

ADMINISTRATORS COUNCIL  
Meeting of Tuesday, January 23, 2024  
Minutes

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Administrators Council at 9:30 a.m. Participating in the meeting were: Vice Chancellor Kahele Dukelow; T. Karen Hanada; Brian Moto; Dean Laura Nagle; and Vice Chancellor David Tamanaha.
2. Water Quality. Karen Hanada reported on meetings regarding the water quality workforce training program. Work may proceed on a noncredit lab class.
3. Culinary Program. The Council discussed the excellent food offerings in the Pilina cafeteria. Catering operations have been suspended for the time being.
4. Regular Substantive Interaction. The Council discussed the form and procedures implemented to comply with federal and accreditation requirements regarding online courses.
5. Vacant Positions. David Tamanaha and the Chancellor discussed the status of vacant positions and the possibility of vacant positions being swept at some point by UHCC. The Committee discussed compensation issues associated with recruitment. Kahele Dukelow discussed the filling of a vacant librarian position. David Tamanaha reported that a vacant HR position and a procurement specialist position are being recruited.
6. Sabbaticals. The Council discussed protocols for the review and processing of sabbatical requests.
7. Cancellation of Low-Enrolled Classes. Kahele Dukelow summarized procedures for the review of low-enrolled classes. At UHMC, Department Chairs cancel low-enrolled classes after consulting with the Dean and Vice Chancellor.
8. Academic Senate. The incoming Academic Senate Chair will be Derek Snyder.
9. Reorganization. The Council discussed a possible reorganization involving institutional support positions.
10. Nursing Clinical Experience. Laura Nagle discussed the status of Nursing clinical experience programs. Meetings are being scheduled with Kaiser representatives. UHMC is reviewing other possible clinic sites.
11. Nursing Portable. Laura Nagle reported that one of the Nursing portables is closed and requires professional cleaning.
12. Contract Renewals. Brian Moto reported that C-2 contract renewal applications are being reviewed by the Office of the Chancellor.
13. Hale Renovations. Chancellor Hokoana and David Tamanaha will meet with others to discuss the planned renovation of the hale.
14. Veterans Community-Based Outpatient Clinic. Chancellor Hokoana and David Tamanaha will meet with VA representatives regarding a proposed on-campus veterans health facility.
15. Strategic Planning. David Tamanaha suggested that administrators meet to discuss strategic plan goals and objectives.
16. VocTech Renovations. David Tamanaha suggested that Academic Affairs representatives also attend meetings with UHCC personnel regarding a planned renovation of VocTech facilities.
17. Adjournment. The meeting was concluded at 10:55 a.m.