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**Notice of Special Meeting
UNIVERSITY OF HAWAI'I
BOARD OF REGENTS**

Board business not completed on this day will be taken up on another day and time announced at the conclusion of the meeting.

Date: Thursday, December 1, 2022

Time: 10:00 a.m.

Place: University of Hawai'i at Mānoa
Information Technology Building
1st Floor Conference Room 105A/B
2520 Correa Road
Honolulu, Hawai'i 96822

See the Board of Regents website to access the live broadcast of the meeting and related updates: www.hawaii.edu/bor

AGENDA

I. Call Meeting to Order

II. Public Comment Period for Agenda Items:

Individuals who are unable to provide testimony at this time will be allowed an opportunity to provide testimony before each agenda item.

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 at 2444 Dole Street, Bachman 209, Honolulu, HI 96822, or facsimile at (808) 956-5156.

Those wishing to provide oral testimony virtually may register [here](#). Given the constraints with the format of hybrid meetings, individuals wishing to orally testify virtually must register no later than 7:30 a.m. on the day of the meeting in order to be accommodated. Registration for in-person oral testimony on agenda items will also be provided at the meeting location 15 minutes prior to the meeting and closed at the posted meeting time. 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.

If you need an auxiliary aid/service or other accommodation due to a disability, contact the Board Office at (808) 956-8213 or bor@hawaii.edu as soon as possible. If a response is received less than five (5) days in advance of the meeting, we will try to obtain the auxiliary aid/service or accommodation, but we will not guarantee that the request will be fulfilled. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.

All written testimony submitted are public documents. Therefore, any testimony that is submitted orally or in writing, electronically or in person, for use in the public meeting process is public information and will be posted on the board's website.

III. Agenda Items

- A. Authorization for the Chair of the Board of Regents to take necessary administrative actions to recruit for the position of the Executive Administrator and Secretary of the Board of Regents

IV. Executive Session (closed to the public):

- A. Personnel: *(To consider the hire, evaluation, dismissal, or discipline of an officer or employee, where consideration of matters affecting privacy will be involved, pursuant to Section 92-5(a)(2), Hawai'i Revised Statutes (HRS))*

1. Discussion of Personnel Actions (A-1 for approval)

V. Agenda Items (continued)

- A. Personnel Actions (A-1 for approval)

VI. Announcements

- A. Next Meeting: January 19, 2023, at University of Hawai'i West Oahu

VII. Adjournment

ATTACHMENTS

Attachment A1 – Personnel actions posted for approval

Attachment A2 – Personnel actions posted for information only, pursuant to Section 89C-4, HRS. These actions are not subject to approval by the Board of Regents.

Attachment A-1: Personnel Action for BOR approval. Pursuant to §89C-4, HRS, the following proposed compensation actions for excluded Executive/Managerial are disclosed for purposes of public comment.

DTS 22959

Executive/Managerial

Campus	Last Name	First Name & Middle Initial	Proposed Title	Unit	Nature of Action	Monthly Salary	Effective Date
UH System	Go	Jamie	Interim Executive Administrator & Secretary of the Board of Regents	Board of Regents	Appointment	\$9,625	December 22, 2022 - upon appointment of Executive Administrator & Secretary of the Board of Regents (unless sooner relieved)

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Recommendation: That the Board approve the personnel action as recommended.
 David Lassner
 President

Attachment A-2: Pursuant to §89C-4, Hawai'i Revised Statutes, the following proposed compensation actions for excluded Executive/Managerial are disclosed for purposes of public comment.

Executive/Managerial

Campus	Last Name	First Name & Middle Initial	Proposed Title	Unit	Nature of Action	Monthly Salary	Effective Date
UH Mānoa	Maeda	Julienne	Interim Dean	Graduate Division	Additional Appointment	\$10,869 + \$1,631 (addl) \$12,500 total	January 1, 2023 - December 31, 2023 (unless sooner relieved)
UH West Oahu	Kenolio	Ellen L.	Interim Vice Chancellor	Student Affairs	Appointment	\$10,938	December 22, 2022 - December 21, 2023 (unless sooner relieved)
Honolulu CC	Lee	Karen	Chancellor	Honolulu CC	Appointment	\$15,880	December 2, 2022
Kapiolani CC	Bautista	Maria	Interim Chancellor	Kapiolani CC	Appointment	\$13,563	January 1, 2023 - upon appointment of Chancellor (unless sooner relieved)
Kapiolani CC	Takabayashi	Misaki	Chancellor	Kapiolani CC	Appointment	\$15,880	March 1, 2023 (or later)

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November 28, 2022

DTS-1701

MEMORANDUM

TO: Board of Regents

FROM: Randolph G. Moore
Chair, Board of Regents

SUBJECT: Authorization for the Chair of the Board of Regents to take necessary administrative actions to recruit for the position of the Executive Administrator and Secretary of the Board of Regents

SPECIFIC ACTION REQUESTED:

It is requested that the Board of Regents (“Board”) authorize the Chair of the Board, or his designee, to:

1. Take all administrative actions necessary to recruit for the position of Executive Administrator and Secretary of the Board of Regents (“Board Secretary”);
2. Work directly with the Office of Human Resources to review applications and recommend a “short list” of finalists to be interviewed by the Board; and
3. Complete negotiations with the selected candidate regarding salary and start date.

RECOMMENDED EFFECTIVE DATE:

Upon approval.

ADDITIONAL COST:

There are no additional costs associated with this request.

PURPOSE:

Upon the vacancy of the current Executive Administrator and Secretary of the Board of Regents, the Board is expected to interview finalist(s) from an open recruitment of the position and take appropriate action to appoint a new Board Secretary in accordance with Hawaii’s open meetings law.

BACKGROUND INFORMATION:

The current Board Secretary is resigning from the University of Hawai'i ("University") on December 21, 2022. The job recruitment is expected to be advertised in Neogov, the University's job website, no later than November 30, 2022.

SPECIFIC ACTION RECOMMENDED:

It is recommended that the Board authorize the Chair of the Board, or his designee, to:

1. Take all administrative actions necessary to recruit for the position of Board Secretary;
2. Work directly with the Office of Human Resources to review applications and recommend a "short list" of finalists to be interviewed by the Board; and
3. Complete negotiations with the selected candidate regarding salary and start date.

Item IV.

Executive Session

**ITEM TO BE
DISCUSSED IN
EXECUTIVE
SESSION**



MEMORANDUM

Date: November 23, 2022

To: Members of the Board

From: Randolph G. Moore
Chair, Board of Regents

SUBJECT: APPOINTMENT OF MR. JAMIE GO, EXECUTIVE ASSISTANT, AS
INTERIM EXECUTIVE ADMINISTRATOR AND SECRETARY OF THE
BOARD OF REGENTS

SPECIFIC ACTION REQUESTED:

It is requested that the Board of Regents ("Board") approve the appointment of Mr. Jamie Go as Interim Executive Administrator and Secretary of the Board of Regents ("Board Secretary"), University of Hawai'i, effective December 22, 2022 to the first day of employment of the Executive Administrator and Secretary of the Board of Regents, not to exceed December 31, 2023, at an annual salary of \$115,500 (\$9,625 monthly), subject to executive/managerial adjustments, as appropriate.

RECOMMENDED EFFECTIVE DATE:

December 22, 2022

ADDITIONAL COSTS:

The additional cost of the interim appointment will be absorbed by the salary savings from the vacant position.

PURPOSE:

This appointment is necessary to provide continued leadership, direction, planning, and coordination of the Office of the Board of Regents and the necessary support and advisory services to assist the Board members in fulfilling their governance responsibilities.

BACKGROUND INFORMATION:

Pursuant to Regents Policy 9.212, Executive and Managerial Personnel Policies, the Appointing Authority, vested with the responsibility for appointment, salary adjustment, and termination actions for this position, is the Board of Regents.

This position will become vacant with Kendra Oishi's resignation as the Board Secretary effective December 21, 2022.

The Board Secretary is a direct report to the Board and serves as the senior executive staff responsible for the planning, coordinating, directing, and providing support services to the Board, the State Board for Career and Technical Education, and the State Postsecondary Education Commission (Boards/Commission). This position serves as the liaison between the Boards/Commission, the University administration, and various external and internal stakeholders to ensure the seamless flow of comprehensive and constructive information that facilitates prioritization of issues and decision making.

The Board Secretary is also responsible for the management and oversight of the daily operations of the Office of the Board of Regents, including the supervision of office staff. It is critical that the Board Secretary provides mentoring, counseling, and training for the staff and creates a positive working environment that promotes and supports the mission and success of the Board. The work requires strong written and analytical skills, efficiency in organizing work, mature judgment, use of tact and discretion, the ability to communicate effectively orally and in writing, the ability to work under pressure and meet deadlines, and the ability to establish and maintain effective working relationships.

Mr. Go, who has served as the Executive Assistant in the Board Office since October 16, 2019, is being recommended for this interim appointment. He previously served as the Executive Assistant in the Office of the Mayor and Managing Director at the City and County of Honolulu with over 20 years of progressively responsible leadership capacities in medical and health services, the Hawai'i State Legislature, and City and County of Honolulu executive branch. Mr. Go has significant experience in the Hawai'i State Legislature in various capacities including serving as a Legislative Analyst and culminating with over six years of experience as the Chief of Operations for a research and drafting agency where he supervised approximately 18 people and managed the daily operations of the office. In addition to his extensive policy, operational, and executive administrative experience, Mr. Go was previously an Emergency Medical Technician (EMT), an assistant instructor for the EMT Program at Kapi'olani Community College, and served in various capacities at the Emergency Medical Services System Branch of the Department of Health. He has a Master's Degree in Public Health (with focus on management and administration) and a Bachelor of Arts in Biology from the University of Hawai'i at Mānoa. Refer to attached resume.

This position of Executive Assistant to the Board of Regents is assigned to the UH System and UH Mānoa salary schedule at band SM-2. The minimum annual salary of this band is \$115,500, the midpoint is \$160,125, and the maximum is \$204,750.

SPECIFIC ACTION RECOMMENDED:

It is recommended that the Board approve the appointment of Mr. Jamie Go as Interim Executive Administrator and Secretary of the Board of Regents, (Board Secretary), University of Hawai'i, effective December 22, 2022 to the first day of employment of the Executive Administrator and Secretary of the Board of Regents, not to exceed December 31, 2023, at an annual salary of \$115,500 (\$9,625 monthly), subject to executive/managerial adjustments, as appropriate.

Attachment:
Resume

JAMIE A. GO

CAREER OBJECTIVE

Solutions-driven analyst with experience leading cross-functional teams in the development, documentation, and delivery of legislation driving the attainment of overall objectives. Seeking opportunities to contribute and apply expertise to result in efficient administration and operations with a focus on public policy.

SKILLS

- Strong leadership ability and attention to detail
- Proven success in project and time management
- Experienced public speaker and effective communicator
- Demonstrated data gathering and organizational skills
- Established budget and financing literacy
- Effective management and committed team player

EXPERIENCE

Office of the Board of Regents, University of Hawai'i at Mānoa

Executive Assistant

October 2019 – Present

Responsibilities include assisting the Executive Administrator and Secretary of the Board of Regents in planning, directing, and coordinating administrative and other support services for the Board of Regents of the University of Hawai'i. Also works closely with the Office of the University President, including senior systemwide academic and administrative officers, campus chancellors, academic and research personnel, state and federal officials, the public, and representatives of the various communications media.

Other duties include:

- Overseeing scheduling of board and committee meetings, coordination of meeting logistics, and preparation and distribution of meeting agendas and materials.
- Reviewing materials provided by University officials for Board and committee meetings for consideration by Regents, and assist with follow up as needed.
- Conducting extensive research and analyses of issues, statutes, and policies relating to the governance of the University of Hawai'i by the Board of Regents.
- Responding to internal and external requests for research and information retrieval.
- Reviewing all matters for action by the Board and recommending appropriate action to the Executive Administrator.
- Maintaining Board policies and researching, analyzing, developing, and disseminating policy amendments to Regents and appropriate university officials.

- Remaining apprised of current requirements under Hawai'i's Sunshine Law, federal Americans with Disabilities Act, and Board of Regents' Rules of Practice and Procedure, as applicable to Board functions.
- Serving as the University's coordinator of administrative rules, ensuring that the administrative rules of the Board of Regents are maintained in accordance with applicable statutes and regulations, and working with various System-level offices in developing, implementing, and overseeing the consistent application and interpretation of these rules.
- Assisting the Executive Administrator in the recruitment, training, and supervision of office personnel, and assists with administrative processes.
- Assisting the Executive Administrator in office planning and prioritization, development of office systems and processes, workflow coordination, and oversight.
- Serving as the liaison to the University's Legislative Coordinating Committee and advising the Executive Administrator on all legislative matters involving the Board and/or having policy implications.
- Researching financial plans and related program statistics at the request of functional committees
- Assisting the Executive Administrator in maintaining and preserving the official records of the Board of Regents, preparing correspondence, and performing other related services to facilitate the conduct of official business by the Board as directed by the Executive Administrator.

Office of the Mayor/Managing Director, City and County of Honolulu

Executive Assistant/Legislative Liaison/Government Affairs Specialist

July 2018 – October 2019

Responsibilities included working closely with the Mayor, Managing Director, Deputy Managing Director, and Mayor's Chief of Staff on various policy issues for the City and County of Honolulu. Also worked closely with all departmental directors and deputy directors on various departmental policies and goals and developing any necessary legislation to achieve those policies and goals.

Other duties included:

- Serving as the conduit between the Administration of the City and County of Honolulu and the Legislature of the State of Hawaii including researching, analyzing, drafting, and editing legislation to include bills and resolutions.
- Assisting the City Council Liaisons within the Managing Director's Office with researching, drafting, and editing legislation at the county level for introduction on various county matters.
- Advising the Managing Director, Deputy Managing Director, and Mayor's Chief of Staff on various topics including analysis, legal interpretations, and ramifications of impending legislation, administration policies, and proposing recommended courses of action.
- Attending, as well as testifying at, public hearings, public briefings, community events, and public forums on behalf of the Mayor and Managing Director, and along with department representatives.
- Serving as a member of negotiation teams negotiating certain agreements between the City and County of Honolulu and various public and private organizations.

- Overseeing the appointment and processing of members to the various boards and commissions of the City and County of Honolulu.
- Serving as the coordinator of responses to Freedom of Information Act requests received by the Office of the Mayor and Office of the Managing Director.
- Providing legislative training to cabinet members.
- Various other duties as assigned by the Mayor or Managing Director.

House of Representatives, Hawaii State Legislature

Legislative Analyst: October 2001 – December 2011

Chief of Operations/Legislative Analyst: December 2011 – July 2018

Oversaw operations of the majority research and drafting agency of the House of Representatives including supervision of approximately eighteen staff. Responsibilities involved working closely with the leadership of the House of Representatives and other staff agencies to ensure smooth and seamless operations that allowed for the timely passage of legislation.

Other duties included:

- Researching, analyzing, drafting, and editing legislation to include bills and resolutions.
- Advising legislators on various topics including analysis, legal interpretations, and ramifications of impending legislation and recommended courses of action to the Committee Chairman.
- Attend public hearings, public briefings, community events, and public forums under the jurisdiction and purview of subject matter committees.
- Drafting of committee reports, congratulatory certificates, press releases, factsheets, and speeches.
- Coordinating and conducting training for legislators and legislative staff.
- Developing and drafting various legislative manuals for use by legislators, legislative staff, and the public.
- Various other legislative related duties.

City and County of Honolulu Ambulance Services

American Medical Response/International Life Support

Mercy Ambulance

Emergency Medical Technician

August 1993 - June 2001

While on duty, supervised ambulance operations. Provided general patient care while responding to both emergency calls and transfer cases. Diagnose and treat presenting injuries or illnesses and conduct life support services including airway management and hemorrhage control for all cases. Responsible for general care and maintenance of ambulance equipment, life-saving equipment, and maintenance of supplies. Duties also included preparation of Ambulance Report Forms, consistent quality control, and measured quality improvement.

Department of Emergency Medical Services, Kapiolani Community College

Assistant Instructor, EMT Program

August 1995 - August 1999

Assisted instructor in practical training and didactic education of EMT students. Prepared students for State and National Practical exams. Evaluated student performance in field practicum work, as well as overall performance of EMT students. (Part-time work.)

Emergency Medical Services System Branch, Dept. of Health, State of Hawaii

EMS Specialist - Assistant Chief

August 1993 - July 1996

Duties included administrative work dealing with the emergency medical services field including:

- Working on surveys dealing with public health issues such as Traumatic Brain Injury.
- Compiling reports that dealt with ambulance response times and types of incidents that were responded to.
- Obtaining and assessing data regarding ambulance utilization throughout the State.
- Systematizing and supervising the compilation of Ambulance Report Forms into an automated network.
- Legislative liaison.
- Compiling policy and protocols to be utilized statewide regarding the paramedics response to Living Wills.
- Obtaining uniform equipment for paramedics, supervising general office procedures.
- Public relations dealing with neighborhood boards, legislators, and the news and print media.

EDUCATION

1999	Mobile Intensive Care Technician Course Kapiolani Community College 4.0 GPA, Valedictorian
May 1996	Masters Degree in Public Health Graduated with Distinction, 4.0 GPA School of Public Health University of Hawaii at Manoa
August 1993	Emergency Medical Technician Program Certificate of Completion Kapiolani Community College
August 1992	Bachelors of Arts - Biology Graduated with Honors College of Arts and Sciences University of Hawaii at Manoa
1983-1987	Damien Memorial High School Graduated with Honors

HONORS/ AWARDS / RECOGNITION

Phi Eta Sigma and Golden Key National Honor Society - University of Hawaii
Graduated with Distinction - University of Hawaii
Certificate of Completion - Hazardous Materials Course
Emergency Medical Technician of the Year - 1995
CPR Certified, State Certification in Intravenous Access and Cardiac Defibrillation

OTHER INTERESTS

- Member Disaster Medical Assistance Team - Department of Homeland Security
- Volunteer work at St. Francis Hospital, Hurricane Iniki Relief Efforts, Community and Beach Clean Up.
- Surfing, swimming, fishing, skin diving, and weight lifting.

References furnished upon request.

R E S O L U T I O N

Honoring Executive Administrator and Secretary of the University of Hawai‘i
Board of Regents
Kendra Oishi

WHEREAS, Kendra Oishi was born in Honolulu, Hawai‘i, and exemplifies the quality of Hawai‘i’s public education system as a proud graduate of Kailua High School and the University of Hawai‘i – West O‘ahu where she earned a bachelor of arts degree in history. She also attended the University of San Francisco, an institution from which she obtained a Master of Public Administration; and

WHEREAS, appointed to serve as the Executive Administrator and Secretary of the University of Hawai‘i Board of Regents in October 2017, Kendra Oishi has admirably served Regents and the University of Hawai‘i for over five years and has instituted a number of changes to improve the operational effectiveness and efficiency of the Office of the Board of Regents during that time; and

WHEREAS, over the course of her career, Kendra Oishi, has displayed a commitment to public service that has included employment with the State Judiciary, working for the Hawai‘i State Legislature as a senior analyst in the House of Representatives and as the Budget Chief for the Senate Committee on Ways and Means, and serving as Governor Neil Abercrombie’s Director of Policy, as well as the Director of Policy, Innovation, Planning, and Evaluation at the Hawai‘i State Department of Education; and

WHEREAS, Kendra Oishi also maintains a deep affinity for engagement in local politics participating in policy research and debate preparation activities for several statewide campaigns and holding notable positions within the Hawai‘i Democratic Party including Region Chair for the O‘ahu County Democrats and Chair of the Committee on Credentials at several Hawaii State Democratic Conventions; and

WHEREAS, on November 10, 2022, Kendra Oishi was announced as the new District Chief for Congresswoman-elect Jill Tokuda and will continue her commitment to public service in that capacity; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents of the University of Hawai‘i extends its heartfelt gratitude and appreciation to Executive Administrator and Secretary for the Board of Regents Kendra Oishi for her dedicated service, guidance, and invaluable contributions to the Board, the University of Hawai‘i and the State of Hawai‘i; and

BE IT FURTHER RESOLVED that the Board of Regents wishes Kendra a warm mahalo, extends to her its aloha and best wishes for continued success and happiness as she embarks on the next chapter of her life, and expresses its hope that she continue to enjoy life outside of the Board of Regents through her extracurricular activities.

Adopted by the Board of Regents

University of Hawai‘i
_____, 2022