

STATE OF HAWAII
UNIVERSITY OF HAWAII

FUNCTIONAL STATEMENT

The University of Hawaii provides instruction, research and public service in the fields of the liberal arts and sciences, agriculture, professional education, medicine, law, health sciences, business administration, engineering sciences and such other branches of higher learning as the Board of Regents prescribes.

The University administers and operates a system of community colleges; coordinates academic programs which include college transfer, general education, vocational, technical, semi-professional, and continuing education programs; coordinates community service programs with the various campuses, community agencies and groups; and coordinates student-related programs and services.

Operates a summer session which gives variety and flexibility to the instructional programs of the University; provides college-level instruction to students who wish to obtain it during the summer; accommodates teaching institutes, workshops, and special courses with schedules of varying lengths; sponsors lecture series and other cultural events during the summer and supervises overseas study tours offered for credit.

Provides key personnel in the government policy-making process with timely research, analyses and data concerning governmental and related problems to enable them to make informed decisions among alternative courses of action.

Participates in intercollegiate athletics programs for men and women; contributes toward the availability of non-academic cultural, social, recreational and intellectual programs made available to the students, faculty and community at large; and provides a limited intercollegiate program for a variety of minor sports.

The following agencies are placed within the University of Hawaii for administrative purposes:

- State Postsecondary Education Commission - may cooperate with the federal government in order to qualify the State to receive funds made available under the Higher Education Act of 1965, as amended. May serve as the state agency for the receipt of federal funds where federal legislation dealing with higher education or postsecondary education requires such.

Is also responsible for inspecting and approving schools and training programs for which eligible recipients (veterans and dependents, in-service persons and reservists) can receive federal educational assistance.
- Western Interstate Commission for Higher Education - administers the Western Regional Education Compact. Sponsors educational conferences and symposia, conducts research and publishes studies on higher education problems in the Western United States.
- Research Corporation of the University of Hawaii - the purposes of the Research Corporation include, but are not limited to the promotion of all educational, scientific, and literary pursuits by encouraging, initiating, aiding, developing, and conducting training, research, and study in the physical, biological, and social sciences, and humanities, and all other branches of learning. Encourages and aids in the education and training of persons for the conduct of such training, investigation, research, and study, by furnishing means, methods, and agencies by which the training, investigation, research, and study may be conducted.

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
BOARD OF REGENTS

FUNCTIONAL STATEMENT

The Board of Regents serves as the governing board for the Statewide public higher education system and the State Board for Career and Technical Education. In exercising its broad powers in these areas, the Board formulates educational and administrative policies and exercises control over the Statewide operations through the President of the University of Hawaii.

Executive Administrator and Secretary of the Board of Regents

Provides the necessary planning, coordination, and administrative support services to the Board.

- Prepares, approves, and distributes the agenda for each of the regular, special, and committee meetings of the Board.
- Prepares minutes and reports for each of the regular, special, and committee meetings of the Board.
- Researches and analyzes policy proposals submitted to the Board.
- Secures requisite information from the University administration on policy proposals.
- Analyzes and answers correspondence directed to the Board.
- Reviews rules and regulations affecting the University of Hawaii in accordance with the Hawaii Administrative Procedure Act and prepares legal notices to comply with the Act.
- Serves as a liaison between the University administration and the Board of Regents.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
BOARD OF REGENTS
OFFICE OF INTERNAL AUDIT

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of Internal Audit provides advice and assistance to the Board of Regents, the President, administrators and staff on auditing, internal control, and other related matters.

MAJOR FUNCTIONS

- Advises the Board on internal audits and serves as liaison between the Board and University administration
- Plans, supervises and coordinates the University's audit function.
- Plans, supervises and coordinates teams of internal auditors in performing cyclical audits of selected University examinees.
- Develops and administers comprehensive System wide internal auditing to report on the quality of examinee' system of internal control and quality of performance in carrying out assigned responsibilities, adequacy of safeguards of assets, detection of variations or deficiencies for early corrective action, and extent of compliance with internal and external audit recommendations accepted by the University.
- Provides advice and assistance to various University offices in evaluating and reporting on the economy and efficiency in the use of resources, accomplishment of established objectives and goals for operations and programs, detection of unmet needs, as well as extent of compliance with policies, procedures, statutes, rules and regulations.
- Develops and administers comprehensive System wide procurement and coordination of external auditing and consulting services to report on the reliability of financial statements of examinees, quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities, and extent of reliability of the University's administrative system, organization, accounting and reporting system
- Serves as the University's representative to external auditors and audit agencies.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE PRESIDENT

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of the President, University of Hawai'i, is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawai'i Constitution, Hawai'i Revised Statutes, and Board of Regents' policies.

MAJOR FUNCTIONS

President, University of Hawai'i. As President of the University of Hawai'i, this position serves as chief executive officer with responsibility for:

- Directing the development of plans and programs and recommending policies designed to advance the instructional, research, and service goals of the University of Hawai'i campuses.
- Maintaining effective working relationships between the University and the Governor, legislators, other government officials, and the general public; and among students, faculty, and administrators of the various campuses.
- Recommending plans and policies for the statewide career and technical education programs in public institutions and for postsecondary education programs, and overseeing the implementation of approved plans and policies to ensure continuing excellence in the performance of related activities.
- Administering and coordinating University wide functions through appropriate senior executives and managers.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
REGENTS CANDIDATE ADVISORY COUNCIL

FUNCTIONAL STATEMENT

INTRODUCTION

In conformity with Article X, Section 6 of the Hawai'i State Constitution, the 2007 Legislature passed Act 56 to establish the Candidate Advisory Council (Council) for the Board of Regents, University of Hawai'i. In accordance with provisions of Action 56, the Council was attached to the Office of the President for administrative purposes.

MAJOR FUNCTIONS

- The Council shall present to the governor pools of qualified candidates from which candidates for membership on the Board of Regents shall be nominated and, by and with the consent of the Senate, appointed by the Governor.
- The Council shall establish criteria for qualifying, screening, and presenting to the Governor candidate for membership on the Board of Regents.

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR
LEGAL AFFAIRS AND UNIVERSITY GENERAL COUNSEL

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of the Vice President for Legal Affairs and University General Counsel provides legal services to the Board of Regents, the President, administrators, and staff of the University of Hawaii.

MAJOR FUNCTIONS

- Provides, coordinates, and oversees all legal services to the University.
- Provides advice and counsel regarding University policies, procedures and practices, strategies and proposed courses of action.
- Represents the University in federal and State court, administrative hearings, arbitrations, and contract negotiations.
- Provides advice and counsel to senior level executives and administrators on all legal matters and issues; participates in system level strategic efforts to support the President and others.
- Represents the University in all administrative proceedings and all courts in litigation matters, including torts and employment matters.
- Reviews and approves as to legality and form contractual documents.
- Furnishes legal opinions as requested by the Board of Regents and senior level executives, including legal memoranda.
- Makes settlement recommendations to the University administration.
- Performs legal research.
- Prepares and reviews legal documents including contracts and agreements to ensure that such documents comply with applicable laws, statutes, and University policy and are appropriately drafted to accomplish the University's objectives in the matter.
- Provides assistance in drafting rules and policies.
- Meets regularly with clients to prepare for cases and keeps the University administration apprised of major cases.
- Provides training on legal issues to University administrators and staff.
- Provides leadership in the administration of the University's Equal Employment Opportunity and Affirmative Action Program.