ADMINISTRATORS COUNCIL

Meeting of Wednesday, April 29, 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. Fall 2020 Semester. Kahele Dukelow and Laura Nagle have been working on the Fall 2020 semester plan and have identified courses that will be offered online on a synchronous or asynchronous basis. Seventy sections have been identified that will be conducted face-to-face. About 150 classes may be hybrid. Kahele and Laura plan to release class schedule information next Wednesday. UHMC will notify students by email and text messaging. Class seats will be released and students will be allowed to register for the class sections.
	2. UH System. President Lassner is expected to authorize face-to-face classes soon. Face-to-face classes may be allowed for the Summer session. President Lassner is also expected to announce that UH dormitories will reopen for students in need of housing. UH System is establishing work groups to address various issues, including cleaning and social distancing protocols.
	3. Apprenticeship Programs. Chancellor Hokoana discussed the status of two students who need to complete their apprenticeship program for licensing and employment purposes.
	4. Social Distancing and Classroom Size. David Tamanaha reported that Mel Hipolito is developing a list of all classrooms with dimensions of at least 36 x 36 feet.
	5. CARES Act Funding. Chancellor Hokoana noted that the CARES Act provides funding for student and institutional needs. Approximately $590,000 will be available to support campus COVID-19-related costs and impacts. Federal guidelines for spending CARES Act funds are expected soon.
	6. Faculty Compensation Issue. The Council discussed issues regarding the compensation of CTE teachers who are asked to finish Spring semester class requirements during the summer.
	7. Enrollment Management Plan. Debra Nakama discussed the UHMC Enrollment Management Plan. Adjustments to the Plan may be necessary based on current information and scheduling. It was noted that Student Success funds remain available for use.
	8. UHMC Budget. David Tamanaha discussed UHMC budget projections and possible budget reduction measures. David will review and refine the projections and consult with the Associate Vice President for Administrative Affairs.
	9. Employee Check-In and Chancellor Update. An Employee Check-In and Chancellor Update is scheduled for tomorrow, April 30, 2020, at 1:00 p.m., via Zoom. Topics to be covered include Commencement, the Fall 2020 schedule, and the campus budget.
3. Next Meeting. The next meeting of the Council will be on Thursday, April 30, 2020, at 11:30 a.m., via Zoom.