ADMINISTRATORS COUNCIL

Meeting of Thursday, April 29, 2021

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Administrators Council at 11:00 am in the Chancellor’s Conference Room. Participating in the meeting were: Kahele Dukelow; Bonnie Friedman; T. Karen Hanada; Brian Moto; Laura Nagle; Vice Chancellor Debra Nakama; and Vice Chancellor David Tamanaha.
2. Items to be Included in Announcements.
	1. Graduation will be on Saturday, June 5, 2021.
	2. Department of Health vaccination clinics continue in Pāʻina. The Department will soon discontinue first shot vaccination clinics.
	3. Campus road reconstruction may start as early as May 17, 2021, pending contract execution.
	4. Space Grant research.
3. Prioritization of Vacant Positions. The Council discussed vacant UHMC positions and their prioritization. The following vacant positions (not listed in any particular order) were prioritized as addressing urgent needs or compliance or health and safety considerations:
	1. Institutional Research Officer;
	2. Title IX Coordinator;
	3. Janitor III;
	4. Building Maintenance;
	5. Mailroom Clerk;
	6. APT Molokai.
4. CARES Act Funds. The Council discussed the use of federal CARES Act moneys to fund, on a pilot basis, an Enrollment Management Office consisting of an enrollment management officer and a recruiter. The Enrollment Management Office would be separate from the Records Office. Debra Nakama said that it will be important for the proposed Enrollment Management Office to have the assistance of the Institutional Research Officer. The Council also discussed the use of CARES Act funds for a Maui Food Innovation Center (MFIC) position and an APT STEM position. It was the sense of the Council that other vacant positions should be reviewed in a subsequent prioritization process as events evolve, the current hiring freeze is lifted, and the results of the Community Needs Assessment are revealed.
5. Program Closures. The Council discussed feedback regarding the anticipated closure of the Fashion Tech, Bus Tech, ENGT, and Lahaina Education Center programs.
6. President’s Symposia. The Council discussed the upcoming President’s Symposium on Education degree programs.
7. UHMC Budget Committee. The Budget Committee will meet tomorrow, Friday, April 30.
8. WASC Focus Groups. Laura Nagle reported that WASC Focus Groups are being convened on campus.
9. Swap Meet. David Tamanaha reported that the Swap Meet will reopen after graduation.
10. Community Needs Assessment. Chancellor Hokoana reported that the UHMC Community Needs Assessment may be completed by October or November 2021.
11. Next Meeting. The next meeting of the Council will be on Thursday, May 6, 2021.