ADMINISTRATORS COUNCIL

Meeting of Tuesday, April 7, 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. Governor’s Memorandum. Governor Ige has issued an Executive Memorandum 20-01. All State hiring is now frozen. Hiring actions that were offered and accepted by March 24, 2020 may proceed. Extramural hiring can proceed. Further clarification is expected to be issued by President Lassner. Hiring of lecturers probably will be allowed.
	2. Unit Budget Preparations. Chancellor Hokoana requested that administrators continue working on revised budgets incorporating a 20% reduction in supplies and operating costs, and a 10% reduction in lecturer costs. The Council also briefly discussed the possibility of government furloughs or reductions in force.
	3. Vegetable Distribution. Chancellor Hokoana discussed the proposed Hawaiʻi Farmers Union United (HFUU) produce distribution and pick up in ʻIke Leʻa parking lot. He suggested that it be scheduled not more than twice a week. HFUU will be asked to submit a facility use form. Facility use fees will be waived. COVID-19-related risks associated with the proposed produce distribution are perceived as minimal.
	4. Workforce Training Updates. Karen Hanada reported that she spoke with the County Workforce Developer. Goodwill Hawaiʻi is handling the dislocated worker program. Karen reported that the County is looking for 100 CNAs. Chancellor Hokoana suggested rolling out one or two online workforce training courses. Karen said that the key is finding and recruiting appropriate instructors. Laura Nagle asked about summer tuition rates for the training courses.
	5. Telework Updates.
		1. HGEA has informally complained to UH about supervisors being allegedly heavy-handed in their expectations and demands pertaining to Unit 8 (APT) teleworking personnel.
		2. Chancellor Hokoana said that everyone at UH is being put on work at home status. Employees are strongly recommended not to work on campus. Employees are being asked to engage in activities that can be done at home, such as training.
	6. Campus Communications. Chancellor Hokoana asked administrators to reflect on campus communications and how best to prevent misunderstandings and address misapprehensions. Council members discussed the possibility of developing a campus communication plan that would outline who communicates information, through what means, and when.
	7. Campus Zoom Meeting. There will be a campus Zoom meeting on Wednesday, April 8, at 1:00 p.m. Administrators are encouraged to participate.
	8. PPE. The Council members discussed the availability and distribution of masks and hand sanitizers on campus.
	9. Program Fees. Vice President Don Straney has drafted a reply to inquiries from the Legislature regarding the refund of program fees. His response is expected to state that culinary and nursing programs have used program fees to produce kits for students to use. It was suggested that, if fees are used for supplies during a semester, programs should consider refunding a portion of the fees on a pro rata basis.
	10. Mandatory Student Fees. No guidelines have been issued by UH System regarding mandatory student fees for coming sessions. Administrators will review the status and use of health center fees and student activity fees.
	11. UHMC Instagram and Facebook Accounts. Deanna Reece reported on UHMC’s Instagram and Facebook accounts. Administrators and editors for each account are being identified and designated.
	12. Other Messaging. Deanna Reece reported that Zoom Café is being conducted by Laureen Kodani. She noted that Chancellor’s COVID-19 messages are being posted on the COVID-19 web pages. She also reported that Zoom has the capability of doing webinars, as does Google Meets.
	13. Graduation. The Council discussed ideas for a virtual graduation ceremony.
	14. UHMC Automated Switchboard. David Tamanaha reported that UHMC’s automated switchboard will be tested tomorrow. If it works, the Mailroom hours will be changed as previously planned.
	15. UPW Information Requests. UPW has submitted requests for information, possibly in connection with hazardous pay issues.
	16. Clery Act Compliance. Associate Vice President Mike Unebasami has clarified that the Clery Act does not apply to COVID cases.
	17. Marketing. Chancellor Hokoana will be discussing marketing matters with consultant Linda Morgan.
	18. Early College. Administrators discussed the status of Early College fees for the Molokai Early College program.
	19. Gear Up. The Gear Up director has asked for guidance as to whether parental consent or waiver forms are required to conduct program activities with middle school children using Zoom. The UH Data Governance Office will be consulted for input on this issue.
3. Next Meeting. The next meeting of the Administrators Council will be at 11:30 a.m., Wednesday, April 8, 2020. Chancellor Hokoana requested that administrators be prepared with work at home schedules.