

**Notice of Meeting**

**UNIVERSITY OF HAWAI'I  
BOARD OF REGENTS COMMITTEE ON INTERCOLLEGIATE ATHLETICS**

Members: Regents Portnoy (Chair), Acoba (Vice-Chair), Higa,  
Higaki, and Yuen

**Date:** Friday, May 18, 2018  
**Time:** 10:00 a.m.  
**Place:** University of Hawai'i at Mānoa  
2465 Campus Road  
Executive Dining Room  
Honolulu, Hawai'i 96822

**AGENDA**

- I. Call Meeting to Order**
- II. Approval of Minutes of the January 11, 2018 Meeting**
- III. Public Comment Period for Agenda Items:** 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](mailto: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. Agenda Items**
  - A. Coaches Corner – Gene Krieger, University of Hawai'i at Hilo Volleyball Coach
  - B. Approval of Revisions to:
    1. Regents Policy 9.202, Classification Plans and Compensation Schedules
    2. Regents Policy 9.218, Delegation of Personnel Actions
  - C. UH Mānoa Athletics
    1. Update on Health & Wellness
    2. Update on Finances

D. UH Hilo Athletics

1. Update on Health & Wellness
2. Update on Finances

E. Review & Approval of Consolidated & Revised Goals 1 & 2: Board should exercise appropriate oversight over the integrity of the athletics program and its alignment with the academic mission of UH

F. Committee Annual Review

**V. Adjournment**

Item IV.A.  
Coaches Corner –  
Gene Krieger

**NO MATERIALS**



Office of Intercollegiate Athletics 1337 Lower Campus Road Honolulu, Hawaii 96822

RECEIVED

May 11, 2018

'18 MAY 11 P1:59

TO: Jan Sullivan  
Chairperson, Board of Regents

UNIVERSITY OF HAWAII  
PRESIDENT'S OFFICE

VIA: David Lassner  
President

VIA: Jan Gouveia  
Vice President for Administration

VIA: David Lassner  
Interim Chancellor, Mānoa

FROM: David A.K. Matlin  
Director of Athletics, Mānoa

D.A.K.M.

SUBJECT: Approval of Amendments to Regents Policies 9.202 "Classification Plans and Compensation Schedules" and 9.218 "Delegation of Personnel Actions", Relating to Appointing Athletic Coaches

SPECIFIC ACTION REQUESTED

As more fully detailed below, the University of Hawai'i Board of Regents (the "Board") is requested to approve amendments to Regents Policies 9.202 and 9.218, which extend the authority of the President to approve up to five years of a coach's original, amended or extended contract.

RECOMMENDED EFFECTIVE DATE

Upon approval.

PURPOSE AND BACKGROUND

RP 9.202 Section III.H.2 and RP 9.218 Section III.A.5 address when appointments of athletic coaches and related administrators require approval by (1) the chair or vice chair of the Board of Regents, and (2) the chair or vice chair of the Committee on Intercollegiate Athletics. As written, RP 9.202 and RP 9.218 present ambiguous language that potentially conflict with each other. As such, from a housekeeping perspective, the proposed amendments seek to provide

clear and unambiguous direction on when appointments of athletics coaches and related administrators require approval by Board leadership.

From a substantive perspective, the proposed amendments seek to expand the authority of the President to approve appointments for athletic coaches that do not exceed five years of “yet to be completed” years of employment at the University – whether they are part of an original, extended, amended or renewed term.

Generally speaking, current policy limits the authority of the President to approve appointments that are three years in duration and less. Under a simple scenario, when a coach is initially hired for 3 years, there is unanimous agreement that the President has authority to approve the appointment. However, it is unclear as to whether the President’s authority applies to any extensions of the term of the appointment. For example, if after the first employment year of an initial 3-year appointment, the appointment is renewed for an additional year, does the one-year extension require approval by Board leadership? Does the answer change if the appointment is extended for an additional year after the second or third year of employment? These are questions that are subject to different answers because of the current wording of RP 9.202 and RP 9.218.

By way of this memorandum, the Board will (1) articulate the broader principles that establish the intent of the RP 9.202 and RP 9.218 as it relates to athletic coach appointments, and (2) set forth a policy that advances such principles.

## DISCUSSION

A successful intercollegiate athletics program is reliant upon the employment of high-caliber coaches. The mentorship and guidance that coaches provide, as well as the reputation of the coach, is crucial to recruiting and retaining high-performing student-athletes. Collegiate athletics is a fast paced, competitive market that often present opportunities, or more often the risk of losing opportunities, to secure high-caliber coaches in a limited period of time. The ability of the University to timely and meaningfully respond when negotiating the hiring and retention of coaches is critical and imperative to the success of its intercollegiate athletics program.

When recruiting student athletes, many prospects and parents factor the length of a coach’s remaining employment contract into their decision. As most baccalaureate students attend for four to five years, a contract term of up to five years for coaches is ideal. This is consistent with industry standards, where coaches are receiving contracts with increasingly longer terms. The demand for longer contract terms and the urgency of these negotiations is particularly severe in the highest profile, highest revenue generating sports, such as basketball and football. There are 129 universities that compete at the National Collegiate Athletic Association (NCAA) Division I, Football Bowl Sub-Division level. Approximately half of these universities are considered to be our peers and compete in the “Group of 5,” which includes the Mountain West Conference, American Athletic Conference, Conference USA, Sunbelt Conference, and Mid-American Conference; the other half of the universities compete in the “Power 5,” which includes the Pac-12, Southeastern, Atlantic Coast, Big Ten and Big 12 Conferences.

A review of 64 contracts for the “Group of 5” head coaches in each of the sports of football, men’s basketball and women’s basketball showed that ~~95% are for five years or longer:~~ 20 in football, 24 in men’s basketball, and 17 in women’s basketball are for five years or longer. Additionally, there are 29 head coaches of various other sports with contracts of five or more years. As a further example, a review of 49 Power 5 head football coach contracts showed that over 70% of the contracts were for five years or longer.

The Administration believes that delegating authority to the President to approve coaches’ appointments up to and including five years in duration would increase the University’s ability to compete in a challenging market. This not only applies to the initial appointment of coaches, but also to contract extensions necessary to retain successful coaches.

The current practice of requiring the Board leadership approval for appointments and reappointments greater than three years in duration limits employment negotiations and reduces our bargaining power due to the additional time necessary to obtain such approvals. In moments where time is of the essence and a commitment by the University is needed within hours or days, instead of weeks and months, such additional time can be fatal. The flexibility to negotiate contract terms with expediency is necessary for the University to pursue highly sought-after coaches to the best of its ability.

As proposed, the policy amendments authorize the President to commit the University up to a total of five years of a coach’s original, amended or extended appointment. Under a simple scenario, where the original term of a coach’s contract is 5 years, the proposed amendments delegate authority to the President to approve that original appointment. If, after the completion of 2 years, a 2-year extension is desired, then the proposed amendments delegate authority to the President to approve because the total number of years that the President is committing the University to is 5 years (3 years remain under the original contract and 2 additional years are being added). If, after the completion of 2 years, an extension of 2.5 years is desired, then the proposed amendments require approval by Board leadership because the total number of years being committed by the University is 5.5 years (3 years remaining under the original contract and 2.5 added years).

It is common in the industry to roll into consecutive years after each season – especially when the season is successful. As such, the broader principle presented by the proposed amendments caps the number of years that the President can commit to on any ongoing basis to 5 years. Anytime a proposed extension or amendment to an existing contract exposes the University to more than 5 years of performance that remains to be completed, then such an extension or amendment requires Board leadership approval.

Finally, the policy of requiring approval by Board leadership for annual salaries for coaches exceeding the salary schedule by more than 25% and/or exceeding \$500,000 annually remains unchanged.

### OTHER CONSIDERATIONS

Over the last few years, the standard employment agreement for head coaches has undergone significant revisions to mitigate the University's risk throughout the duration of an employment agreement. These revisions include:

- Requiring the coach to pay the University for early termination of the agreement without proper notification;
- A buyout provision that makes clear, including through illustrations, the amount owed to a coach when terminating a coach without cause; and
- A mitigation clause that reduces the buyout amount should a coach who is terminated without cause obtain other sources of income.

### ACTION RECOMMENDED

As set forth in the Attachments, it is recommended that the Board of Regents approve amending RP 9.202 and 9.218 to require approval by (1) the chair or vice chair of the Board of Regents, and (2) the chair or vice chair of the Committee on Intercollegiate Athletics, for:

- Initial appointments of head coaches of more than 5 years;
- Amended Terms of head coaches of more than 5 years. An Amended Term, is calculated by combining (1) that portion of an existing term of a contract that has yet to be completed, and (2) the term of any extensions beyond that original or existing term. Any years that have already been completed under an original, amended, or extended contract, shall not be included for purposes of calculating the Amended Term.

Attachments:

1. RP 9.202 (Proposed – Redlined Version)
2. RP 9.202 (Proposed – Clean Version)
3. RP 9.218 (Proposed – Redline Version)
4. RP 9.218 (Proposed – Clean Version)



Regents Policy Chapter 9, Personnel

Regents Policy RP 9.202, Classification Plans and Compensation Schedules

Effective Date: ~~June 1, 2017~~ [June 7, 2018](#)

Prior Dates Amended: Jan. 16, 1958; Dec. 2, 1959; Oct. 11, 1962; Sept. 10, 1964; Apr. 16, 1969; Aug. 19, 1969; Mar. 14, 1974; Dec. 12, 1974; Dec. 11, 1975; July 15, 1976; Dec. 9, 1976; Jan. 16, 1977; June 16, 1977; July 14, 1977; Apr. 20, 1978; Oct. 20, 1978; Dec. 7, 1979; Jan. 10, 1980; Oct. 17, 1980; Dec. 5, 1980; Feb. 5, 1981; June 18, 1981; Oct. 16, 1981; Feb. 19, 1982; Oct. 22, 1982; Sept. 30, 1983; Nov. 18, 1983; Mar. 16, 1984; July 27, 1984; June 21, 1985; Sept. 20, 1985; June 20, 1986; July 25, 1986; July 24, 1987; Sept. 18, 1987; Oct. 16, 1987; Nov. 20, 1987; May 20, 1988; Oct. 21, 1988; Nov. 18, 1988; Feb. 17, 1989; Sept. 15, 1989; Nov. 17, 1989; Feb. 16, 1990; Apr. 20, 1990; Oct. 19, 1990; Nov. 16, 1990; June 21, 1991; Sept. 20, 1991; Feb. 21, 1992; June 19, 1992; July 17, 1992; Mar. 19, 1993; Sept. 17, 1993; Oct. 21, 1994; Aug. 23, 1996; June 20, 1997; Nov. 14, 1997; Jan. 16, 1998; Apr. 17, 1998; Jan. 21, 2000; Feb. 18, 2000; Apr. 20, 2000; June 16, 2000; Aug. 11, 2000; Aug. 15, 2000; Apr. 20, 2001; Jan. 18, 2002; Mar. 15, 2002; June 2002; Oct. 18, 2002; Mar. 14, 2003; Apr. 17, 2003; May 16, 2003; Nov. 21, 2003; May 18, 2006; Aug. 2006; Mar. 15, 2007; July 26, 2007; Sept. 2007; Nov. 15, 2007; Feb. 15, 2008; May 29, 2008; Sept. 2008; Nov. 21, 2008; Oct. 31, 2014 (recodified); [June 1, 2017](#)

-Review Date: August 2020

**I. Purpose**

To set forth policy on classification plans and compensation schedules.

**II. Definitions:**

No policy specific or unique definitions apply.

**III. Policy:**

- A. Except for civil service positions, the board shall classify all positions in the university and establish compensation schedules as appropriate.
- B. The president, with the exception of select undelegated executive managerial personnel, is authorized, consistent with existing statutes and board policies, to grant special salary adjustments in situations where funds are available and the adjustments are warranted on the basis of retention, market, equity, and/or merit.



- C. Executive and managerial positions are classified and compensated in accordance with the executive and managerial personnel policies in RP 9.212.
- D. Compensation shall be in accordance with provisions reflected in the most current collective bargaining agreement negotiated between the university and the exclusive collective bargaining representative. In the event that the faculty member is not subject to collective bargaining, the president shall have the authority to establish compensation guides.
- E. The classifications of faculty positions in the university shall be as provided below.
1. [Section 304A-1002, Hawai'i Revised Statutes, Hawai'i State law](#) provides that "The Board of Regents shall classify all members of the faculty of the university including research workers, extension agents, and all personnel engaged in instructional work..." ([Hawai'i Revised Statutes, 304-1002](#)).
  2. The president is delegated [the](#) authority to establish a faculty classification plan, administer the plan, and make amendments to the plan, provided that any new faculty categories or permissible campus faculty groups shall be subject to prior approval of the board.
    - a. The plan may include the following faculty categories: Instruction ('I' for all faculty excluding law and clinical medicine faculty; J for law; M for clinical medicine; and C for community colleges); Researcher (R), Specialist (S), Librarian (B), Extension Agent (A), Graduate Teaching Assistant, Lecturer, Visiting and Other Faculty and Non-compensated Faculty.
    - b. At a minimum, the faculty classification plan shall include general statements of duties and responsibilities and minimum qualification requirements.
      - (1) When the situation warrants, and especially in those fields where advanced degrees are not commonly held by faculty members, other evidences of scholarly, artistic or professional attainment may be accepted in lieu of advanced degrees. In general, "equivalents" will be used sparingly and only when there is clear evidence that the substituted items of training and experience are in fact equivalent in qualifying the faculty member for the individual's duties and responsibilities.

3. Titles of positions are determined by the board, and no faculty member may use any title not specifically authorized. Members of the faculty in divisions other than instruction, when engaged in teaching, shall bear the instructional title appropriate to their grade.
4. University of Hawai'i at Mānoa classification schedules.
  - a. The board faculty classification system includes seven general categories for the University of Hawai'i at Mānoa with grades within each category.
    - (1) Instruction ('I' for all faculty excluding law and clinical medicine faculty; J for law; M for clinical medicine), includes graduate teaching assistants, instructors, assistant professors, associate professors, and professors.
    - (2) Researcher (R), includes junior researchers, assistant researchers, associate researchers, and researchers. When applicable, the R series title substitutes the special area for the word "researcher," for example, "assistant agronomist," "associate meteorologist," or "plant pathologist."
    - (3) Specialist (S), includes junior specialists, assistant specialists, associate specialists, and specialists. The S series is used for specialties not primarily involved with research, for example, "associate specialist in student personnel."
    - (4) Librarian (B), includes ranks II to V.
    - (5) Extension agent (A), includes junior extension agents, assistant extension agents, associate extension agents, and county extension agents.
    - (6) Graduate teaching assistant.
    - (7) Lecturer includes persons employed for short-term teaching assignments, usually on a part-time basis.
  - b. Clinical titles for non-compensated faculty appointments in Health Science and Social Welfare.
    - (1) The titles clinical professor, associate clinical professor, assistant clinical professor, clinical instructor and clinical teaching assistant are non-compensated appointments in the Colleges of Health Sciences and Social Welfare (medicine, nursing and dental hygiene, and social

work) for practitioners with professional qualifications in the health and welfare sciences who take an active role in formal teaching, tutorials, clinical instruction, hospital practice, or field guidance of students.

5. University of Hawai'i at Hilo and University of Hawai'i, West O'ahu

- a. The faculty classification system includes three categories for the University of Hawai'i at Hilo and the University of Hawai'i, West O'ahu, with grades within each category:
- (1) Instruction ('I' for all faculty), includes graduates teaching assistants, instructors, assistant professors, associate professors, and professors.
  - (2) Lecturers include persons employed for short-term teaching assignments, usually on a part-time basis.
  - (3) Affiliate faculty is a non-compensated appointment usually to professional personnel with a particular interest or capability which may contribute to the teaching or research program of the campus; except for occasional lectures or consulting with individual students, affiliate faculty do no teaching. Authority to appoint affiliate faculty is delegated to the president who shall promulgate policies and procedures relating to the selection and appointment of affiliated faculty.

6. Community College and Maui College classification schedule

- a. The faculty classification system includes one category for the community colleges and Maui College with grades within each category:
- (1) Instruction includes lecturers, instructors, assistant professors, associate professors, and professors.
- b. The plan may include statements of classification principles for use in the classification of community college faculty.

F. High Demand Disciplines.

1. The president is delegated the authority to establish high demand academic disciplines for which recruitment and/or retention of faculty of quality desired by the university exceed the maximum of the appropriate salary schedule.

2. The president is authorized to recruit faculty in the recognized high demand disciplines at salaries that exceed the maximum of the appropriate salary schedule.

G. Graduate Assistants.

1. The president shall have the authority to establish, amend, and administer a classification and compensation plan for graduate assistants.

H. Administrative, Professional and Technical (APT) Positions.

1. APT classification and pay system.

- a. For all APT positions, including athletic coaches and related administrators,  
~~t~~The board delegates to the president the authority to:

(1) Adopt, revise, and abolish career group standards and bands.

(2) Assign positions to career groups and bands.

(3) Determine designated new hire rates for career groups and bands.

~~(3)~~(4) Promulgate policies and procedures relating to the classification, compensation, and appointment terms of coaches and related administrators, including a salary schedule, in accordance with this policy.

- b. The APT Appeals Board shall adjudicate appeals filed on the banding of individual positions. The Appeals Board shall support its decisions by findings based on fact.

The APT Appeals Board shall consist of three members serving staggered terms of three years. One member shall be recommended by the university and one by the exclusive representative of APT employees, in accordance with Chapter 89, Hawai'i Revised Statutes. The third member shall be recommended by the university and exclusive representative. The appointment of all three members shall be referred by the president to the board for approval. If there is no agreement as to the third member, the board shall appoint such member.

Members of the APT Appeals Board shall be familiar with state organization and personnel functions and preferably have knowledge of university organization and functions and position classification. Such members may be excluded personnel or members of other governmental or private firms. However, they shall not be employees or officers of the university or of any state bargaining unit or employee organization which represents state bargaining unit members unless mutually agreed to by the parties concerned.

The members of the APT Appeals Board shall select a chairperson.

(Note: For amended listing of the APT career groups and pay bands, refer to Administrative Procedures ~~A~~ 9.210 of the University of Hawai'i Systemwide Administrative Procedures Manual.)

## 2. Athletic Coaches and Related Administrators

~~Positions for coaches in the UH intercollegiate sports of football, basketball, baseball, volleyball, softball, swimming and diving, golf, tennis, women's soccer, women's cross country/track and field, women's water polo, women's outrigger canoe paddling, cheer, and sailing, the football video specialist, and the administrative assistant for football operations are exempted from the APT classification plan. With respect to their classification, compensation and employment the board delegates to the president authority to promulgate policies relating to the classification and compensation of coaches, including a salary schedule for coaches.~~

~~Candidates for head coaching positions at the University of Hawai'i at Mānoa and at the University of Hawai'i at Hilo may have multi-year appointments. Initial appointments shall not exceed five years. After five years of service, all head coaches at the University of Hawai'i may receive subsequent appointments, each of which shall not exceed five years.~~

### a. Definitions

Original Term: The term of the initial contract at the time the contract is entered into. Where there is an Original Term with no extension, the Original Term shall be the Existing Term.

Existing Term: The remaining time period for any contract term at any point in time.

Amended Term: The time period that is established as a result of a contract extension that combines (1) that portion of an Original or Existing Term that remains to be completed; and (2) the term of the extension beyond that Original or Existing Term. Any years that have already been completed shall not be included for purposes of calculating the Amended Term.

### b. Approval

#### i. Board of Regents

~~The president (or designee) shall approve all head coach appointments, except that u~~Upon recommendation of the chancellor and the president, the approval of ~~(1)~~ the chair or vice chair of the Board of Regents, and ~~(2)~~ the chair or vice chair of the Committee on Intercollegiate Athletics, shall be required for:

(1) Original Terms of head coaches of more than 5



years;

(2) Amended Terms of head coaches of more than 5 years; or

(3) ~~(1) appointments and reappointments for head coaches of more than three (3) years in duration as well as (2) Appointments, reappointments extensions and salary adjustments for coaches head coaches, non-head coaches, and administrators~~ exceeding the salary schedule by more than twenty-five percent (25%) and/or exceeding \$500,000 annually.

ii. Delegation to the president

The authority to approve all other appointments and compensation of head coaches, non-head coaches, and administrators is delegated to the president, which may be further delegated.

~~All multi-year contracts shall contain performance criteria. Criteria which coaches shall be expected to meet will be developed for each coach. At a minimum, coaches with multi-year contracts shall be expected to meet established standards in the following areas: (1) academic performance of student athletes; (2) personal behavior; (3) conduct of assistant coaches, staff, and players; and (4) program development.~~

- I. Civil service employees in positions in the university subject to Chapter 76, Hawai'i Revised Statutes, ~~Chapter 76,~~ shall be appointed, compensated, and otherwise governed by the provisions of law applicable to such positions.

J. Special Compensation – University of Hawai'i at Mānoa and University of Hawai'i at Hilo faculty.

1. Visiting summer session faculty. Visiting summer session faculty members receive a travel differential in addition to salary. The differential is incorporated in the salary of such faculty members and is as follows:

Pacific Coast	\$300.00
Midwest	\$400.00
East Coast	\$500.00
Asia or Europe	\$700.00

2. "Occasional" lecturers. "Occasional" lecturers in summer session courses approved with provision for guest lecturers are paid honoraria based on a rate of \$25.00 per hour. Such lecturers are paid by voucher on a requisition signed by the instructor in charge of the course and the dean of the summer session.
3. A faculty member who prepares and grades a comprehensive examination for students who wish to obtain credit for a course by taking such an examination is paid a stipend of \$5.00 per credit hour plus \$5.00 for each additional student.

**IV. Delegation of Authority:**

The president, with the exception of select undelegated executive and managerial personnel, is authorized, consistent with existing statutes and board policies, to grant special salary adjustments; establish compensation guidelines; establish, plan, administer, and amend faculty and graduate assistant classifications; establish high demand academic disciplines; and recruit. See RP 9.202(B),(D),(E)(2),(F), and (G).

**V. Contact Information:**

Office of the Vice President for Administration, 956-88626405,  
[jjouveia@hawaii.edu](mailto:jjouveia@hawaii.edu), [vpadmin@hawaii.edu](mailto:vpadmin@hawaii.edu)

**VI. References:**

- <http://www.hawaii.edu/offices/bor/>

**Approved as to Form:**

---

Kendra Oishi  
Executive Administrator and  
Secretary to the Board of Regents

---

Date





Regents Policy Chapter 9, Personnel

Regents Policy RP 9.202, Classification Plans and Compensation Schedules

Effective Date: June 7, 2018

Prior Dates Amended: Jan. 16, 1958; Dec. 2, 1959; Oct. 11, 1962; Sept. 10, 1964; Apr. 16, 1969; Aug. 19, 1969; Mar. 14, 1974; Dec. 12, 1974; Dec. 11, 1975; July 15, 1976; Dec. 9, 1976; Jan. 16, 1977; June 16, 1977; July 14, 1977; Apr. 20, 1978; Oct. 20, 1978; Dec. 7, 1979; Jan. 10, 1980; Oct. 17, 1980; Dec. 5, 1980; Feb. 5, 1981; June 18, 1981; Oct. 16, 1981; Feb. 19, 1982; Oct. 22, 1982; Sept. 30, 1983; Nov. 18, 1983; Mar. 16, 1984; July 27, 1984; June 21, 1985; Sept. 20, 1985; June 20, 1986; July 25, 1986; July 24, 1987; Sept. 18, 1987; Oct. 16, 1987; Nov. 20, 1987; May 20, 1988; Oct. 21, 1988; Nov. 18, 1988; Feb. 17, 1989; Sept. 15, 1989; Nov. 17, 1989; Feb. 16, 1990; Apr. 20, 1990; Oct. 19, 1990; Nov. 16, 1990; June 21, 1991; Sept. 20, 1991; Feb. 21, 1992; June 19, 1992; July 17, 1992; Mar. 19, 1993; Sept. 17, 1993; Oct. 21, 1994; Aug. 23, 1996; June 20, 1997; Nov. 14, 1997; Jan. 16, 1998; Apr. 17, 1998; Jan. 21, 2000; Feb. 18, 2000; Apr. 20, 2000; June 16, 2000; Aug. 11, 2000; Aug. 15, 2000; Apr. 20, 2001; Jan. 18, 2002; Mar. 15, 2002; June 2002; Oct. 18, 2002; Mar. 14, 2003; Apr. 17, 2003; May 16, 2003; Nov. 21, 2003; May 18, 2006; Aug. 2006; Mar. 15, 2007; July 26, 2007; Sept. 2007; Nov. 15, 2007; Feb. 15, 2008; May 29, 2008; Sept. 2008; Nov. 21, 2008; Oct. 31, 2014 (recodified); June 1, 2017

Review Date: August 2020

**I. Purpose**

To set forth policy on classification plans and compensation schedules.

**II. Definitions:**

No policy specific or unique definitions apply.

**III. Policy:**

- A. Except for civil service positions, the board shall classify all positions in the university and establish compensation schedules as appropriate.
- B. The president, with the exception of select undelegated executive managerial personnel, is authorized, consistent with existing statutes and board policies, to grant special salary adjustments in situations where funds are available and the adjustments are warranted on the basis of retention, market, equity, and/or merit.

- C. Executive and managerial positions are classified and compensated in accordance with the executive and managerial personnel policies in RP 9.212.
- D. Compensation shall be in accordance with provisions reflected in the most current collective bargaining agreement negotiated between the university and the exclusive collective bargaining representative. In the event that the faculty member is not subject to collective bargaining, the president shall have the authority to establish compensation guides.
- E. The classifications of faculty positions in the university shall be as provided below.
  - 1. Section 304A-1002, Hawai'i Revised Statutes, provides that "The board of regents shall classify all members of the faculty of the university including research workers, extension agents, and all personnel engaged in instructional work...."
  - 2. The president is delegated the authority to establish a faculty classification plan, administer the plan, and make amendments to the plan, provided that any new faculty categories or permissible campus faculty groups shall be subject to prior approval of the board.
    - a. The plan may include the following faculty categories: Instruction ('I' for all faculty excluding law and clinical medicine faculty; J for law; M for clinical medicine; and C for community colleges); Researcher (R), Specialist (S), Librarian (B), Extension Agent (A), Graduate Teaching Assistant, Lecturer, Visiting and Other Faculty and Non-compensated Faculty.
    - b. At a minimum, the faculty classification plan shall include general statements of duties and responsibilities and minimum qualification requirements.
      - (1) When the situation warrants, and especially in those fields where advanced degrees are not commonly held by faculty members, other evidences of scholarly, artistic or professional attainment may be accepted in lieu of advanced degrees. In general, "equivalents" will be used sparingly and only when there is clear evidence that the substituted items of training and experience are in fact equivalent in qualifying the faculty member for the individual's duties and responsibilities.

3. Titles of positions are determined by the board, and no faculty member may use any title not specifically authorized. Members of the faculty in divisions other than instruction, when engaged in teaching, shall bear the instructional title appropriate to their grade.
4. University of Hawai'i at Mānoa classification schedules.
  - a. The board faculty classification system includes seven general categories for the University of Hawai'i at Mānoa with grades within each category.
    - (1) Instruction ('I' for all faculty excluding law and clinical medicine faculty; J for law; M for clinical medicine), includes graduate teaching assistants, instructors, assistant professors, associate professors, and professors.
    - (2) Researcher (R), includes junior researchers, assistant researchers, associate researchers, and researchers. When applicable, the R series title substitutes the special area for the word "researcher," for example, "assistant agronomist," "associate meteorologist," or "plant pathologist."
    - (3) Specialist (S), includes junior specialists, assistant specialists, associate specialists, and specialists. The S series is used for specialties not primarily involved with research, for example, "associate specialist in student personnel."
    - (4) Librarian (B), includes ranks II to V.
    - (5) Extension agent (A), includes junior extension agents, assistant extension agents, associate extension agents, and county extension agents.
    - (6) Graduate teaching assistant.
    - (7) Lecturer includes persons employed for short-term teaching assignments, usually on a part-time basis.
  - b. Clinical titles for non-compensated faculty appointments in Health Science and Social Welfare.
    - (1) The titles clinical professor, associate clinical professor, assistant clinical professor, clinical instructor and clinical teaching assistant are non-compensated appointments in the Colleges of Health Sciences and Social Welfare (medicine, nursing and dental hygiene, and social

work) for practitioners with professional qualifications in the health and welfare sciences who take an active role in formal teaching, tutorials, clinical instruction, hospital practice, or field guidance of students.

5. University of Hawai'i at Hilo and University of Hawai'i, West O'ahu

a. The faculty classification system includes three categories for the University of Hawai'i at Hilo and the University of Hawai'i, West O'ahu, with grades within each category:

- (1) Instruction ('I' for all faculty), includes graduates teaching assistants, instructors, assistant professors, associate professors, and professors.
- (2) Lecturers include persons employed for short-term teaching assignments, usually on a part-time basis.
- (3) Affiliate faculty is a non-compensated appointment usually to professional personnel with a particular interest or capability which may contribute to the teaching or research program of the campus; except for occasional lectures or consulting with individual students, affiliate faculty do no teaching. Authority to appoint affiliate faculty is delegated to the president who shall promulgate policies and procedures relating to the selection and appointment of affiliated faculty.

6. Community College and Maui College classification schedule

a. The faculty classification system includes one category for the community colleges and Maui College with grades within each category:

- (1) Instruction includes lecturers, instructors, assistant professors, associate professors, and professors.

b. The plan may include statements of classification principles for use in the classification of community college faculty.

F. High Demand Disciplines.

1. The president is delegated the authority to establish high demand academic disciplines for which recruitment and/or retention of faculty of quality desired by the university exceed the maximum of the appropriate salary schedule.

2. The president is authorized to recruit faculty in the recognized high demand disciplines at salaries that exceed the maximum of the appropriate salary schedule.

G. Graduate Assistants.

1. The president shall have the authority to establish, amend, and administer a classification and compensation plan for graduate assistants.

H. Administrative, Professional and Technical (APT) Positions.

1. APT classification and pay system.

- a. For all APT positions, including athletic coaches and related administrators, the board delegates to the president the authority to:
  - (1) Adopt, revise, and abolish career group standards and bands.
  - (2) Assign positions to career groups and bands.
  - (3) Determine designated new hire rates for career groups and bands.
  - (4) Promulgate policies and procedures relating to the classification, compensation, and appointment terms of coaches and related administrators, including a salary schedule, in accordance with this policy.
- b. The APT Appeals Board shall adjudicate appeals filed on the banding of individual positions. The Appeals Board shall support its decisions by findings based on fact.

The APT Appeals Board shall consist of three members serving staggered terms of three years. One member shall be recommended by the university and one by the exclusive representative of APT employees, in accordance with Chapter 89, Hawai'i Revised Statutes. The third member shall be recommended by the university and exclusive representative. The appointment of all three members shall be referred by the president to the board for approval. If there is no agreement as to the third member, the board shall appoint such member.

Members of the APT Appeals Board shall be familiar with state organization and personnel functions and preferably have knowledge of university organization and functions and position classification. Such members may be excluded personnel or members of other governmental or private firms. However, they shall not be employees or officers of the university or of any state bargaining unit or employee organization which represents state bargaining unit members unless mutually agreed to by the parties concerned.

The members of the APT Appeals Board shall select a chairperson.

(Note: For amended listing of the APT career groups and pay bands, refer to Administrative Procedure 9.210 of the University of Hawai'i Systemwide Administrative Procedures Manual.)

## 2. Athletic Coaches and Related Administrators

### a. Definitions

**Original Term:** The term of the initial contract at the time the contract is entered into. Where there is an Original Term with no extension, the Original Term shall be the Existing Term.

**Existing Term:** The remaining time period for any contract term at any point in time.

**Amended Term:** The time period that is established as a result of a contract extension that combines (1) that portion of an Original or Existing Term that remains to be completed; and (2) the term of the extension beyond that Original or Existing Term. Any years that have already been completed shall not be included for purposes of calculating the Amended Term.

### b. Approval

#### i. Board of Regents

Upon recommendation of the chancellor and the president, the approval of the chair or vice chair of the Board of Regents and the chair or vice chair of the Committee on Intercollegiate Athletics shall be required for:

- (1) Original Terms of head coaches of more than 5 years;
- (2) Amended Terms of head coaches of more than 5 years; or
- (3) Appointments, extensions and salary adjustments for head coaches, non-head coaches, and administrators exceeding the salary schedule by more than twenty-five percent (25%) and/or exceeding \$500,000 annually.

#### ii. Delegation to the president

The authority to approve all other appointments and compensation of head coaches, non-head coaches, and administrators is delegated to the president, which may be further delegated.

- I. Civil service employees in positions in the university subject to Chapter 76, Hawai'i Revised Statutes, shall be appointed, compensated, and otherwise governed by the provisions of law applicable to such positions.

---

J. Special Compensation – University of Hawai'i at Mānoa and University of Hawai'i at Hilo faculty.

1. Visiting summer session faculty. Visiting summer session faculty members receive a travel differential in addition to salary. The differential is incorporated in the salary of such faculty members and is as follows:

Pacific Coast	\$300.00
Midwest	\$400.00
East Coast	\$500.00
Asia or Europe	\$700.00

2. "Occasional" lecturers. "Occasional" lecturers in summer session courses approved with provision for guest lecturers are paid honoraria based on a rate of \$25.00 per hour. Such lecturers are paid by voucher on a requisition signed by the instructor in charge of the course and the dean of the summer session.
3. A faculty member who prepares and grades a comprehensive examination for students who wish to obtain credit for a course by taking such an examination is paid a stipend of \$5.00 per credit hour plus \$5.00 for each additional student.

**IV. Delegation of Authority:**

The president, with the exception of select undelegated executive and managerial personnel, is authorized, consistent with existing statutes and board policies, to grant special salary adjustments; establish compensation guidelines; establish, plan, administer, and amend faculty and graduate assistant classifications; establish high demand academic disciplines; and recruit. See RP 9.202(B),(D),(E)(2),(F), and (G).

**V. Contact Information:**

Office of the Vice President for Administration, 956-6405, vpadmin@hawaii.edu

**VI. References:**

- <http://www.hawaii.edu/offices/bor/>

**Approved as to Form:**

---

Kendra Oishi  
Executive Administrator and  
Secretary to the Board of Regents

---

Date





Regents Policy Chapter 9, Personnel

Regents Policy RP 9.218, Delegation of Personnel Actions

Effective Date: ~~November 16, 2018~~ June X, 2018

Prior Dates Amended: Sept. 20, 1985; Oct. 19, 2001; Oct. 18, 2003; Sept. 15, 2005;

Mar. 6, 2006; Oct. 31, 2014 (recodified); Jan. 25, 2018

Review Date: August 2020

**I. Purpose:**

To set forth policy regarding approval authority on personnel actions.

**II. Definitions:**

No policy specific or unique definitions apply.

**III. Policy:**

A. The board delegates authority to approve all personnel actions to the president or designee, except for the following actions which shall be approved by the board only:

1. Those board actions set forth in RP 9.212;
2. All leaves for the president and personnel reporting directly to the board. Professional improvement leaves, leaves without pay and leave exceeding two years in a seven-year period for personnel reporting directly to the president and personnel in the offices reporting to the board. Note: Authority to approve such leaves has been delegated to the chair or designee;
3. Those board actions set forth in RP 5.219. ~~Granting of emeritus status for those who do not meet the stated criteria in RP 9.211, but are otherwise deemed qualified;~~
4. Establishment of endowed and distinguished chairs; and
5. Those board actions set forth in RP 9.202. ~~As set forth more fully in RP 9.202, upon recommendation of the chancellor and president, approval of the chair and vice chair of the board or an alternate regent designated in place of a vice chair, is required for:~~
  - a. ~~appointments and reappointments for coaches exceeding three (3) years in total duration; and~~

~~b. appointments, reappointments, and salary adjustments for coaches exceeding the base salary schedule by more than 25% and/or exceeding \$500,000 annually.~~

**IV. Delegation of Authority:**

See above.

**V. Contact Information:**

Office of Human Resources, 956-8988

**VI. References:**

A. <http://www.hawaii.edu/offices/bor/>

B. [RP 5.219](#)

C. [RP 9.202](#)

D. [RP 9.212](#)

~~E.~~ EP 9.207

**VII. Exhibits and Appendices:**

No Exhibits and Appendices found.

**Approved as to Form:**

---

Kendra Oishi  
Executive Administrator and  
Secretary to the Board of Regents

---

Date



---

Regents Policy Chapter 9, Personnel

Regents Policy RP 9.218, Delegation of Personnel Actions

Effective Date: June X, 2018

Prior Dates Amended: Sept. 20, 1985; Oct. 19, 2001; Oct. 18, 2003; Sept. 15, 2005;

Mar. 6, 2006; Oct. 31, 2014 (recodified); Jan. 25, 2018

Review Date: August 2020

**I. Purpose:**

To set forth policy regarding approval authority on personnel actions.

**II. Definitions:**

No policy specific or unique definitions apply.

**III. Policy:**

A. The board delegates authority to approve all personnel actions to the president or designee, except for the following actions which shall be approved by the board only:

1. Those board actions set forth in RP 9.212;
2. All leaves for the president and personnel reporting directly to the board. Professional improvement leaves, leaves without pay and leave exceeding two years in a seven-year period for personnel reporting directly to the president and personnel in the offices reporting to the board. Note: Authority to approve such leaves has been delegated to the chair or designee;
3. Establishment of endowed and distinguished chairs; and
4. Those board actions set forth in RP 9.202.

**IV. Delegation of Authority:**

See above.

**V. Contact Information:**

Office of Human Resources, 956-8988

**VI. References:**

- A. <http://www.hawaii.edu/offices/bor/>
- B. RP 9.202

- C. RP 9.212
- D. EP 9.207

**VII. Exhibits and Appendices:**

No Exhibits and Appendices found.

**Approved as to Form:**

---

Kendra Oishi  
Executive Administrator and  
Secretary to the Board of Regents

---

Date



# University of Hawai'i at Mānoa Athletics

Presentation to

University of Hawaii

Board of Regents

Committee on Intercollegiate Athletics

UHM Athletics Update

May 18, 2018



# Health & Wellness

- Concussion
  - Updates from last year
  - Submitting to NCAA for review process
- Screening EKGs
  - For all Freshman and transfers
  - Working with Straub Cardiology for EKGs and follow up

Concussions Summer 2017 to Present	
Football	14
Water Polo	6
Sailing	5
Women's Basketball	5
Men's Basketball	4
Women's Volleyball	4
Beach Volleyball	4
Cheer	4
Soccer	3
Softball	2
Track & Field	2
Cross Country	1
Swimming	1
Diving	1

Not all concussions sustained during sports participation; some are from car/moped accidents or other activities outside of athletics.



# Mental Health – NCAA Best Practices

#	Title	Description	UH Athletics Status
1	Clinical Licensure of Practitioners Providing Mental Health care	...ensure that mental health care of college athlete provided by qualified licensed individual	Meets guideline
2	Procedures for Identification and Referral of Student-Athletes to Qualified Practitioners	...work with sports medicine and campus mental health services to develop written emergency and non-emergency action plans for situations in which college athletes face a mental health challenge	Current emergency plan is aligned with campus plan
3	Pre-Participation Mental Health Screening	...develop and apply mental health screening tools, and written mental health referral plan, prior student-athlete's initial participation in college athletics	In planning stages with Team Physician, Trainers and Counseling Center
4	Health Promoting Environments that Support Mental Well-Being and Resilience	...educate student-athletes, coaches, and faculty athletics representatives to create culture that promotes care seeking and mental well-being and resilience	In planning stages to update current plan and engage stakeholders



# Financial Update

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Deep Dive Projections:			
Revenues	\$33.9M	\$34.3M	\$34.9M
Expenses	<u>38.1M</u>	<u>40.5M</u>	<u>42.4M</u>
Surplus / Deficit	(\$4.2M)	(\$6.2M)	(\$7.5M)
Progress Update	<u>0.0M</u>	<u>3.0M</u>	<u>5.8M</u>
Surplus / Deficit	<u>(\$4.2M)</u>	<u>(\$3.2M)</u>	<u>(\$1.7M)</u>

## Recent Initiatives

- Legislative funding
- Multimedia rights partnership with IMG College
- Expand Under Armour partnership to “All-Sport”
- Partner with UH Bookstore for H-Zone merchandising
- Hawaiian Airlines travel agreement
- Increased facilities rentals
- “Pupukahi I Holomua” fundraising program

## New Initiatives

- Merchandising
- Fundraising
- Ticket Sales







# Investing in the Future



Design Rendering

Gym 1 and Gym 2 - \$9.3M - Environmental controls and improvements



Wahine Softball Stadium - \$3.5M – replace turf with field turf, safety netting, outfield padding, new fencing and painting.



Design Rendering

Football Scissor Lift Pads - \$0.3M – Improve scissor lift safety by installing 3 concrete pads



Design Rendering

Les Murakami Baseball Stadium - \$1.2 - Locker room refurbishment





*Mahalo*



# University of Hawai'i Hilo Athletics

Presentation to

University of Hawai'i

Board of Regents

Committee on Intercollegiate Athletics

Health & Wellness, and Financial Update

May 18, 2018

TM

## Health and Wellness

- Concussion
  - Updates from last year
  - Baseline Testing
- Mental Health
  - Health & Wellness on campus
  - Counseling services on campus
  - Motivational speakers
- Other



## 2017-18 Concussions by sport

W. Volleyball: 0

M. Soccer: 0

W. Soccer: 1

W. Cross Country: 0

M. Basketball: 0

W. Basketball: 1

Baseball: 0

Softball: 3

M. Golf: 0

W. Golf: 0

M. Tennis: 0

W. Tennis: 0

Average Recovery Period: 2 weeks



## Financial Update

Deep Dive Projections:	2016	2017	2018
Revenues	\$2.55M	\$2.68M	\$2.67M
Expenses	\$2.54M	\$2.64M	\$2.66M
Surplus / Deficit	\$5,677	\$37,267	\$4,917

## Financial Snapshot

- 2018 Surplus/ Deficit = \$4,917 (projected)
- 2018 Budget in process, challenges
  - Game guarantees/hotels
  - Travel
- Opportunities
  - Legislative
  - On-line merchandising
  - Fundraising/revenue generation initiatives





***Mahalo Nui Loa!***





**Item IV.E.  
Review & Approval of  
Consolidated &  
Revised Goals 1 & 2**

**MATERIALS**

Original Three Goals discussed during the December 14, 2017, Committee on Intercollegiate Athletics (ICA) Meeting:

**THREE GOALS**

- 1) Board is ultimately responsible for athletics policy and oversight.
- 2) Board should act decisively to uphold integrity of the athletics program and its alignment with the academic mission of UH.
- 3) Board must educate itself about its policy role and oversight of intercollegiate athletics.
  - o Do we need a formal board policy defining the delegation of management responsibility for athletics for the President/Chancellor.
  - o Do we receive sufficient financial information on revenues and expenditures for each sport;
  - o Do we receive sufficient information on academic progress - time constraint - health and safety issues;
  - o Do we have sufficient knowledge of NCAA rules on board oversight;
  - o Should the Board be responsible for publicly certifying compliance with NCAA and conference rules and regulations;
  - o Should the Board adopt policies regarding summer camps - children safety;
  - o Should the Board set clear policies and reporting requirements on fundraising - oversight of booster clubs and affiliated organizations - annual risk assessment for evaluating the internal controls of the athletics department - auditors.

Goal 3 was adopted by ICA on December 14, 2017, as stated above.

Proposed consolidation and revision of goals 1 and 2:

*Board should exercise appropriate oversight over the integrity of the athletics program and its alignment with the academic mission of UH.*

**IV.F.**  
**Committee Annual  
Review**

**ITEM TO BE  
DISCUSSED AT  
MEETING**