NOTICE OF BOARD OF REGENTS MEETING

Board business not completed on this day will be taken up on another day and time announced at the conclusion of the meeting.

Date: Thursday, May 16, 2019
Time: 9:45 a.m.
Place: Windward Community College
45-720 Kea’ahala Road
Hale Akoakoa 101 & 103
Kāne‘ohe, Hawai‘i 96744

AGENDA

I. Call Meeting to Order

II. Approval of Minutes of the March 28, 2019 Meeting

III. Public Comment Period: All written testimony on agenda items received after posting of this agenda and up to 24 hours in advance of the meeting will be distributed to the board. Late testimony on agenda items will be distributed to the board within 24 hours of receipt. Written testimony may be submitted via US mail, email at bor@hawaii.edu, or facsimile at 956-5156. Individuals submitting written testimony are not automatically signed up for oral testimony. Registration for oral testimony on agenda items will be provided at the meeting location 15 minutes prior to the meeting and closed once the meeting begins. Oral testimony is limited to three (3) minutes. All written testimony submitted are public documents. Therefore, any testimony that is submitted verbally or in writing, electronically or in person, for use in the public meeting process is public information.

IV. Report of the President

V. Committee and Affiliate Reports
   A. Report from the Committee on Budget and Finance
   B. Report from the Committee on Independent Audit
   C. Report from the Committee on Planning and Facilities
   D. Affiliate Reports

VI. Agenda Items
   A. Approval of University of Hawai‘i Tuition Schedule, Academic Year (AY) 2020-2021 through AY 2022-2023
   B. Approval to Name the New Hale Imu Building on the Kaua‘i Community College Campus
   C. Annual Report of the Independent Audit Committee to the Board

For disability accommodations, required by law for Persons with Disabilities requires at least (5) five days prior notice to the board office at 956-8213 or bor@hawaii.edu.
D. Legislative Update

E. Year in Review by the President

F. Report on Board Office Operations

G. Plan for Board Self-Assessment Under Regents Policy 2.202

H. House Bill No. 398, Relating to the University of Hawai‘i

1. **Executive Session (closed to the public)** – *To consult with the board’s attorneys on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities, pursuant to Section 92-5(a)(4), Hawai‘i Revised Statutes (HRS)*

I. Preparation for Election of Board Officers

VII. **Executive Session (closed to the public):**

A. **Personnel:** *(To consider the hire, evaluation, dismissal, or discipline of an officer of employee, where consideration of matters affecting privacy will be involved, pursuant to Section 92-5(a)(2), HRS)*

   1. Evaluation of the Executive Administrator and Secretary of the Board of Regents
   2. Evaluation of the Internal Auditor
   3. Discussion of Personnel Actions (A-1 for approval)

VIII. **Agenda Items (continued)**

A. Personnel Actions (A-1 for approval)

IX. **Announcements**

A. Next Meeting: July 18, 2019, at the University of Hawai‘i at Mānoa

X. **Adjournment**

**ATTACHMENTS**

Attachment A1 – Personnel actions posted for action
Attachment A2 – Personnel actions posted for information only
### Executive/Managerial

<table>
<thead>
<tr>
<th>Campus</th>
<th>Last Name</th>
<th>First Name &amp; Middle Initial</th>
<th>Proposed Title</th>
<th>Unit</th>
<th>Nature of Action</th>
<th>Monthly Salary</th>
<th>Effective Date</th>
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<tr>
<td>UH System</td>
<td>Luke</td>
<td>Amy</td>
<td>Assistant to Senior Executive</td>
<td>Office of the President</td>
<td>Appointment</td>
<td>$11,250</td>
<td>May 17, 2019</td>
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</table>

Recommendation: That the Board approve the personnel action as recommended.

David Lassner  
President
Pursuant to §89C-4, Hawai'i Revised Statutes, the following proposed compensation actions for excluded Executive/Managerial are disclosed for purposes of public comment.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Last Name</th>
<th>First Name &amp; Middle Initial</th>
<th>Proposed Title</th>
<th>Unit</th>
<th>Nature of Action</th>
<th>Monthly Salary</th>
<th>Effective Date</th>
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<td>Ching</td>
<td>Carleton</td>
<td>Administrative Program Officer</td>
<td>Office of the Vice President for Budget and Finance/CFO</td>
<td>Reassignment</td>
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<td>Fiorella</td>
<td>Academic Program Officer</td>
<td>Institutional Research and Analysis Office</td>
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<td>Christopher</td>
<td>Director, Strategic Development and Partnership</td>
<td>Office of the Vice President for Budget and Finance/CFO</td>
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<td>Velma</td>
<td>Interim Vice Chancellor for Research</td>
<td>Office of the Vice Chancellor for Research</td>
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<td>$20,625</td>
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<tr>
<td>UH Hilo</td>
<td>De Pillis</td>
<td>Emmeline</td>
<td>Interim Dean, College of Business and Economics</td>
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<td>Maria</td>
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Item II.

Approval of Minutes

MATERIALS PENDING
Item IV.

Report of the President

NO MATERIALS ORAL REPORT
Item IV.

Report of the President - WinCC Chancellor & Faculty Senate Reports
Aloha in Action: Engage, Support, Excel

Ardis Eschenberg, Ph.D., Chancellor
Windward Community College Campus Report
University of Hawai‘i Board of Regents
May 16, 2019
He pūnāwai kahe wale ke aloha.
Aloha is a spring that flows freely.

_Serving and supporting with aloha_

Windward Community College Value
Aloha in Action: Engage

Early College High School: Prepare and Implement Success

• 429 students
• 94% success rate
• 3.4 average GPA

• New Student Orientations
• Scholarships
• 25-30% transfer to WCC upon graduation
Aloha in Action: Support

Pathway Learning Communities
• First-time, full-time schedule
• Learning Community:
  – Introduction to College
  – Career pathway course
• Math & English

Supplemental Instruction
• 24% higher success rate
• 1.4 point higher final course grade
Aloha in Action: Support

Childcare
- Kids at College
- Campus Childcare Center

Aloha Bar
- Information at peak times, places

Hawaii Nutrition, Employment & Training
- Scholarships, food & childcare subsidies

Food Pantry
- Addresses food insecurity at campus

Financial Aid
- Essay help, outreach
Study Abroad
“While on this program, I auditioned and was accepted into London’s East 15 Acting and Stage Combat BA Honors program. Getting a taste of what my upcoming year will entail was invaluable.”
– Brandon DiPaola

Project Imua
“I might become an astronaut. I’ve always kind of wanted to become an astronaut since I was a kid, and watching this rocket fly, I’m kind of finding confidence in myself that it’s possible.”
– Leomana Turalde
Outcomes that Reflect Aloha

Enrollment to Degree Gap
Native Hawaiian: 2.1  PELL: 1.3

150% Graduation Rate
24.8%
Native Hawaiian: 20.5%  PELL: 24.5%

IPEDS 150% Success Rate
42.1%
Next Challenges

• Fall to Fall Persistence

• First-Time, Part-Time Graduation Rate (6-yr)

• Native Hawaiian Grade Point Average
Accreditation Aloha
Four commendations (no adverse findings)

1. Embracing Native Hawaiian culture

2. Partnerships with private sector, programs targeting the adult learner

3. Transparent budget & planning processes

4. Strong student focus and support for Native Hawaiians, first generation, and student parents
Faculty Senate: WCC Landscaping Plan

Christian Palmer, Ph.D., Anthropology Instructor

Faculty Senate Report
WCC Landscaping Plan

- Significant landscape changes
- Ongoing conversations
- Ethnographic research and survey
  - Increase native and canoe plants on campus
  - Plants support the mission of WCC

‘O ka hāʻule nehe a nā lau lāʻau, he hāwanawana ia i ka poʻe ola.
(The silent falling of the leaves of the trees is a whisper to the living.)
Creating the Landscaping Plan

• Collaborative process
• Campus teachings gardens
  – Botany Garden
  – Sustainable Agriculture
  – Hawaiian Studies Mala
  – Nursing Garden
  – Agripharmatech
  – Wood Carving
• Governing committee discussion
  – Sustainability Committee
  – Aesthetics Committee
  – Master Planning & Space Allocation Committee
Implementing the Landscaping Plan

- Identify key areas in and around buildings
- Campus beautification days
- Develop a plant map to document botanical resources
  - Partner with UH Mānoa Arboretum
- Create proposals for funding to implement the plan
He pūnāwai kahe wale ke aloha.

*Aloha is a spring that flows freely.*

Serving and supporting

with aloha
Mahalo nui loa!
Item V.A., V.B., V.C.

Committee Reports

MATERIALS PENDING
Item V.D.
Affiliate Reports

NO MATERIALS
ORAL REPORTS
MEMORANDUM

TO: Lee Putnam
   Chairperson, Board of Regents

VIA: David Lassne
     President

FROM: Donald O. Straaney, Ph.D.
     Vice President for Academic Planning and Policy

SUBJECT: Request to Approve University of Hawai'i Tuition Schedule, Academic Year (AY) 2020-2021 Through AY 2022-2023

I. SPECIFIC ACTION RECOMMENDED:

   It is recommended that the Board of Regents approve the following tuition schedules for 2020-21 through 2022-23 as provided in Attachment 1.

   1. Undergraduate and Graduate Per-Credit-Hour and Full-Time Semester Tuition Schedule, All Campuses;
   2. Select Advanced Professional Programs, Per-Credit-Hour and Full-Time Semester Tuition Schedule;
   3. Professional Fees, Per Student, Per Semester;
   4. Continuing Education and Community Service Per-Credit-Hour Tuition Schedule;
   5. Apprentice and Journey Worker Per-Clock-Hour Tuition Schedule

II. RECOMMENDED EFFECTIVE DATE:

   Effective Academic Year beginning Fall 2020.

III. PURPOSE

   The current tuition schedule (2016-17 through 2019-20) remains in effect through Spring 2020. Board of Regents action is required to establish the rates for the subsequent years.
The University administration proposes to maintain 2019-20 rates for the next three years for all rate categories except graduate education at UH Mānoa. Resident graduate tuition at UH Mānoa is proposed to be reduced by 2% in 2020-21 and remain constant for 2021-22 and 2022-23. Non-resident graduate tuition at UH Mānoa is proposed to be reduced by 10% in 2020-21 and remain constant for the subsequent two years.

The proposal seeks to address concerns relating to college affordability for Hawai'i residents. Tuition at UH's four-year institutions has risen above many of its peers, especially for non-residents. At the UHCCs, rates continue to be close to their peers, but have increased comparatively more in recent years. Improvements in affordability can bring the positive benefits of public higher education to more of Hawai'i's citizenry.

Decreases in tuition for UH Mānoa graduate students, where rates have risen far above our peers, are proposed to improve our competitiveness and attractiveness.

By approving the proposed tuition schedule, the administration is hopeful for a positive impact as students can prepare for their education both academically and financially.

IV. BACKGROUND INFORMATION

A. OVERVIEW

As set forth in HRS 92-28 and 304-4.4, authority to establish University of Hawai'i tuition resides with the Board of Regents.

This action memo summarizes the process for setting tuition, a summary description of the proposal, and assumptions associated with the proposal.

B. PROCESS

The University's tuition-setting process involved the following steps and timeline:

1. Fall 2017 to present  Research, policy review, and proposal presentation
2. November 2018  BOR tuition setting discussion
3. May 2019  BOR considers request to approve schedule
4. June 2019  Filing with Lt. Governor (if approved)
5. June 2019  New rates go into effect (if approved)
C. PROPOSAL: DESCRIPTION OF SCHEDULES (See Attachment 1)

The administration proposes the following tuition actions:

1. Maintain 2019-20 tuition rates for the next three years for all rate categories except graduate education at UH Mānoa.

2. UH Mānoa resident graduate students: Reduce tuition by 2% in 2020-21 and remain constant for 2021-22 and 2022-23.

3. UH Mānoa non-resident graduate students: Reduce tuition by 10% in 2020-21 and remain constant for 2021-22 and 2022-23.

4. UH Maui College four-year programs: Establish a full-time tuition rate equal to the rate for 12 credits, matching the practice at the four-year campuses. Currently, tuition is charged on a per credit basis.

D. ASSUMPTIONS ASSOCIATED WITH THE PROPOSAL

1. Fluctuations in enrollments will be handled within the operating budgets of campuses, which remain committed to addressing longstanding challenges around renewal, improvement and modernization of facilities.

2. The minimum percentage levels of institutional aid, as defined in EP6.204, will continue to be met or exceeded. Campuses will reevaluate how to balance need-based and merit-based aid from these funds.

V. ACTION RECOMMENDED

It is recommended that the Board of Regents approve the tuition schedule for 2020-21 through 2022-23 as provided in Attachment 1.

Attachments
1. Proposed Tuition Schedule

cc: Kendra Oishi, Executive Administrator and Secretary to the BOR
### University of Hawai‘i Tuition

**UNDERGRADUATE AND GRADUATE**

**PER-CREDIT-HOUR AND FULL-TIME SEMESTER TUITION SCHEDULE, ALL CAMPUSES**

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<td><strong>UH MĀNOA²</strong></td>
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<td>Undergraduate</td>
<td>306</td>
<td>3,672</td>
<td>846</td>
<td>10,152</td>
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<tr>
<td>Graduate</td>
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<td>300 Level and Above³</td>
<td>306</td>
<td>3,672</td>
<td>846</td>
<td>10,152</td>
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</table>

1. All students are subject to campus-based student fees not shown here.

2. Full-time (FT) tuition applies to students enrolling for 12 or more credits at UHM, UHH, and UHWO. At the Community Colleges, tuition is charged on a per-credit basis for all enrolled credits effective 2001–02. In accordance with University concurrent enrollment policy, students enrolling at multiple institutions/campuses during the same term pay the applicable tuition at each campus. Unless a special tuition schedule applies, regular day tuition applies to any credit course offered throughout the year for which a General Fund appropriation is authorized. Undergraduate resident and nonresident students enrolled in nursing, dental hygiene, business, and other UHCC health programs also pay a professional fee (separate fee schedule). Undergraduate/Graduate resident and nonresident students enrolled in the architecture program at UH also pay a professional fee (separate fee schedule).

3. This rate applies to upper division courses in UH Maui College's four-year degree program and Leeward Community College's Advanced Professional Certificate in Special Education (APC) (effective Fall 2017). All other UHCC campuses are authorized to continue to charge the lower division rate for upper division APC courses until such time as the BOR approves further amendment of this schedule. Full-time (FT) tuition applies to students enrolling for 12 or more credits at Maui College's four-year degree programs.

2020-21 to 2022-23 approved by the Board of Regents on May 16, 2019.
### University of Hawai‘i Tuition

**SELECT ADVANCED PROFESSIONAL PROGRAMS**

**PER-CREDIT-HOUR AND FULL-TIME SEMESTER TUITION SCHEDULE**

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1 All students are subject to campus-based student fees not shown here.
2 Full-time (FT) tuition applies to students enrolling for 12 or more credits. In accordance with University concurrent enrollment policy, students enrolling at multiple institutions/campuses during the same term pay the applicable tuition at each campus. Unless a special tuition schedule applies, regular day tuition applies to any credit course offered throughout the year for which a General Fund appropriation is authorized.
3 The CBA master’s degrees offered in executive format charge the resident tuition established here plus additional fees delegated to and approved by the President.

2019-20 to 2022-23 approved by the Board of Regents on May 16, 2019.
<table>
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</table>

1 The professional fees are charged in addition to applicable regular undergraduate tuition and student fees and are the same for residents and nonresidents.

2 Nursing and dental hygiene students are charged for no more than six semesters after admission to the program.

3 The architecture professional fee is charged throughout the 7-year program in addition to applicable tuition.

4 The undergraduate engineering fee is charged to students of sophomore, junior, or senior standing only.

5 The UHCC culinary program professional fee was approved by the Board of Regents in July 2012. The fee will be prorated for part-time students.

6 The professional fees schedule for Windward CC’s veterinary program was approved by the Board of Regents in February 2012. Certificate of Achievement in Veterinary Assisting (1st year) students are charged $100/semester (effective spring 2013). Associate of Science in Veterinary Technology (2nd year) students are charged $300/semester (effective fall 2012).

Requirements for Changes to Professional Fee Schedule
- Approval of the UH President must be obtained at least one semester in advance.
- Increases are capped at the rate of resident undergraduate tuition increases for a particular academic year. For example, if the rate of increase for resident undergraduate tuition at a campus is three percent, professional fees can be increased up to a maximum of three percent for that same academic year.
- All fees are to be re-evaluated annually by the campus.

2020-21 to 2022-23 approved by the Board of Regents on May 16, 2019.
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UH MĀNOA OUTREACH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>Resident</td>
<td>Nonresident</td>
<td>Resident</td>
<td>Nonresident</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>471</td>
<td>1,389</td>
<td>471</td>
<td>1,389</td>
</tr>
<tr>
<td>Graduate</td>
<td>663</td>
<td>1,558</td>
<td>650</td>
<td>1,402</td>
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<tr>
<td>Graduate Business</td>
<td>887</td>
<td>1,598</td>
<td>887</td>
<td>1,598</td>
</tr>
<tr>
<td>Graduate Education (EdD)</td>
<td>701</td>
<td>1,595</td>
<td>701</td>
<td>1,595</td>
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<tr>
<td>Graduate Education (MEd Private School Leadership)</td>
<td>600</td>
<td>600</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>Graduate Nursing</td>
<td>1,001</td>
<td>1,896</td>
<td>1,001</td>
<td>1,896</td>
</tr>
<tr>
<td>Law</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JD</td>
<td>933</td>
<td>1,909</td>
<td>933</td>
<td>1,909</td>
</tr>
<tr>
<td>LLM</td>
<td>1,209</td>
<td>1,209</td>
<td>1,209</td>
<td>1,209</td>
</tr>
<tr>
<td><strong>UH HILO CCECS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resident</td>
<td>Nonresident</td>
<td>Resident</td>
<td>Nonresident</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>306</td>
<td>846</td>
<td>306</td>
<td>846</td>
</tr>
<tr>
<td>Graduate</td>
<td>489</td>
<td>1,107</td>
<td>489</td>
<td>1,107</td>
</tr>
<tr>
<td>Graduate Nursing</td>
<td>797</td>
<td>1,574</td>
<td>797</td>
<td>1,574</td>
</tr>
</tbody>
</table>

1. At all campuses, tuition is not charged for credit courses subsidized under contractual agreements. In accordance with University concurrent enrollment policy, students enrolling at multiple institutions/campuses during the same term pay the applicable tuition at each campus.

2. Undergraduate resident and nonresident nursing students at UHM enrolled in the regular programs pay a professional fee (see separate fee schedule). Professional fees will be charged unless waived by the department.

3. The CBA master's degrees offered in executive format charge the resident tuition established here plus additional fees delegated to and approved by the President.

4. The MEd in Private School Leadership was approved by the President in spring 2015.

2020-21 to 2022-23 approved by the Board of Regents on May 16, 2019.
University of Hawai'i Tuition

APPRENTICE AND JOURNEY WORKER PER-CLOCK-HOUR TUITION SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UH COMMUNITY COLLEGES</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
</tr>
</tbody>
</table>

2020-21 to 2022-23 approved by the Board of Regents on May 16, 2019.
University of Hawai‘i Tuition Schedule, Academic Year (AY) 2020-2021 through AY 2022-23

May 16, 2019
Systemwide Goals of Tuition Setting

• **Affordability**, particularly for residents
  • Tuition rates have increased steadily over the last ten years and are now higher than WICHE peer institutions
  • While UH matches or is better than peers on measures such as 1) tuition and fees over state median income, or 2) percentage of students taking loans, UH must be concerned about affordability and accessibility

• **Competition**, particularly for out-of-state graduate students at UHM
  • Tuition rates for graduate students at UHM are significantly higher than at peer institutions
  • Enrollments have dropped as tuition has increased
Summary of Tuition Proposal Made in January 2019

1. Undergraduate resident rates at 4-year campuses: Rescind the approved rate increase of 1% or 2% for 2019-20 and keep flat for the next 3 years (2020-21, 2021-22, 2022-23).

2. Non-resident undergraduate rate at 4-year campuses: Reduce the approved rate for 2019-20 by the corresponding reduction in the resident rate, and keep flat for the next 3 years.

3. UHH Graduate: Reduce resident and non-resident tuition by 1%.

4. UHM Graduate: Rescind the approved 2% increase in UHM resident graduate rate for 2019-20 and reduce the non-resident rate by 10% and keep flat for the next three years.

5. Professional programs at UHM: Remain flat for the next four years.

6. UHCC: Rescind approved rate increase for 2019-20 for residents and non-residents at the UHCCs and keep flat for the next three years.

7. Set a full-time tuition rate at 12 or more credits for students at UH Maui College’s 4-year programs.

8. Revise summer tuition schedule accordingly.

• Length of schedule: 3 years
• Undergraduate at all campuses: No change for 3 years
• Graduate at UHH and all Professional schools: No change for 3 years
• Graduate at UH Mānoa: 2% decrease for residents and 10% decrease for non-residents in 2020-21, no change for remaining 2 years
• Set a full-time tuition rate at 12 or more credits for students at UH Maui College’s 4-year programs.
• Revise summer tuition schedule accordingly.
• Deep dive on enrollment, financial aid, and revenue projections in Fall 2019
• Continue to focus on enrollment management at campuses
Competitive Challenge:
Tuition rates for UHM graduate students are significantly higher than peers

UH Mānoa Resident Graduate Tuition and Fees (Academic Year)

UH Mānoa Non-Resident Graduate Tuition and Fees (Academic Year)
Competitive Challenge: Enrollments of graduate students have declined at UHM in the past 5 years as tuition rates increased.

Enrollment of graduate students have declined by 11% for Residents and 19% for Non-Residents.

Excluding students exempt from full Non-Resident tuition or with a waiver, the declines are 12% and 32%, respectively.

Excluding Graduate JD, LLM, MBA, MD
Competition: Enrollments of graduate students have declined at UHM in the past 5 years as tuition rates increased.

Enrollment of graduate students have declined by 11% for Residents and 19% for Non-Residents.

Excluding students exempt from full Non-Resident tuition or with a waiver, the declines are 12% and 32%, respectively.

Excluding Graduate JD, LLM, MBA, MD
Dashed lines exclude students exempt from full non-resident tuition or who have a waiver.
Graduate enrollment at Hilo has been trending upward for both Residents and Non-Residents.
Graduate enrollment at Hilo has been trending upward for both Residents and Non-Residents.

Graduate enrollment at Hilo has been trending upward for both Residents and Non-Residents.
Proposed rates by unit
UH Mānoa Resident Undergraduate Proposal: Maintain the 2019-20 rate for length of schedule

Comparisons show that while Undergraduate Resident rates are higher than peers, maintaining the current level will bring it close to peers.

Proposal: Maintain the 2019-20 rate for length of schedule.
Non-Resident Undergraduate tuition rates are higher than peers. Maintaining the rate at current levels will bring it close to peers.

Proposal: Maintain the 2019-2020 rate for length of schedule.

Overlap institutions received SAT scores from applicants to UH Mānoa.
UH Mānoa Graduate Rate Proposal:
Reduce Resident tuition by 2% and maintain constant for length of schedule

Resident proposal: Reduce the approved 2019-2020 Graduate Resident rate by 2% and maintain for length of schedule.

UH Mānoa Resident Graduate Tuition and Fees With Projections for Peers (Academic Year)

Assumes future fees are constant. 2% and 10% reductions are off of the tuition amount. Dashed line indicates projected value.
UH Mānoa Graduate Rate Proposal:
Reduce Non-Resident tuition by 10%, and maintain constant for length of schedule

Non-Resident: Graduate rates are much higher than peer institutions and enrollments have been falling.

Proposal: Reduce the approved 2019-20 Non-Resident rate by 10% and maintain for length of schedule.

Assumes future fees are constant. 2% and 10% reductions are off of the tuition amount. Dashed line indicates projected value.
UH Hilo and UH West O‘ahu Resident Undergraduate Proposal:
Maintain the 2019-20 rate for length of schedule

While UH Hilo and UH West O‘ahu have Undergraduate rates higher than WICHE peers, no growth for 2 years will narrow the gap.

Proposal: Maintain the 2019-20 rate for length of schedule.

(Assumes future fees are constant. Dashed line indicates projected value.)
UH Hilo and UH West O‘ahu Non-Resident Undergraduate Proposal: Maintain the 2019-20 rate for length of schedule

The Non-Resident Undergraduate rates are high relative to WICHE rates.

Proposal: Maintain the 2019-20 rate for length of schedule to close the gap.
UH Hilo Graduate Rate Proposal: Maintain the resident and non-resident 2019-20 rates for length of schedule

UH Hilo graduate programs are highly specialized and although rates are significantly higher than peers, there has been no impact in enrollment.

Proposal: Maintain the 2019-20 Resident and Non-Resident rates for length of schedule.
UH Community College tuition rates are close to WICHE peers for both Residents and Non-Residents.

Proposal: Maintain the 2019-2020 rates for Residents and Non-Residents for length of schedule.

Revenue Impact If Tuition Increased by 1% vs. No Increase

<table>
<thead>
<tr>
<th>Category</th>
<th>Revenue Increase if Tuition had Increased by 1%</th>
<th>Additional FTE Students Needed to Match Revenue Increase (Without 1% Increase)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN Undergraduate Resident</td>
<td>$858,100</td>
<td>76</td>
</tr>
<tr>
<td>MAN Undergraduate Non-Resident</td>
<td>$196,500</td>
<td>6</td>
</tr>
<tr>
<td>HIL Undergraduate Resident</td>
<td>$120,900</td>
<td>16</td>
</tr>
<tr>
<td>HIL Undergraduate Non-Resident</td>
<td>$37,500</td>
<td>2</td>
</tr>
<tr>
<td>HIL Graduate Resident</td>
<td>$14,900</td>
<td>2</td>
</tr>
<tr>
<td>HIL Graduate Non-Resident</td>
<td>$7,500</td>
<td>1</td>
</tr>
<tr>
<td>WOA Resident</td>
<td>$138,000</td>
<td>19</td>
</tr>
<tr>
<td>WOA Non-Resident</td>
<td>$8,500</td>
<td>1</td>
</tr>
<tr>
<td>UHCC Resident</td>
<td>$502,200</td>
<td>128</td>
</tr>
<tr>
<td>UHCC Non-Resident</td>
<td>$99,300</td>
<td>10</td>
</tr>
</tbody>
</table>

Based on Fall 2018 FTE enrollment levels.
Comparison: UH Mānoa Graduate Decreases

<table>
<thead>
<tr>
<th>Category</th>
<th>Expected Decrease in Net Tuition Revenue</th>
<th>Additional FTE Students Needed To Offset Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN Graduate Resident (2% Decrease in Tuition)</td>
<td>- $398,400</td>
<td>25</td>
</tr>
<tr>
<td>MAN Graduate Non-Resident (10% Decrease in Tuition)</td>
<td>- $2,834,200</td>
<td>76</td>
</tr>
</tbody>
</table>

Based on Fall 2018 FTE enrollment levels.
Mahalo
April 30, 2019

MEMORANDUM

TO:       Lee Putnam  
           Chair, Board of Regents

VIA:      David Lassner
           President

VIA:      John Morton
           Vice President for Community Colleges

FROM:     Helen A. Cox  
           Chancellor, Kaua‘i Community College

SUBJECT:  REQUEST FOR APPROVAL TO NAME THE NEW HALE IMU BUILDING ON THE KAUAI COMMUNITY COLLEGE CAMPUS

SPECIFIC ACTION REQUESTED:

It is requested that the Board of Regents (BOR) approve the name "Ka Hale Imu a Kikuchi" for the new Hale Imu at Kaua‘i Community College (CC).

RECOMMENDED EFFECTIVE DATE:

Upon Board of Regents approval.

ADDITIONAL COST:

None.

PURPOSE:

Name the new Hale Imu at Kaua‘i Community College.

BACKGROUND:

BOR policies RP 11.03, Naming of Campus Improvements and Academic Programs, and EP 11.203, Naming of University Facilities and Academic Programs, state that the
Authority for the naming of buildings, facilities, roads, and academic programs of the campuses of the University of Hawai'i shall reside with the BOR.

Pursuant to established procedures, the proposed name was presented to and approved by the College Council on January 29, 2019.

Inspiration for the name came from the many achievements of former faculty member Dr. William Kenji "Pila" Kikuchi. Pila was a part of the world of archaeology and anthropology for almost 50 years. Active in research, publishing, education, and conservation, he was a mainstay in Hawaiian and Kaua'i archaeology. He was a professor of Anthropology and Archaeology at Kaua'i CC for 26 years, during which time he also maintained memberships and actively furthered the activities of: the Hawaiian Academy of Science, Kaua'i Chapter; the American Association for the Advancement of Science; seven national and international Archaeology Societies (including a founding member of the Pacific Association of Professional Archaeologists); the Hawaiian Historical Society; and the Society for Anthropology in Community Colleges. With his wife Delores, he led a Kaua'i CC group of students in the writing and publication of the newsletter *Archaeology on Kaua'i*, researching and spreading the stories of the famous sites of this island. For these activities, and his numerous publications, Pila received many, many awards.

Pila's interests were eclectic, to say the least. He studied geology, meteorology, Hawaiian aquaculture, the history of the various cultures who lived on Kaua'i, Japanese war planes and samurai, ghost stories... and food. Pila was often to be seen in the cafeteria during the lunch period, "helping" cafeteria workers and generally welcoming people and advising on the daily specials. A *hale imu* was a dream of Pila's (as was the reconstruction of a Portuguese bread oven rescued from Koloa), and it is because of this last dream project of his that we would like to name the Hale Imu after Pila: Ka Hale Imu a Kikuchi.

**ACTION RECOMMENDED:**

It is recommended that the BOR approve the name of Ka Hale Imu a Kikuchi for the new Imu Hale at Kaua'i CC.

c: Executive Administrator and Secretary of the Board Oishi
Committee on Independent Audit of the Board of Regents

Annual Report
For the Fiscal Year Ended June 30, 2019

Office of Internal Audit: Audit Results for the fiscal year ended June 30, 2019

May 2019
Summary
This Annual Report is prepared pursuant to the provisions of Hawai‘i Revised Statutes (HRS) §304A-321, Independent Audit Committee. This June 30, 2019 Annual Report is organized by the following sections:

1. Committee on Independent Audit (Audit Committee) Charter
2. Audit Committee Membership
3. Audit Committee Meetings

The Audit Committee has fulfilled its responsibilities pursuant to the Bylaws of the Board of Regents of the University of Hawai‘i (BOR Bylaws) and HRS §304A-321. Collectively, BOR Bylaws (Article II.D.2.e) and HRS §304A-321 functions as the Audit Committee’s Charter. This Annual Report includes and is complemented and supported by the “Audit Results” report prepared by the University of Hawai‘i (University or UH) Office of Internal Audit (Internal Audit) that summarizes Internal Audit’s activities during the fiscal year ended June 30, 2019.

Committee on Independent Audit (Audit Committee) Charter
The duties and responsibilities of the Audit Committee are documented in its Audit Charter (collectively BOR Bylaws and HRS §304A-321). The Audit Committee’s duties and responsibilities include the following:

1. Undertake professional development to improve the financial expertise of the Audit Committee.
2. Provide oversight relating to enterprise risk management.
3. Hold meetings at least twice per year.
4. Review the Audit Committee’s effectiveness and prepare or oversee the preparation of an annual report to the BOR.
5. Review the procedures for the receipt, retention, and treatment of complaints received by the University regarding accounting, internal accounting controls, auditing matters, or suspected fraud that may be submitted by any internal or external party.
6. Review (1) significant findings of internal audits and auditee responses, (2) whether internal auditors have encountered difficulties in the course of their audits, (3) changes in the scope of internal audits, (4) the internal audit budget and staffing, (5) the annual internal audit plan, and (6) the annual report of the internal audit department.
7. Review the following with management and the external auditor: (1) UH’s annual financial statements and related footnotes, (2) all reports certified by the external auditor, (3) the external auditor’s judgments about the quality of UH’s accounting principles, (4) any significant changes required in the external auditor’s audit plan, (5) any difficulties or disputes encountered during the audit, and (6) matters pursuant to Statement on Auditing Standards No. 114 (critical accounting policies and practices, consultations with audit firms other than the external auditor, and any other information relating to significant estimates and judgments).
8. Review with the external auditor matters affecting internal control including (1) the adequacy of UH’s internal control, including computerized information system controls and security and (2) any related significant findings and recommendations of the internal and external auditors, together with the responses of UH.
9. Annually evaluate the external auditor and the internal audit function.
10. Recommend to the BOR, the external auditor to be retained by UH and their fees.
11. Submit an annual report to the BOR and the legislature no later than 20 days prior to the convening of each regular session of the legislature on matters that include (1) all instances of
material weaknesses in internal control, including the responses of UH management and (2) all instances of fraud, including the responses of UH management.

12. Perform such other functions as assigned by the BOR and/or its bylaws.

Audit Committee Membership
The Audit Committee members are appointed by the BOR Chair and serve for one year or until the appointment of successors. The Audit Committee Chair is selected by the members of the Audit Committee.

The Audit Committee must consist of at least three members but not more than five members. During the fiscal year ended June 30, 2019, membership of the Audit Committee consisted of the following Regents:

1. Michael McEnerney, Chair
2. Wayne Higaki, Vice Chair
3. Simeon Acoba
4. Jeffrey Portnoy
5. Douglas Shinsato (resigned during calendar year 2019)

Audit Committee Meetings
The Audit Committee is required to meet at least twice per year. During fiscal year 2019, the Audit Committee held six meetings. The fiscal year 2019 Audit Plan was approved by the Audit Committee at the May 18, 2018 Audit Committee meeting. In addition to Audit Committee members, other BOR members attending fiscal year 2019 meetings included BOR Chair Putnam and Regents Higa, Moore, Tagorda, Yuen, Wilson, Nahale-a, Westerman and Acopan. Meeting attendees also included University executive management (President, Vice Presidents, Chancellors of various campuses, etc.), the Director of Internal Audit, and personnel from the University’s external auditors (Accuity, LLP or Accuity). Other attendees consisted of University personnel from a University campus/department/function associated with an Audit Committee meeting agenda topic or matter.

The following summarizes the significant matters and topics discussed at Audit Committee meetings held during fiscal year 2019.

August 2, 2018:
1. The Audit Committee reviewed and accepted the committee’s goals and objectives.
2. Internal Audit presented the Whistleblower Hotline Tracking Report.
3. Vice President for Administration Gouveia introduced the Interim Director of Risk Management, Darren Suzuki, who provided the Office of Risk Management annual report.
4. The Audit Committee annual review was deferred until the next meeting.

October 4, 2018:
1. The Audit Committee reviewed and accepted the following reports presented by Internal Audit:
   a. Review of Student Accounts Receivable
   b. University of Hawai‘i at Mānoa(UHM)- Review of Student Fees for Professional Programs
2. Internal Audit presented the Whistleblower Hotline Tracking Report.
3. Vice President for Administration Gouveia provided an update on the University’s enterprise risk management efforts.
November 27, 2018:
1. Accuity discussed their professional responsibilities and required communications pursuant to Statement on Auditing Standards No. 114
2. The Audit Committee reviewed and accepted the following reports presented by Accuity:
   a. University Audited Financial Reports for the year ended June 30, 2018
   b. UHM Intercollegiate Athletics NCAA Agreed-Upon Procedures Report for the year ended June 30, 2018
   c. UHM Intercollegiate Athletics Department Internal Control and Business Issues Report for the year ended June 30, 2018
3. The Audit Committee reviewed and accepted the Annual Report to the Legislature on Material Weaknesses and Fraud pursuant to HRS §304A-321 prepared and presented by Internal Audit. The report noted no material weaknesses or fraud.

December 19, 2018:
The Audit Committee reviewed and accepted the Review of Maunakea report prepared and presented by Internal Audit.

January 17, 2019:
1. The Audit Committee reviewed and accepted the following reports presented by Accuity:
   a. University Audited Financial and Compliance Reports pursuant to Uniform Guidance for the year ended June 30, 2018
2. The Audit Committee reviewed and accepted the UH Press and Student Housing Services – Status of Corrective Action report prepared and presented by Internal Audit.
3. Accuity presented an education session on an Overview of Services Accuity LLP provides to the University of Hawai‘i.
4. The Whistleblower Hotline Tracking Reports, the fiscal year 2018 Whistleblower Annual Report and discussion of BOR policy (RP) 2.205, Policy on Whistleblowing and Retaliation were deferred.

May 2, 2019:
The following lists the matters and topics anticipated to be discussed at this meeting.
1. The Audit Committee’s review and acceptance of the following reports presented by Internal Audit:
   a. Proposed year ended June 30, 2020 Audit Plan
   b. Year ended June 30, 2019 Annual Report of the Committee on Independent Audit
   c. Year ended June 30, 2019 Audit Results of the Office of Internal Audit
   d. Review of the Cash Receipts Process
   e. Review of the Sodexo Food Service Contracts
   f. UHM Athletics Department Equipment and Apparel and Commuter Services - Status of Corrective Action
   g. Travel Policy Compliance and Employee Cell Phone Charges- Status of Corrective Action
2. The Director of Internal Audit presenting Whistleblower Hotline Tracking Reports.
Audit Results

For the Fiscal Year Ended June 30, 2019

For the Committee on Independent Audit of the Board of Regents
May 2019
Executive Summary

Introduction
The Office of Internal Audit (Internal Audit) prepares this Audit Results (or Annual Report) report to summarize their activities and accomplishments for the fiscal year ended June 30, 2019. The Bylaws of the Committee on Independent Audit of the Board of Regents (Audit Committee) require that the Audit Committee review this report. Additionally, the preparation of this report assists the Audit Committee review the internal audit function of the University of Hawai‘i (University) as required by Hawai‘i Revised Statutes (HRS) §304A-321, Independent Audit Committee. Pursuant to the Charter of the Office of Internal Audit of the University of Hawai‘i (Internal Audit Charter), an annual audit plan is developed and submitted to the Audit Committee for review and approval. The fiscal year 2019 Audit Plan was approved by the Audit Committee on May 18, 2018.

Overview of fiscal 2019 audit engagements
Exhibit 1 summarizes the audit objective(s), audit scope, observations, findings, conclusions and status of the fiscal 2019 audit engagements. The following table categorizes the 22 engagements listed in Exhibit 1.

<table>
<thead>
<tr>
<th>Fiscal 2019 engagements:</th>
<th>Completed reports</th>
<th>In process</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reviewed and accepted</td>
<td>For information</td>
<td></td>
</tr>
<tr>
<td>New and carryover</td>
<td>5</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Audit Committee assistance</td>
<td>2</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Follow-up</td>
<td>7</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14</td>
<td>1</td>
<td>22</td>
</tr>
</tbody>
</table>

The Audit Committee assistance engagements consisted of 1) the Whistleblower Hotline Program and related tracking reports, 2) the annual report to the Hawai‘i State Legislature noting no instances of material weaknesses or fraud and 3) the Audit Committee’s annual report evaluating their effectiveness. Substantial audit work has been completed with respect to the in-process engagements. The in-process engagements are anticipated to be completed during the first half of fiscal 2020.

With respect to the completed engagements, Unit (audited campus, college, department, etc.) management concurred with all observations/findings and conclusions. Internal Audit produced recommendations ranging from 6 – 16 in connection with each engagement to mitigate identified operational, financial and compliance risks. Unit management have implemented or are in the process of implementing corrective action pursuant to these recommendations. Regarding the completed follow-up audits, Internal Audit noted that the majority of corrective actions were implemented with solutions for the in-process corrective actions developed and planned for implementation in fiscal year 2020.

Additionally, one of the major carryover audits included in the fiscal year 2019 Audit Plan was the Review of Maunakea. This audit project was added by the Audit Committee to the fiscal year 2018 Audit Plan via an Audit Plan - Supplement on March 8, 2018 pursuant to a BOR Resolution dated February 22, 2018. The Resolution required Internal Audit to perform a financial management audit of the relevant University-related entities engaged in Maunakea stewardship and management.
The Review of Maunakea was a significant project and major accomplishment for Internal Audit. This project necessitated multiple meetings and discussions with key personnel from numerous University-related entities, review of documents and contracts, and analysis of financial records at the University-related entities involved with Maunakea, including but not limited to the University System, University of Hawai‘i at Mānoa, the Institute for Astronomy (IfA), the University of Hawai‘i at Hilo, the Office of Maunakea Management (OMKM), RCUH and Maunakea Observatories Support Services (MKSS). Internal Audit determined that each entity has a distinct and separate function as well as operating objectives. Accordingly, no individual or group of individuals at any entity could describe the University’s overall operations and related financial results associated with Maunakea resulting in the scheduling of a substantial number of meetings and phone calls and the distribution of e-mails and other forms of correspondence to understand the nature and breadth of University related Maunakea operations. In addition, the volume of documents requested and reviewed by Internal Audit resulting from these meetings and correspondence were substantial.

Conclusion
In connection with the fiscal 2019 audit engagements, Internal Audit did not identify conditions that we believe are material weaknesses. Common recommendations included in fiscal 2019 audit reports included improving compliance with, establishing and/or updating policies and procedures, improving the performance of periodic budget to actual analyses, and improving collaboration/consistency across University campuses and departments that engage in similar processes and procedures.

Internal Audit recognizes the importance of building and sustaining effective relationships among the Audit Committee, University management and the external auditor. These relationships provide efficiencies and enhancements in the University’s risk assessment and management processes and in the performance of internal and external audits. Accordingly, Internal Audit appreciates and thanks University management and staff for their cooperation and responsiveness in connection with the engagements summarized in Exhibit 1. Further, we thank the Audit Committee for their continued support of Internal Audit. Please call Glenn Shizumura at 956-7318 with any questions or comments with respect to the contents of this report.
Audit Resources & Competencies

Internal Audit’s staffing at the conclusion of the fiscal year ended June 30, 2019 consisted of its Director and three full-time staff auditors which was consistent with staffing as of July 1, 2018. However, the staffing mix changed due to a full-time staff auditor moving to the mainland in December 2018 for personal reasons. In February 2019, another full-time staff auditor resigned to pursue a position outside of the University. The open positions were filled in March 2019 with personnel with relevant audit experience at Deloitte. One of the new staff auditors was hired in December 2018 but delayed her Internal Audit start date to complete ongoing Deloitte audit projects. This staff auditor has approximately 11 years of public sector audit experience with Deloitte. Collectively, Internal Audit’s professionals have a substantial number of years of auditing and accounting experience within both the University environment and the private sector. The hiring of the two new staff auditors increased the audit experience of Internal Audit personnel at international public accounting firms from approximately 30 years to more than 40 years.

Internal Audit also employs University students majoring in accounting to provide the students with the opportunity to experience auditing from an internal audit perspective in addition to an external audit perspective. Assistance on Internal Audit projects include research and preparing working papers documenting the results of their research, verifying the mathematical accuracy of schedules and financial statements, obtaining and analyzing financial information from the University’s general ledger, reviewing the contents of electronic and manual audit files for completeness, etc. Student auditor tasks may also include research on new or recently revised accounting and auditing literature. The work product of this research is an oral presentation and PowerPoint slide presentation to Internal Audit staff and student auditors. Audit experience gained through their employment at Internal Audit has benefited and assisted student auditors obtain internship and/or full-time employment opportunities with international and local accounting firms.

Internal Audit employed a total of eight students during the year ended June 30, 2019. During this period, three – five students were employed at any point in time. Employment fluctuations result from student internships at downtown accounting firms and graduation. Internal Audit encourages these internships and reserves the student auditor position for the student upon the completion of their internship.

The administrative functions of Internal Audit are handled by a full-time Administrative Assistant and student auditors. Administrative duties consist primarily of the following:

- Provide information technology support.
- Manage the storage, back-up and security of Internal Audit’s electronic files.
- Prepare and issue fiscal related documentation for procuring goods and processing payments.
- Coordinate work orders and auxiliary services.
- Maintain office supplies and equipment, including routine security maintenance on computers.
- File and archive internal and external audit reports.
- Manage office information flow.
- Prepare monthly and year-to-date financial reports to track and monitor Internal Audit expenses.
- Compare and analyze current year-to-date expenses to budget and prior year expenses.
The Office of Internal Audit reports functionally to the University of Hawai‘i Board of Regents through its Committee on Independent Audit.

Office of Internal Audit
Director
Glenn Shizumura

Internal Auditors
David Estes
Bryce Iwata (Departed 02/2019)
Kazuhide Yamauchi (Departed 12/2018)
Pamela Pineda (Started 03/2019)
June Hee Hwang (Started 03/2019)
VACANT

Administrative Assistant

Student Assistants
Profile of the Office of Internal Audit

Name: Glenn Shizumura  
Title: Director  
Professional Designation: Certified Public Accountant (CPA) – Hawai‘i 1990  
Academic Qualification: Bachelor of Business Administration (BBA)  
Work Experience: 23 years Public Accounting/Ernst & Young  
• Executive Director/Principal  
• Industry expertise – public sector, real estate, retail, insurance and not-for-profit  
9 years Director of Internal Audit/University of Hawai‘i

Name: David Estes  
Title: Internal Auditor  
Professional Designation: CPA – Pennsylvania 2004  
Academic Qualifications: BBA  
Work Experience: 6 years Public Accounting/PricewaterhouseCoopers  
• Industry expertise – investment management, not-for-profit  
2 years Operational Risk/Perpetual Ltd. (Sydney, Australia)  
2 years Internal Audit/University of Hawai‘i

Name: Bryce Iwata (departed 2/2019)  
Title: Internal Auditor  
Academic Qualifications: BBA/MAcc  
Work Experience: 4 years Public Accounting/Deloitte  
1 year Financial Accounting/Bishop Insurance Agency  
11 years Internal Audit/University of Hawai‘i

Name: Kazuhide Yamauchi (departed 12/2018)  
Title: Internal Auditor  
Academic Qualification: BBA  
Work Experience: 3 years Public Accounting/MC Group Hawai‘i  
1 year Internal Audit/University of Hawai‘i

Name: Pamela Pineda (hired 12/2018, started 3/2019)  
Title: Internal Auditor  
Academic Qualifications: BBA  
Work Experience: 11 years Public Accounting/Deloitte  
• Industry expertise – public sector (Single Audits, Uniform Guidance, OMB Compliance) and not-for-profit

Name: June Hee Hwang (hired 3/2019)  
Title: Internal Auditor  
Academic Qualifications: BS/MBA in Accounting  
Work Experience: 2 years Public Accounting/Deloitte  
4 years Accounting/Various Investment Banks  
1 year Accounting Lecturer/HCC
Internal Audit Activity and Results

Audit Plan

Internal Audit’s fiscal 2019 Audit Plan was approved by the Audit Committee during its meeting held on May 18, 2018. The Audit Plan was developed using a risk-based approach and considered Internal Audit’s available resources. Criteria used in selecting audit projects included providing coverage of higher risk departments/units/functions and areas of concern to the Board of Regents (BOR) and University management. The following are considered in preparing Internal Audit’s Audit Plan:

- Matters discussed at periodic Audit Committee meetings.
- Meetings and discussions with certain members of University management.
- Observations and findings contained in historical reports issued by Internal Audit. Certain University departments and/or functions may be reviewed as a result of:
  > audit findings noted in departments and/or functions with similar operations and/or
  > unremediated audit findings.
- Review of the various University Internal Control and Business Issues Reports issued by the University’s external auditors (Accuity).
- Meetings and discussions with Accuity with respect to sensitive audit areas.
- Regulatory compliance.

The following are the types of engagements (including examples of fiscal 2019 engagements) generally performed by Internal Audit:

- **Financial audits and reviews** – determine the fairness, accuracy, and reliability of financial information presented in accordance with established or stated criteria.

- **Attestation engagement** – examination, review, or agreed-upon procedures on a subject matter, or an assertion about a subject matter (including financial information). An example is the review of ASUH’s financial statements that is required every three years pursuant to the ASUH Constitution (last performed for the year ended June 30, 2018). The performance of this engagement by Internal Audit precluded the need to engage an external audit firm.

- **Operational reviews** – evaluate an area, department, or functional operation with the objective of evaluating efficiency and effectiveness. Examples of operational review projects include the 1) Review of student accounts receivable, 2) Review of UHM student fees for professional programs and 3) Maunakea project.

- **Compliance reviews** – assess the adherence to laws, regulations, policies and procedures. A compliance review may also include assessing compliance with the terms and conditions of contracts/agreements. Examples of compliance review projects include 1) Review of the Cash Receipts Process and 2) Review of the Sodexo Food Service Contracts.

- **Follow-up audits** – performed to identify and evaluate management actions implemented in response to a prior audit. Follow-up audits are generally performed during the year following the issuance of the report to assess if management actions have been effectively implemented or if senior management has accepted the risk of not taking action.
Audit Results
For the Fiscal Year Ended June 30, 2019

Internal Audit provides consultative services to University personnel when questions arise with respect to generally accepted accounting principles and its application, accounting and operational process analyses and related internal control matters. Internal Audit also provides guidance and collaborates with auditees in connection with their implementation of Internal Audit recommendations. In addition, Internal Audit may perform and participate in investigation projects as a result of complaints to the BOR office, University management and/or Whistleblower Hotline.

Audit Phases
Internal Audit’s audit process commences with the above described Audit Plan. Summarized below are the typical audit phases utilized by Internal Audit in connection with each audit project. An overarching Internal Audit objective is frequent and constant communication with Unit personnel on an ongoing basis. Ongoing and effective communication is critical in validating potential audit issues/findings as well as determining feasible recommendations.

1. Preliminary review:
   Internal Audit gathers and reviews information to obtain a preliminary understanding of the operation, activity or process that will be audited. A preliminary assessment of risks relevant to the audit is conducted.

2. Notification:
   The Director of Internal Audit contacts appropriate University management regarding an audit project(s) that will impact their Unit. The audit purpose and objective, scope, time period covered by the audit, etc. are also discussed.

3. Initial meeting:
   An initial meeting is scheduled to establish the tone for the audit and to discuss the audit’s scope, objectives, timing and expectations. Internal Audit will also request the auditee to describe their Unit’s operations that will be impacted by the audit as well as available resources (personnel, facilities, systems, etc.) and any other issues or concerns.

4. Planning:
   Written documentation of relevant processes and controls is requested and analyzed. Internal Audit will perform a walk-through to confirm the documented processes and controls. Subsequent to the completion of the preliminary risk assessment, an audit plan and program are developed to assist in the performance of an efficient and effective audit. Internal Audit has developed a quality assurance checklist to utilize on all engagements to ensure compliance with applicable professional authoritative literature and Internal Audit’s in-house policies.

5. Fieldwork:
   Fieldwork consists of gathering evidence and analyzing and evaluating that evidence pursuant to the audit program. Audit procedures are performed such that the most significant and high risk audit risk areas are completed first. Internal Audit utilizes Microsoft One Note to manage and electronically file audit documentation and workpapers. All engagement documentation and workpapers are reviewed by the designated supervisor(s).

6. Report draft:
   The drafting of the audit report commences during the performance of fieldwork. Internal Audit schedules a meeting with Unit management to discuss the form and content of the draft report and
provides a copy of the draft report concurrently with or subsequent to this meeting. From a timing perspective, Internal Audit generally provides the preliminary draft report to the auditee approximately four (4) weeks prior to the next scheduled Audit Committee meeting. The auditee is requested to provide draft report comments by an agreed upon due date of receiving the initial draft report. Internal Audit incorporates relevant and appropriate comments received by the auditee into the report draft. A revised draft report is generally distributed to the auditee within one business day.

7. Report distribution to the Audit Committee Chair, Vice Chair and BOR Office:
Subsequent to incorporating auditee comments into the draft report, the report draft will generally be distributed to the Audit Committee Chair and Vice Chair for review and comment. Subsequent to review by the Audit Committee Chair and Vice Chair, the report draft will be forwarded to the BOR Office for distribution to Audit Committee members prior to the Audit Committee meeting. The report draft will be presented by the Director of Internal Audit at the Audit Committee meeting.

8. Management response:
Unit management is generally requested to provide a written response to findings and recommendations included in Internal Audit’s report. Depending upon the timing of management’s preparation of their written response, the Director of Internal Audit forwards the written response to the Audit Committee Chair and Vice Chair prior to distribution to Audit Committee members. Unit management personnel are requested to attend the Audit Committee meeting to respond to possible Audit Committee member questions and comments.

9. Final report distribution:
Subsequent to the Audit Committee’s review and acceptance of the draft report, Internal Audit finalizes and distributes printed and electronic copies of the report to Unit management and appropriate senior management personnel of the University.

10. Follow-up:
Approximately one year subsequent to audit report issuance, Internal Audit performs a follow-up audit to assess the implementation of Internal Audit’s recommendations and Unit corrective action.

**Time Allocation**
Similar to other professionals in accounting and auditing, Internal Audit tracks time spent on each project and task. The following chart summarizes the time allocation for the fiscal year ended June 30, 2019 (actual time through April 15th and estimate to complete through June 30th):
Administrative time primarily includes various human resource related functions (e.g., performance of employee evaluations, hiring of full-time and student auditors, review and approval of student auditor timesheets, etc.) and office management functions (e.g., review of current year-to-date expenses to budget and prior year expenses, engagement scheduling, etc.). Training time includes the reading of various professional organization periodicals (Association of College and University Auditors, National Association of College and University Business Officers, Journal of Accountancy, etc.) and participating in webinars and on-line courses relating to emerging accounting, auditing and operational issues primarily affecting governmental entities and higher education institutions. Additionally, for the fiscal year ended June 30, 2019, training time includes the training/onboarding of Internal Audit’s two new employees.

The following table and chart compares Internal Audit’s allocation of total time for the fiscal years ended June 30, 2019, 2018, and 2017:

<table>
<thead>
<tr>
<th>Time Allocation</th>
<th>Fiscal Year Ended June 30,</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2019</td>
</tr>
<tr>
<td>Direct</td>
<td>73%</td>
</tr>
<tr>
<td>Administrative</td>
<td>5%</td>
</tr>
<tr>
<td>Training</td>
<td>6%</td>
</tr>
<tr>
<td>Holiday</td>
<td>5%</td>
</tr>
<tr>
<td>Leave</td>
<td>11%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
Direct Time
Direct time represents services directly benefiting the University. The following chart summarizes the allocation of direct time by engagement type for the fiscal year ended June 30, 2019:

### Allocation of Direct Time

- Operational and compliance: 75%
- Other: 10%
- Consultation and investigation: 3%
- Attestation: 4%
- Follow-up: 8%
Other time represents audit related functions, such as preparing for and attending Audit Committee meetings and Audit Committee planning meetings, as well as the preparation of documents for the Audit Committee.

The following table and chart compares Internal Audit’s allocation of direct time for the fiscal years ended June 30, 2019, 2018, and 2017:

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year Ended June 30,</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2019</td>
</tr>
<tr>
<td>Operational &amp; Compliance</td>
<td>75%</td>
</tr>
<tr>
<td>Financial Audits &amp; Reviews</td>
<td>0%</td>
</tr>
<tr>
<td>Follow-up</td>
<td>8%</td>
</tr>
<tr>
<td>Attestation</td>
<td>4%</td>
</tr>
<tr>
<td>Consultation &amp; Investigations</td>
<td>3%</td>
</tr>
<tr>
<td>Other</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
<tr>
<td>Engagement</td>
<td>Primary Objective(s)/Audit Scope</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td><strong>AUDIT COMMITTEE ASSISTANCE</strong></td>
<td></td>
</tr>
<tr>
<td>1. Whistleblower Hotline</td>
<td>The Audit Committee will be provided with a “Whistleblower Hotline Tracking Report” summarizing the type, nature, status, etc. of hotline reports received during their periodic meetings.</td>
</tr>
<tr>
<td>2. Audit Committee Reports – Annual Report to the Board of Regents (BOR) and Hawai‘i State Legislature</td>
<td>Assisting the Audit Committee prepare an annual report to the Board of Regents (BOR) and Hawai‘i State Legislature identifying 1) all instances of material weaknesses in internal controls and 2) all instances of fraud required by HRS §304A-321.</td>
</tr>
<tr>
<td>3. Audit Committee Reports – Annual Report to the BOR</td>
<td>Assisting the Audit Committee prepare an annual report to the BOR regarding the Audit Committee’s effectiveness required by HRS §304A-321.</td>
</tr>
</tbody>
</table>
### INTERNAL AUDITS

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Primary Objective(s)/Audit Scope</th>
<th>Condensed Conclusions &amp; Comments</th>
<th>Management Response/Action Plan</th>
<th>Implementation Status</th>
<th>Status</th>
</tr>
</thead>
</table>
| 4. Review of Student Accounts Receivable | Review and analyze the processes, policies and procedures related to originating, recording, collecting, reserving and writing off student accounts receivable (A/R) balances. In addition, evaluate compliance with University student accounts receivable policies. | The gross student A/R balance has increased from $16m to $35m during the period June 30, 2011 to June 30, 2017. To reduce the historical gross student A/R balance and mitigate the risk of creating additional uncollectible student A/R, recommendations include:  
- Enforce compliance with University policy requiring the cancellation of class registrations for students not making payment by stated deadlines.  
- Consolidate student A/R balances to reduce student confusion of the total amounts owed to the University  
- Investigate the cost benefit of implementing a centralized billing system.  
- Delay payment of excess student financial aid until student eligibility has been confirmed.  
- Enhance Banner system automated controls to ensure financial holds are not removed from a student’s account for insignificant payments or prior to payment of all amounts owed. | Management response dated September 24, 2018 agreed with all recommendations. | An evaluation of corrective action status will be performed during fiscal year 2020. | Complete.  
- Accepted by the Audit Committee on October 4, 2018. |
<table>
<thead>
<tr>
<th>Engagement</th>
<th>Primary Objective(s)/Audit Scope</th>
<th>Condensed Conclusions &amp; Comments</th>
<th>Management Response/Action Plan</th>
<th>Implementation Status</th>
<th>Status</th>
</tr>
</thead>
</table>
| 5. University of Hawai‘i at Mānoa (UHM)- Review of Student Fees for Professional Program | Evaluate the methodology for determining the professional fee amounts charged UHM students in addition to evaluating the adequacy, appropriateness, and usage of these fees by the respective professional program. | Overall, the establishment of professional fees for the College of Engineering, School of Nursing and Dental Hygiene and School of Architecture conformed to University policy. Internal Audit was unable to corroborate if the establishment of the professional fee for the Shidler College of Business was in conformance with University policy. Recommendations included:  
  - Perform an annual review to validate whether the professional fee is reasonable based on past and expected future expense levels (all programs).  
  - Implement processes and procedures for budgeting, tracking, and monitoring of professional fees and the associated expenses (all programs except for Engineering).  
  - Enhance transparency by disclosing the purpose of the professional fee and the expenses incurred annually associated with the professional fees (all programs except Engineering). | Management response dated August 22, 2018 agreed with all recommendations.  
The expected date of addressing all findings and recommendations is April 2019. | An evaluation of corrective action status will be performed during fiscal year 2020 by Internal Audit. | Complete.  
Accepted by the Audit Committee on October 4, 2018. |
<table>
<thead>
<tr>
<th>Engagement</th>
<th>Primary Objective(s)/Audit Scope</th>
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<th>Implementation Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. University of Hawai’i – Maunakea</td>
<td>Evaluate University funds, lease payments and any external funds received in the support of stewardship, management, education and other activities related to Maunakea, as well as review transfers of funds between entities, including both the University and RCUH, and payments made to University-related support programs by Maunakea Observatories (Observatories) or other third parties.</td>
<td>University entities involved with Maunakea have developed processes and procedures to appropriately account for their respective financial transactions in connection with their management of Maunakea. Opportunities for improvement include:</td>
<td>Management response dated November 19, 2018 agreed with all recommendations.</td>
<td>An evaluation of corrective action status will be performed during fiscal year 2020 by Internal Audit.</td>
<td>Complete.</td>
</tr>
</tbody>
</table>

- Complete.
- Accepted by the Audit Committee on December 19, 2018.
## Office of Internal Audit
### Summary of Audit Engagements
#### Fiscal Year Ended June 30, 2019

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Primary Objective(s)/ Audit Scope</th>
<th>Condensed Conclusions &amp; Comments</th>
<th>Management Response/Action Plan</th>
<th>Implementation Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Review of Cash Receipts Process</td>
<td>Evaluate the University’s cash receipts process including 1) adequacy of internal controls; 2) proper segregation of duties; and 3) compliance with University policies. Additionally, assess compliance with the Payment Card Industry’s (PCI) Data Security Standard (DSS) given its significance to the cash receipts process.</td>
<td>PCI DSS Compliance: Internal Audit identified non-compliance with certain PCI DSS requirements in addition to identifying N/A responses that should be evaluated and considered an area for improvement and best practices. In addition, relevant PCI DSS requirements and training should be included in University policy. Internal Audit also believes that ITS and FMO should collaborate with and support Treasury’s PCI DSS compliance efforts.</td>
<td>ITS and FMO are drafting a response.</td>
<td>An evaluation of corrective action status will be performed during fiscal year 2020 by Internal Audit.</td>
<td>Complete. To be presented to the Audit Committee on May 2, 2019</td>
</tr>
<tr>
<td>8. Review of the Sodexo Food Service Contracts</td>
<td>Review and evaluate Sodexo’s compliance with the terms and conditions of the four Sodexo contracts (UHM, UHH, UHM Athletics and UH Maui College). In addition, identify contract terms and conditions that are beneficial to the University but that are not included in all contracts.</td>
<td>Overall, Internal Audit noted significant inconsistencies in the various Sodexo contracts. The University should investigate and consider the feasibility of entering into a single food services contract to drive efficiencies and ensure consistency of contract terms and conditions. Internal Audit noted minimal and insignificant instances of Sodexo noncompliance.</td>
<td>Not deemed necessary as no corrective actions were identified.</td>
<td>An evaluation of corrective action status will be performed during fiscal year 2020 by Internal Audit.</td>
<td>Complete. To be presented to the Audit Committee on May 2, 2019</td>
</tr>
<tr>
<td>Engagement</td>
<td>Primary Objective(s)/Audit Scope</td>
<td>Condensed Conclusions &amp; Comments</td>
<td>Management Response/Action Plan</td>
<td>Implementation Status</td>
<td>Status</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>9. Associated Students of the University of Hawai‘i at Mānoa (ASUH)</td>
<td>Perform an operational and compliance review of service awards and graduate test preparation awards.</td>
<td>Service Awards: ASUH personnel generally complied with written ASUH and University policies and procedures and controls were generally operating as intended. Opportunities for improvement include: • Either comply with ASUH Senate Rule 19-4 or revise this rule to allow for flexibility in the granting of Service Awards. • Implement a consistent approach to documenting the granting of monthly Service Awards. Graduate test preparation awards (GTPAs): ASUH personnel generally complied with written ASUH policies and procedures and controls were generally operating as intended. Opportunities for improvement include: • Enhance the eligibility review process to ensure conformance with written requirements. • Adopt policies requiring award payment within a specified period of time since certain awards were paid six months after student submission of required information.</td>
<td>ASUH Advisors and Executive Board will draft a response.</td>
<td>An evaluation of corrective action status will be performed by Internal Audit.</td>
<td>Pending ASUH review of the draft report and preparation of management’s response.</td>
</tr>
</tbody>
</table>
## Office of Internal Audit
### Summary of Audit Engagements
**Fiscal Year Ended June 30, 2019**

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Primary Objective(s)/ Audit Scope</th>
<th>Condensed Conclusions &amp; Comments</th>
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<th>Implementation Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10. Suspense and Clearing Accounts</strong>&lt;br&gt;• Type: Operational, Compliance, Financial&lt;br&gt;• Period: As of and for the year ended June 30, 2018.</td>
<td>Internal Audit will assess compliance with AP 8.650, <em>Continuation Accounts</em>, and review the purpose of these accounts and the process of classifying such accounts for financial statement reporting purposes.</td>
<td>Preliminary:&lt;br&gt;As of June 30, 2018, KFS had 961 accounts designated as an account type “Clearing” or “CL”. Of those, approximately 200 were active (i.e., financial transactions were recorded to the account) on average during fiscal years 2018, 2017 and 2016.&lt;br&gt;FMO personnel informed Internal Audit that the CL or Clearing accounts are primarily utilized to record transactions for closed KFS accounts.</td>
<td>N/A</td>
<td>N/A</td>
<td>• Preliminary planning meeting conducted.&lt;br&gt;• Information is being gathered and reviewed.&lt;br&gt;• Report is in draft form.</td>
</tr>
<tr>
<td><strong>11. UHM Bookstore</strong>&lt;br&gt;• Type: Operational and Financial&lt;br&gt;• Period: July 1, 2017 - June 30, 2018.</td>
<td>Review operational and financial aspects of the Bookstore, including inventory management and related accounting and operational controls, monitoring of outstanding accounts receivable and credit memos, and monitoring and management of financial results.</td>
<td>Preliminary:&lt;br&gt;• Approximately $1.1 million of unapplied credit memos and chargebacks (approximately $100,000 greater than 120 days outstanding) as of June 30, 2018&lt;br&gt;• Operating loss (operating expenses less operating revenues) of approximately $687,000 for the year ended June 30, 2018&lt;br&gt;• Operating losses for the years ended June 30, 2018 and 2017 of approximately $67,000 and $21,000, respectively.</td>
<td>N/A</td>
<td>N/A</td>
<td>• Preliminary planning meeting conducted.&lt;br&gt;• Information is being gathered and reviewed.&lt;br&gt;• Report is in draft form.</td>
</tr>
</tbody>
</table>
## Exhibit 1

### Office of Internal Audit

**Summary of Audit Engagements**  
**Fiscal Year Ended June 30, 2019**

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Primary Objective(s)/Audit Scope</th>
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<th>Implementation Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Auditee Status – University of Hawai‘i Press</td>
<td>Assess the implementation status of corrective action.</td>
<td>Six (6) recommendations identified in the prior year.</td>
<td>Management informed Internal Audit that all recommendations have been implemented.</td>
<td>All recommendations have been implemented.</td>
<td>Complete</td>
</tr>
<tr>
<td>Type: Follow-up</td>
<td>Period: Through December 31, 2017</td>
<td></td>
<td></td>
<td></td>
<td>Accepted by Audit Committee on January 17, 2019.</td>
</tr>
</tbody>
</table>

| 13. Auditee Status – UHM Student Housing Services | Assess the implementation status of corrective action. | Fourteen (14) recommendations identified in the prior year. | Management informed Internal Audit that all recommendations have been implemented or are in the process of being implemented. | All recommendations were implemented or in process with expected implementation in fiscal year 2020. In process recommendations included: | Complete |
| Type: Follow-up | Period: Through December 31, 2017 | | | | Accepted by Audit Committee on January 17, 2019. |
| | | | | | UHM Student Housing management provided a revised management response dated January 10, 2019. |
| | | | | | I/A to perform additional follow up procedures in fiscal year 2020. |
## Office of Internal Audit

### Summary of Audit Engagements

**Fiscal Year Ended June 30, 2019**

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Primary Objective(s)/Audit Scope</th>
<th>Condensed Conclusions &amp; Comments</th>
<th>Management Response/Action Plan</th>
<th>Implementation Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>14. Auditee Status – UHH Student Housing Services</strong>&lt;br&gt;• Type: Follow-up&lt;br&gt;• Period: Through December 31, 2017</td>
<td>Assess the implementation status of corrective action.</td>
<td>Ten (10) recommendations identified in the prior year.</td>
<td>Management informed Internal Audit that all recommendations have been implemented or are in the process of being implemented.</td>
<td>All recommendations were implemented or in process with expected implementation in fiscal year 2020. In process recommendations included:&lt;br&gt;• Installation of air conditioning in Hale `Alahonua.&lt;br&gt;• Improve the review process for the quarterly budget to actual financial analysis.&lt;br&gt;• Evaluate StarRez features/modules to assist reconciling to KFS.</td>
<td>• Complete&lt;br&gt;• Accepted by Audit Committee on January 17, 2019.&lt;br&gt;• UHH Student Housing management provided a revised management response dated January 10, 2019.&lt;br&gt;• I/A to perform additional follow up procedures in fiscal year 2020.</td>
</tr>
<tr>
<td><strong>15. Auditee Status - Travel Policy Compliance</strong>&lt;br&gt;• Type: Follow Up&lt;br&gt;• Period: Through December 31, 2018</td>
<td>Assess the implementation status of corrective action.</td>
<td>Ten (10) recommendations identified in the prior year.</td>
<td>Management response letter dated September 22, 2017 agreed with all findings and recommendations.&lt;br&gt;The expected date of addressing all findings and recommendations ranged from March 2018 – June 2018.</td>
<td>All recommendations were implemented or in process with implementation in fiscal year 2020.</td>
<td>• Complete.&lt;br&gt;• To be presented to the Audit Committee on May 2, 2019.</td>
</tr>
<tr>
<td>Engagement</td>
<td>Primary Objective(s)/ Audit Scope</td>
<td>Condensed Conclusions &amp; Comments</td>
<td>Management Response/Action Plan</td>
<td>Implementation Status</td>
<td>Status</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------</td>
<td>----------------------------------</td>
<td>---------------------------------</td>
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<td>--------</td>
</tr>
<tr>
<td>16. Auditee Status— Review of Employee Cell Phone Charges</td>
<td>Assess the implementation status of corrective action.</td>
<td>Three (3) recommendations identified in the prior year.</td>
<td>Management response letter dated January 22, 2018 agreed with all findings and recommendations. The expected date of addressing all findings and recommendations was December 31, 2018.</td>
<td>All recommendations have been implemented.</td>
<td>Complete.</td>
</tr>
<tr>
<td>17. Auditee Status – UHM Athletics Equipment and Apparel</td>
<td>Assess the implementation status of corrective action.</td>
<td>Five (5) pending recommendations were assigned to the Head Equipment Mgr. who was expected to be hired in the prior year.</td>
<td>N/A</td>
<td>All recommendations have been implemented or solutions have been developed that will be implemented in fiscal year 2020.</td>
<td>Complete.</td>
</tr>
<tr>
<td>18. Auditee Status – UHM Commuter Services</td>
<td>Assess the implementation status of corrective action.</td>
<td>Four (4) pending recommendations were to be fully implemented by December 2017.</td>
<td>N/A</td>
<td>All recommendations have been implemented or solutions have been developed that will be implemented in fiscal year 2020.</td>
<td>Complete.</td>
</tr>
<tr>
<td>19. Auditee Status— Associated Students of the University of Hawai‘i at Mānoa (ASUH)</td>
<td>Assess the implementation status of corrective action.</td>
<td>Internal Audit noted instances of noncompliance with ASUH investment policy.</td>
<td>Management response letter dated January 24, 2018 agreed with the management letter recommendation noting that ASUH will draft and present revisions of RP 8.207 to the BOR by June 2019 to address this</td>
<td>I/A noted that the ASUH investment portfolio has been in compliance with ASUH investment policy since late 2017 and recommended that ASUH improve documentation</td>
<td>Complete.</td>
</tr>
</tbody>
</table>
**Office of Internal Audit**  
**Summary of Audit Engagements**  
**Fiscal Year Ended June 30, 2019**

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Primary Objective(s)/Audit Scope</th>
<th>Condensed Conclusions &amp; Comments</th>
<th>Management Response/Action Plan</th>
<th>Implementation Status</th>
<th>Status</th>
</tr>
</thead>
</table>
| 20. Auditee Status - UHM Outreach College | Assess the implementation status of corrective action. | Eight (8) recommendations identified in the prior year. | Management response letter dated January 31, 2018 agreed with all recommendations. The expected date of addressing all recommendations range from the Fall 2018 semester to the Spring 2019 semester except that the 10-week NICE program course recommendation, which may be impacted by the campus reorganization. | Preliminary: All recommendations have been implemented or solutions have been developed that are expected to be implemented in fiscal year 2020. | • Fieldwork complete.  
• Audit report in draft form. |
| 21. Auditee Status - University of Hawai‘i – Capital Improvement Projects and Repairs and Maintenance | Assess the implementation status of corrective action. | Thirteen (13) recommendations identified in the prior year. | Management response letter dated March 2, 2018 agreed with all recommendations, but noted for two (2) of the recommendations that an analysis of the risks vs benefits of implementation would be required. | Preliminary: All corrective actions have been completed or are in process. | • Fieldwork in process.  
• Audit report in draft form. |
| 22. Auditee Status – Check | Assess the implementation status of corrective action. | Six (6) recommendations identified in the prior year. | Management response letter dated March 2, 2018 agreed with all recommendations. | Preliminary: All corrective actions | Preliminary meetings |

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**Exhibit 1**
### Exhibit 1

**Office of Internal Audit**  
**Summary of Audit Engagements**  
**Fiscal Year Ended June 30, 2019**

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Primary Objective(s)/Audit Scope</th>
<th>Condensed Conclusions &amp; Comments</th>
<th>Management Response/Action Plan</th>
<th>Implementation Status</th>
<th>Status</th>
</tr>
</thead>
</table>
| Disbursements less than $2,500          | • Type: Follow Up  
• Period: Through December 31, 2018.                                                                 | 2018 agreed with all recommendations but will analyze the risks and benefits associated with the MCC restrictions and penalties for policy non-compliance. | are in progress and expected to be completed in fiscal year 2020.                                |                                                                                         | conducted.  |
2019 University of Hawaiʻi
Legislative Measures
of Interest

For Presentation

UH Board of Regents
May 16, 2019
2019 Legislative Session

SUBJECT AREAS

• 2019 Budget Bills

• 2019 UH Legislative Package and Similar Measures

• 2019 Measures of Interest
  o Board of Regents
  o UH Operations
  o Resolutions

• Board of Regents’ Nominees

• Legislative Task Forces/Working Groups

• Other Concurrent Resolutions Adopted

• Legislative Calendar
HB 2 HD1 SD1 CD1
RELATING TO THE STATE BUDGET
Appropriates funds for the operating budget of the Executive Branch for fiscal years 2019-2020 and 2020-2021.
Update: Governor signed into law as Act 5, SLH 2019

HB 116 SD1 CD1
RELATING TO THE STATE BUDGET
Appropriates funds for the operating budget of the Executive Branch for fiscal years 2019-2020 and 2020-2021.
Update: Enrolled to the Governor

HB 1259 SD1 CD1
RELATING TO CAPITAL IMPROVEMENT PROJECTS
Update: Enrolled to the Governor
## 2019 Operating Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>BOR FY20</th>
<th>BOR FY21</th>
<th>CD1 FY20</th>
<th>CD1 FY21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawai‘i Promise Program</td>
<td>$ 19,700,000</td>
<td>$ 19,700,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raise Graduate Assistant Stipend (Mānoa)</td>
<td>$ 2,198,360</td>
<td>$ 2,242,327</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Mentors and Tutors (CCs)</td>
<td>$ 1,004,400</td>
<td>$ 1,004,400</td>
<td>$ 500,000</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Custodial &amp; Maintenance (Hilo)</td>
<td>$ 228,576</td>
<td>$ 228,576</td>
<td>$ 143,784</td>
<td>$ 143,784</td>
</tr>
<tr>
<td>Wayfinding Education Program (Hilo)</td>
<td>$ 375,000</td>
<td>$ 300,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning Assistants and Peer Mentoring (Mānoa)</td>
<td>$ 956,600</td>
<td>$ 1,408,876</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Employment (Hilo)</td>
<td>$ 122,000</td>
<td>$ 231,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Employment (West O’ahu)</td>
<td>$ 300,000</td>
<td>$ 300,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Staff (Hilo)</td>
<td>$ 311,240</td>
<td>$ 311,240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HINET for SNAP Recipients (CCs)</td>
<td>$ 520,000</td>
<td>$ 520,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance Education (West O’ahu)</td>
<td>$ 1,000,000</td>
<td>$ 1,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convert 7.5 Positions from Tuition to General Funds (West O’ahu)</td>
<td>$ 395,121</td>
<td>$ 395,121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce (6) Positions and Funds for NHERC (Hilo)</td>
<td>$ (246,047)</td>
<td>$ (249,309)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add (9) Positions and Funds for NHERC (CCs)</td>
<td>$ 634,171</td>
<td>$ 634,171</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 positions - Teacher Education Program (LeeCC)</td>
<td>$ 418,720</td>
<td>$ 418,720</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Current Expenses (Aquaria)</td>
<td>$ 25,000</td>
<td>$ 25,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation Center (Maui)</td>
<td>$ 250,000</td>
<td>$ 250,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Site Director (WinCC)</td>
<td>$ 65,000</td>
<td>$ 65,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTAHR - Ornamental Breeding and Clean Export Practices (Mānoa)</td>
<td>$ 400,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apiary Program (KauCC)</td>
<td>$ 60,000</td>
<td>$ 60,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce Funds for Performance Funding (System)</td>
<td>$ (2,000,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce (1) position and Funds from Mānoa</td>
<td>$ (91,584)</td>
<td>$ (91,584)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 26,716,176</td>
<td>$ 27,246,419</td>
<td>$ 554,165</td>
<td>$ 2,150,903</td>
</tr>
</tbody>
</table>
## 2019 CIP Budget
*(General Obligation Bonds)*

<table>
<thead>
<tr>
<th>Description</th>
<th>BOR FY 20</th>
<th>BOR FY 21</th>
<th>CD1 FY 20</th>
<th>CD1 FY 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renew, Improve, and Modernize (Systemwide)</td>
<td>$157,000,000</td>
<td>$133,000,000</td>
<td>$80,000,000</td>
<td>$50,000,000</td>
</tr>
<tr>
<td>Capital Renewal &amp; Deferred Maintenance (CCs)</td>
<td>$25,000,000</td>
<td>$25,000,000</td>
<td>$25,000,000</td>
<td>$14,500,000</td>
</tr>
<tr>
<td>Science Building (HonCC)</td>
<td>$43,500,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy Lab Improvements (Hilo)</td>
<td>$3,000,000</td>
<td></td>
<td></td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Renovate Sinclair Library to become Student Success Center (Mānoa)</td>
<td>$41,000,000</td>
<td></td>
<td></td>
<td>$41,000,000</td>
</tr>
<tr>
<td>Snyder Hall Replacement (Mānoa)</td>
<td></td>
<td>$55,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renew, Improve, and Modernize (Hilo)</td>
<td></td>
<td>$5,000,000</td>
<td>$8,000,000</td>
<td></td>
</tr>
<tr>
<td>Minor CIP (CCs)</td>
<td>$10,000,000</td>
<td>$10,000,000</td>
<td>$14,000,000</td>
<td>$10,000,000</td>
</tr>
<tr>
<td>Kuykendall Hall (Mānoa)</td>
<td>$2,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development &amp; Infrastructure (West O‘ahu)</td>
<td>$7,000,000</td>
<td>$8,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education Building I (West O‘ahu)</td>
<td>$1,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Projects (West O‘ahu)</td>
<td>$500,000</td>
<td>$500,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manono Campus Development (HawCC)</td>
<td>$2,000,000</td>
<td>$50,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holmes Hall (Mānoa)</td>
<td>$2,000,000</td>
<td>$35,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keller Hall / Physical Science (Mānoa)</td>
<td>$1,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agripharmatech Bioprocessing Facility (WinCC)</td>
<td></td>
<td>$3,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mānoa Mini Master Plan Phase 2 (Mānoa)</td>
<td></td>
<td></td>
<td>$6,000,000</td>
<td></td>
</tr>
<tr>
<td>CTAHR - Kula Ag Station (Mānoa)</td>
<td></td>
<td>$500,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aeronautical Science Program (Hilo)</td>
<td></td>
<td>$321,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hangar 111 (HonCC)</td>
<td></td>
<td>$11,650,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PV Systems Buyout (CCs) (Reimbursable GO)</td>
<td></td>
<td>$4,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mānoa Athletics Master Plan (Systemwide)</td>
<td></td>
<td>$750,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarence T.C. Ching Complex Field (Systemwide)</td>
<td></td>
<td>$2,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancer Center Early Phase Clinical Trials Facility (Systemwide)</td>
<td></td>
<td></td>
<td>$6,500,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$295,000,000</strong></td>
<td><strong>$319,500,000</strong></td>
<td><strong>$193,721,000</strong></td>
<td><strong>$88,500,000</strong></td>
</tr>
</tbody>
</table>
## 2019 Bills with Appropriations

<table>
<thead>
<tr>
<th>Bill No.</th>
<th>Description</th>
<th>$$$ FY20</th>
<th>$$$ FY21</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 560*</td>
<td>Honolulu CC Energy System Technology Training</td>
<td>$130,000</td>
<td></td>
</tr>
<tr>
<td>HB 654</td>
<td>Cancer Center Research</td>
<td>$350,000</td>
<td></td>
</tr>
<tr>
<td>HB 843</td>
<td>Hawai‘i CC Applied Technical Education</td>
<td>$60,000</td>
<td>$60,000</td>
</tr>
<tr>
<td>HB 1455</td>
<td>Maui College International Office</td>
<td>$37,650</td>
<td>$37,650</td>
</tr>
<tr>
<td>HB 1547</td>
<td>Athletics (Mānoa and Hilo)</td>
<td>$4,000,000</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>SB 50</td>
<td>HI-NET (Community Colleges)</td>
<td>$455,000</td>
<td>$455,000</td>
</tr>
<tr>
<td>SB 316</td>
<td>Hawai‘i Promise Program (Community Colleges)</td>
<td>$700,000</td>
<td>$700,000</td>
</tr>
<tr>
<td>SB 989</td>
<td>Academy for Creative Media</td>
<td>$1,200,000</td>
<td></td>
</tr>
<tr>
<td>SB 1404**</td>
<td>JABSOM Loan Repayment Program</td>
<td>$150,000</td>
<td></td>
</tr>
<tr>
<td>SB 1418</td>
<td>Pamantasan Council</td>
<td>$195,000</td>
<td>$195,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$7,277,650</strong></td>
<td><strong>$5,447,650</strong></td>
</tr>
</tbody>
</table>

*Transferred from the Department of Business, Economic Development and Tourism

**Appropriation shall be expended by the Department of Health in coordination with the UH Mānoa John A. Burns School of Medicine
HB 398 HD1 SD2 CD1
RELATING TO THE UNIVERSITY OF HAWAII
Amends the composition of the Board of Regents of the University of Hawai‘i and reduces the number of board members from 15 members to 11 members. Specifies terms of holdover board members.
Position: No position
Update: Enrolled to the Governor
Hawai‘i Promise Program

SB 316 SD2 HD2
RELATING TO THE UNIVERSITY OF HAWAII
Appropriates funds to the University of Hawai‘i for additional funding for the Hawai‘i Community College Promise Program. Requires a report to the Legislature.
Position: Support
Update: Enrolled to the Governor

HI-NET

SB 50 SD2 HD1
RELATING TO HUMAN SERVICES
Appropriates funds to the University of Hawai‘i for the Hawai‘i Nutrition Employment and Training Program to include materials and supplies and the hiring of seven full-time equivalent instructional and student support positions.
Position: Support
Update: Enrolled to the Governor
HB 402 HD1 SD2
RELATING TO INCREASING THE OFFICE OF HAWAIIAN AFFAIRS' PRO RATA SHARE OF PUBLIC LAND TRUST FUNDS
Requires that all grants and contracts awarded by the Office of Hawaiian Affairs shall be subject to be individually approved by the board of trustees. Reduces the University of Hawaii's portion of receipts from the use, sale, lease, or other disposition of lands within the public land trust to be collected during each fiscal year to the amount equal to the University of Hawaii's receipts derived from tuition and special funds utilized for Native Hawaiian programs. Establishes a public land trust revenues negotiating committee to determine the increase to the annual amount of the income and proceeds from the public land trust that the Office of Hawaiian Affairs shall receive annually under the state constitution and other state law. Requires the Department of Budget and Finance to conduct a financial review of the amounts of revenue generated from the public land trust. Requires the Auditor to report to the Legislature on a comprehensive review of programs administered by the State that serve Hawaiians. Appropriates funds. Prohibits any increases proposed by the public land trust revenues negotiating committee that are not already approved for use by or appropriated to the Office of Hawaiian Affairs until the fiscal and comprehensive reviews required by this measure are completed and submitted to the Legislature. Effective 7/1/2050.

Position: Oppose

Update: Failed to meet the final decking deadline
Land Development – Stadium Facility

**HB 1586 HD1 SD2 CD1**  
**RELATING TO THE STRUCTURE OF GOVERNMENT**

Establishes the Stadium Development District comprising all state land under the Stadium Authority's jurisdiction. Authorizes HCDA to facilitate the development of all state property within the District. Requires a memorandum of agreement for matters affecting the District. Directs DLNR to transfer title of stadium lands to the Stadium Authority. Subjects leases of land within the District to not more than 99 years. Authorizes the issuance of revenue bonds and general obligation bonds. Appropriates funds. Requires annual reports to the Legislature.

**Position:** Support  
**Update:** Enrolled to the Governor
Athletics

HB 1547 HD2 SD3 CD2
MAKING AN APPROPRIATION TO THE UNIVERSITY OF HAWAII
Appropriates funds to the University of Hawai‘i for athletics.
Position: Support
Update: Enrolled to the Governor

Online Privacy

HB 6 HD3 SD1
RELATING TO THE UNIFORM EMPLOYEE AND STUDENT ONLINE PRIVACY PROTECTION ACT
Establishes The Uniform Employee and Student Online Privacy Protection Act that adopts uniform laws on protecting the online accounts of employees, prospective employees, unpaid interns, applicants, students, and prospective students from employers and educational institutions. Takes effect 1/1/2050.
Position: Support
Update: Failed to meet the final decking deadline
UHWO – Film Studio

SB 33 SD3 HD2 CD1
RELATING TO ECONOMIC DEVELOPMENT
Increases the annual rolling cap for the Motion Picture, Digital Media, and Film Production Income Tax Credit. Requires the University of Hawai‘i, West O‘ahu campus and HTDC to execute a memorandum of understanding that commits the parties to enter into a no-cost lease agreement for at least 60 years that includes a provision for the transfer of title within 6 years to a certain parcel of land from the University of Hawai‘i, West O‘ahu campus to HTDC.
Position: Comments
Update: Enrolled to the Governor

HB 312 HD1 SD2
RELATING TO CREATIVE MEDIA
Requires the University of Hawai‘i, West O‘ahu campus, to offer a Bachelor of Arts degree in creative media by the start of the 2020 spring semester. Repeals the annual $35,000,000 rolling cap and extends the repeal date for the motion picture, digital media, and film production income tax credit; provided that title to a certain parcel of University of Hawai‘i, West O‘ahu campus land is successfully transferred to the Hawai‘i Technology Development Corporation. Appropriates funds.
Position: Comments
Update: Failed to meet the final decking deadline
2019 Select Measures of Interest
Operations

HTDC

HB 624 HD1 SD3 CD1
RELATING TO THE STRUCTURE OF GOVERNMENT
Part I: Purpose section. Part II: Establishes the strategic development programs revolving fund and transfers powers, duties, and programs of the Hawai‘i Strategic Development Corporation (HSDC) under Hawai‘i Technology Development Corporation (HTDC). Part III: Makes conforming amendments. Part IV: Repeals HSDC and transfers all duties, employees, rules, records, and equipment from HSDC to HTDC. Part V: Lowers the cap on the technology special fund and transfers unencumbered balances to the general fund. Part VI: Appropriates funds for HSDC to transfer assets and continue the strategic development programs within HTDC.

Position: Comments on original version of the bill
Update: Enrolled to the Governor
Immunization

HB 1157 HD1 SD2 CD1
RELATING TO POST-SECONDARY EDUCATION STUDENT IMMUNIZATIONS
Exempts students in post-secondary education programs from immunization requirements if they attend classes exclusively online or through distance learning, under certain conditions.
Position: Support
Update: Enrolled to the Governor

Collective Bargaining for Graduate Students

HB 1274 HD1 SD1
RELATING TO EDUCATION
Establishes a collective bargaining unit for graduate student assistants employed by the University of Hawai‘i. Effective 1/1/2051.
Position: Oppose
Update: Failed to meet the final decking deadline
2019 Select Measures of Interest
Resolutions

Audit - UH Travel

SR 31 SD1
REQUESTING THE AUDITOR TO EVALUATE THE 2017 UNIVERSITY OF HAWAII INTERNAL AUDIT OF TRAVEL POLICY COMPLIANCE FOR FISCAL YEARS 2015-2017 AND REPORT TO THE LEGISLATURE
Position: Supportive
Update: Resolution adopted by the Senate

Audit - Title III Funding

SR 120
REQUESTING THE UNIVERSITY OF HAWAII OFFICE OF INTERNAL AUDIT TO CONDUCT AN AUDIT OF VARIOUS PROGRAMS AT THE UNIVERSITY OF HAWAII WEST OAHU THAT RECEIVE EXTRAMURAL FUNDING, INCLUDING TITLE III GRANT FUNDING
Position: Supportive
Update: Resolution adopted by the Senate
SR 134 SD1
URGING THE BOARD OF REGENTS OF THE UNIVERSITY OF HAWAII TO FOLLOW AND ABIDE BY THE PUBLIC NOTICE REQUIREMENTS FOR ITS MEETINGS PURSUANT TO CHAPTER 92, HAWAII REVISED STATUTES
Position: Supportive comments
Update: Resolution adopted by the Senate

SR 149 SD1
REQUESTING THE UNIVERSITY OF HAWAIʻI BOARD OF REGENTS TO REVIEW AND, AS NEEDED, CONFORM THE CLASSIFICATION OF ITS FACULTY TO ENSURE GREATER ALIGNMENT WITH THE MISSION AND PURPOSE OF THE UNIVERSITY AND INCORPORATE THE ASSOCIATION OF AMERICAN UNIVERSITIES' MEMBERSHIP INDICATORS INTO ITS STRATEGIC PLAN FOR THE UNIVERSITY OF HAWAIʻI AT MĀNOA
Position: Supportive comments
Update: Resolution adopted by the Senate
Board of Regents Nominees

**GM 570** - Board of Regents of the University of Hawai‘i, Gubernatorial Nominee, ROBERT WESTERMAN, for a term to expire 06-30-2022

**GM 571** - Board of Regents of the University of Hawai‘i, Gubernatorial Nominee, ALAPAKI NAHALE-A, for a term to expire 06-30-2023

**GM 572** - Board of Regents of the University of Hawai‘i, Gubernatorial Nominee, KELLI ACOPAN, for a term to expire 06-30-2020

Update: All nominees were confirmed unanimously by the Senate on 4/24/19
Legislative Task Forces/Working Groups

• **HB 560 HD1 SD1 CD1** UH Community Colleges shall establish a committee of stakeholders to provide input and guidance on necessary energy training. 
  
  *Lead: UH Community Colleges*

• **HB 658 HD1 SD1** Department of Health shall establish the advanced practice registered nurse medical leadership working group, which includes the director of the Hawai‘i Center for nursing (or designee), to research and make recommendations to permit advanced practice registered nurses to be eligible for medical leadership positions. 
  
  *Lead: UH Mānoa*

• **HB 1013 HD2 SD2** Department of Health shall establish an involuntary hospitalization task force, which includes a representative from the behavioral health programs at UH, to examine certain sections of chapter 334, HRS, and make recommendations that will diminish unnecessary emergency department admissions. 
  
  *Lead: UH Mānoa*

• **SB 804 SD1 HD1 CD1** Department of Health shall establish an advisory group, which includes a representative from the John A. Burns School of Medicine, to oversee implementation of the palliative care pilot program. 
  
  *Lead: UH Mānoa*
Legislative Task Forces/Working Groups

- **HCR 113 HD1 SD1** Requesting the convening of a multiple language emergency notification working group, which includes the Chair of the Board of Regents (or designee), to develop notifications for people with limited English proficiency. *Lead: UH Board of Regents*

- **SCR 120 SD1** Requesting the Hawai‘i Developmental Disabilities Council to convene a working group, which includes a representative from the Center on Disability Studies, to identify strategies and agreements to better coordinate services to individuals with intellectual and developmental disabilities. *Lead: UH Mānoa*

- **SCR 204 HD2** Establishes a Native Hawaiian Intellectual Property Task Force, which includes the University of Hawai‘i, to develop a sui generis legal system to recognize and protect Native Hawaiian cultural intellectual property, traditional expressions and genetic resources. *Lead: UH Mānoa/UH Hilo*
Other Concurrent Resolutions Adopted

HCR 25 HD1 SD1
REQUESTING THE DEPARTMENT OF AGRICULTURE AND HAWAII TOURISM AUTHORITY TO REPORT TO THE LEGISLATURE ON THE PROCESSING OF STATE OF HAWAII PLANT AND ANIMAL DECLARATION FORMS, INCLUDING THE COSTS INVOLVED

HCR 179
REQUESTING THE UNIVERSITY OF HAWAII BOARD OF REGENTS TO CONTINUE TO SUPPORT AND FUND THE INDUSTRIAL RELATIONS CENTER AS A VALUABLE LABOR-MANAGEMENT RELATIONS RESOURCE FOR THE PUBLIC AND PRIVATE SECTORS

HCR 216 HD1 SD1
SUPPORTING THE DEVELOPMENT OF COLLEGE ESPORTS AT THE UNIVERSITY OF HAWAII

SCR 205
URGING THE STATE BOARD ON GEOGRAPHIC NAMES TO CONSULT WITH COMMUNITY MEMBERS WHO HAVE DIRECT TRADITIONAL, CULTURAL, AND FAMILIAL TIES TO THE DISTRICT OF PUNA TO ESTABLISH APPROPRIATE NAMES FOR THE FISSURE 8 VENT AND OTHER FEATURES OF THE 2018 ERUPTION OF KILAUEA VOLCANO
June 24 – 35th day after *Sine Die* (intent to veto)
July 9 – 45th day after *Sine Die* (veto)
Conclusion
Addendum
Other Single Chamber Resolutions Adopted

HR 30 HD1
REQUESTING THE DEPARTMENT OF AGRICULTURE AND HAWAI'I TOURISM AUTHORITY TO REPORT TO THE LEGISLATURE ON THE PROCESSING OF STATE OF HAWAI'I PLANT AND ANIMAL DECLARATION FORMS, INCLUDING THE COSTS INVOLVED

HR 105 HD1
CONVENING THE MULTIPLE LANGUAGES EMERGENCY NOTIFICATION WORKING GROUP

HR 142
URGING THE ESTABLISHMENT OF A NATIVE HAWAI'IAN INTELLECTUAL PROPERTY TASK FORCE TO DEVELOP A SUI GENERIS LEGAL SYSTEM TO RECOGNIZE AND PROTECT NATIVE HAWAI'IAN CULTURAL INTELLECTUAL PROPERTY, TRADITIONAL CULTURAL EXPRESSIONS, AND GENETIC RESOURCES

HR 161
REQUESTING THE UNIVERSITY OF HAWAI'I BOARD OF REGENTS TO CONTINUE TO SUPPORT AND FUND THE INDUSTRIAL RELATIONS CENTER AS A VALUABLE LABOR-MANAGEMENT RELATIONS RESOURCE FOR THE PUBLIC AND PRIVATE SECTORS
HR 201 HD1
REQUESTING THAT THE COMPTROLLER CONVENE A WORKING GROUP TO REVIEW AND RECOMMEND IMPROVEMENTS TO STATE FACILITIES TO MAXIMIZE HEALTH AND COGNITIVE FUNCTION

SR 15 SD1
REQUESTING THE DEPARTMENT OF AGRICULTURE AND HAWAII TOURISM AUTHORITY TO REPORT TO THE LEGISLATURE ON THE PROCESSING OF STATE OF HAWAII PLANT AND ANIMAL DECLARATION FORMS, INCLUDING THE COSTS INVOLVED, AND CONVENE A TASK FORCE TO REVIEW THE EFFICACY OF SUCH FORMS

SR 16
REQUESTING THE LEGISLATIVE REFERENCE BUREAU TO ESTABLISH A TASK FORCE TO REVIEW HAWAII'S CURRENT VOTER EDUCATION SYSTEM AND PROPOSE IMPROVEMENTS
SR 51 SD1
REQUESTING THE UNIVERSITY OF HAWAII AT MANOA COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES, DEPARTMENT OF AGRICULTURE, AND DEPARTMENT OF EDUCATION TO CREATE A STRATEGY FOR STUDENTS TO LEARN ABOUT MODERN FARMING

SR 78 SD1
DESIGNATING FEBRUARY OF EACH YEAR AS LIVER AND BILE DUCT CANCER AWARENESS MONTH IN THE STATE OF HAWAII

SR 83 SD1
REQUESTING THAT THE EXECUTIVE OFFICE ON AGING UPDATE THE 2013 WHITE PAPER ON ACTIVE AGING AND PROVIDE A FINAL REPORT ON ITS UPDATED VERSION NO LATER THAN THE START OF THE REGULAR SESSION OF 2021

SR 87
REQUESTING THE DIRECTOR OF TAXATION TO CONVENE A TASK FORCE TO CONSIDER WORLDWIDE COMBINED REPORTING OF CORPORATE INCOME
SR 91 SD1
URGING THE DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT, IN CONJUNCTION WITH THE OTHER PRINCIPAL DEPARTMENTS, OFFICE OF THE GOVERNOR, OFFICE OF THE LIEUTENANT GOVERNOR, LEGISLATURE, AND JUDICIARY TO IMPLEMENT A PILOT FELLOWSHIP PROGRAM TO TRAIN NEW EMPLOYEES FOR GOVERNMENT JOBS

SR 94 SD1
URGING THE UNIVERSITY OF HAWAII, IN CONJUNCTION WITH THE DEPARTMENT OF PUBLIC SAFETY AND DEPARTMENT OF LAND AND NATURAL RESOURCES DIVISION OF CONSERVATION AND RESOURCES ENFORCEMENT, TO STRENGTHEN AND ENHANCE THE SCHOOL-TO-CAREER PIPELINE FOR POSITIONS IN PUBLIC SAFETY

SR 95
REQUESTING THAT THE EXECUTIVE OFFICE ON AGING UPDATE THE 2013 WHITE PAPER ON ACTIVE AGING AND PROVIDE A FINAL REPORT ON ITS UPDATED VERSION NO LATER THAN THE START OF THE REGULAR SESSION OF 2021
SR 96
URGING THE GOVERNOR, THE DEPARTMENT OF AGRICULTURE, THE UNIVERSITY OF HAWAII COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES, AND OTHER RELATED ENTITIES TO TAKE ACTION TO HELP EXPAND THE AQUACULTURE INDUSTRY IN THE STATE

SR 121
URGING ALL APPLICABLE STATE AGENCIES TO WORK TOGETHER WITH INTERESTED STAKEHOLDERS, INCLUDING THE HONOLULU HARBOR USERS GROUP, IN ASSESSING THE RISK OF AQUATIC INVASIVE SPECIES TO HAWAII, VECTORS, AND POSSIBLE MITIGATIONS, IN PREPARATION FOR THE ESTABLISHMENT OF NEW FEDERAL STANDARDS IN 2022

SR 127
DESIGNATING JULY 20, 2019, AS "TRANQUILITY BASE DAY" IN HAWAII TO HONOR THE FIFTIETH ANNIVERSARY OF THE APOLLO 11 LUNAR LANDING AT TRANQUILITY BASE AND URGING THE UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION TO INCLUDE TRANQUILITY BASE AND ASSOCIATED ARTIFACTS ON THE WORLD HERITAGE LIST
SR 142
REQUESTING THE STATE TO CONVENE AN ARTIFICIAL INTELLIGENCE ADVISORY COMMITTEE TO INVESTIGATE HOW TO IMPLEMENT, DEVELOP, AND REGULATE ARTIFICIAL INTELLIGENCE IN THE STATE

SR 146 SD1
SUPPORTING THE DEVELOPMENT OF A HAWAIIAN LANGUAGE PLAN, INCLUDING GOALS, BENCHMARKS, STRATEGIES, AND OUTCOMES, TO BUILD UPON ACCOMPLISHMENTS AND TO ACCELERATE THE NORMALIZATION OF OLELO HAWAII

SR 148 SD1
REQUESTING THE UNITED STATES ARMY CORPS OF ENGINEERS, STATE OF HAWAII, AND CITY AND COUNTY OF HONOLULU TO ESTABLISH A WORKING GROUP TO EXPLORE MATTERS RELATED TO THE ALA WAI WATERSHED
SR 164
URGING THE ESTABLISHMENT OF A NATIVE HAWAIIAN INTELLECTUAL PROPERTY TASK FORCE TO DEVELOP A SUI GENERIS LEGAL SYSTEM TO RECOGNIZE AND PROTECT NATIVE HAWAIIAN CULTURAL INTELLECTUAL PROPERTY, TRADITIONAL CULTURAL EXPRESSIONS, AND GENETIC RESOURCES

SR 165
URGING THE STATE BOARD ON GEOGRAPHIC NAMES TO CONSULT WITH COMMUNITY MEMBERS WHO HAVE DIRECT TRADITIONAL, CULTURAL, AND FAMILIAL TIES TO THE DISTRICT OF PUNA TO ESTABLISH APPROPRIATE NAMES FOR THE FISSURE 8 VENT AND OTHER FEATURES OF THE 2018 ERUPTION OF KILAUEA VOLCANO

SR 173 SD1
SUPPORTING THE IMILOA ASTRONOMY CENTER IN ITS EDUCATIONAL EFFORTS CONCERNING RESOURCES ON MAUNA KEA AT HALE POHAKU, ENCOURAGING THE TRANSFER OF EDUCATION OUTREACH AT HALE POHAKU, REQUESTING A REPORT REGARDING RESTRUCTURING OF THE INSTITUTE FOR ASTRONOMY AND MAUNA KEA SUPPORT SERVICES, AND REQUESTING THE CONTRIBUTION OF FINANCIAL CAPITAL TO CONSTRUCT THE IMILOA UKA FACILITY
Item VI.E.
Year in Review by the President

NO MATERIALS
ORAL REPORT
Report on Board Office Operations

Board of Regents
May 16, 2019
Board Office: 4 FTE positions, 1 part-time
- Executive Administrator and Secretary
- Executive Assistant
- Private Secretary
- Operations Specialist (in recruitment)
- Student Assistant (part-time)

Coordinates and Supports Board and Committee Meetings:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Board</th>
<th>Committees</th>
<th>SBCTE &amp; SPSEC</th>
<th>TOTAL</th>
<th>Days</th>
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<tbody>
<tr>
<td>18–19 (*to date)</td>
<td>10</td>
<td>31*</td>
<td>4</td>
<td>45*</td>
<td>25</td>
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<tr>
<td>17–18</td>
<td>12</td>
<td>36</td>
<td>3</td>
<td>51</td>
<td>24</td>
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<td>16–17</td>
<td>10</td>
<td>35</td>
<td>3</td>
<td>48</td>
<td>22</td>
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</table>

- Provides support to 15 Regents
- Serves as liaison to UH Administration
- Conducts research and responds to correspondence
- Manages official records

General Overview
# Office of the Board of Regents

## Financial Report through April 30, 2019

<table>
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<tr>
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<th>Fiscal Year 2019</th>
<th>Fiscal Year 2018</th>
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<td>Budget</td>
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<td>Payroll &amp; Benefits:</td>
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<td>Full-time (Salaries &amp; Wages)</td>
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<td>Students</td>
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<tr>
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<td>Services Fee Basis</td>
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<td>Total Expenses</td>
<td>$469,133.00</td>
<td>$1,127.15</td>
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Other Considerations

- Some previous expenditures may not be reflected in April 30 statement
- One vacant position
- Travel costs for May and June Board and committee meetings
- Travel costs for June administrative rules hearings
- Replacement of outdated office equipment
Item VI.G.

Plan for Board Self-Assessment under Regents Policy 2.202

ITEM WILL BE DISCUSSED AT MEETING
MEMORANDUM

To: Board of Regents

From: Kendra Oishi, Executive Administrator and Secretary
University of Hawaii Board of Regents

CC: Lee Putnam, Chair
Carrie Okinaga, VP for Legal Affairs/University General Counsel

Date: Friday, May 10, 2019

Subject: H.B. No. 398, Relating to the University of Hawaii

The purpose of this memorandum is to provide a summary, timeline of related events, and additional background on House Bill (H.B.) No. 398, H.D. 1, S.D. 2, C.D. 1, which was recently passed by the Legislature and subsequently transmitted to the Governor for consideration, for discussion at the May 16, 2019, Board of Regents (Board) meeting.

Background

During the 2019 legislative session, Senate Bill (S.B.) No. 919 was introduced with the intent of reducing the number of members on the Board and making additional changes to the responsibilities and composition of the Board. Several Regents expressed concerns and testified in opposition to the bill. At the March 28, 2019, Board meeting, the Board adopted a resolution urging the Legislature to defer action on S.B. 919, with 12 members supporting and 3 members opposing the adoption of the resolution. Modifications to the bill as it went through the legislative process removed several substantive concerns.

By the end of the legislative session, H.B. No. 398 ultimately became the vehicle for the Legislature to amend the composition of the Board. A summary of the bill and related timeline follow.

Summary of H.B. No. 398, H.D. 1, S.D. 2, C.D. 1

This bill does the following:

- Amends section 26-11, Hawaii Revised Statutes (HRS) by:
  - Reducing the number of members on the Board from 15 to 11.
  - Removing the provision that allowed the student member to be reappointed for an additional term even though he/she may no longer be a student at the time of reappointment.
  - Reducing the number of members from the City and County of Honolulu, i.e. Oahu, from 7 to 5.
- Amends section 304A-104, HRS, by specifying that a holdover member shall not serve as a member of the Board beyond the end of the first regular legislative session following the expiration of that member's term.
• Provides for transition as follows:
  o Allows the members of the Board serving as of the effective date of the bill to continue to serve the remainder of their current term.
  o Specifying that as vacancies occur, that they be filled in accordance with the requirements of section 304A-104(a), HRS.
• Takes effect on June 30, 2019, if approved by the Governor or allowed to become law without signature.

Timeline
• Tue. 1/29/19: The Candidate Advisory Council sent names to Governor for three Honolulu County seats whose terms begin 7/1/19
• Thu. 3/28/19: Board adopts resolution urging the Legislature to defer action on S.B. No. 919 until full and further consideration could be given to the implications of the provisions of the bill
• Tue. 4/30/19: H.B. No. 398 passed Final Reading in the House and Senate
• Wed. 5/1/19: H.B. No. 398 was transmitted to Governor
• Thu. 5/16/19: Board of Regents Meeting
• Mon. 6/24/19: Deadline for Governor to provide Legislature with notice of intent to veto (note: providing notice of intent does not mean the Governor will veto)
• Sun. 6/30/19: Effective date of bill
• Sun. 6/30/19: Terms end for three City and County of Honolulu Regents, one of whom applied for consideration of another term
• Tue. 7/9/19: Last day to veto or bills go into effect without Governor signature
• Thu. 7/18/19: Board of Regents Meeting

Follow up Action
Various Regents have raised questions concerning H.B. No. 398, in regard to the size of the Board, proportionality of representation, impact to student representation, and implementation.

Following customary practice the University will be given an opportunity to send comments and advice for the Governor’s consideration as he makes his decision on the bill. President Lassner declines to respond, based on prior experience and his understanding of the will of the Board. Therefore, the Regents have the responsibility to decide on a response, if any.

Several alternatives are open for the Board's response, including submitting no response and submitting comments and/or recommending veto.

The Board may choose to consult with its Counsel before deciding on its course of action.
Item VI.H.1.

Executive Session

Legal Matters

ITEM TO BE DISCUSSED IN EXECUTIVE SESSION
Item VI.I.
Preparation for Election of Board Officers

ITEMS TO BE DISCUSSED AT MEETING
Item VII.A.1. and VII.A.2.
Executive Session
Personnel Matters

ITEMS TO BE DISCUSSED IN EXECUTIVE SESSION
Item VII.A.3.
Executive Session
Personnel Matters

ITEM TO BE DISCUSSED IN EXECUTIVE SESSION
Item VIII.A.
Personnel Actions (A-1 for Approval)
MEMORANDUM

TO: Lee Putnam
Chair, Board of Regents

FROM: David Lassner
President

SUBJECT: REQUEST FOR WAIVER OF RECRUITMENT AND APPOINTMENT OF
MS. AMY LUKE AS ASSISTANT TO SENIOR EXECUTIVE (EXECUTIVE
ASSISTANT TO PRESIDENT)

SPECIFIC ACTION REQUESTED:
It is requested that the Board of Regents approve the waiver of recruitment and appointment of
Ms. Amy Luke as Assistant to Senior Executive (Executive Assistant to President), University of
Hawaii, at an annual salary of $135,000 ($11,250 monthly), subject to executive/managerial
adjustments, as appropriate.

RECOMMENDED EFFECTIVE DATE:
May 17, 2019

ADDITIONAL COST:
The requested salary is less than the prior incumbent, who vacated the position in February
2017.

PURPOSE:
This appointment will provide the necessary assistance to the President in addressing a number
of matters under the purview of the President, to include system level, systemwide and Mānoa
matters.

BACKGROUND INFORMATION:
Pursuant to Board of Regents Policy, RP 9.212, Executive and Managerial Personnel Policies,
and the associated executive policy and procedure, the waiver of recruitment for and
appointment of positions reporting directly to the President shall be approved by the Board of
Regents. The waiver of recruitment is standard practice for executive assistants and has been
appropriately reviewed before submittal of this request.

This position serves as the trusted assistant to the President, who serves as the chief executive
officer of the Board, the UH system and the UH Mānoa campus, and provides leadership and
support in the management of matters reporting directly to the President. In addition, this
position addresses a number of operational and programmatic campus matters, and assists with
the development and implementation of initiatives and programs. Work performed has
systemwide impact and requires necessary coordination and collaboration with UH system level offices, UH Board of Regents office, throughout the Mānoa campus and across the UH System.

Ms. Luke currently serves as Private Secretary to the President, a position she has held since December of 2014 when she was recruited from service as Executive Assistant to the previous Governor’s Chief of Staff. In this capacity, she is the highest, appointed private secretary (level III) within the University of Hawai‘i and has served as my personal and confidential assistant since shortly after I was appointed President. During the past 4-1/2 years, Ms. Luke has managed a number of matters on my behalf and with the departure of Mr. David Lonborg, former Executive Assistant to President, in February 2017, she has assumed a number of daily operational needs in facilitating matters, discussions and action memos with senior leaders and their executive assistants on time-sensitive BOR and presidential action memos, coordinating with a number of systemwide and campus offices on both unique and daily issues, and handling a variety of matters within the Office of the President. Soon after I began service as interim Chancellor of UH Mānoa, the Private Secretary to that position retired and Ms. Luke assumed additional duties. She has handled requests from external agencies including international universities and organizations, federal and state departments, and private groups and individuals.

Her experience within the state government and legislative body spans nearly 14 years, and she has served as key assistant to high ranking officials and legislators. Prior to the University, she served as the Executive Assistant to former Chief of Staff in the Office of the Governor, and served in various key office capacities for the Hawai‘i State Legislature including the offices of the House Legislative Management Chair and Vice Chair; House Tourism, Culture and International Affairs Vice-Chair; and House Judiciary Chair. She has nearly 14 years of state service that provides our leadership and teams the depth and breadth of knowledge and skills to help effectively operate the Office of the President.

Committed to self-improvement, Ms. Luke completed her master’s degree in public administration this semester from UH Mānoa. She previously earned a bachelor’s degree in peace and conflict studies, with emphasis in mediation, negotiation and conflict resolution. Both degrees are highly relevant to this position and the skills required to effectively manage my office and the many highly complex internal and external relationships.

Waivers of recruitment for this position of Assistant to Senior Executive have historically been approved given the nature of the position as the trusted and personal assistant to provide discretion of the senior executive to appoint based on their needs, as is the practice with other similar positions in UH and across state government. System EEO/AA and the Office of Human Resources have been consulted and there are no issues.

This position of Assistant to Senior Executive is assigned to the UH System and UH Mānoa salary schedule and band SM-1. The minimum of this band is $75,000, the midpoint is $112,500 and the maximum is $150,000. The proposed annual salary is $135,000 which takes into consideration her overall compensation (which has included overtime after multiple other staff departures, as appropriate for a civil service Private Secretary) and the continuous expansion of the duties she has been assigned. The data for the assigned CUPA-HR 2017-18 (public) survey position reflect a 20th percentile of $88,542, a median of $99,129 and 80th percentile of $119,617, which we believe represents assistants more closely aligned with professional level assistants in Hawai‘i than highly experienced executive assistants.
Ms. Luke has been instrumental in working closely with the offices of the Board of Regents, vice presidents and campus executives as well as numerous faculty and staff as necessary. Her experience, knowledge, professionalism and sound judgment are key to the success of the Office of the President. Given her experience and the level of the executive she serves, and in consideration of the comparable positions and her current compensation, the proposed salary is appropriate.

**ACTION RECOMMENDED**
Based on the foregoing, it is recommended that the Board of Regents approve the waiver of recruitment and appointment of Ms. Amy Luke as Assistant to Senior Executive (Executive Assistant to President), University of Hawai‘i, at an annual salary of $135,000 ($11,250 monthly), subject to executive/managerial adjustments, as appropriate.

Attachments:
1. Curriculum Vitae
Summary of Qualifications
Extensive experience in conflict/dispute resolution, problem-solving, management of staff and public relations. Excellent analysis, communication, presentation, facilitation and mediation skills. Progressive experience in Hawai‘i State government managing multiple schedules, coordinating community and legislative events, campaigns, and fundraisers. Attentive to details and adept at building relationships at all levels.

Experience

Dec. 2014 – present  PRIVATE SECRETARY  University of Hawai‘i, Office of President David Lassner
Serve as personal and confidential assistant to the System President. Manage and provide coordination of office and daily administrative operations relating to System vice presidents, chancellors, department offices and the Board of Regents. Manage workflow requests from state, federal, county, international and private organizations and assist with government relations and legislative strategy. Manage and organize document facilitation and follow-up on issues requiring consent and approval from various stakeholders. Serve as liaison to and inform staff of implementation of President’s strategic initiatives and mandatory actions. Draft, edit, and review legislative, business transaction and action memos; letters of support for grant applications, scholarship awards and federal programs; and all outgoing correspondence prior to finalizing for signature and distribution. Manage student, parent and vendor complaints via oral and written correspondence and route various complaints to the appropriate campus, department and entity. Plan, organize and host campuswide fundraisers to support Aloha United Way and Hawai‘i Foodbank campaigns.

Provide support and oversight of daily administrative operations relating to state departments, divisions and offices and requests from federal, county, international and private organizations. Manage and organize workflow and office functions. Assist with restructuring, developing guidelines and drafting letters of support for grant applications, legislative initiatives and human resources. Ensure uniform office and department compliance and track and respond to requests for public information. Facilitate confidential and sensitive information including pardons, commutations and appointments to Governor’s Cabinet and attached agencies. Manage constituent complaints via oral and written correspondence. Supervise front office duties. Draft annual performance reviews for employees. Serve on Operations’ employment review panel for potential new hires.

Manage Representative’s legislative, district, office and external operations including personnel support, inventory and accounting. Interviewed, hired and supervised workflow of Representative’s annual office staff, priorities and implementation of key projects. Prepare Representative’s remarks for external events and stand in for Representative at community functions. Serve as lead staff on key 15th district projects. Coordinate legislative events, including community/committee meetings (communications, logistics, materials and follow-up). Develop and draft District related bills and resolutions. Compiled and drafted Capital Improvement Project bill for the 14th, 15th and 16th House Districts. Composed proposed drafts for amendments and work with drafting agencies. Met with lobbyists and analyzed legislative proposals. Served as lead on all committee activities (quick research, preparation of materials for informational briefings, televised hearings and panels) and liaison to all GLA’s and bills. Drafted testimony for hearings and all correspondence, certificates and letters of recommendation. Tracked Representative’s personal, district and committee bills and contacted district leaders for participation. Served as lead liaison to campaign organization and main coordinator for all annual fundraising for campaign and charity events. Established computer database and filing system for all constituent requests. Launched an e-mail database and designed an e-newsletter template for monthly e-community newsletters.
Nov. 2006 – OFFICE MANAGER AND COMMITTEE CLERK
Nov. 2008 Hawai‘i State Legislature, Office of House Judiciary Chair Tommy Waters
Managed Representative’s legislative, district, office and external operations. Interviewed, hired and supervised workflow of Representative’s office and Judiciary staff, priorities and implementation of key projects. Stood in for Representative at community functions and prepared Representative’s remarks for external events. Served as lead staff on key 51st district projects. Coordinated legislative events, including community/committee meetings (communications, logistics, materials and follow-up). Assisted in development of House Judiciary Package and District related bills. Drafted potential legislation/proposed drafts for amendments and testimony for hearing. Met with lobbyists and analyzed legislative proposals. Served as lead liaison to all Judiciary related bills/GIA’s. Tracked Representatives personal/district bills and contacted district leaders for bill testimonies. Prepared Representative’s bill binders (3rd and Final Reading on senate and house bills, including decision-making materials). Served as lead on all committee activities (quick research, preparation of materials for informational briefings, televised hearings and panels). Drafted correspondence and certificates. Served as liaison to campaign organization and coordinated “Opening Day” and annual fundraising events. Managed personnel support, inventory and office accounting.

July 2006 – OFFICE MANAGER
Nov. 2006 Hawai‘i State Legislature, Office of Representative Ryan Yamane
Managed Representative’s legislative, district, office and external operations. Prepared Representative’s remarks for external events and stood in for Representative at community functions. Coordinated legislative events, including community meetings (communications, logistics, materials and follow-up). Drafted correspondence (legislative memorandums, constituent responses and community newsletters). Drafted certificates (community service, leadership accommodations, service learning projects, lifetime achievement awards, community and environmental contribution efforts and graduation/honor rolls). Managed personnel support, equipment inventory and office accounting. Organized, prepared and setup town meetings and events. Organized and assisted in volunteer coordination, pick up and drop off for community wide recycling project to benefit Mililani High School.

Jan. 2006 – COMMITTEE CLERK AND LEGISLATIVE AIDE
May 2006 Hawai‘i State Legislature, Office of Representative Brian Schatz, Honolulu, HI
Compiled testimony and collated packets for Representatives according to specific protocol. Researched community and governmental organizations that handle citizens’ concerns and questions. Drafted correspondence (legislative memorandums, constituent responses and community newsletters). Worked with federal, state and city agencies on jurisdictional issues. Organized and hosted fundraisers to benefit the Hawai‘i Foodbank.

May 2005 – CLIENT SERVICES REPRESENTATIVE
Nov. 2005 Certus Corporation, Hawai‘i Branch
Provided clients with the strategies, information and techniques to improve both the quality and efficiency of their services. Helped clients recover under-payments, reducing costs and improving quality through reengineering of the administrative functions. Worked independently with limited supervision. Provided expertise on all billing components and research programs i.e. SMS, Shared Medical Systems, and CMS, Premise or Electronic Remittance Advice Systems.

Feb. 2004 – LEGAL ADVOCATE AND LAW CLERK
Nov. 2004 Legal Aid Society of Hawai‘i, Wai‘anae Unit, Wai‘anae, HI
Provided civil legal services to financially disadvantage citizens. Personal case list involved public assistance, housing, family problems and consumer law. Assisted staff attorneys with legal research projects and preparation of legal documents and court forms. Involved in court proceedings, representing disabled clients in benefits denial hearing and follow-up of appropriations and/or appeals.
Leadership and Community Roles

Campaign Manager and Assistant to the Treasurer, Friends of Tommy Waters, HI (2014, 2018, 2019)

Field Volunteer, Abercrombie for Governor, Shan’s Friends, David Ige for Governor, Mark Takai for Congress, HI (2014)

Volunteer, Office of State Representative James Kunane Tokioka (2013-present)

Field Volunteer, Caldwell for Mayor (2012-present)

Field Volunteer, Brian Schatz for Lieutenant Governor, Friends of Blake Oshiro, Friends of Kim Coco, HI (2010)

Member, Chinese Civic Club Association, HI (2009-present)

Field Volunteer, Friends of Amy Monk, Friends of Blake Oshiro, Friends of Ryan Yamane, HI (2008)

Member, Young Democrats of Hawai‘i (2008-present)

Windward Civilian Military Council, District Representative, HI (2007-2008)

Kailua/Waimānalo Neighborhood Board, District Representative, HI (2007-2008)

Database Coordinator and Field Volunteer, Schatz for Congress, Honolulu, HI (2006)

Volunteer and Classroom Assistant, Peacemaking Class, Farrington High School, Honolulu, HI (2005)

Volunteer and Legal Advocate, Legal Aid Society of Hawai‘i, Wai‘anae Unit, HI (2004)


Education

University of Hawai‘i at Mānoa • Honolulu, HI

Degree: M.A., Public Administration Program (2019)

Degree: B.A., Major: Peace and Conflict Studies, Emphasis: Mediation, Negotiation, Conflict Resolution

Outside Concentration: Political Science (2005)

Computer Skills


References

Available upon request.