MINUTES

BOARD OF REGENTS' COMMITTEE ON PERSONNEL AFFAIRS MEETING

APRIL 7, 2016

I. CALL TO ORDER

Committee Chair Coralie Matayoshi called the meeting to order at 12:30 p.m. on Thursday, April 7, 2016, at the University of Hawai‘i at Mānoa, Information Technology Building, 1st Floor Conference Room 105A/B, 2420 Correa Road, Honolulu, Hawai‘i 96822.

Committee members in attendance: Committee Chair Coralie Matayoshi; Committee Vice Chair Lee Putnam; Regent David Iha; Regent Michael McEnerney; Regent Ernest Wilson, Jr.

Others in attendance: Board Chair Randy Moore; Regent Wayne Higaki; Regent Michelle Tagorda; Regent Stanford Yuen; (ex officio committee members); President David Lassner; Vice President for Academic Affairs Risa Dickson; Vice President for Administration Jan Gouveia; Vice President for Community Colleges John Morton; Vice President for Legal Affairs and University General Counsel Carrie Okinaga; Vice President for Research Vassilis Syrmos; Vice President for Information Technology and Chief Information Officer, Garret Yoshimi; Interim UH-Mānoa (UHM) Chancellor Robert Bley-Vroman; UH-Hilo (UHH) Chancellor Donald Straney; Interim UH-West O‘ahu (UHWO) Chancellor Doris Ching; Executive Administrator and Secretary to the Board Cynthia Quinn; and others as noted.

II. APPROVAL OF MINUTES OF THE MARCH 9, 2016 MEETING

Board Chair Moore moved to approve the minutes of the March 9, 2016 meeting, seconded by Regent Iha, and the motion carried unanimously.

III. PUBLIC COMMENT PERIOD

Executive Administrator and Secretary of the Board Cynthia Quinn announced that the Board Office received no written testimony, and no individuals had signed up to testify.

IV. AGENDA ITEMS

A. For Information

Update on Amendments to RP 9.212 and Executive/Managerial Salary Schedule

Chair Matayoshi explained how administration requested more time to vet amendments and revise the executive policies to align with board policy, and present the new salary schedule for the next committee meeting.
VP Gouveia provided a slide presentation on the context and progress of amendments to the Executive/Managerial (EM) salary policies and schedule including current organizational structure, methodology, and processes, and data. The new board policy will reflect policy and outcome; and transactional, administrator, and implementation matters will be included in executive policies. Significant changes were highlighted, including differentiation between appointing and approving roles and responsibilities for the board and president, placement of starting salaries at the minimum, board approval for the salary schedule, not allowing the president to delegate authority to make salary adjustments; and remaining silent on term appointments.

Comments and questions were raised regarding the logic of the board determining versus approving the salary schedule; and addressing placement of recruitment waivers, termination of individuals with tenure, and setting fall back salary in board policy or executive policy;

Discussion ensued regarding how EM class of employees represents only 6% of the total salaries but receives disproportionate public attention, warranting direct involvement by the board to demonstrate fiduciary responsibility; allowing administration to develop and review salary schedules at least every five years, and shift responsibility away from transactional and instead articulating minimum and maximum levels with criteria that aligns appropriately, including outliers in order to reduce surprises and aberrations; adding a methodology to apply on an ongoing continuous basis for adjustments over time; and utilizing annual reporting as the fiduciary control. Executive policy will set forth criteria to ensure waivers are limited and done in consultation with the Equal Employment Opportunity/Affirmative Action (EEO/AA) office. Current policy or fallback salary remains intact to be set at the time of appointment for EM employees who are granted tenure. Administration explained how a working group is also considering a proposed salary adjustment proviso that deletes the delegation authority so the president can ensure equity and it was noted that prohibiting delegation could be seen as disempowering chancellors, and another option could be for the board to approve the methodology by which administration implements new EM scales in accordance with policy.

It was explained that term appointments are beneficial to recruit in difficult areas. The current policy remains silent on term appointments in order to not limit exceptional circumstances and facilitate recruitment in appropriate or extraordinary circumstances, such as where a turnaround job needs to be done, legitimizes the position, and avoids opposition from individuals simply waiting until the term appointment is over. Existing protections of appointments held subject to satisfactory performance.

Committee Chair Matayoshi indicated that the feedback provided will be considered by the working group, and encouraged all further feedback to be provided to the committee chair and Secretary Quinn. The policy and a salary schedule will be brought back to the committee in May to recommend approval at the June board meeting.

V. ADJOURNMENT
There being no further business, Regent Higaki moved to adjourn, and Board Chair Moore seconded, and with unanimous approval, the meeting was adjourned at 1:30 p.m.

Respectfully Submitted,

/S/

Cynthia Quinn
Executive Administrator and
Secretary of the Board of Regents