

MINUTES

BOARD OF REGENTS COMMITTEE ON PERSONNEL AFFAIRS AND BOARD GOVERNANCE MEETING

AUGUST 6, 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 Robert Westerman called the meeting to order at 8:31 a.m. on Thursday, August 6, 2020. The meeting was conducted virtually with regents participating from various locations.

Committee members in attendance: Chair Robert Westerman; Vice-Chair Simeon Acoba; Regent Eugene Bal; Regent Michelle Tagorda; and Regent Ernest Wilson.

Others in attendance: Board Chair Benjamin Kudo; Regent Wayne Higaki; Regent Randy Moore; Regent Alapaki Nahale-a (ex officio committee members); President David Lassner; Vice President (VP) for Administration Jan Gouveia; VP for Community Colleges Erika Lacro; VP for Legal Affairs/University General Counsel Carrie Okinaga; VP for Academic Planning and Policy Donald Straney; VP for Research and Innovation Vassilis Syrmos; VP for Information Technology/Chief Information Officer Garret Yoshimi; VP for Budget and Finance/Chief Financial Officer Kalbert Young; UH-Hilo Chancellor Bonnie Irwin; UH-West O’ahu Chancellor Maenette Benham; Executive Administrator and Secretary of the Board of Regents (Board Secretary) Kendra Oishi; and others as noted.

II. APPROVAL OF MINUTES

Regent Wilson moved to approve the minutes of the May 21, 2020, meeting, seconded by Regent Tagorda, 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. Committee Work Plan

Chair Westerman referenced the Committee Work Plan (Work Plan) that was provided to committee members in the materials packet. He stated that the Work Plan was an outline of the work to be performed by the committee during the coming year and inquired if Regents had any comments.

Vice-Chair Acoba requested that VP Gouveia review pertinent issues that were within the jurisdiction of the committee that might be addressed by the Work Plan. VP Gouveia responded that the Work Plan is broad and covers the policies, procedures, and board bylaws that are pertinent to the committee's jurisdiction which provides latitude to the committee with regard to topics and issues that it wishes to review or discuss throughout the year. She stated that the administration was not aware of any specific issue that needed to be brought before the committee at this time.

Vice-Chair Acoba continued noting that it might be helpful for the committee to be briefed on certain topics dealing with the jurisdiction of the committee such as statutes, constitutional provisions, and Regent Policies (RPs) which would enhance the committee's ability to effectively carry out its work for the year. VP Gouveia responded that information applicable to the jurisdiction of the committee such as statutes, Hawai'i Administrative Rules, Executive Policies, and Administrative Procedures, is available and offered to gather this information and develop a short presentation at the next committee meeting. Board Secretary Oishi added that background information on statutes and RPs that were identified by the Board Office as most relevant to the purview of the committee has been circulated to committee members.

Given the current situation with COVID-19, Chair Westerman asked if the administration felt there were any policies or any particular work that required the committee's attention. VP Gouveia replied that there will be topics for discussion that will become significant issues going forward as a result of the impacts of COVID-19, particularly with regard to personnel matters. These matters are encompassed under RPs, Executive Policy, and collective bargaining agreements. She stated that the administration can develop a more focused presentation on these topics and provide them to the committee.

Regent Higaki arrived at 8:40 a.m.

Noting that discussion regarding the need to update and revise RPs related to the Integrated Academic and Facilities Plan, specifically RPs 4.201, Mission and Purpose of the University, 4.202, Strategic Planning, and 4.203, Unit Academic Plans, Regent Tagorda remarked that the committee may wish to revisit this issue and receive updated information on the consultation process regarding these policy changes. VP Gouveia replied that the administration can provide the committee with a follow-up on actions undertaken with regard to the referenced policy changes. Board Secretary Oishi added that, specific to RPs 4.201, 4.202, and 4.203, the administration has already initiated the consultation process with the necessary parties.

Regent Wilson commented that, given the exigent nature of the situation facing the university with regard to COVID-19, the committee needed to be provided information and updates by the administration as quickly as possible. He suggested developing a

mechanism that would facilitate the expeditious provision of information to committee members prior to committee meetings being held where actual discussions on these matters would take place. Chair Westerman responded that he would work with VP Gouveia to develop a means to provide as much information to committee members as legally possible in a prompt and efficient manner.

B. Review of the Office of the Board of Regents Emergency Response Plan (ERP)

Board Secretary Oishi remarked that both the Office of the Board of Regents (Board Office) and the Office of Internal Audit (OIA) were requested to prepare emergency response plans that outlined each agency's operational abilities and staffing and equipment needs that would not only address the COVID-19 situation but also serve as a roadmap for each division's response to disaster and emergency situations in such a way as to preserve their primary functions and mission to serve the university and the board. She reviewed the Board Office's ERP noting that it documented the Board Office's process in evaluating and formulating a response to manmade and natural disasters and emergency situations. She noted that the ERP was subject to changes as situations evolve and the Board Office would review and update the ERP on an annual basis.

Regent Moore inquired as to whether there were any physical assets of the Board Office other than personnel that were maintained at personal residences. Board Secretary Oishi replied that other than laptop computers assigned to all permanent, full-time employees of the Board Office for work purposes, there are no physical assets of the Board Office maintained at a personal residence. She further stated that the most important physical asset of the Board Office, other than its personnel, is the Board Office files which are maintained on a server at the university.

Regent Moore continued, asking why electronic files were backed up weekly rather than daily or continuously. Board Secretary Oishi replied that the Board Office worked closely with the Office of Information Technology (IT) with regard to file backup schedules and would have to defer to their expertise on this issue.

Stating that it was his understanding that the Board Office was in the process of digitizing its paper files, Regent Moore asked if paper files of board materials existed in the Board Office and when the digitization of all files would be completed. Board Secretary Oishi replied in the affirmative noting that, while Board Office staff has made significant progress in digitizing its paper files, there are still decades worth of paper files needing to be scanned. The goal of the Board Office is to digitize as much of the paper files as possible prior to vacating Bachman Hall in the spring of 2021 for planned facility renovations.

Regent Acoba asked if Board Office materials were cloud protected. Board Secretary Oishi replied that she would have to confer with IT on this matter as they would be better able to address this question but stated she was confident that all board materials were electronically protected. VP Yoshimi added that board materials are contained on a secured server in the IT center and these materials are backed up regularly.

Regent Acoba inquired further if any of the procedures outlined in the ERP were initiated or implemented during the recent hurricane situation faced by Honolulu. Board Secretary Oishi responded that none of the procedures outlined in the ERP regarding hurricanes were initiated or implemented during the recent hurricane situation in Honolulu. She remarked that the Board Office works closely with the administration with regards to emergency preparedness and planning and that she is involved in daily conference calls that monitor any potential threats to the university as a hurricane approaches. In this particular instance, no imminent threat was determined to the university given the available hurricane data and therefore no action was taken. However, the precautionary closure of university campuses on Oahu and Kauai was taken in response to the Governor's order.

Regent Acoba questioned whether security measures were in place at various locations where board meetings are held should a situation escalate and it becomes necessary to lockdown a facility or evacuate Regents. Board Secretary Oishi replied that the Board Office works closely with security at the meeting location whenever it is anticipated that a controversial measure or item up for discussion may escalate. Security at the facility where the meeting is being conducted formulates a plan and discusses and reviews the procedures with Board Office personnel several days prior to the commencement of the meeting. Regent Acoba remarked that perhaps it would be prudent to have drills regarding evacuations under certain situations. Board Secretary Oishi replied that she will follow-up on this matter. VP Yoshimi also offered to follow-up on the specific evacuation plans for the IT center.

Chair Westerman remarked that the ERP is a very high-level document and that the next steps would be to develop task-lists of procedures that need to be taken as an emergency begins to escalate and effects of the emergency become imminent. He reiterated that this was something that could be addressed throughout the year.

Remarking that VP Yoshimi stated that board materials are contained on a secured server in the IT building, Chair Westerman asked if there was an offsite location that served as a back-up to the IT location. VP Yoshimi responded in the affirmative noting that a secured off-site commercial data facility serves as a back-up to the IT center.

V. ADJOURNMENT

There being no further business, Regent Wilson moved to adjourn, seconded by Regent Bal, and with all members present voting in the affirmative, the meeting was adjourned at 9:06 a.m.

Respectfully Submitted,

/S/

Kendra Oishi
Executive Administrator and Secretary
of the Board of Regents