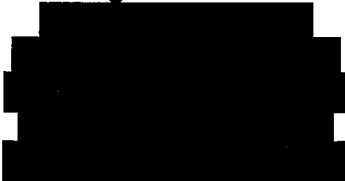


Dwight S. Takeno



Professional Experience

University of Hawai'i System Office
Office of the Vice President for Research & Innovation
Director of Administrative Services

Honolulu, Hawai'i 96822
June 2016 to Present

- Responsible for the overall directing, planning, administering, coordinating, and controlling all strategic and programmatic administration of the Office of the Vice President for Research and Innovation.
- Provides overall leadership, advice, and systematic administration to the Vice President for Research and Innovation and his direct reports on all matters that impact administrative affairs.
- Develops the strategic and fiscal plans, budgets, allocations, and other policy matters related to the Office of the Vice President for Research and Innovation.
- Leads the Research Task Force and Administrative Review Committees as delegated by the Vice President for Research and Innovation.
- Conducts internal management and/or fiscal audits and other investigations, usually of a sensitive and confidential nature, and recommends corrective actions based on finding of fact and conclusions of law.
- Establishes and implements short and long-range organizational goals, objectives, strategic directives, policies and operating procedures.
- Monitors and evaluates operational efficiencies and metrics and effectuates necessary business protocols and practices to increase effectiveness and efficiencies.
- Provides training and professional consultation services to the Vice President for Research and Innovation, department heads, managers, and supervisors.
- Draft written legislative testimonies on bills and resolutions that affect the Office of the Vice President for Research and Innovation and provides testimonies at the State Legislature on behalf of the Vice President for Research and Innovation.
- Consults and/or negotiates with the applicable exclusive bargaining representative on all matters that affect employee relations, including but not limited to, reorganizations, policies, procedures, rules, and regulations, and negotiates Memorandum of Agreement or Memorandum of Understanding on mandatory subjects of bargaining.
- Serves as the University's collective bargaining representative for Unit 7 negotiations with the University of Hawaii Professional Assembly.

University of Hawai'i System Office
Director of Collective Bargaining & Employee Relations
Executive/Managerial Appointment

Honolulu, Hawai'i 96822

January 2011 to June 2016

- Interprets and advises campuses on collective bargaining agreements, public employment statutes, rules, regulations, and policies, and University policies in a manner responsive to campus operating practices and needs, e.g., systemwide tenure and promotion.
- Provides consultative assistance to Chancellors, senior executives and personnel administrators in the interpretation and application of collective bargaining agreements, Board of Regents, and university personnel policies and procedures.
- Provides research, analytical data and support, and assists in drafting testimony on collective bargaining matters to Legislative bodies for University executives.
- Assists in the drafting of memorandum of agreements, memorandum of understandings, and supplemental agreements involving personnel administration.
- Serves as the President's designee to adjudicate APT and civil service grievances and supports the President's designee in faculty grievances.
- Develops and conducts training on employee relations involving the terms, conditions, and interpretations of collective bargaining agreements with UHPA, HGEA, and UPW.
- Develops executive policies and administrative procedures regarding labor relations issues, as appropriate.
- Assists the university's General Counsel in the preparation of cases for mediation and arbitration.
- Provides research and analytic staff support to State and University negotiators in Units 07 and 08 master agreement negotiations and associated memoranda of agreement.
- Serves as the University's representative to the State Office of Collective Bargaining for negotiations covering civil service bargaining units.
- Develops and conducts training on negotiated changes and on the application and interpretation of provisions in negotiated collective bargaining agreements with UHPA, HGEA, and UPW.

University of Hawai'i at Mānoa (UHM)
Human Resources Specialist, PBC

Honolulu, Hawai'i 96822
January 2010 to January 2011

Detailed to assist the Vice President for Academic Planning and Policy (VPAPP) in matters relating to academic human resources management and strategic initiatives.

- Senior advisor to University executives, staff, and legal counsel in matters relating to collective bargaining.
- Represents the VPAPP in faculty collective bargaining negotiations.

- Charged with faculty contract administration, contract interpretation and grievance investigations.
- Stand as principal client representative of legal counsel in prohibited practice complaints heard by the Hawai'i Labor Relations Board (HLRB).
- With or without legal counsel, represents the University's interests in matters brought before the HLRB.
- Assist the VPAPP in formulation of strategic initiatives and University-wide implementation policies and procedures.
- Recommends to VPAPP and other senior executives new or revised policies.
- Liaison with legislators and other government agencies in promoting the University and serving its academic and community relations interests.
- Research and analyze highly complex, sensitive, and emerging policy issues with precedent setting impact.
- Conducts research and analyses in addressing highly complex and sensitive emerging and pending policy issues which often set precedent.
- Hears and renders decisions on staff grievances hearings for the Mānoa campus and provide executive staff support to cases adjudicated at the System level, particularly those with system-wide impact.

Hawai'i State Teachers Association (HSTA)
Interim Executive Director/Chief Negotiator

Honolulu, Hawaii 96819
 August 2008 to December 2009

- Responsible for the day-to-day operations of the corporation, including the fiscal/budget of \$6 million, internal operations and management of executive, managerial, professional and associate staff members and employees.
- Assisted and advised the President and the Board of Directors of any and all issues and concerns regarding the strategic goals and objectives of the Association as expressed by the membership and/or the general public, to include the execution of any and all Board initiated actions, Convention mandates, as well as, the development and implementation of applicable policies and procedures to effectuate such actions and mandates.
- Continued the restructuring and reorganization of the Association to focus on mission-critical and strategic goals to include but not limited to governance, operations, and strategic organizational structure.
- Chief negotiator on all collective bargaining matters, including serving as the HSTA's spokesperson for 13,500+ members subject to the Bargaining Unit 5 Agreement, to include all supplemental agreements, memorandum of agreements, and memorandum of understandings.
- Represented the HSTA with all public sector unions to include the Hawai'i Government Employees Association, United Public Workers, University of Hawai'i Professional Assembly as a cohesive Union team, as well as, represented the HSTA as an Executive Board member to the National Educational Association (NEA).
- The designated lobbyist for the Association on all educational and collective bargaining matters before the State Legislature. Represented the Association in hearings, meeting with Legislators, and the Governor and cabinet members to

discuss educational policies and reforms.

- Directed the messaging and communications to members and the community, as well as, directed the execution of internal and external communications and strategy team processes to the general public and legislature.
- Responsible for the monitoring and internal/external communications with the Board of Education, Department of Education, State of Hawaii.
- Restructured and redefined the process for negotiations for public charter schools to come into compliance with Chapter 89 and 302B, HRS.

University of Hawaii at Manoa

Honolulu, Hawaii 96822

Senior Human Resources Specialist

April 2007 to August 2008

Responsibilities encompass all facets of the human resources management program for the largest campus in the University system, including and not limited to labor and employee relations, job evaluation, performance evaluation, compensation management, employee benefits, safety and health, workers' compensation and temporary disability benefits administration, etc.

- Conduct fact finding investigations of alleged misconduct of all categories of employees on the Mānoa campus and its off-campus programs.
- Member of Unit 7 Employer Negotiations Team; develop employer proposals; review union proposals; cost all proposals; research historical implications and genesis of current provisions; gather and analyze supporting data.
- Designated Employer Representative for Mānoa for administration of negotiated drug and alcohol testing programs.
- Hearing officer for staff grievances.
- Conduct variety of training, staff development and mentoring activities for Mānoa campus human resources professionals and administrative officers.

Progressive Communications, LLC

Honolulu, Hawaii 96817

Vice President – Operations/General Manager

March 2003 to March 2007

- One of two senior executives reporting to the President with to ensure the continued operational success and financial health of the company.
- Identify strategic goals of the company and developed and implemented with the executive team initiatives to meet the missions, goals, and vision of the company.
- Develop and implement policies relating to all phases of human resources management and operational staffing.
- Oversee daily operational activities of 50+ technical and support staff to ensure company success.
- Risk management to include acquisition of various liability insurance coverage, investigating accidents, managing disability benefits claims, instituting loss prevention policies and practices.
- Represent the company before various regulatory agencies, such as the Hawaii Civil Rights Commission and the EEOC.
- Managed vendor training programs for all products to ensure full compliance with product authorizations.
- Ensured proper product utilization which results in improved employee

productivity.

- Mentor all managers and supervisors in improving employee performance and productivity through effective corrective actions, such as disciplinary measures, performance reviews, counseling, terminations.
- Conduct local labor market wage surveys to determine competitive wage rates for technical and support staff.
- Implemented policies and practices to reduce absences, tardiness and turnover.
- Institute major workforce efficiencies to improve profitability, inclusive of restructuring and consolidating operations and chain of

United Public Workers, Local 646, AFL-CIO

Honolulu, Hawaii 96817

Interim State Director/Director of Research & Legislation

February 1991 to January 2003

- Chief spokesperson and/or representative on collective bargaining team in multi-employer (7) public and private sector contract negotiations of master collective bargaining agreements
- Managed and supervised union agents re: contract administration and grievance processing, including contract interpretations and historical significance; articulate union position and arguments; and negotiate settlements
- Legislative coordinator and lobbyist, inclusive of tracking bills, research, writing testimony, oral testimony before legislative committees, representing the union at hearings, meetings and joint conferences, meeting with committees and individual legislators to promote the union's position and arguments
- File and argue prohibited practice complaints against public sector employers with the Hawaii Labor Relations Board and against private sector employers with the National Labor Relations Board
- Review and recommend disposition of arbitration requests, particularly those with universal impact
- Manage and supervise business office operations to ensure fiscal accountability, resolve conflicts, and develop and implement policies and procedures in compliance with reporting requirements of the International Union the American Federation of State, County, and Municipal Employees (AFSCME)

Education: University of Hawaii at Manoa
Professional Diploma - Education

Honolulu, Hawaii

University of Hawaii at Manoa
Bachelors - Education

Honolulu, Hawaii

Community:

- 1998 - 2003 Board of Directors - United Cerebral Palsy of Hawaii
- 1998 - 2002 Board of Directors - Mutual Benefits Association of Hawaii
- 1999 - 2002 Board of Directors - Voluntary Benefits Association of Hawaii
- 2000 - 2002 Board of Directors - Lokahi Benefits Association of

Hawaii

- 2008 – 2010 Board of Directors – Epilepsy Foundation of Hawaii
- 2010 – Present Governing Board Member – University Laboratory School (Chairperson Human Resources Committee)
- 2011 – 2017 Chair Merit Appeals Board – State of Hawaii, Department of Education
- 2017 – Present – Chair Merit Appeals Board – State of Hawaii.

References: Available upon request