



UNIVERSITY
of HAWAII®
SYSTEM

September 30, 2021

Mr. Christian Fern
Executive Director
University of Hawai'i Professional Assembly
1017 Palm Dr.
Honolulu, HI 96814

Via email to fern@uhpa.org

Subject: New Executive and Administrative Policies Relating to the Safety and Protection of Minors

Dear Executive Director Fern,

We appreciate UHPA's review of the draft policy and procedure. We understand that UHPA Associate Executive Director Dwight Takeno has met with UH Associate General Counsel Trisha Kimura and Director of Data Governance Sandra Furuto, and Director of Collective Bargaining Sarah Hiramaki to discuss the policy and procedure. We have addressed some of those issues in the revised draft policy and procedure; and we understand that those discussions continue (see attachments).

The University of Hawai'i campuses engage in a wide range of academic, recreational, and community outreach service programs that involve minors. The purpose of the new executive and administrative policies is to set forth the University's requirements and expectations for a safe and secure environment for minors, both on and off campus, in accordance with applicable state and federal laws, rules, and regulations.

Please send comments or questions on the attached form to ovpas@hawaii.edu by **November 10, 2021**. Thank you.

Sincerely,

Handwritten signature of Debora J. Halbert.

Debora J. Halbert
Associate Vice President for Academic Programs
and Policy

Handwritten signature of Hae Okimoto.

Hae Okimoto
Associate Vice President for Student Affairs and
Director of Academic Technologies

Attachments



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September 30, 2021

Mr. Randy Perreira
Executive Director
Hawai'i Government Employees Association
888 Mililani St., #401
Honolulu, HI 96813

Via email to service@hgea.org

Subject: New Executive and Administrative Policies Relating to Minors on Campus

Dear Mr. Perreira,

The University of Hawai'i campuses engage in a wide range of academic, recreational, and community outreach service programs that involve minors. In response to this, we have drafted the attached Minors Policy and companion Background Check process. The purpose of the policy is to set out the University's commitment to providing a safe and secure environment for minors on the University's campuses and in its programs, in compliance with applicable state and federal laws, rules, and regulations. Attached are copies of the proposed new policy and procedure.

In order to comprehensively apply to the University's many and varied programs, the policy has expansive definitions of a "Covered Program Minor" and "Covered Program." Importantly, Covered Program Minor does not include: persons enrolled as University students (e.g. the 14 year old genius) or minors participating in any early college or minors in dual enrollment programs where they are registered in regular college courses ("unsheltered classes").

The key to the Policy is the Responsible Campus Official (RCO) defined as the executive employee of the University designated by the Chancellor or CEO of each campus to be responsible for the oversight of the covered minor's programs. The RCO responsibilities include reviewing and approving covered programs, ensuring that all required screening has occurred, and monitoring the covered programs compliance with the Policy.

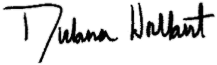
In its Appendices, the Policy includes Guidelines for Interacting with Minors. These Guidelines include directives on being mindful of boundaries, limiting physical contact with minors, prohibiting physical discipline, and avoiding demeaning speech and behavior. The companion Background Check Process follows the Hawaii Department of Education's background check process and maps it to the University's administrative structure.

Bachman Hall 204
2444 Dole Street
Honolulu, Hawai'i 96822
Telephone: (808) 956-6897
Fax: (808) 956-9119

Mr. Randy Perreira
September 30, 2021
Page 2 of 2

Please send comments or questions on the attached form to ovpas@hawaii.edu by **November 10, 2021**. Thank you.

Sincerely,



Debora J. Halbert
Associate Vice President for Academic Programs
and Policy



Hae Okimoto
Associate Vice President for Student Affairs
Director of Academic Technologies

Attachments



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September 30, 2021

Ms. Elizabeth Ho
UPW Administrator
United Public Workers
1426 N. School St.
Honolulu, HI 96817

Via email to consultations@upwhawaii.org

Subject: New Executive and Administrative Policies Relating to Minors on Campus

Dear Ms. Ho,

The University of Hawai'i campuses engage in a wide range of academic, recreational, and community outreach service programs that involve minors. In response to this, we have drafted the attached Minors Policy and companion Background Check process. The purpose of the policy is to set out the University's commitment to providing a safe and secure environment for minors on the University's campuses and in its programs, in compliance with applicable state and federal laws, rules, and regulations. Attached are copies of the proposed new policy and procedure.

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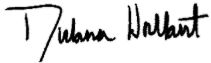
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Ms. Elizabeth Ho
September 30, 2021
Page 2 of 2

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Sincerely,



Debora J. Halbert
Associate Vice President for Academic Programs
and Policy



Hae Okimoto
Associate Vice President for Student Affairs
Director of Academic Technologies

Attachments