ADMINISTRATORS COUNCIL

Meeting of Thursday, April 2, 2020

1. Attendance. Chancellor Lui Hokoana convened the special meeting of the Administrators Council at 11:05 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. Campus WiFi. Deanna Reece reported that the outdoor WiFi survey is not complete, but strong signals have been detected near Ka Lama, the Open Hale, and near Automotive and Community Services. IT is considering installation of a wireless access point near the Security Hale by Noiʻi.
	2. Coronavirus Report. Administrators received notice that an employee may have been exposed to someone who tested positive for coronavirus. Administrators will make immediate inquiries, obtain further information, and take appropriate measures.
	3. Work at Home. Chancellor Hokoana noted that the new Work at Home application deleted the word “voluntary”. Therefore, UHMC should keep people at home as much as possible. The only people on campus should be those essential to distance education. Administrators will rotate in and out, with one or two on campus at any one time, effective next week.
	4. Testing. Kahele Dukelow and Laura Nagle reported receiving no complaints regarding testing procedures. Proctor U will honor UHMC price point.
	5. Messaging. Administrators are reviewing a draft announcement to students. Chancellor will also prepare an announcement for staff.
	6. Student Lounge. Barriers have been emplaced in the Student Lounge to ensure social distancing. Cleaning supplies will be provided in the Lounge. Pilina upstairs restrooms will be locked. Keys will be distributed to personnel.
	7. Campus Hours. Campus hours for student use of WiFi are 9am to 5pm. Case-by-case exceptions to this rule will be considered. Faculty should notify Campus Security if they are on campus during off-hours.
	8. Food Trucks. Food trucks will be in the ʻIke Leʻa parking lot, beginning Friday, April 3, for grab-and-go meals.
	9. Hawaii Farmers Union. HFU has requested use of the campus for a drive-and-go farmers market. David Tamanaha will speak with HFU regarding the request.
	10. Workforce Training. Laura Nagle communicated with Hale Makua regarding the CNA program and students. Hale Makua is considering whether they will hire students who have almost completed their CNA requirements. Academic Affairs is considering a Summer Session CNA class. Chancellor Hokoana observed that, because CNA is not a living wage career, UHMC should prepare a career pathway for CNAs to progress toward a living wage.
	11. Early College. Chancellor would like UHMC to consider online courses for high school students and related strategies.
	12. Advertising. Advertising for Fall 2020 registration will be put on hold for the moment.
	13. ELWD Summer Catalog. ELWD has postponed its summer catalog.
	14. Virtual Graduation. Administrators will review and discuss whether UHMC will hold any virtual graduation ceremonies.
3. Next Meeting. The next meeting of the Administrators Council will be at 3:00 p.m., today, Thursday, April 2, 2020.