

Notice of Meeting
UNIVERSITY OF HAWAI'I
BOARD OF REGENTS COMMITTEE ON PERSONNEL AFFAIRS AND BOARD
GOVERNANCE

Members: Regents Westerman (Chair), Acoba (Vice-Chair), Bal, Tagorda, and Wilson

Date: Thursday, August 6, 2020

Time: 8:30 a.m.

Place: Virtual Meeting

In light of the evolving COVID-19 situation, protecting the health and welfare of the community is of utmost concern. As such, this will be a virtual meeting and written testimony and oral testimony will be accepted in lieu of in-person testimony. Meetings may be monitored remotely via the livestream pilot project. See the Board of Regents website for information on accessing the livestream: www.hawaii.edu/bor. Mahalo for your consideration.

AGENDA

- I. **Call Meeting to Order**
- II. **Approval of Minutes of the May 21, 2020 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 the board's website through the testimony link provided on the [Meeting Agendas, Minutes and Materials](#) page. Testimony may also be submitted via email at bor.testimony@hawaii.edu, U.S. mail, or facsimile at (808) 956-5156. All written testimony submitted are public documents. Therefore, any testimony that is submitted for use in the public meeting process is public information and will be posted on the board's website.

Those wishing to provide oral testimony for the virtual meeting may register [here](#). Given constraints with the online format of our meetings, individuals wishing to orally testify must register no later than 8:00 a.m. on the day of the meeting in order to be accommodated. It is highly recommended that written testimony be submitted in addition to registering to provide oral testimony. Oral testimony will be limited to three (3) minutes per testifier.

IV. Agenda Items

- A. Committee Work Plan
- B. Review of Office of the Board of Regents Emergency Response Plan

For disability accommodations, contact the Board Office at 956-8213 or bor@hawaii.edu.
Advance notice requested five (5) days in advance of the meeting.

V. Adjournment

Attachment A – Personnel actions posted for information only

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

DTS 20822

Executive/Managerial

Campus	Last Name	First Name & Middle Initial	Proposed Title	Unit	Nature of Action	Monthly Salary	Effective Date
UH System	Stotter	Jennifer	Interim Director of Equal Employment Opportunity and Affirmative Action	Office of the Vice President for Legal Affairs and University General Counsel	Appointment	\$11,262	August 7, 2020 - August 6, 2021

UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

20 JUL 30 P 3:20

RECEIVED

20 JUL 30 P 3:16

UNIVERSITY OF HAWAII
BOARD OF REGENTS

DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES AND ARE SUBJECT TO FURTHER REVIEW AND CHANGE UPON APPROVAL BY THE COMMITTEE

MINUTES

BOARD OF REGENTS COMMITTEE ON PERSONNEL AFFAIRS AND BOARD GOVERNANCE MEETING

MAY 21, 2020

Note: On January 30, 2020, the World Health Organization declared the outbreak of COVID-19 a public health emergency of international concern, subsequently declaring it a pandemic on March 11, 2020. On March 16, 2020, Governor David Y. Ige issued a supplementary proclamation that temporarily suspended Chapter 92, Hawaii Revised Statutes, relating to public meetings and records, “to the extent necessary to enable boards to conduct business in person or through remote technology without holding meetings open to the public.”

I. CALL TO ORDER

Committee Chair Michelle Tagorda called the meeting to order at 9:51 a.m. on Thursday, May 21, 2020. The meeting was conducted virtually with regents participating from various locations.

Committee members in attendance: Chair Michelle Tagorda; Vice-Chair Kelli Acopan; Regent Simeon Acoba; Regent Michael McEnerney; and Regent Ernest Wilson.

Others in attendance: Board Chair Ben Kudo; Regent Eugene Bal; Regent Randy Moore; Regent Alapaki Nahale-a; Regent Jan Sullivan; Regent Robert Westerman (ex officio committee members); President David Lassner; Vice President (VP) for Administration Jan Gouveia; VP for Legal Affairs/University General Counsel Carrie Okinaga; VP for Academic Planning and Policy Donald Straney; VP for Research and Innovation Vassilis Syrmos; UH-Mānoa (UHM) Provost Michael Bruno; UH-Hilo (UHH) Chancellor Bonnie Irwin; Executive Administrator and Secretary of the Board of Regents (Board Secretary) Kendra Oishi; and others as noted.

II. APPROVAL OF MINUTES OF THE FEBRUARY 6, 2020 MEETING

Regent McEnerney moved to approve the minutes of the February 6, 2020, meeting, seconded by Regent Wilson, and the motion carried with all members present voting in the affirmative.

III. PUBLIC COMMENT PERIOD

Board Secretary Oishi announced that the Board Office did not receive any written testimony, and no individuals signed up to provide oral testimony.

IV. AGENDA ITEMS

A. Recommend Board Approval of Amendments to Regents Policy (RP) 9.212, Executive and Managerial (EM) Personnel Policies

Chair Tagorda stated that the issue of salary adjustments for EM personnel has been a point of discussion since the fall of 2019. She noted that, at its October 17, 2019 meeting, the board received a list of EM personnel salaries as required under RP 9.212 and Section 89C-4, Hawai'i Revised Statutes, and that questions arose regarding the rationale for increases in base salary for EM personnel that were above the norm. At the request of the committee, the administration provided a report and explanation of the evolution of RP 9.212 at both the committee's November 7, 2019, and February 6, 2020, meetings specifically noting that the board previously reviewed salary and compensation packages in excess of \$150,000 but that RP 9.212 was amended by the board to eliminate this practice as the vast majority of these reviews proved to be transactional, tedious, and time-consuming. During these meetings, Regents discussed RP 9.212 and raised questions as to whether the board should exercise greater oversight over salary adjustments outside of the adjustments made using the methodology outlined via guidelines issued by the President. Some Regents expressed that the amendments made to RP 9.212 regarding certain EM salaries relinquished too much oversight authority and that a better balance needed to be achieved with regard to delegation of certain compensation and salary adjustment authority to the President and appropriate fiduciary oversight by the board. The proposed amendments to RP 9.212 currently before the committee were a result of the feedback received during the aforementioned discussions.

Chair Tagorda highlighted the proposed amendments to RP 9.212 stating that principal changes included providing the President with the authority to make periodic adjustments to the salary schedule that are based on comparable industry and market benchmarks but requiring adjustments in excess of 5% of any salary range to be reviewed by the board prior to that salary range being effectuated; differentiating annual salary adjustments from other salary adjustments; and requiring board approval for salary adjustments in excess of 5% of the base salary for EMs reporting to a position that reports directly to the board and for all EM appointments exceeding the maximum of the range in the salary schedule.

Discussions occurred on the clarity of the proposed amendments with regard to the President's authority to make periodic adjustments to the salary schedule. Regent Acoba stated that it was his understanding that the board's main concern with EM salaries was with the lack of board oversight in the awarding of salaries to EM personnel that were perceived to be excessive and questioned the reasoning behind the inclusion of amendments that addressed salary ranges lower than the existing salary schedule. He also expressed concerns that the board was only required to review, rather than approve, salary ranges prior to their being effectuated by the President. Board Secretary Oishi clarified that two separate issues were being addressed by the proposed amendments to RP 9.212. The issue currently being discussed deals with the salary schedules approved by the President. At present, the President has the sole discretion and authority to approve salary schedules without any review by the board. This amendment would require the President to notify the board when adjustments of

more than 5% of the salary schedule are made and present these adjustments before the board for review thereby providing more board oversight over salary schedules. The second issue addressed by the proposed amendments to RP 9.212 requires board approval for salary adjustments in excess of 5% of the base salary for EMs reporting to a position that reports directly to the board and salary adjustments for all EM appointments exceeding the maximum of the range in the salary schedule.

President Lassner further clarified that, the current language of RP 9.212 allows the President to update salary schedules. Updating salary schedules does not change the salary of personnel. When RP 9.212 was amended in 2016, significant revisions were made, particularly with regard to the method by which salary schedules were constructed and which salaries the board approved. After the board reviewed its role with regard to EMs, particularly with regard to hiring and salaries, it decided to detach itself from adjustments made to salary schedules, as well as most compensation and salary adjustments, and instead delegated certain compensation and salary adjustment authority to the President and chancellors, with the exception of the direct reports to the board. Prior to these revisions to RP 9.212, any salary and compensation packages over \$150,000 and any adjustments to those salaries had to go to the board for review and approval. The revisions made in 2016 streamlined the process and allowed for salaries to be set in accordance with the unique needs of each division of the university. The proposed amendment currently being discussed is intended to bring the board back into the dialogue with regard to adjustments to salary schedules.

After hearing the clarifications presented, Regent Acoba questioned the necessity of the board reviewing salary schedule adjustments made by the President stating that he did not feel these amendments were necessary.

Regent Westerman also questioned the necessity of reviewing the President's actions with regard to changes to the salary schedule noting that salary scale adjustments are often ministerial in nature. He opined that the board is more concerned with having greater oversight over the actual salary adjustments for EM personnel when those adjustments exceed a certain threshold and that amendments regarding the salary schedule were not necessary.

Board Chair Kudo stated that the genesis for the discussions and proposed amendments to RP 9.212 was to address concerns raised with regard to special adjustments to the compensation packages of EM personnel and the board's oversight and authority, or lack thereof, to approve or disapprove of these adjustments. He stated that he believed it was the intent of the board to approve or disapprove actual salary adjustments exceeding a particular threshold and not to approve or disapprove changes to salary schedules made by the President.

Regent Acoba moved to recommend board approval of the proposed amendments to RP 9.212, with further amendments removing language requiring board review of adjustments in salary schedules made by the President prior to those changes being effectuated, seconded by Regent McEnerney, and the motion carried, with all members present voting in the affirmative.

B. Recommend Board Approval of Amendments to RPs Related to Integrated Planning:

- 1. RP 4.201, Mission and Purpose of the University**
- 2. RP 4.202, Strategic Planning**
- 3. RP 4.203, Unit Academic Plans**

Chair Tagorda noted that, recognizing the need to update RPs as they related to the Integrated Academic and Facilities Plan (IAFP) which the administration adopted in 2017 and has been using to guide its activities, the board began discussions on proposed revisions to RPs 4.201, Mission and Purpose of the University, 4.202, Strategic Planning, and 4.203, Unit Academic Plans. Drafts of the proposed amendments to RPs 4.201, 4.202, and 4.203 were prepared by the Board Office and distributed to Regents at the board meeting in February 2020 for discussion and input. The proposed amendments to RPs 4.201, 4.202, and 4.203 currently before the committee are a result of these discussions, as well as feedback from Regents that was received by the Board Office.

At the request of Chair Tagorda, Board Secretary Oishi provided a brief synopsis of the proposed amendments noting that RP 4.201 sets forth the mission and vision of the university as a system and sets forth values and guiding principles; RP 4.202 outlines the planning structure of the university which includes the use of outlooks and assessments to set-forth the long-term plans for the university as well as integrated and strategic, multi-year rolling plans; and RP 4.203 describes the missions of the individual units of the university and requires unit plans to be aligned with system-wide integrated plans. She noted that the core issues around which the university's functions, mission, and activities revolve are education, workforce, and the economy, and that the concepts of a Hawaiian place of learning and sustainability permeate throughout all of the university's activities. A diagram outlining the various relationships between the proposed amended policies and their component parts was also included in the committee materials.

While the committee is being requested to recommend board approval of the aforementioned revisions to RP 4.201, RP 4.202, and RP 4.203, Board Secretary Oishi stated that changes to policies related to strategic planning may be subject to the administration seeking appropriate consultation. Should the committee recommend board approval of these revisions, the administration would be requested to notify the board of the results of any necessary consultation, including any recommended revisions to the draft policies, by September 30, 2020.

Regent McEnerney noted that the state's current economic framework and condition are radically different than they were when the IAFP was formulated in 2017 and asked how this is affecting what the university is doing today with regards to the IAFP's core principles of education, workforce, and the economy. President Lassner replied that the university core principles remain unchanged and that its focus remains on education, the workforce, and the economy, which is even more important in light of the COVID-19

pandemic. As the state repositions itself for economic and social recovery, the university will have to elevate its role and become a leader in these recovery efforts.

Regent McEnerney asked how the university was adjusting the IAFP to address the unprecedented numbers of unemployed individuals. President Lassner responded that the proposed revisions to RPs 4.201, 4.202, and 4.203 were simply meant to conform regent policy to the IAFP that was previously adopted by the board. While these RPs do not serve as the recipe for actions necessary to address the state's economic recovery and unemployment issues, they do act as a framework for assisting the university in determining what actions need to be taken to assist the state in beginning these recovery efforts.

Regent Acoba stated that the complexity of the amendments to these RPs required additional time to allow for a full vetting of these amendments. He noted that he had several suggested, mainly clarifying amendments that do not change the approach of the policies but that in the interest of time it might be clearer if he was allowed to submit those suggestions in writing.

Regent Moore also noted that he believed that several clarifying amendments needed to be made to the proposed amended RPs to reduce ambiguity and reviewed some of his concerns and amendments.

Chair Tagorda noted that the proposed changes to RPs 4.201, 4.202, and 4.203 will still need to undergo consultation and that additional amendments to these proposed policies may need to be made prior to being considered, reviewed, and discussed by the board in the fall. Accordingly, Regents could provide additional suggested amendments that could be incorporated by the Board Office which could also be reviewed and discussed in the fall by the board.

Regent Acoba moved to recommend board approval of the amendments to RPs 4.201, 4.202, and 4.203, subject to further edits suggested by Regents and subject to further amendments recommended after appropriate consultation has occurred, seconded by Regent McEnerney, and the motion carried with all members present voting in the affirmative.

C. Committee Annual Review

Chair Tagorda referenced the committee annual review matrix provided in the materials packet. She noted that Regent Moore had suggested some technical amendments to the matrix which would be incorporated by the Board Office. Committee members were also asked to submit any additional comments to the Board Office. There was no additional discussion by the committee on this item.

V. ADJOURNMENT

There being no further business, Regent McEnerney moved to adjourn, seconded by Regent Wilson, and with all members present voting in the affirmative, the meeting was adjourned at 10:45 a.m.

Respectfully Submitted,

Kendra Oishi
Executive Administrator and Secretary
of the Board of Regents

Committee on Personnel Affairs and Board Governance
 Work Plan for the 2020-2021 Academic Year

	Committee duties per bylaws	2020-2021 Committee Goals and Objectives	Projected Timeline			
			1 st Q	2 nd Q	3 rd Q	4 th Q
1	Review and consider policies and practices relating to university personnel.	Presentation of Board Office Emergency Response Plan	X			
		Review personnel policies			X	
2	Ensure board statutes, bylaws, policies, and rules are being reviewed and updated on a routine and regular basis.	Annual policy review		X		
		Review board bylaws (in conjunction w/ board self-assessment)				X
3	Ensure board education and board member development is provided for board members.	Review of orientation program for new regents			X	
4	Provide recommendations to the board regarding best practices for board effectiveness.	Review of committee structure				X
		Discussion on shared governance		X		
		Board self-assessment				X
5	<i>Committee Governance</i>	Review and adopt committee work plan	X			
		Review committee's work for the year				X




July 31, 2020

MEMORANDUM

TO: Benjamin Kudo
Chair, Board of Regents

Robert Westerman
Chair, Committee on Personnel Affairs and Board Governance

FROM: Kendra Oishi 
Executive Administrator and Secretary of the Board of Regents

SUBJECT: Office of the Board of Regents Emergency Response Plan

BACKGROUND:

In March 2020, Board Chair Kudo requested that the Office of the Board of Regents ("Board Office") and Office of Internal Audit prepare emergency response plans (ERP) that could be used to ensure the continuance of essential operations in emergency situations including but not limited to pandemic situations such as the current COVID-19 crisis. Both plans were distributed to the Regents, President Lassner, and several University Officers in mid-April.

The Office of Internal Audit was subsequently requested to present its ERP during the June 4, 2020, Independent Audit Committee meeting. Accordingly, the Board Office was requested to present its plan to the Personnel Affairs and Board Governance Committee.

The Office of Internal Audit and Board Office worked closely in developing each plan and are in accord with each other. Similarly, both plans take into account emergency response plans outlined in the University of Hawai'i at Mānoa Emergency Response Guidebook.

This agenda item is for information only, and no action is needed. The Board Office will routinely review the ERP and will update it as needed.

Attachments:
Office of the Board of Regents Emergency Response Plan

**Office of the Board of Regents
Emergency Response Plan
As of 7/29/20**

Office of the Board of Regents
2444 Dole Street, Bachman 209
Honolulu, HI 96822
(808) 956-8213

Submitted by:
Kendra Oishi, Executive Administrator and Secretary of the Board of Regents

I. Background and Purpose

The purpose of this plan is to provide a framework and structure for emergency planning that obtains the following objectives:

- Ensures the health and safety of personnel.
- Ensures the Board Office's ability to continue mission critical operations across a range of emergency situations, specifically in circumstances where there is a major threat or impact on the operations or the personnel and facilities of University operations.
- Ensures the continuous performance of the University's mission during and immediately after an emergency.
- Ensures the protection of mission critical facilities, equipment, records, and other assets.
- Reduces or mitigates disruption of University operations, particularly those considered vital to restoration and recovery.

II. Types of Emergencies

Emergencies can be generally categorized as follows:

- ***Human-Caused Hazards and Emergencies:*** These include situations such as unlawful assemblies resulting in riots; labor strikes; large-scale demonstrations; threats of violence against individuals or groups; utility failures; chemical or radiological accidents; bomb and bio-terroristic threats; shooting incidents; fires; explosions; aircraft crashes; and others.
- ***Natural Events and Disasters:***
 - ***Meteorological Hazards:*** These include storms, hurricanes, waterspouts, tornadoes, and droughts and may threaten any part of the State or the entire State at the same time.
 - ***Geological Hazards:*** These include earthquakes, tsunamis, and volcanic activity and may occur with little or no warning.
 - ***Other Natural Hazards:*** These include landslides, mudslides, and forest/brush fires.
- ***Biological Hazards:*** These include pandemics and spread of infectious and communicable diseases.

III. Emergency Response and Recovery

Incident response and recovery activities include:

- Determining the level of the emergency.
- Activating recovery plans, including identifying personnel critical to maintaining operations and identifying and protecting significant assets.
- Planning for alternative means of delivering services, e.g. migrating office space to alternative locations, working remotely, etc.
- Providing appropriate communications to Regents, the President, Director of Internal Audit, etc.

A. Emergency levels can generally be classified as follows:

- **Type 1:** an incident that is localized or in a small area and considered minor. Type 1 emergencies:
 - Can be quickly resolved with existing BOR Office resources or limited outside help;
 - Has little or no impact on personnel or normal operations outside the locally-affected area; and
 - Do not require notification of police or other emergency personnel.

Impacted personnel or offices coordinate directly with operational personnel from the UHM Environmental Health & Safety Office, Auxiliary Services, Facilities/Planning, Campus Security, or other units to resolve Type 1 incidents. In certain incidents, the UH Director of Communications will be asked to provide necessary media releases.

Examples: odor complaints, localized chemical spill, plumbing failure, or water leak.

- **Type 2:** an incident that disrupts sizable portions of the campus community and include events that can escalate quickly and have serious consequences for mission critical functions and/or life and safety. Type 2 emergencies:
 - Require assistance from external entities;
 - Necessitates the President or authorized representative to receive intelligence from responding operational departments or from the Campus Security Call Center to determine whether further action needs to be taken; and
 - May entail alerting the President, executive leadership, and State/County Civil Defense, depending on the nature and severity of the emergency.

Examples: building fire or explosion, biological or terrorist threat, major chemical or hazardous material spill, severe windstorm or flooding, and extensive utility outage. Also includes external emergencies that may affect campus personnel or operations.

- **Type 3:** an event or disaster that involves a large part of the campus and its surrounding community with wide-ranging and complex effects. A timely resolution

of disaster conditions requires campus-wide cooperation and extensive coordination and support from external jurisdictions. During a Type 3 emergency:

- Normal campus operations are curtailed or suspended;
- The President is notified and the Emergency Operations Center (EOC) and [UH System Emergency Management Plan](#) are activated;
- State/County Civil Defense is notified and communications opened; and
- UH System EOC members and other key personnel are alerted and report to campus and the EOC.

Examples: hurricane, tsunami, major earthquake, major flood, other potential mass casualty events, and pandemics.

Type 3 emergencies can be further categorized into short-term or long-term emergencies, depending on the nature and severity of the incident. A short-term incident may be a flood or hurricane with minimal property damage, whereas a long-term incident may be a pandemic or natural disaster with severe property damage and which may result in long-term displacement of personnel from the workplace.

B. Board Office Staff, Assets, and Operations:

Staff and Operations:

The Board Office currently consists of the following four permanent full-time personnel:

- Executive Administrator and Secretary of the Board of Regents
- Executive Assistant
- Operations Specialist
- Private Secretary

The Board Office also currently employees two part-time Student Assistants.

The Board Office plays a critical function in coordinating and facilitating the activities of the Board of Regents, serving as a liaison to the University Administration, and maintaining the official records of the Board. The bulk of the work includes, but is not limited to: planning and coordinating Board and committee meetings, including agenda planning and preparation, logistics planning, scheduling travel, review and compilation of meeting materials, processing testimony, and following up on action items and requests; coordinating meetings for Regents related to board business; preparing and reviewing minutes, policies, meeting materials, and other documents; reviewing and maintaining Regent Policies; responding to internal and external inquiries and requests; and keeping Regents apprised of the activities of the University.

For purposes of meeting the objective of continuity of mission critical operations, all four permanent full-time personnel are deemed necessary and critical to sustaining operations. The Student Assistants assist the Operations Specialist and Private Secretary with administrative functions and are not considered necessary and critical to sustaining operations; in their absence, their responsibilities would be absorbed by the Operations Specialist and Private Secretary.

Assets and IT Support:

The Board Office's most significant asset after its personnel is its records and files. Maintaining records and files of the Board is one of the primary functions of the Board Office. Files are maintained both electronically and in hard copy. The Board Office has decades-worth of hard copy files of board actions and correspondence, which it is in the process of digitizing. More recent records are in both hard copy and electronic form. At least 12 years-worth of meeting materials are in digital form, meeting agendas and minutes dating back to 1980 are available on the public website and in digital form, and some meeting records prior to the 1980s have been digitized.

Electronic files are stored on a University server (i.e. not on an individual computer) located in a different building from the Board Office and maintained by the IT Department, including weekly backups and security protection. These files are easily accessible remotely via a secured connection that was set up with the assistance of the IT Department. All computers have required anti-malware software installed and updated. The Board Office works closely with the IT Department on a regular basis in maintaining the Office's technology needs, as well as for support with public Board and committee meetings.

C. Planning for Alternative Means of Delivering Services:

Working Remotely:

The Board Office is equipped and prepared to work remotely, and can generally do so with little notice. Each permanent Board Office staff has a work-issued laptop, has internet access at home, and has remote accessibility to shared files. Conferencing tools such as Zoom and Google Hangouts can be used to facilitate communication both internally and externally. The Board Office does not anticipate any additional costs to acquire resources other than routine replacement and maintenance of technology equipment and software. The University's IT Department is generally able to provide support in order for the Board Office to operate remotely. (Note that this may not be the case in the scenario of a natural disaster where there may be limited electronic accessibility.)

While working in the office is more efficient with respect to working collaboratively and having access to hard copy files, the Board Office can still function quite effectively working remotely. The University Administration has adapted its processes to allow for electronic processing of materials transmitted to the Board Office.

Natural Disasters and Short-Term Disruptions:

In a natural disaster situation or other short-term disruption where roads and other infrastructure may impede personnel from getting to work or where it may not be safe to commute, the Board Office treats Executive/Managerial employees as "essential." Typically, the Executive Administrator will attend to any business that needs to be conducted on days when employees are granted administrative leave, and the Executive Assistant serves as backup on an as-needed basis. It is important to note that the term "essential" has a different connotation in different contexts; prior to the COVID-19 pandemic in 2020, it used to be more of a term of art.

Other Emergency Situations:

There are a number of other emergency scenarios including active shooter, medical emergencies, suspicious package, fire, chemical spills, civil disturbances, bomb threats, and utility failures. These types of situations are of a nature where personal safety is the highest priority and may require responses such as shelter-in-place or evacuation. UH Mānoa has an [Emergency Response Guidebook](#) and the Board Office has Emergency Preparedness Procedures to provide guidance for these scenarios. The Board Office has also participated in training and activities such as lockdown exercises.

The current location of the Board Office on the 2nd floor of Bachman Hall has a secured door and another set of doors, which may be locked if necessary, before reaching the main door. However, there are some risks in certain scenarios such as a fire, as there is only one point of entry to the office. There is an elevator that may be used by disabled individuals in the event of an emergency as long as there is no service disruption. The vast majority of visitors to the Board Office are Regents or University employees.

D. Communication:

In cases of emergencies that occur during non-work hours or when one or more people is out of the office, the Board Office Communication Tree shall be utilized. The Executive Administrator will prioritize the health and safety of the Board Office staff and will consult with the Board Chair as appropriate, particularly in matters where operations are severely impacted or where there is imminent harm and/or risk, and will notify Regents as necessary and appropriate. The Executive Administrator will coordinate with the Director of the Office of Internal Audit, which is administratively attached to the Board Office. The Director of the Office of Internal Audit (IA) will be responsible for notifying IA staff of emergencies.

The Executive Administrator is in regular contact with the President and Officers during weekly Officers meetings, daily conference calls during emergency situations such as hurricanes and pandemics, and on an individual as-needed basis. Provided that there is no interruption to cellular service or internet connectivity, communication should not be a barrier.

IV. Other Issues

Other operational and financial impacts to the Board Office resulting from a business disruption include the following:

A. Financial

A short-term (several days to a few weeks) business disruption should have minimal financial impact. Full-time staff would remain intact with the possibility of furloughing Student Assistants. A long-term (excess of one month) business disruption may have a significant financial impact if accompanied with a decrease in funding. In addition to possible Student Assistant layoffs, cost-cutting measures

may include reducing travel expenditures and purchases of supplies and equipment.

Board Office staff are exempt and at-will employees, with the exception of the Operations Specialist who is an APT position. In instances where actions may need to be taken as a result of severe financial impacts, such as personnel actions and budget and salary reductions, the Executive Administrator will consult with the Board Chair on how the office would operate and where adjustments could be made while continuing to meet the basic operational needs of the Board and the University.

B. Insurance

The Board Office's activities and property are insured by the University.

C. Emergency Supplies

The Board Office is equipped with supplies for basic emergencies and would call for assistance for more severe emergency situations.