION REQUESTED

The Board of Regents is asked to approve the establishment of the Hawaii State Center for Nursing within the School of Nursing and Dental Hygiene at UH Manoa.

RECOMMENDED EFFECTIVE DATE

July 1, 2003

PURPOSE

The University of Hawaii at Manoa School of Nursing and Dental Hygiene requests approval to establish and operate the Hawaii State Center for Nursing as provided for in Act 198 approved by the Hawaii State Legislature and Governor during the 2003 Legislative Session. As required in Executive Policy B5.215, Establishment and Review of Centers, the following information is provided.
Name of Center

Hawaii State Center for Nursing

Purpose

The purpose of the Act to establish a center for nursing is to address nursing workforce issues. The center for nursing shall: (1) collect and analyze data and prepare and disseminate written reports and recommendations regarding the current and future status and trends to the nursing workforce; (2) conduct research on best practices and quality outcomes; (3) develop a plan for implementing strategies to recruit and retain nurses; and (4) research, analyze, and report data related to the retention of the nursing workforce.

Organization and administrative structure

The Dean of the School of Nursing and Dental Hygiene, or the Dean’s designee, shall direct the activities of the Center for Nursing. There shall be an advisory board comprised of fifteen members appointed by the Governor pursuant to section 26-34 to serve in staggered terms without compensation. The board will be comprised of members from the business and labor community, nursing profession, State’s nurse educators and researchers, and community agencies or consumer groups with an interest in healthcare.

The advisory board of the Center for Nursing shall have the powers and duty to: (1) employ an executive director and no more than two other staff positions, at least one of whom shall be an independent doctorally-prepared nurse researcher; (2) adopt a mission statement and operational policy; (3) elect a chairperson; (4) establish committees of the board as needed; (5) seek input from individuals and community groups interested in the issue of nursing shortages; (6) implement the major functions of the center; and (7) seek and accept nonstate funds for carrying out the mission of the center.

Resources

No general funds are requested. There is established in the treasury of the State a Center for Nursing special fund, into which shall be deposited any legislative appropriations, federal or private grants, and any other funds collected for the purpose of this chapter. The fund shall be administered by the Board of Regents of the University of Hawaii and moneys in the fund shall be expended to support the center’s activities.

The Center for Nursing fund will be generated through a special fee assessed each nurse upon issuance of a new license and at each license renewal period commencing July 1, 2003 through June 30, 2009. In 2003-04 and 2004-05, the fees are expected to be in the range of $50,000-$60,000 per year, since license renewal for Hawai‘i’s 15,000 nurses for the 2003-2005 biennium...
occurred prior to July 1, 2003. After the next renewal cycle ending June 30, 2005, there will be appropriated out of the Center for Nursing special fund the sum of $300,000 per year through June 30, 2009.

It is the intent that additional external funding shall be sought to augment the special fund and to continue the work of the Center beyond June 30, 2009. External sources of funds include federal, state, and private organizations dedicated to addressing nursing workforce issues and needs.

Personnel for the center include one executive director and no more than two other staff positions, at least one of whom shall be an independent doctorally-prepared nurse researcher. These will be temporary positions supported by the Center for Nursing special fund. In addition, the Dean of the School of Nursing and Dental Hygiene or the dean’s designee, shall direct the activities of the Center for Nursing. The Dean or Dean’s designee time will be provided as in-kind support from the School of Nursing and Dental Hygiene for this important initiative. Adequate office space and computer workstation will be provided as in-kind support from the School of Nursing and Dental Hygiene.

See Exhibit A for the estimated annual budget plan for the Hawai‘i State Center for Nursing.

Administration of Grants

Credit for grant administration and extramural funding will be given to the School of Nursing and Dental Hygiene Dean or designee as the Director of the Hawai‘i State Center for Nursing. From July 1, 2003 - July 31, 2003, Interim Dean Barbara Molina Kooker has filled that role. From August 1, 2003, Dean Julie E. Johnson will assume the role of the Director of the Center.

Consultation

The legislation clearly identifies the relevant collaborators who will be appointed by the Governor to serve on the Center’s Advisory Board. The Board is comprised of the following:

- Five members from the business and labor community
  - One of whom shall represent the Healthcare Association of Hawai‘i
  - Two of whom shall represent other business entities
  - Two of whom shall represent labor organizations
- Five members from the nursing profession
  - One of whom shall represent the American Organization of Nurse Executives
  - One of whom shall represent the Hawai‘i Government Employees Association
  - Three of whom shall represent the Hawai‘i Nurses’ Association, professional component
Chairperson Patricia Y. Lee
July 29, 2003
Page 4

- Two members from among the State’s nurse educators
  - One of whom shall be a doctorally-prepared nurse educator
  - The other, a doctorally-prepared nurse researcher
- Three members from community agencies or consumer groups with an interest in health care

These individuals represent the major nursing and health care stakeholders in our state. In addition, the Center will work closely with the State Board of Nursing of the Department of Commerce and Consumer Affairs in transferring the special licensing fee and accessing data on Hawai‘i’s licensed nurses.

ACTION RECOMMENDED

I recommend approval to establish the Hawaii State Center for Nursing within the School of Nursing and Dental Hygiene at UH Manoa effective July 1, 2003.

Attachment
CURRENT ORGANIZATIONAL CHARTS
AND FUNCTIONAL STATEMENTS
State of Hawaii
University of Hawaii
University of Hawaii at Manoa
College of Health Sciences and Social Welfare
School of Nursing and Dental Hygiene
Office of the Dean

Position Organizational Chart
Chart II

OFFICE OF THE DEAN
Dean M 11 No. 89118 (1.00)

Secretary III SR 16, No. 14345 (1.00)

School of Nursing and Dental Hygiene
Community Advisory Board

Administrative Services
Adm Officer FB-B, No. 80187 (1.00)
Adm Officer FB-B, No. 80830 (1.00)
Secretary I SR 12, No. 26225 (1.00)
Total (3.00)

Academic Affairs
Associate Dean M 07, No. 89156 (1.00)
Secretary II SR14, No. 40636 (1.00)
Total (2.00)

Student Services
Faculty Position No. 85822 (1.00)
Specialist (Faculty) No. 85791 (1.00)
Specialist (Faculty) No. 82652 (1.00)
Secretary II SR 14 No. 40637 (1.00)
Total (4.00)

General Funds 11.00

CHART UPDATED
DATE JUL - 1 2002
State of Hawaii  
University of Hawaii  
University of Hawaii at Manoa  
College of Health Sciences and Social Welfare  
School of Nursing and Dental Hygiene  
Office of the Dean  

Position Organizational Chart  
Chart III  

OFFICE OF THE DEAN  

ACADEMIC PROGRAMS  

General Funds 47.50

### DEPARTMENT OF NURSING

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*Position to be redescribed
General Introduction

The School of Nursing and Dental Hygiene supports the mission of the University of Hawai‘i at Manoa: to provide an environment in which faculty and students can discover, examine critically, preserve, and transmit the knowledge, wisdom, and values that will help ensure the survival of the present and future generations with improvement in the quality of life. The school is committed to the following:

1. Educating qualified men and women in the disciplines of nursing and dental hygiene;

2. Using learning approaches that are appropriate to the needs of students and facilitating achievement of health outcomes within the diverse communities of the state of Hawai‘i, Asia and the Pacific Basin;

3. Advance knowledge through research; and

4. Designing and implementing nursing and dental hygiene services.

Office of the Dean

The Office of the Dean coordinates the efforts of two departments within the School of Nursing and Dental Hygiene, facilitates policy implementation, evaluates programs, and guides institutional and individual research. The Office of the Dean includes the following units:

1. Student Services

   The Student Services Unit facilitates student admission, progression and graduation; student records; transfers of students; and is responsible for matters relating to students and graduates such as studies, reports, foreign student programs, public relations, marketing of programs, catalogues and brochures, and student organizations.

2. Administrative Services

   The Administrative Services Unit is responsible for a wide variety of personnel, fiscal and other administrative affairs of the School. It provides technical assistance in the areas to ensure that the School is in compliance with federal, state, university, and other applicable regulations and requirements.

3. Academic Affairs

   The Academic Affairs Unit is responsible for the overall planning, development, organization, direction, and monitoring of the quality of the various academic program offerings in the School for nursing and dental hygiene; including but not limited to: Manoa Campus offerings, outreach and flexible program options, and exchange programs for faculty and students.

Academic Programs

1. Department of Dental Hygiene

   The Department of Dental Hygiene offers a baccalaureate program leading to a Bachelor of Science degree. The bachelor of science in dental hygiene qualifies students for admission to the national and state board dental hygiene examinations and maximizes opportunity for students to continue their education in graduate dental hygiene, public health, education, or other programs, or dental school.
2. **Department of Nursing**

The Department of Nursing's undergraduate program provides two options: (a) the bachelor of science degree pathway, which admits students in the sophomore year in nursing following completion of a minimum of 39 credit hours of general education and nursing prerequisite courses, and (b) the RN to BS pathway, which allows entry after the completion of the AS degree in nursing or a diploma nursing program.

The program leading to the master of science in nursing degree prepares students for advanced practice nursing or in clinical systems management. The program leading to the PhD in nursing prepares scholars who are capable of conducting culturally appropriate clinical scholarship and teaching in nursing educational programs.
FUNCTIONAL STATEMENT

Introduction

The Aw International Center for Health and Healing Education shares the missions of education, research, practice and service with the School of Nursing and Dental Hygiene and the broader University community.

Major Functions

Provides interdisciplinary and experiential programs.

Develops academic and cultural enrichment initiatives that assist in understanding and enhancing solutions for human health.

Develops new and experimental models of education.

Offers programs which combine the latest advancements in health and healing theory with healing skills; and the Visiting Fellows Program which is a healing-based research and study program focusing on theory, methods, and application of the healing practice models and mentored research.

Develops complementary and alternative directions for clinical care models through strategic planning efforts.

Provides a focal point for innovative work in nursing education and interdisciplinary professional development, with an emphasis on complementary and alternative health and healing practices.

Conducts or participates in research initiatives.

Develops databases to assist health agencies and ministries to develop national strategic plans.

Maintains a global support program to provide information to improve nursing practices and enhance the role of the nurse in the health care delivery system.

07/17/02
Organizational Chartfuncstmtaw.doc
BMCma
PROPOSED ORGANIZATIONAL CHARTS
AND FUNCTIONAL STATEMENTS
Proposed Organizational Chart

Chart V

OFFICE OF THE DEAN

HAWAII STATE CENTER FOR NURSING

Temporary full/part-time positions to be created related to this funding

Executive Director
Administrative Assistant
Researcher

General Funds 0.00

APPROVED BY THE UNIVERSITY BOARD OF REGENTS
NOV 21 2003
Date
PROPOSED
FUNCTIONAL STATEMENT

Introduction

The purpose of the Act to establish a center for nursing is to address nursing workforce issues.

Major Functions

The center for nursing shall:

1. collect and analyze data and prepare and disseminate written reports and recommendations regarding the current and future status and trends to the nursing workforce

2. conduct research on best practices and quality outcomes

3. develop a plan for implementing strategies to recruit and retain nurses; and

4. research, analyze, and report data related to the retention of the nursing workforce.

7/28/03
function statement center for nursing.doc

NOV 21 2003