

**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, March 21, 2024

Time: 1:30 p.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 testify when specific agenda items are called.

All written testimony on agenda items received after posting of this agenda and up to 48 hours in advance of the meeting will be distributed to the board. Late testimony on agenda items will be distributed to the board at the beginning of the meeting. 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 103, 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 8:30 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.

Although remote oral testimony is being permitted, this is a regular meeting and not a remote meeting by interactive conference technology under Section 92-3.7, Hawai'i Revised Statutes (HRS). Therefore, the meeting will continue

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. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

notwithstanding loss of audiovisual communication with remote testifiers or loss of the public broadcast of the meeting.

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. Introduction and Presentation by WittKieffer
- B. Discussion and Action on Assignment of Tasks and Charge to the Presidential Search Advisory Group
- C. Update on Presidential Search Timeline

IV. Executive Session (closed to the public): To consult with the board's attorneys on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities, pursuant to Section 92-5(a)(4), HRS

- A. Presidential Selection Process – Compliance with HRS Chapter 92

V. Adjournment



UNIVERSITY of HAWAI'I®

University of Hawai'i President Search

Board of Regents Meeting

March 21, 2024

WittKieffer



UNIVERSITY of HAWAI'I®

Introductions



**ZACHARY A. SMITH,
PH.D.**

**EXECUTIVE PARTNER
& MARKET LEADER
EDUCATION**



SUZANNE TEER

**SENIOR PARTNER
EDUCATION**

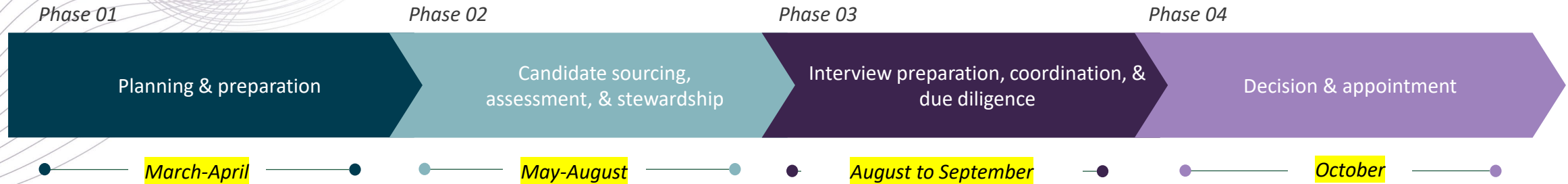


**SHELLEY
ARAKAWA, J.D.**

**CONSULTANT
EDUCATION**



Search Process and Timeline



Start-up activities: WittKieffer engages the Board of Regents (BOR), President Search Advisory Group (PSAG), campus and community to better understand the university, its culture and the ideal candidate profile to lead the campus forward.

Leadership profile and recruitment strategy: WittKieffer prepares a draft leadership profile to be reviewed by the PSAG and approved by the BOR. WittKieffer develops a recruitment strategy that aligns with the profile.

Recruitment and candidate evaluation (8-12 weeks): WittKieffer engages in strategic local and nationwide recruitment and sourcing; WittKieffer reviews application materials and conducts interviews to identify qualified and preferred candidates.

Candidate review: WittKieffer meets with the PSAG to review candidates. PSAG submits recommendations to the BOR, who ultimately decide who will be invited for first-round interviews.

First Round Interviews (Late August): The PSAG interviews 8-12 first-round candidates and submits recommendations to the BOR, who ultimately selects finalists.

WittKieffer performs media checks and verifies education, credentials, and employment history.

Finalist interviews (Mid to Late September): Finalists meet with additional constituents. WittKieffer conducts in-depth references. The candidate of choice is identified.

Finalist selection and negotiations: When the hiring authority is prepared to extend an offer, WittKieffer can advise and/or assist with negotiations.

Search conclusion: The final candidate accepts the offer, and the appointment is announced. WittKieffer can assist with and support transition and early onboarding.



Role of PSAG v. BOR

- **PSAG** (1-2 members) assists with community forums (WittKieffer facilitates)
- **PSAG** reviews and makes suggestions to the Leadership Profile (WittKieffer drafts)
- **BOR** reviews and approves final Leadership Profile
- **PSAG** reviews and assesses initial candidate applications
- **PSAG** submits candidate recommendations to the BOR, organized into three groups:
 - A = strongest candidates
 - B = qualified, but not as strong as others
 - C = not recommended for interview
- **BOR** selects 8-12 semi-finalist candidates for first-round interviews, using input from PSAG
- **PSAG** interviews 8-12 first round semi-finalist candidates
- **PSAG** submits finalist candidate recommendations to the BOR, organized into three groups (A, B, C similar to the above method)
- **BOR** selects 3-4 finalist candidates for campus interviews and **BOR** interviews using input from PSAG
- **BOR** selects, negotiates with, and hires sole finalist candidate



Role of PSAG Chair/Co-Chairs

In close collaboration with the Board Executive Administrator and Secretary and WittKieffer, the PSAG Chair/Co-Chairs should:

- Support and ensure strict confidentiality in an effort to maintain the integrity of the search
- Model professional behavior for other PSAG members
- Schedule and be available for key meetings; provide input on PSAG agendas
- Liaison with the BOR, WittKieffer, and Board Executive Administrator and Secretary on search-related matters
- Help PSAG make key decisions (especially when the group can't move past an issue)
- Keep meetings productive and moving forward
- Submit candidate recommendations to the BOR on behalf of the full PSAG
- Serve as key point of contact on all search-related inquiries (all PSAG members should refer media questions and inquiries to the Chair/Co-Chairs, who will then forward those inquiries to Board Exec. Administrator and Secretary who will work with UH Communications to respond.)
- Ensure PSAG stays on track and makes progress with the search

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Questions and Discussion

THANK YOU

WittKieffer

Item III.B

Discussion and Action on
Assignment of Tasks and
Charge to the Presidential
Search Advisory Group

**NO MATERIALS
DISCUSSION ONLY**

Item III.C

Update on Presidential Search Timeline

**NO MATERIALS
DISCUSSION ONLY**

Item IV

Executive Session

**ITEM TO BE
DISCUSSED IN
EXECUTIVE
SESSION**