ADMINISTRATORS COUNCIL

Meeting of Tuesday, April 14, 2020

1. Attendance. Chancellor Lui Hokoana convened the special meeting of the Administrators Council at 11:30 a.m., via Zoom. Participating in the video conference were: Kahele Dukelow; T. Karen Hanada; Brian Moto; Laura Lees Nagle; Vice Chancellor Debra Nakama; Deanna Reece; and Vice Chancellor David Tamanaha.
2. Coronavirus. The Council discussed plans and responses relating to the coronavirus:
   1. No 360 Evaluations. Chancellor Hokoana reported that UH System has decided that there will be no 360 evaluations for administrators this year.
   2. Hiring Freeze. Vice President Erika Lacro will issue a memorandum regarding the hiring freeze. Applicability of the hiring freeze to Casual Hires and Lecturers remains unclear. Laura Nagle reported that a CNA lecturer position is under recruitment. Chancellor Hokoana recommended that administrators document work done by Casual Hires during the coronavirus emergency. It was noted that Casual Hires do not accrue vacation.
   3. Possible Cancellation of Certain Contracts. Chancellor Hokoana reported that UHCC is considering the possible cancellation or nonrenewal of certain contracts for services and programs, including Starfish (My Success), Achieving the Dream, HSSI, etc. Chancellor Hokoana asked the Academic Deans for comments on the possible cancellation of Starfish. He said that community college vice chancellors may discuss this topic in future meetings.
   4. Complaint Filed by Non-Instructional Faculty. Chancellor Hokoana reported that a complaint was filed following the Chancellor’s announcement regarding telework requirements for non-instructional faculty and APTs. The complaint objected to the inclusion of more than one collective bargaining unit in the announcement. The complaint also alleges that the announcement did not reflect current agreements with the union.
   5. O&M Work Status. David Tamanaha reported that the Associate Vice President for Administrative Affairs has said that there may be a change in O&M work status. O&M staff may be asked to return to campus in May.
   6. CARES Act. Chancellor Hokoana reported that UHMC will receive federal moneys under the CARES Act. It is anticipated that $593,954 will be available for students. Another $593,954 will be available to make the institution whole for coronavirus-related costs or losses, and/or to help students.
   7. UPW Request for Information. David Tamanaha reported that UHMC has responded to UPW’s request for information about the UHMC Health Center and coronavirus testing.
   8. New normal. Chancellor Hokoana discussed how hygiene protocols, including use of gloves, hand washing, and sanitizers may constitute a new normal moving forward.
   9. Budget.
      1. Chancellor Hokoana asked David Tamanaha to provide an estimate on the fiscal year-end carryover.
      2. Kahele Dukelow discussed salary savings associated with vacant positions and the lecturer budget. She requested an updated list of vacant positions.
      3. The Council discussed the UHCC freeze on equipment purchases of $25,000 or more, and the status of equipment purchases less than $25,000.
   10. Campus WiFi Improvements. Deanna Reece reported that two new access points have been installed on campus, one near the preschool.
   11. Virtual Commencement. Deanna Reece reported that work is continuing on a possible virtual commencement, including scheduling a date and time for the ceremony. The Google Meet video conferencing app is being considered due to its large participant capacity. Chancellor Hokoana asked that the ceremony be phone accessible as well.
   12. Messaging. The Chancellor’s next announcement will include topics such as:
       1. Registration information;
       2. HFUU Farmers Market, which may start this Saturday, 7 am – 10 am;
       3. Health requirements and health holds; and
       4. The Student Lounge.
3. Next Meeting. The next meeting of the Administrators Council will be at 11:30 a.m., Friday, April 17, 2020.