ADMINISTRATORS COUNCIL

Meeting of Tuesday, February 25, 2020

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Administrators Council at 9:30 a.m. Present were: Kahele Dukelow; T. Karen Hanada; Brian Moto; Laura Lees Nagle; Vice Chancellor Debra Nakama; Deanna Reece; and Vice Chancellor David Tamanaha.
2. Budget.
	1. Update. Vice Chancellor Tamanaha reported that, overall, UHMC is in good shape as a result of prudent actions taken to address costs and campus efficiency. People are staying within budget.
	2. Position Counts and Trade. David reported that the State House version of the UH budget includes salaries for a licensed psychologist, five new security officers, and new facilities support staff for certain campuses (though not for UHMC). However, the Legislature is not providing additional position counts.

David discussed a worksheet listing current vacant positions. One position count may be reserved for Molokai Farm and another for Creative Media. The Building Maintenance Worker II position cannot be swept without triggering a reorganization. David reported that the UHCC Associate Vice President may sweep all vacant Community College positions.

The Council identified vacant positions that could be used to fill the proposed psychologist and security officer positions, focusing on those that have been vacant the longest:

* + - 1. Instructor (Klein);
			2. Account Clerk II (Pagan);
			3. Instructor (Ward);
			4. Instructor (Fleming);
			5. APT Band A (Mauliola).
			6. Instructor (Watanabe).
	1. Budget Priorities. The Council reviewed its budget priorities. Below is a listing of the top five:
		1. Instruction: APT A, Science Lab Tech
		2. Student Services: APT B
		3. Student Services: Faculty 11 months
		4. IT/Media: Faculty 11 months
		5. Administrative Services: Janitor
	2. Operating Budgets. The Council discussed zero-based budgeting for departments and Excel spreadsheets designed for that purpose. David will meet with his staff regarding the budgeting process. All administrators will report back in two weeks, by March 10, 2020, with their proposed department budgets.
	3. Campus Budget Process. The Council reviewed the UHMC budget process webpage. The web page includes lists of budget priorities developed by UHMC governance entities.
1. Program Review / Accreditation. Laura Nagle reported that UHMC is submitting a sub-change for a synchronous distance learning ENGT program. The ENGT program is scheduled to launch in Fall 2020.
2. Grant Proposals. Chancellor Hokoana discussed early concepts for proposed grant-funded programs focusing on part-time students and Filipino and Pacific Island students.
3. Team Malama. Kahele Dukelow and the Council discussed the work of Team Malama, a campus group that brings attention to student issues. Team Malama meets once a month in the Library or The Learning Center. Team Malama is not a crisis management or behavioral intervention team.
4. Storage. The Council discussed the storage of furnishings and equipment and disposal of old or unneeded items.
5. Coronavirus. Denise Cohen and Angela Gannon are working on a coronavirus plan.
6. Senior Program. Debra Nakama requested that the topic of a senior program be discussed at a future Administrator’s Council meeting.
7. Medical Assistant Program. At graduation, Medical Assistant program certificates will be presented by a representative from Kauai Community College.
8. Career Pathways and Workforce Connections. On Tuesday, March 3, 2020, Mark Perna will speak on campus from 9:30 am – 1:00 p.m. No Administrator’s Council meeting will be convened that day.
9. UH CTE Day. UH CTE Day has been scheduled for March 13, 2020.
10. UHMC Hoʻolaulea. Deanna Reece reported that the Hoʻolaulea on Saturday, February 22, 2020, was a success.
11. Lahainaluna Outreach. About 45 UHMC faculty, staff, and students are anticipated to participate in a UHMC outreach to Lahainaluna High School on February 28, 2020, from 8:00 a.m. to noon.
12. Repaving Project. David Tamanaha reported that budget moneys for the repaving project have been released. The project may be scheduled in the Fall.