UNIVERSITY OF HAWAIʻI SYSTEM LEGISLATIVE GUIDELINES

Twenty-Fifth State Legislature Regular Session of 2009

Prepared by the Office of External Affairs and University Relations
University of Hawaiʻi System

June 2008
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UNIVERSITY OF HAWAI'I
2009 LEGISLATIVE ADMINISTRATIVE GUIDELINES

SECTION I – OVERVIEW

Introduction

“The legislative power of the State shall be vested in a Legislature, which shall consist of two houses, a senate and a house of representatives. Such power shall extend to all rightful subjects of legislation not inconsistent with this constitution or the Constitution of the United States.” (Hawai‘i Constitution, Article III, Section 1).

The Hawai‘i State Legislature, as mandated by Article III, is the law-making body of the state government.

The Legislature, by virtue of its authority to appropriate funds and enact laws, plays a pivotal role in the University’s ability to provide the desired range of services for our students. The Legislature, with the concurrence of the Governor, determines the University’s budget and many other key issues that have a profound effect on our operations. Without the full support and cooperation of the Legislative and Executive bodies, the University cannot move forward on its quest for excellence.

Legislators are not only charged with ensuring quality higher education in the state but also with ensuring quality programs for all other state departments. In addition, all appropriations must be made in line with prudent fiscal management policies.

Given the limited fiscal resources of the state and the severe time constraints placed on the legislators, it is in the best interest of the University to cooperate fully with the Legislature by providing accurate data in a timely manner.

Various legislative committees, as well as individual legislators and staff, call on the University for information on budgets, programs, policies, bills and resolutions. When these requests are received during the legislative session, the University must respond quickly with complete and accurate data to enable the Legislature to base its decision on the best information available.

Similarly, when studies, reports or actions are requested through bills or resolutions to be carried out during the interim, the University must reply with clear, concise and timely responses.

Purpose

These guidelines are to provide systematic and consistent consideration, coordination, and response to legislative matters affecting the University of Hawai‘i System. Adherence to these guidelines is ultimately the responsibility of the respective Vice Presidents,
Chancellors, and Directors, who are encouraged to brief their personnel to ensure understanding and adherence to these guidelines.

**Role and Responsibility of the UH Legislative Coordinator**

Each campus, college, school or department will designate a lead legislative coordinator who will be the primary point of contact with the UH Government Relations Office and represent the coordinator’s campus, college, school or department at UH Legislative Coordinator meetings.

The primary responsibility of the UH Legislative Coordinators include:

1. Identifying and coordinating the drafting of the department’s legislative proposal(s);
2. Assisting in the coordination and preparation of testimony on administrative proposals as well as other relevant legislation;
3. Assisting the UH Government Relations Office in engaging internal and external support for proposals important to the UH Administration;
4. Ensuring that each campus, college, school or department completes studies and reports as requested by the Legislature and that those reports are forwarded to the UH Government Relations Office for proper distribution in accordance with procedures established by state law and internal operating procedures in a timely manner;
5. Keeping their executives informed of all legislative developments pertaining to their department through the legislative session;
6. Following through on measures affecting their campus, college, school or department;
7. Attending bi-weekly meetings to discuss important bills/resolutions and hearings and to make adjustments to procedures and assignments of bills/resolutions as needed; and
8. Notifying the External Affairs and University Relations Office if bill(s) or resolution(s) were inadvertently directed to the wrong lead coordinator.

**Additional Responsibilities**

The President or his designee shall act as the primary communicator to the Board of Regents, Governor, Lt. Governor, and legislative leaders on all major issues.

The Office of External Affairs and University Relations shall be responsible for the systemwide coordination of the University’s legislative process. This includes alerting the Secretary of the Board of Regents, the President, Vice Presidents, Chancellors, Deans, Directors, and legislative coordinators about significant legislative matters. The office shall also be responsible for coordinating legislative matters including, but not limited to, the following:

- Testimony on systemwide issues
- Questions/inquiries made by legislators
- Identifying primary responsibilities for legislative measures
• Coordinating the preparation and submission of testimony, information and reports to the Legislature
• Enhancing effective communications with the Legislature

The Associate Vice President (EAUR) or his/her designee is responsible for the general oversight of the University’s legislative program and shall serve as the University’s principal liaison with the legislature, executive branch (primarily the Governor’s Office, Budget and Finance, and Attorney General’s office) and various units of the University, unless otherwise designated, on legislative matters.

The President, Vice President, Chancellors, Deans, and Directors are encouraged to share information with other University related organizations that traditionally testify on university issues, such as the University of Hawai‘i Professional Assembly, faculty senates, and student organizations. The UH should work with these groups to keep them informed on relevant legislation and, if possible, request these organizations provide copies of their testimony to the EAUR.
SECTION II – STATE LEGISLATURE

Legislative Proposals

Each legislative session provides the University of Hawai‘i an opportunity to accomplish its goals through a well-prepared set of legislative initiatives. The University’s goals, policies, and vision set the course for the UH Board of Regents’ (BOR) legislative package, which is then submitted to the governor for consideration to be included within the Administration’s package to the legislature.

Developing Legislative Proposals

It is not uncommon for legislative proposals to be resubmitted over several sessions before they are enacted by the Legislature. Therefore, the University’s legislative package may include both past proposals as well as new initiatives.

At the end of each legislative session, new laws are put forth and enacted. Newly enacted laws, as well as other existing laws, should be examined as to whether or not a proposal needs to be submitted to the legislature to amend the law. It can be as minimal as changing the sunset date of a particular legislation or as extensive as repealing an entire statute. Careful consideration should be made to assure that the proposed legislation is beneficial to both the University and its stakeholders.

Submitting Legislative Proposals

In order to have a legislative proposal be included as part of the BOR’s legislative package, deadlines must be adhered to. These proposals, which are due in late July, are then taken up by the Board during its September meeting, and if approved, will be accepted as part of the BOR’s legislative package.

Preparing legislative proposals

Each bill must be given a title that may not be amended once the bill is filed with the House and Senate clerks. Careful consideration must be given to the title assigned to each bill, as the State Constitution requires each law cover one subject, which is expressed in a title. The title must include a distinct reference to the subject matter and begin with the words “A BILL FOR AN ACT,” which is usually followed by connective words such as “RELATING TO” and end words that express the subject (e.g. A BILL FOR AN ACT RELATING TO THE UNIVERSITY OF HAWAII).

Broad titles are generally discouraged, as these bills may be amended extensively and become potential vehicle bills for non-University proposals.

However, bills should not be so narrowly definitive in their titles that the scope of the title becomes narrower than the scope of the bill.
A justification sheet (Attachment A) must be prepared for each legislative proposal. The justification sheet identifies the department submitting the proposal (UOH), the title of the proposal, the purpose of the proposal, the means of carrying out the proposal, and a narrative justification. The justification should explain in detail the impact of the proposal on the public, the University, as well as any other state agency.

The justification sheet also identifies general funds and other sources of financing and the effective date of the proposed legislation. The initial and subsequent annual operating costs, and the means of financing these costs should be identified. If federal funds are involved, the amount and method of acquiring these funds should be described.

**Informal Legislative Requests**

To coordinate our efforts, all informal legislative questions/inquiries made by a legislator, (i.e. at a hearing, in writing, or by telephone), shall be coordinated with the EAUR office. If the inquiry touches on questions of University policy or position matters, the response should be sent from the President, Vice Presidents, or Board of Regents.

The appropriate campus, program or individual shall respond to all other inquiries. The Associate Vice President EAUR shall be informed about all inquiries and their accompanying responses.

Faculty, staff, and administrators may respond as individuals or experts in an area. In these cases, they should clearly state in their testimony that they are speaking as a resource person and not as an official University spokesperson and that their presence at a hearing does not conflict or interfere with their university responsibilities. Such individuals are encouraged to submit a copy of their testimonies to their legislative coordinator and the EAUR office.

**Annual Legislative Reports**

The Legislature requires various departments to compile annual or special reports. The requirements of these reports are set forth either in statute or in budget provisos. In addition, the Legislature may also request that the department submit informational reports through resolutions and concurrent resolutions. Departments must respond to all reports required by an act by the specified due date. Responses to all other requests will only be provided when the request is made through concurrent resolution.

In some cases, the concurrent resolution will request that the department submit annual reports to the Legislature on a specific topic. Departments will prepare reports that respond to this request only during the biennium in which the request is made.
Preparation of the Reports

The introduction of each report should clearly identify the legislation that mandated the report. Departments may compile responses to separate legislative requests in one report. However, when this is done, it is important to identify each request that is being responded to in the report’s introduction. Departments are encouraged to prepare executive summaries to facilitate the review of these reports. Please advise staff preparing these reports that care should be exercised in minimizing the costs of preparing and publishing these reports. Glossy or elaborate reports are discouraged.

Many of the reports are due 20 days prior to the start of the next legislative session; however, these reports need to be submitted earlier to afford the Governor’s staff adequate time to review and summarize them for the Governor.

All annual reports shall be due in early November of the preceding year to the designated lead Vice President (VP) and an electronic copy to the EAUR Office. The designated VP will either approve the report in its current form or will recommend revisions be made to the report. The report in final form is due in late November to the EAUR Office. Each office will be responsible for submitting 40 hard copies of the final report, the electronic version which will be posted on the web, as well as a short one paragraph description of the annual report which will be incorporated into the cover letter from the President of the University. An official cover sheet is also required for the annual reports (Attachment B). A list of all annual reports due to the 2009 Legislature by the University of Hawai‘i is also attached (Attachment C) for your reference.

In cases where the department is unable to respond in a timely manner, a clear explanation of the department’s inability to do so should be provided. For example, if the department is asked to provide data that is not readily available, it should explain the situation and indicate what it is doing to obtain the requested information.

Grant-in-Aid and State Subsidy

Each session the Legislature accepts requests for Grant-in-Aids and State Subsidies. These proposals are submitted directly to the Legislature and handled by the respective budget committees of the House and Senate.

The University of Hawai‘i System needs to be aware of these funding requests and as such, requests that a copy of the Grant-in-Aid or State Subsidy applications be sent to Government Relations at Bachman 109H or via email at uhgovrel@hawaii.edu.
Testimony

During each legislative regular session approximately 3,000 bills are introduced. Although committees will not hear all bills, it is important to identify those that the University of Hawai‘i should be prepared to testify on. Testimony should always be prepared for the measures in the Governor’s package, as well as other proposals which affect the University of Hawai‘i.

Official positions on issues are expressed by the Board of Regents or President through established policies and procedures, biennium budget objectives, UH strategic plan, proposed administration bills, new program proposals, and biennium and supplemental budget requests.

Official University testimony and responses to inquiries regarding the University's position on specific University-related proposals should be provided by the President, the Board of Regents, the President’s Senior Management Team, the Chancellors, or their designees.

The President of the University is the official spokesperson unless otherwise designated. Testimonies may, however, be drafted by the appropriate individual identified by the Chancellors or others designated by the President or the Associate Vice President of External Affairs and University Relations (EAUR). When the President does not personally testify, it is expected that the Vice Presidents, campus, college, school or department Directors or appropriate designees will testify on major issues relating to their areas of responsibility. Upon request from the Associate Vice President EAUR or his/her designee, deans, directors, chancellors, or other executives may provide official testimony. However, testimony shall be reviewed by the respective member of the President’s Senior Management Team and/or the appropriate Chancellor and Director of Government Relations for consistency with the official university position and BOR budget and policy.

Should it be unclear as to whether an issue is specific to the University or of statewide concern, or when the UH's position appears unclear on an issue, the Associate Vice President EAUR or his/her designee shall confer with the President for clarification or for initiation of action to develop a position.

Testimony on systemwide issues will be coordinated through the EAUR Office, who will confer with appropriate legislative coordinators, the President, Vice Presidents, and the appropriate Chancellor to identify responsibility for providing testimony.

Preparing Official UH Testimony

Once a bill/resolution has been assigned to a coordinator, please review the assigned bills and resolutions for preparation of testimony. Testimony should then be drafted and electronically forwarded to the Government Relations Office in a timely manner. The Government Relations Office will notify the drafter of the testimony only if changes are required in the testimony. The official legislative testimony, which is indicated by the UH System Testimony letterhead (Attachment D), must be used for official testimony.
Approved testimony in electronic format (Microsoft Word) should be submitted two (2) working days prior to the scheduled hearing date (committee deadlines are indicated on all hearing notices). Email testimony to uhgovrel@hawaii.edu. For testimony more than 4 pages in length, photocopy the number of copies (as indicated on the hearing notice) and drop off to EAUR in Bachman 109J.

When submitting the electronic version, please use the following naming convention as established by the Governor’s Policy Team:

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HB0034_UOH_02-12-09_HED-EDU
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- Bill Number: HB 34
- University of Hawai‘i (all UH testimony will be the same)
- Date: February 12, 2009
- Committee(s): Higher Education/Education

This naming convention represents the bill number in a 4-digit format; the state department which is drafting the testimony: the University of Hawai‘i system; the date of the hearing; and the committee(s) it will be heard in. Please adhere to this format when forwarding electronic testimony to the EAUR Office. The Policy Team at the Governor’s Office has requested this format be used for all state departments. Once a bill has subsequent drafts (HD1/SD1), you may incorporate that revised draft into the naming convention of your electronic document:

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HB0034HD1_UOH_03-25-09_FIN
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**Preparing Unofficial (Personal) UH Testimony**

Testimony on systemwide issues will be coordinated through the EAUR Office, who will confer with appropriate legislative coordinators, the Vice Presidents, and the appropriate Chancellor to identify responsibility for providing testimony.

Faculty should not use the stationery or logo of the University of Hawai‘i unless authorized to do so. Personal testimony should be printed and submitted on white paper. Faculty and staff of the University of Hawai‘i have the academic freedom and freedom of speech rights to express their opinions and provide expertise to the State Legislature. Faculty may state their qualification and association as part of the text of their personal testimony.

**Chartered Student Organizations & Faculty Senates/Congresses Testimony**

Chartered student organizations and chartered faculty senates/congresses may use their stationery or logo of the University of Hawai‘i. Identified organizations include:
Chartered Student Organizations
University of Hawai‘i Student Caucus (UH Student Caucus)

UH Mānoa
- Associated Students of the University of Hawai‘i - Mānoa (ASUH)
- Board of Publications
- Broadcast Communication Authority
- Campus Center Board
- Graduate Students Organization
- Student Activities and Program Fee Board

UH Hilo
- UHH Student Association
- Board of Media Broadcasting
- Board of Student Publications
- Student Activities Council

UH West O‘ahu
- Associated Students of the University of Hawai‘i – West O‘ahu

Hawai‘i Community College
- Associated Students of the University of Hawai‘i – Hawai‘i CC
- Board of Student Publications

Honolulu Community College
- Associated Students of the University of Hawai‘i – Honolulu CC
- Campus Activities Board
- Student Media Board

Kapi‘olani Community College
- Associated Students of Kapi‘olani Community College
- Board of Student Activities
- Board of Student Publications

Kaua‘i Community College
- Associated Students of the University of Hawai‘i – Kaua‘i CC

Leeward Community College
- Associated Students of the University of Hawai‘i – Leeward CC
- Board of Student Publications
- Phi Theta Kappa

Maui Community College
- Associated Students of Maui Community College
- Board of Student Publication

Windward Community College
- Associated Students of the University of Hawai‘i – Windward CC
- Board of Student Publications
Chartered Faculty Senates/Congresses
All Campus Council of Faculty Senate Chairs (ACCFSC)

UH Mānoa
- UH Mānoa Faculty Senate
- School of Architecture Faculty Senate
- Colleges of Arts & Sciences Faculty Senate
- Shidler College of Business Administration Faculty Senate
- College of Education Faculty Senate
- College of Engineering Faculty Senate
- Library Services Faculty Senate
- John A. Burns School of Medicine (JABSOM) Faculty Senate
- School of Nursing & Dental Hygiene Faculty Senate
- Student Affairs Faculty Senate
- School of Travel Industry Management (TIM) Faculty Senate
- College of Tropical Agriculture & Human Resources (CTAHR) Faculty Senate

UH Hilo
- UH Hilo Faculty Senate
- UHH Congress Faculty Senate
- College of Agriculture Faculty Senate
- College of Arts & Sciences Faculty Senate
- College of Business & Economics Faculty Senate
- College of Hawaiian Language Faculty Senate

UH West O'ahu
- UH West O'ahu Faculty Senate

UH Community Colleges
- Hawai'i Community College Faculty Senate
- Honolulu Community College Faculty Senate
- Kapi'olani Community College Faculty Senate
- Kaua'i Community College Faculty Senate
- Leeward Community College Faculty Senate
- Maui Community College Faculty Senate
- Windward Community College Faculty Senate

Two (2) copies of all testimony should be sent to the University of Hawai'i Government Relations office or an electronic version emailed to Stephanie Kim (scskim@hawaii.edu) and Robbie Watland (watland@hawaii.edu). Testimony need not be pre-approved but all efforts to coordinate with the administration of the UH are encouraged. A disclaimer should be included to clearly indicate that the testimony is not an institutional position of the UH.

These guidelines are consistent with the State Ethics Code, Chapter 84, Hawai'i Revised Statutes. HRS section 84-13 prohibits state employees from using or attempting to use their positions in state government to obtain unwarranted advantages or preferential treatment for themselves or others.
These are guidelines for testifying on behalf of the University of Hawai‘i. They are also intended to avoid conflicts of interest and ethical violations over the use of University of Hawai‘i resources and brand.

As a reminder, if an appropriation is being supported, and such appropriation is not part of the BOR Approved Budget, the funding may be deducted from your base departmental budget.

**Guidelines for University Positions**

**SUPPORT** (Examples)
We support this (bill/resolution) provided that its passage does not replace or adversely impact priorities as indicated in our BOR Approved Budget.

We support the intent of this bill only if no additional costs will be incurred upon its passage.

We support the intent of this bill but we must oppose the bill, as it is too costly for our limited budget resources.

We support the over-all concept of this bill as it includes initiatives supportive of our goals and objectives but we are concerned about the cost implications generated by this proposal.

We support the intent of the bill but oppose the imposition of new fees.

**NOT SUPPORT BECAUSE OF BUDGET IMPACT** (Examples)
We support the over-all concept of this bill as it includes initiatives supportive of our goals and objectives but we do not support this bill at this time because of cost implications.

We support the intent of the bill however we cannot support the passage of this bill due to budgetary reasons. We could support this bill provided it is properly/adequately funded by the Legislature.

We do not support this bill, although it directly benefits this department, because it would adversely impact priorities as indicated in our BOR Approved Budget.

**OPPOSE** (Examples)
We oppose this bill, as it will adversely impact our already limited resources during these difficult economic times. *(Please specify in what way)*

We oppose this bill as it includes recommendations which are too costly. *(Please specify how much if such information is available)*
We oppose this bill as it is too costly and would create significant problems to implement. (Please specify)

We oppose this bill because it would adversely impact priorities as indicated in our BOR Approved Budget. (Please specify)

NO POSITION (Example)
We do not yet have a position on this bill. We will be meeting with interested parties to discuss the issues raised from this measure.

Comments & Recommendations Forms

When bills passed by the Legislature are transmitted to the governor for approval, the EAUR will receive a Comments & Recommendations (CR) form for bills that could potentially affect the University of Hawai‘i. The purpose of the CR form is to inform the governor of the pros and cons of the pending legislation; whether or not we will need to amend our administrative rules; or if there would be any fiscal impact to the University. The University may recommend approval, approval with concerns, disapprove or veto. UH may also respond that there is no position or no comment.

Once the EAUR receives a CR form (Attachment E) from the governor’s office, it is then forwarded via email to the legislative coordinator assigned to the bill. It is the responsibility of the legislative coordinator to have the form completed and ready for the Vice President’s review prior to being sent to the President for final approval and signature. Although the CR form will state a deadline to submit comments back to the governor’s office, an internal deadline for the legislative coordinator to complete the form will be noted within the email sent by EAUR.
Key Legislative Dates

- **First reading** in originating chamber: each introduced bill is passed, en masse, on the floor of its originating chamber.

- **Second reading** in originating chamber: after being heard in its first committee referral, and passed out, either with or without amendments, a bill must go to the chamber floor for a second reading before the whole body. If the bill passes second reading and has a double, or more, referral, it proceeds to its next committee. If no more referrals, the bill proceeds to third reading after a prescribed period of time.

- **Third reading** in originating chamber: after passing second reading a bill must have, and pass, a third reading or it cannot crossover to the non-originating chamber.

- **First lateral**: the deadline set by the Legislature by which all bills must have proceeded to their final committee referral.

- **First decking**: the deadline set by the Legislature by which all bills must have passed out of their final committee.

- **Budget decking**: the deadline set by the Legislature by which the budget bill must have passed out of its final committee.

- **Budget crossover**: the budget bill has passed third reading in its originating chamber (always the House) and crosses over to the non-originating chamber (always the Senate).

- **First crossover**: all bills that passed third reading in the originating body transmitted to the non-originating body for consideration and first reading.

- **First reading** in non-originating chamber: bills from originating chamber are passed, en masse, in non-originating chamber and referred to committee(s).

- **Second reading** in non-originating chamber: same definition as in originating chamber, except now takes place in non-originating chamber.

- **Third reading** in non-originating chamber: same definition as in originating chamber, except now takes place in non-originating chamber.

- **Second lateral**: the deadline set by the Legislature by which all bills must have proceeded to their final committee referral, this time in non-originating chamber (House bills in the Senate, and Senate bills in the House).
• **Second decking**: the deadline set by the Legislature by which all bills must have passed out of their final committee, this time in non-originating chamber.

• **Second crossover**: if a bill passes third reading in the non-originating chamber, and that bill was not amended by the non-originating chamber, it crosses back to the originating chamber and then enrolled to the Governor. If a bill passes third reading in the non-originating body and was amended by that body, it passes back to the originating body to agree/disagree with the amendments.

• **Agree/Disagree**: after second crossover the originating chamber, back in possession of a bill that was amended by the non-originating chamber, can simply agree to the amendments by vote, and then enroll the bill to the Governor without a final reading. If, on the other hand, the originating body disagrees to the non-originating bodies amendments, the bill is referred to conference committee.

• **Final Decking (non-fiscal bills)**: all bills are in their final form in which they are intended to be passed, and are made available to the members for 48 hours prior to being voted on for passage.

• **Final Decking (fiscal bills)**: all fiscal bills (any bill with a Ways and Means committee or Finance committee referral) are in their final form in which they are intended to be passed, and are made available to the members for 48 hours prior to being vote on for passage.
Legislative Year-Round Plan

The Legislature is in session for only sixty (60) working days. To insure that quality legislation is passed in this limited time, it is essential that preparation and communication be year-round.

All administrators, faculty and staff should be encouraged to interact with legislators. Ongoing practices should include: inviting legislators to openings of new facilities, exhibits, performing arts’ events, and where possible, in platform development meetings, political forums, and community meetings.

University personnel belong to a multitude of national and international organizations which invite or encourage elected officials to participate. It is encouraged that legislators be invited to these events.

January-May
The EAUR Office will be responsible for coordination of all major activities with the Legislature. Activities will include:

- Daily pickup of bills, resolutions, agendas, and committee reports
- Review of all bills and resolutions
- Coordination of testimony at legislative hearings by: advising the appropriate University administrators of hearing schedules; designating or arranging testimony preparation; and testimony delivery
- Analysis of tracking of all university-related legislation
- Coordination of information between the University and the Legislature
- UH Day at the State Capitol (non-election year)

May-July

- Comments and Recommendations on Legislation
  - The EAUR will work with various University personnel to complete the Recommendations and Comments for all pieces of legislation pertaining to the University of Hawai‘i. These comments will be forwarded to the Governor for consideration of enactment or veto.
- Annual Reports
  - The EAUR Office will inform the appropriate administrators of the annual reports required of them for the next legislative session.
- Bill Signing
  - If major legislation affecting the University was passed during the legislative session and the Governor intends to sign it into law, the EAUR Office will coordinate a bill signing ceremony and arrange for media coverage.

July-August

- Legislative Site Visits to various campuses
- Proposed Legislation
Vice Presidents, Chancellors, and other functional executives shall:
solicit input from faculty, staff and students regarding possible
legislation; draft legislation; and submit the proposed legislation for
review to the EAUR Office.

The EAUR Office will coordinate, distribute to other individuals and
agencies, as appropriate, and assemble proposed bills and resolutions.

September-October

- Legislative Site Visits to various campuses
- Proposed Legislation
  - The EAUR Office shall submit all proposed bills and resolutions
    affecting UH policy to the Board of Regents for their review and
    approval and submit the approved legislation to the Governor’s Office.
  - The EAUR Office will inform and coordinate with other governmental
    agencies the proposed legislation of the University, as well as
    responding to these agencies’ requested for comments regarding their
    own legislative proposals.
  - The EAUR Office will review, revise, and re-submit bills and resolutions
    as requested by the Attorney General’s Office and Budget and
    Finance.
- Annual Reports
  - Vice Presidents and Chancellors will review and finalize reports
    required by the Legislature.

November-December

- Reports
  - The EAUR Office will review and prepare to submit finalized copies of
    the reports required by the Legislature to the Governor.
  - The EAUR will commence meetings with key legislators and new
    legislators (in an election year) on a one-on-one basis.
  - The EAUR Office will distribute legislative reports to the Governor,
    House, Senate, and others as specified in the Governors Legislative
    Guidelines.
SECTION III – CITY & COUNTY AND COUNTY COUNCILS

Council Issues

The State of Hawai‘i has four councils, located on each of the main islands: County of Hawai‘i, County of Kaua‘i (includes Ni‘ihau), City and County of Honolulu, and County of Maui (includes Lāna‘i, Kaho‘olawe and Moloka‘i). The Councils are responsible for serving and advancing the general welfare, health, and safety of the people within their county by exercising its legislative power.

These councils handle certain issues that require public hearings to be held before any final Council action can be taken. Issues such as real property tax rate; proposed improvement district projects; zoning ordinances; and development plans all fall under their jurisdiction. At times, the University of Hawai‘i must submit written and/or present oral testimony to these councils for a number of reasons.

Preparing Official UH Testimony

To effectively coordinate the efforts of the University of Hawai‘i System, it is important that the Government Relations Office be aware of all official testimony being submitted to councils across the state. The official testimony template must be used for the submission of official testimony (Attachment F) to any of the councils. Please transmit a copy of your submitted testimony to Government Relations office at uhgovrel@hawaii.edu.

Similar to legislative testimony, faculty should not use the stationery or logo of the University of Hawai‘i unless authorized to do so. Personal testimony should be printed and submitted on white paper. Faculty and staff of the University of Hawai‘i have the academic freedom and freedom of speech rights to express their opinion and provide expertise to the councils.
DEPARTMENT: University of Hawaii

TITLE: A BILL FOR AN ACT RELATING TO NURSING.

PURPOSE: To provide an additional means to qualify for licensure as a registered nurse by allowing a graduate with a completed portion of a master’s entry nursing program to apply for a license as a registered nurse by examination.

MEANS: Amend section 457-7(f), Hawaii Revised Statutes.

JUSTIFICATION: This amendment clarifies that the students in this program are able to enter the workforce to address the nursing shortage in Hawaii.

Impact on the public: None.
Impact on the department and other agencies: None.

GENERAL FUND: None.

OTHER FUNDS: None.

PPBS PROGRAM DESIGNATION: UOH 100

OTHER Affected AGENCIES: None.

EFFECTIVE DATE: Upon approval.
REPORT TO THE 2009 LEGISLATURE

Annual Report on
Nursing Scholars Program

HRS 304A-3305

November 2008
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<th>STATUTE/BILL/RESO#</th>
<th>TITLE</th>
<th>LEAD OFFICE</th>
<th>LEAD VP</th>
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<td>Annual Report on Transfer of Appropriated Funds and Positions</td>
<td>CFO</td>
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<td>HRS 304A-106</td>
<td>Annual Report on Trust Fund Revenues &amp; Gifts</td>
<td>CFO</td>
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<td>Annual Report on Salary</td>
<td>VPA</td>
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<td>HRS 304A-1202</td>
<td>Annual Report on Teacher Education Coord Comm</td>
<td>Mānoa</td>
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<td>HRS 304A-1203</td>
<td>Annual Report on the Hawaii Institute for Educational Partnership</td>
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<td>HRS 304A-1891 (Act 253, SLH 2007)</td>
<td>Annual Report from HNEI on expenditures, contracts, activities, technology</td>
<td>Mānoa</td>
<td>VPR</td>
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<td>HRS 304A-2001</td>
<td>Programs Relative to Benchmarks (due 2nd year of biennium)</td>
<td>VPAPP</td>
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<td>HRS 304A-2007</td>
<td>Annual Report on Income &amp; Expenditures on all Special and Revolving Funds</td>
<td>CFO</td>
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<td>HRS 304A-2153</td>
<td>UH Tuition &amp; Fees Special Fund for Fundraising</td>
<td>UHF</td>
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<td>HRS 304A-2159</td>
<td>UH Student Scholarship &amp; Assistance Special Fund</td>
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<td>HRS 304A-2253</td>
<td>Annual Report on Research &amp; Training Revolving Fund</td>
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<td>HRS 304A-2273</td>
<td>Annual Report on the Community College Conference Center Revolving Fund</td>
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<td>HRS 304A-3007</td>
<td>Annual Report from RCUH</td>
<td>RCUH</td>
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<td>HRS 304A-3205</td>
<td>Annual Report in UH’s continued participation in WICHE</td>
<td>BOR</td>
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<td>Act 100, SLH 1999</td>
<td>Annual Report on Government Operations</td>
<td>VPAPP</td>
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<td>Act 281, SLH 2007 (SB 688 SD2 CD1)</td>
<td>Annual Report from P-20 Initiative Council (due by December 31st of each year)</td>
<td>VPAPP</td>
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<td><strong>2006 REQUESTS</strong></td>
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<td>Act 136, SLH 2006 (SB 2292 SD2 HD1 CD1)</td>
<td>Report on Unauthorized Access Due to or After Disposal of Personal Information</td>
<td>CIO</td>
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<td>Act 137, SLH 2006 (SB 2293 SD2 HD1 CD1)</td>
<td>Report on Notification of social security number disclosure</td>
<td>CIO</td>
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<td><strong>2007 REQUESTS</strong></td>
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<td>Act 111, Sect 18, SLH 2007 (SB 885 SD2 HD3 CD1)</td>
<td>Report on the status of the Transition to Teaching program for 2009</td>
<td>Mānoa/VPAPP</td>
<td>VPAPP</td>
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<td>Act 178, SLH 2007 (HB 367 HD1 SD1 CD1)</td>
<td>Report from JABSOM Substance Abuse Pilot Program for 2008 and 2009</td>
<td>Mānoa</td>
<td>VPR</td>
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<td>Act 213, Sect 93, SLH 2007 (HB 500 HD1 SD1 CD1)</td>
<td>Report on the Community Colleges Enrollment Growth for 2008 and 2009</td>
<td>VPCC</td>
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<td>Act 264, SLH 2007 (SB 1283 SD2 HD2)</td>
<td>Report on Revenue &amp; Expenditures from the Tobacco Settlement Fund for 2009</td>
<td>CFO</td>
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<td><strong>NEW REQUESTS</strong></td>
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<tr>
<td>Act 11, Special Session 2008 (SB 2830 SD2 HD2 CD1 Part IV, Section 9)</td>
<td>Report on grandparents raising grandchildren for 2009 and final report due June 30, 2009</td>
<td>Mānoa</td>
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<td>Act 046, SLH 2008 (SB 2956 SD1 HD1)</td>
<td>Report by the Dept of Agriculture and UH CTAHR recommending short and long term initiatives to help ensure availability of fresh milk in Hawai’i for 2009</td>
<td>Mānoa</td>
<td>VPR</td>
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<tr>
<td>Act 158, SLH 2008 (HB 2500 HD1 SD1 CD1 Part 3, Section 90.1)</td>
<td>Report on UH Library collections and services for 2009</td>
<td>Mānoa</td>
<td>VPAPP</td>
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<tr>
<td>Act 158, SLH 2008 (HB 2500 HD1 SD1 CD1 Part 3, Section 90.2)</td>
<td>Report on UH Hyperbaric treatment center for 2009</td>
<td>Mānoa</td>
<td>VPR</td>
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<tr>
<td>Act 158, SLH 2008 (HB 2500 HD1 SD1 CD1 Part 3, Section 90.3)</td>
<td>Report on UH Security and prevention measures for 2009</td>
<td>VPA</td>
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<tr>
<td>Act 158, SLH 2008 (HB 2500 HD1 SD1 CD1 Part 4, Section 131.2)</td>
<td>Report on planning of UH Information Technology building for 2009</td>
<td>CIO</td>
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<tr>
<td>Act 173, SLH 2008 (SB 2146 SD2 HD1 CD1)</td>
<td>Interim Report by the Hawai’i Center for Nursing on their findings &amp; funding alternatives for 2009</td>
<td>Mānoa</td>
<td>VPAPP</td>
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<tr>
<td>Act 188, SLH 2008 (HB 2978 HD1 SD2 CD1, Sect 2)</td>
<td>Annual Incentive &amp; Performance Report (due by November of each year starting 2008)</td>
<td>CFO/VPAPP</td>
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<tr>
<td>Act 188, SLH 2008 (HB 2978 HD1 SD2 CD1, Sect 3)</td>
<td>Report by the UH Task Force on developing a budgetary system and funding formula for distribution of fiscal resources to UH campuses for 2009</td>
<td>CFO/VPAPP</td>
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<tr>
<td>Act 224, SLH 2008 (SB 3255 SD2 HD2 CD1)</td>
<td>Interim Report by the Long Term Care Commission on the development of the five-year plan &amp; proposed system reforms (due by February 28, 2010), Final Report (due by September 30, 2010)</td>
<td>Mānoa</td>
<td>VPAPP</td>
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<tr>
<td>Act 225, SLH 2008 (SB 2833 SD1 HD1 CD1)</td>
<td>Review by the Public Policy Center on Hawai’i 2050 Sustainability Plan for 2010</td>
<td>Mānoa</td>
<td>VPAPP</td>
</tr>
<tr>
<td>HCR 116 SD1 (2008)</td>
<td>Report by ADSC on the needs of Hawai’i’s Agricultural Industry for 2009</td>
<td>Mānoa</td>
<td>VPR</td>
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<td>HCR 357 HD1 (2008)</td>
<td>Report by CTAHR on the feasibility of constructing a multipurpose, multi-user processing facility in Ewa for 2009</td>
<td>Mānoa</td>
<td>VPR</td>
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<tr>
<td>SCR 118 SD1 HD1 (2008)</td>
<td>Progress Report by the Public Policy Center to propose a more effective and transparent public understanding of the funding for DOE programs and services for 2009 and final report for 2010</td>
<td>Mānoa</td>
<td>VPAPP</td>
</tr>
<tr>
<td>SCR 120 (2008)</td>
<td>Report by UH Manoa on a plan to develop, offer, or expand Philippine language and related courses at the University of Hawai‘i campuses and public schools for 2009</td>
<td>Mānoa</td>
<td>VPAPP</td>
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</tbody>
</table>
Testimony Presented Before the
House Committee on Higher Education
January 29, 2008 at 2:40pm
by
Howard Todo
Vice President for Budget & Finance/CFO, University of Hawai‘i

HB 2431 – RELATING TO THE BOARD OF REGENTS OF THE UNIVERSITY OF HAWAI‘I
Bill No: HB2165
Title: RELATING TO NURSING.

Introducer(s): Chang J (588-6120), Hanohano F, Morita H, Bertram J, Berg L, Tsujl C, Brower T, Magaøay M, Ito K, Har S

Purpose/Description of BILL: Amends provisions relating to registered nurse; qualifications; licenses; fee; title; existing licensed nurses; verification of licenses; eligibility. Allows a graduate with a bachelors degree and who satisfactorily completed the pre license portion of a masters entry program in nursing at an accredited school of nursing in the US or any territory or possession under the jurisdiction of the US that is recognized by the board or other state boards of nursing and a qualified as determined by the board to apply for a license. -- HB2165

Departments: Please complete the following information and return via e-mail to Cathy.Veillard@hawaii.gov, with a copy to Budget & Finance at dbfreg.dfr@hawaii.gov AND the bill's Analyst (above). In addition, a hard copy with your Director's signature below is required to be forwarded to the Governor's Policy Office (State Capitol, Rm. 417). Thank You!

Lead Agency: UOH

To be completed by the LEAD AGENCY and ALL OTHER DEPARTMENTS

Dept. Acronym: UOH

Dept. Contact/Title: Heather Crislip, Chief of Staff for Govt & Community Relations

Phone #: 956-3816

Comments and Recommendations: The University strongly recommends approval of this bill. The UH Mānoa School of Nursing and Dental Hygiene developed the new Master's Entry Program in Nursing (MEPN) in response to the nursing shortage and student interest. The program is built upon the curriculum expertise of faculty, institutional experience with accelerated education, and in partnership with the health care community, students and national experts. Approval of this measure will assist in addressing the nursing workforce shortage by enabling nurse professionals to enter the workforce in a shorter amount of time and contribute to increasing the pool of advanced practice nurses and potential future faculty.

Will enactment of this bill require a new or changed administrative rule? □ YES  ☒ NO

Comments?

Will implementation of this measure have a fiscal impact on your department? □ YES  ☒ NO
If so, please explain and estimate impact.

Recommendation: Please select ONE:

☒ Approval
☐ Approval with Concerns
☐ Veto
☐ No Position
Virginia S. Hinshaw, Chancellor, UOH Mānoa

Lead Agency for this bill is: UOH
Departments this form was sent to: UOH, Board of Nursing
Date sent to departments: 4/4/2008
DATE DUE to the Policy Office: 4/14/2008
Testimony Presented Before the
Honolulu City Council
Zoning Committee
May 13, 2008 at 9:00am
by
David McClain, President
University of Hawai‘i System

Bill 25 (2008) – Ewa Zone Change