

**MINUTES OF REGULAR MEETING OF THE  
UNIVERSITY OF HAWAI'I BOARD OF REGENTS**

**April 17, 2003**

**I. CALL TO ORDER**

The monthly meeting of the Board of Regents was called to order by Vice Chairperson Everett R. Dowling on Thursday, April 17, 2003, at 8:30 a.m., in Campus Center Rooms 101/103, Windward Community College.

**Attendance**

Present were Regents Charles K. Kawakami, Duane K. Kurisu, Patricia Y. Lee, Ah Quon McElrath, Walter N. Nunokawa, Capsun M. Poe, Kathleen K.S.L. Thurston, and Myron A. Yamasato; President Evan S. Dobbelle; Executive Administrator and Secretary of the Board David Iha; and Executive Assistant Carl H. Makino. Chairperson Bert A. Kobayashi and Regent Lynne Kaneshiro were excused.

Also present were Dr. Doris Ching, Vice President for Student Affairs; Mr. Paul Costello, Vice President for External Affairs and University Relations; Mr. Walter Kirimitsu, Vice President for Legal Affairs and General Counsel; Dr. David McClain, Interim Vice President for Research; Dr. Deane Neubauer, Interim Vice President for Academic Affairs; Dr. Colleen Sathre, Vice President for Planning and Policy; Mr. James Sloane, Vice President for Administration; Dr. Joyce Tsunoda, Vice President for International Education; Ms. Peggy Cha, Chancellor, Kaua'i Community College; Dr. Peter Englert, Chancellor, University of Hawai'i at Mānoa (UH-Manoa); Dr. Angela Meixell, Chancellor, Windward Community College; Dr. John Morton, Chancellor, Kapi'olani Community College; Dr. William Pearman, Chancellor, UH-West O'ahu; Mr. Ramsey Pedersen, Provost, Honolulu Community College; Ms. Sandra Sakaguchi, Provost, Hawai'i Community College; Dr. Mark Silliman, Chancellor, Leeward Community College; Dr. Rose Tseng, Chancellor, University of Hawai'i at Hilo (UHH); Dr. flo wiger, Acting Chancellor, Maui Community College; Mr. Michael Rota, Vice Chancellor for Academic Affairs, Community Colleges, UH-Manoa; Mr. Sam Callejo, Director of Capital Improvements; Mr. Prescott Stewart, Executive Assistant to the President; and others.

## **II. APPROVAL OF MINUTES**

Upon motion by Regent Poe and second by Regent McElrath, the Board approved the minutes of its regular meeting held on March 14, 2003 as circulated.

## **III. ITEMS FROM PRESIDENT'S MEMORANDUM NO. 18** **RECOMMENDATIONS FOR ACTION AND** **GENERAL INFORMATION**

### **Agreement to Purchase Land and Develop the Institute for Astronomy's Advanced Technology Research Center on Maui**

Agenda Item A-1, "Agreement to Purchase Land and Develop the Institute for Astronomy's Advanced Technology Research Center on Maui", was withdrawn at the request of President Dobelle.

### **Easement Agreement with Public Storage, Inc.**

Director Callejo requested that the Board authorize the administration to enter into an easement agreement with Public Storage, Inc., involving real property at the University of Hawai'i Urban Garden Center at Pearl City, Hawai'i, to maintain an unobstructed no-build area as part of the development by Public Storage of a commercial storage facility on its adjoining property.

In late December 2002, the University of Hawai'i College of Tropical Agriculture and Human Resources (CTAHR) was approached by Public Storage regarding the proposed development of a storage building on property that it acquired from Home Depot U.S.A., Inc. The parcel is located on the east side of the Pearl City Home Depot parking lot which is adjacent to the University of Hawai'i Urban Garden Center.

Public Storage has requested a 20 feet wide by 200 feet long no-build easement along the common property line with the University of Hawai'i on the south side of its parcel. The effect of this easement would be to maintain an unobstructed no-build area of approximately 4,000 square feet within the adjoining University property. If the no-build easement is granted, Public Storage would be allowed by the Department of Planning and Permitting, City and County of Honolulu, to alter the design of the storage facility, thereby reducing construction costs. A similar no-build easement for the Home Depot home improvement center in Pearl City was approved by the Board at its January 2000 meeting.

The Urban Garden Center in Pearl City is on 28.733 acres of land owned in fee simple by the University of Hawai'i. The State land use classification is urban, and the current City zoning shows the property as Ag-1 Restricted. The Urban Garden Center provides urban horticulture, plant science, and human resource

educational programs for families, homeowners, school children, teachers, university students, farmers, and horticulture and landscape professionals. The demand for informal classes and other types of educational activities at the Urban Garden Center is high and increasing very rapidly. Annually, the Urban Garden Center makes approximately 12,000 to 15,000 contacts with clientele.

Public Storage, Inc., has agreed to pay the University \$20,000 in exchange for the no-build easement. This amount represents the cost savings which it will derive from eliminating several previously imposed requirements in its building design as approved by the Department of Planning and Permitting, City and County of Honolulu. In addition, Public Storage, Inc., will be responsible for all costs associated with preparation of the easement document.

CTAHR has confirmed that the granting of the no-build easement requested by Public Storage will not impact Urban Garden Center programs. Funds derived from this transaction would be used by CTAHR for irrigation infrastructure improvements and building repairs at the Urban Garden Center.

The easement document will be submitted to the Office of the Senior Vice President for Legal Affairs and University General Counsel for legal review and approval as to form.

Director Callejo added that the estimated cost from the developer is in the neighborhood of about \$20,000 and, therefore, the benefit to the contractor would only be the speed of the construction because it would mean the elimination of an interior fire wall of the structure. Regent Lee expressed that the Board is generally reluctant to grant long-term easements. Director Callejo assured that the requested easement would only be for the duration of this building. Regent Lee reminded Director Callejo that such language should be included in the lease.

Regent Kurisu moved to authorize the administration to enter into an easement agreement with Public Storage, Inc. involving University real property at the Urban Garden Center in Pearl City, with terms as specified herein, as presented in President's Memorandum No. 18 (Agenda), Item A-2, dated April 17, 2003. Regent McElrath seconded the motion which was unanimously carried.

### **Designate Nursing at Community Colleges as a High Demand Field**

Vice President Tsunoda requested that the Board designate nursing programs throughout the Community Colleges as a high demand discipline in accordance with the Board's policy on high demand disciplines.

In August 2000, the University of Hawai'i at Mānoa School of Nursing and Dental Hygiene was designated a high demand discipline. Similar to the University of Hawai'i at Mānoa, the Community College nursing programs are currently facing severe problems when trying to recruit and retain qualified nursing faculty and must

constantly compete with hospitals, clinics and nursing programs throughout the nation.

According to the Bureau of Labor Statistics, the need for registered nurses will grow as much as 21% by 2006. However, enrollment in nursing programs is declining while the age of nursing faculty is rising. Over 40% of Hawai'i's nursing workforce is over 50 years of age and over 75% are over 40 years of age. At Maui Community College, seven of the 13.5 nursing faculty members are 55 years or older. With the increased demand, fewer potential nursing faculty, and aging nursing faculty, the future of the nursing teaching profession looks bleak.

To minimize the damaging effects of those factors mentioned above, the Community Colleges must become more competitive for nurses to enter the teaching field. Unfortunately, the gap between salaries offered nurses in hospitals/clinics and nursing faculty continues to grow. In Hawai'i, the salary for a graduate with an Associate Degree in Nursing is approximately \$48,336 after six months. After one year, that same nurse can make \$51,660. A nurse with a bachelor's degree can earn as much as \$75,500 with overtime. Without the high demand designation for nursing faculty, the Community Colleges can only offer a master's prepared nurse \$48,912 and with the Provost/Chancellor's approval, a maximum of \$52,704. Salaries then, for the most part, remain level until the nursing faculty is granted promotion, five years later.

Vacancies in nursing programs throughout the state continue to plague programs. At Maui Community College, in one year, there were three vacancies. Each position was difficult to fill because salaries were not competitive with private industry. Hawai'i and Kapi'olani Community Colleges continue to have unfilled nursing positions. Recruitment of qualified nursing instructors with masters' degrees continues to be a struggle. Factors such as poor working conditions in the hospital setting and higher paying career options within the University may encourage nurses to seek a career in teaching if salaries were competitive.

Accreditation of the Community Colleges' Nursing programs is also of concern. In February 2002, the National League for Nursing Accrediting Commission cited Maui Community College for "faculty not academically qualified." This is a particular problem for nursing programs on the neighbor islands where the nursing pool is limited both in terms of number of nurses and nurses with masters' degrees.

Unless the nursing teaching profession can be made more attractive to nurses, the Community Colleges will lose its staff and have very few options for replacement. Immediate action is needed to attract and retain well-trained nurses to educate the next generation of nurses.

Regent Kawakami moved to designate nursing at the Community Colleges as a high demand discipline, as presented in President's Memorandum No. 18

(Agenda), Item A-3, dated April 17, 2003. Regent McElrath seconded the motion which was unanimously carried.

Regent McElrath stated that there had been a number of resignations from the School of Nursing at Mānoa. She suggested that the administration work closely with the Hawai'i Nurses' Association to see whether there might be retired nurses who could be hired to augment the instructional staff at the Community Colleges. Vice President Tsunoda said the Community Colleges would follow up on this suggestion.

### **Proposed Amendment to Chapter 9, Personnel, Board of Regents' Policies**

Chancellor Englert requested that the Board adopt proposed amendments to its policy on personnel as it relates to the Cancer Research Center of Hawai'i (CRCH) medical faculty and medical researcher positions.

The proposed amendments to Chapter 9 of the Board of Regents' Policies would permit physician faculty hired by the CRCH, and who perform duties and responsibilities similar to those of clinical faculty physicians in the John A. Burns School of Medicine (JABSOM), to be classified in the same appropriate faculty categories as those clinical faculty hired by JABSOM. In addition, the proposed amendments would establish separate designations within the Researcher series for positions requiring medical degrees and other related qualifications. Positions requiring medical degrees and board certification will be identified by their "M" designation.

Chapter 9, Personnel, Board of Regents' Policies, provides for the various faculty classifications, titles, duties and responsibilities, minimum qualifications, etc. and the appropriate conditions under which such classifications and titles may be utilized. Specifically, Section 9-2b(1)(b)1, relating to faculty classification, reserves the use of the "Medical" (or "M") designation for "instructional positions in the clinical disciplines at the School of Medicine." This policy was adopted prior to the establishment of the Cancer Research Center of Hawai'i as an independent research unit of the University of Hawai'i. Currently, due to the specific limitation of the Board policy, the CRCH is not authorized, other than through exception, to appoint faculty to the "M" category or to appoint non-compensated faculty with a clinical designation, even if the duties and responsibilities and the qualifications of the faculty in the CRCH are consistent with the intent of the faculty classification. Although CRCH is primarily a research institution, some of their clinical faculty members are responsible for student/resident instruction and mentoring. Therefore, broadening the use of the clinical medical instructional category to include positions at CRCH is appropriate.

Similarly, Section 9-2b(1)(b)2, relating to Faculty Positions in Research is not reflective of the medical researchers appointed at the CRCH. Whereas some

faculty positions at CRCH might be appropriately classified as I-M faculty if they are predominantly involved in patient care and, in this capacity help with the clinical trials efforts as well as the related teaching function for medical students and residents, other physician faculty at CRCH have a much more in-depth involvement in medical research which may or may not include frequent patient contact. These CRCH faculty members would appropriately remain in the faculty classification of Researchers, but the minimum qualifications would need to reflect a medical degree with appropriate completion of residency as well as board certification requirements. In order to require these minimum qualifications for faculty medical researchers, a change to the Board policies is requested to create an R-M category.

Finally, both Section 9-2b(1)(b)1, related to Non-Compensated Faculty Positions, and Section 9-2b(1)(e) pertaining to Clinical Titles for non-compensated faculty appointments in Health Sciences and Social Welfare, provide that the titles of Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor, and Clinical Instructor be limited to the College of Health Sciences and Social Welfare. Therefore, the above titles may not be extended to the CRCH without the approval of an exception to Board policy.

Much of the Center's clinical trials research relies on the willingness of physicians to place patients in clinical studies. These physicians are affiliated with the Center and are listed as affiliated members on the CRCH roster of clinical members. In recognition of these affiliations, the CRCH would like to appoint these physicians as non-compensated clinical faculty. Currently, the CRCH can appoint these physicians as Research Affiliates, in accordance with current Board policy; however, this designation does not adequately reflect their contributions as clinicians to the Center's on-going studies. The recommended amendments would provide that clinical research be recognized as an activity for which a clinical title can be granted and to allow the CRCH to use the aforementioned non-compensated titles.

The University of Hawai'i Professional Assembly (UHPA) has been consulted and had no objections.

Regent Lee moved to adopt the proposed amendments to Chapter 9, Personnel, Board of Regents' Policies, to permit the CRCH to utilize appropriate medical faculty and medical researcher classifications, designations, and minimum qualification requirements, as presented in President's Memorandum No. 18 (Agenda), Item A-4, dated April 17, 2003. Regent McElrath seconded the motion which was unanimously carried.

### **Honorary Degrees for Henry Kuualoha Giugni and Richard D. Parsons**

Agenda Item A-5, "Honorary Degrees for Henry Kuualoha Giugni and Richard D. Parsons," was withdrawn at the request of President Dobelle for consideration at the Board's next meeting.

### **Establishment of International Exchange Program Scholarship**

Chancellor Englert requested that the Board establish an international exchange program scholarship to be awarded to incoming international exchange students who do not receive a tuition waiver. This will allow international students to pay 150% of resident tuition. The program will be for University of Hawai'i at Mānoa only and limited to the partner institutions.

The establishment of this scholarship will serve as an attractive mechanism to increase the number of international exchange students attending the University of Hawai'i at Mānoa. The current tuition waiver structure for incoming international exchange students normally limits partner institutions to sending a maximum of two students for a full academic year.

However, partner institutions believe the number of students eager to spend one or two semesters studying at a partner university in the United States is increasing. This scholarship would open opportunities for a greater number of international students and, at the same time, provide additional income to the University while raising its international profile.

When the University of Hawai'i at Mānoa enters into a student exchange agreement with institutions abroad, the standard practice is for both institutions to collect tuition from their own students and to provide a waiver of tuition for the incoming exchange student at the partner institution. Generally, the agreements limit the exchange to two students for a full academic year or four students for one semester under this waiver of tuition scheme. This has, therefore, restricted the number of international students UH has enrolled as exchange students despite a great interest from abroad.

Estimates for Academic Year (AY) 2002-2003 are 30 more students (representing an increase of \$180,000 in tuition); AY 2003-2004 – 45 more students (\$270,000 increase in tuition revenues). These are preliminary estimates that can be refined once specific information about the new UH International Exchange Program Scholarship is sent to our global partners.

Regent Lee moved to establish for one year an International Exchange Program Scholarship for the University of Hawai'i at Mānoa which permits incoming exchange students who are not receiving a full tuition waiver to pay 150% of resident tuition with the possibility of extension provided the Board receives a report at the end of one year and that no resident is displaced in any manner as a result of this scholarship, as presented in President's Memorandum No. 18 (Agenda), Item A-6, dated April 17, 2003. Regent Poe seconded the motion which was unanimously carried.

**Elimination of the Lower Division Tuition Rate at University of Hawai'i at Hilo (UHH)**

Chancellor Tseng requested that the Board authorize the elimination of the lower division tuition rate at the University of Hawai'i at Hilo (UHH), effective Fall 2003. This action is requested with the understanding that the currently enrolled classified freshmen and sophomores who continue their enrollment next fall will be permitted to pay the UHH lower division rate of 2003 and 2004.

Historically, UHH had two different tuition rates for its lower and upper undergraduate divisions. This began when UHH and Hawai'i Community College (Hawai'i CC) were still merged and was to allow students enrolled in Hawai'i CC to enjoy the same tuition when they took courses from either campus. After the separation in 1992, the differential tuition rate was retained at UHH because many students transferred from Hawai'i CC to the four-year campus and vice versa. However, in subsequent years, UHH raised its lower division tuition rates substantially higher than the Community Colleges.

In AY 1999-2000, the current tuition rates were adopted as a system. At that time, UHH committed to accelerating the increase to its lower division tuition rates with the goal of eventually eliminating the differential rates all together by AY 2009-2010.

Chancellor Tseng, therefore, now proposes to eliminate the lower tuition rate entirely by AY 2003 and charge the upper division tuition rate for all credits for the following reasons:

1. With the impending implementation of the new student information system, BANNER, UHH is the only campus that has the two-tiered tuition rates. It is too costly and difficult to implement this for just one campus.
2. It was and continues to be confusing for prospective students and their parents to comprehend and prepare for the sudden increase in tuition at the middle of their tenure at UHH.
3. If a student transferred to UHH with less than 55 credits, the financial aid award would be calculated at the lower division rate. If a student took some summer school credits and brought the credits earned to over 55, then the new upper division tuition applies. This might adversely affect their financial award and their ability to stay in school.
4. Currently, UHH has a substantial number of students who remain unclassified to take advantage of taking lower division courses at the lower rate. Unclassified students, however, do not receive the same

advising and attention as classified students in a department which may adversely affect attainment of a degree.

5. Students are not transferring all of their credits to UHH until they are almost ready to graduate in order to remain in the lower division. However, without early transfer evaluation, students may not have taken the right courses toward their graduation.

Public meetings were held on the proposed tuition change. A total of 36 individuals attended the four public meetings held at O'ahu, Hawai'i, Kaua'i and M~ui. Two students spoke against the elimination of a lower division tuition rate. One student stated that tenants at the University Park should be charged with a higher leasing rate instead of raising the tuition. Another student stated that universities should not be run like a business and that tuition should be free.

The existing schedule and proposed schedule are as follows:

• <u>2003-2004 Existing Semester Tuition Rate</u>	<u>Resident</u>	<u>Nonresident</u>
Lower Division	\$ 864.00 (\$72)*	\$3,672.00 (\$306)
Upper Division	\$1,188.00 (\$99)	\$3,972.00 (\$331)
• <u>2003-2004 Proposed Semester Tuition Rate</u>	<u>Resident</u>	<u>Nonresident</u>
Single Tuition Rate	\$1,188.00 (\$99)	\$3,972.00 (\$331)

\*Per Semester hour rate

Regent Lee moved to approve the elimination of the lower division rate at the University of Hawai'i at Hilo and adopt the all-campus tuition schedule, as presented in President's Memorandum No. 18 (Agenda), Item A-7, dated April 17, 2003. Regent Poe seconded the motion which was unanimously carried.

Regent McElrath expressed that it is incumbent on the University to look at its revenue picture and to assess the direction it will take on tuition after the five-year cycle. While increasing tuition and fees appears to be the easiest way to take care of the budget shortfall, she said that the University needs to also assess the long-term effects of increasing tuition while looking for alternative revenue sources and becoming more efficient with existing funds.

### **Gifts, Grants, and Contracts**

Interim Vice President McClain reported that during the period February 16, 2003 to March 15, 2003, a total of \$20.7 million in gifts, grants, and contracts was received by the University of Hawai'i System. Of the \$20.7 million, \$15.6 million were for research and \$5.1 million were for non-research which equates to

approximately three-fourths for research. On a year-to-date basis, the University research enterprise has brought in a total of \$216 million for research and non-research.

Regent Kurisu moved to accept with thanks the gifts and grants and ratify the actions of the administration in executing the necessary contracts, as presented in President's Memorandum No. 18 (Agenda), Item A-5, dated April 17, 2003. Regent Lee seconded the motion which was unanimously carried.

**Appointments, Changes in Appointments, Leaves of Absence, Promotion, Tenure, Waivers of Minimum Qualifications, Emeritus Titles, Shortening of Probationary Period, Salary Adjustments, Position Actions, Classification and Pricing**

President Dobbelle recommended the following personnel action:

**UNIVERSITY OF HAWAI'I AT MANOA**

**Administrative, Professional and Technical**

LEE, RONALD E.  
UH Assistant Football Coach, Exempt  
Intercollegiate Athletics  
Supplemental Compensation

Regent Lee moved to approve the personnel action as recommended and as presented in President's Memorandum No. 18 (Agenda), Item B-1, dated April 17, 2003. Regent Kawakami seconded the motion which was unanimously carried.

**Resignations and Retirements of Board of Regents' Appointees and Civil Service Employees**

The list of resignations and retirements of Board of Regents' appointees and retirements of Civil Service employees was presented for information. (The list of resignations and retirements is presented in President's Memorandum No. 18 (Agenda), Items C-1 and C-2, dated April 17, 2003).

**IV. ORAL REPORT OF EXECUTIVE OFFICER**

Chancellor Meixell informed that Windward Community College's (WCC) relationships with the community are very special. She said that through these relationships, WCC has realized an increase in scholarships, internships, marketing opportunities, and jobs for the students in the community. She introduced Dr. David Krupp, Associate Professor in Natural Sciences at WCC, and Mr. James Howe,

Operations Chief of the Ocean Safety Division, City and County of Honolulu, who gave a presentation on a proposal for an Associate in Arts Degree Program in Ocean Recreation Safety and Management. This program would support the State's ocean recreation industry with graduates with a specific knowledge and expertise in this field. Other points presented were:

- WCC is in close proximity to Hawai'i Institute of Marine Biology.
- WCC has a Marine Option Program where students engage in a curriculum in ocean-related coursework as well as participating in marine-related skill projects.
- WCC is the first campus to actually feature a course in Polynesian Voyaging.
- WCC is the first campus with a course in Surf Science and Technology.

## **V. NEW OR OTHER BUSINESS**

### **Report from the Committee on University Audits: Internal Auditor**

Regent Yamasato reported that the Board had earlier requested that its external auditor, PricewaterhouseCoopers, provide advice on best practices regarding the reporting relationship of the internal auditor to the Board. PricewaterhouseCoopers, in response, stated that organizations comparable to the University of Hawai'i, preferred to have their internal auditor report functionally to the audit committee and administratively to a senior member of management such as a chief financial officer (CFO). This would be characterized as a solid line from the internal auditor to the Board and a dotted line to management.

In its report, PricewaterhouseCoopers stated that internal auditing functions are common in large companies, as well as many middle market entities, and are a valuable resource to the audit committee, serving as "its eyes and ears." In fulfilling its oversight role, the audit committee reviews audit activities, organizational structure, qualifications, and effectiveness. If there isn't an internal audit function in a company, the audit committee should periodically revisit that decision with management.

One of the most important responsibilities of internal audit, according to PricewaterhouseCoopers, involves internal control. While it doesn't have primary responsibility for establishing or maintaining the internal control system, internal audit plays an important role in evaluating the effectiveness of control. By monitoring how well risk management, internal control and governance process are operating in a company, internal audit provides useful information to senior

management and valuable support to the audit committee. Being operationally removed, internal audit can provide an objective view of the state of control.

The internal audit function also can help the audit committee conduct special studies of investigations on a range of issues, including potential or suspected fraud or irregularities. Many internal audit functions review company compliance with laws and regulations audit committees commonly oversee.

The Institute of Internal Auditors *Standards for the Professional Practice of Internal Auditing (Standards)*, issued initially in 1978, is being revised to reflect the many changes in the profession since that time. The draft revised *Standards* suggest that the internal audit function should have its purpose, authority and responsibilities formally set forth in a charter, which should be reviewed and approved by the Board, or the audit committee on behalf of the Board. As part of the charter review, the committee should be satisfied that the internal auditor reports at a high enough level in the company to ensure adequate independence and objectivity. The internal auditor should not report, according to PricewaterhouseCoopers, to an officer who is directly responsible for the activities being audited.

Consequently, the Committee on University Audits, upon advice from its external auditor, recommended that the internal auditor of the University of Hawai'i report to the Board of Regents and administratively to the University administration. The Committee further recommended that it be authorized to work in concert with the Board's staff and the administration in implementing this reorganization subject to appropriate consultations.

Regent Yamasato moved to authorize the Committee on University Audits to work in concert with the Board staff and the administration in implementing the recommended reorganization of the Office of the Internal Auditor, subject to appropriate consultations. Regent Kurisu seconded the motion which was unanimously carried.

### **Certificate of Congratulations to the Associated Students of the University of Hawai'i on its 90<sup>th</sup> Anniversary**

A Board of Regents' Certificate of Congratulations was presented to the Associated Students of the University of Hawai'i (ASUH) on its 90<sup>th</sup> anniversary. ASUH President, Michael Dahilig; ASUH Chief Justice and former President, Travis Mimura; and ASUH Advisor, Dr. Jan Javinar, accepted the certificates on behalf of ASUH.

**VI. ANNOUNCEMENT**

**Next Meeting**

Vice Chairperson Dowling announced that the next regular monthly meeting of the Board of Regents would be held on May 16, 2003 at 8:30 a.m. at the University of Hawai'i at Mānoa. He thanked Chancellor Meixell and the faculty, staff and students of Windward Community College for hosting the breakfast and assisting with the meeting arrangements.

**VII. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:25 a.m.

Respectfully submitted,

David Iha, Executive Administrator  
and Secretary of the Board