ADMINISTRATORS COUNCIL

Meeting of Thursday, January 26, 2023

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Administrators Council at 11:03 a.m., via Zoom. Participating in the meeting were: Vice Chancellor Kahele Dukelow; T. Karen Hanada; Interim Vice Chancellor Kulamanu Ishihara; Brian Moto; and Laura Nagle.
2. Annual UHMC Budget Phase II. The Council reviewed and discussed Academic Program vacant positions and their priority for refilling, as recommended by Department Chairs. Kahele Dukelow reported that all officially notified intentions for retirements were included in the vacant position review. The Council also reviewed and discussed Student Affairs Program vacant positions, which remain unranked. Chancellor Hokoana discussed the impact of Strategic Plan imperatives on position decisions and budgeting. Karen Hanada discussed the vacant operations position in ELWD. This initial Phase II budget process is anticipated to be completed by the end of February.
3. Enrollment. Chancellor Hokoana inquired as to the status of the former Student Success Committee. Counselors, faculty, program coordinators, and Institutional Research, served on the Committee, and were meeting every other Monday. The Committee works on First Year Experience, biweekly student newsletters, Library, and student support matters. Laura Nagle reported that attempts are being made to recruit more faculty for FYE. Chancellor Hokoana emphasized the importance of retention strategies. Kulamanu Ishihara discussed how Salesforce customer relationship management software and Liaison application software are used in identifying and recruiting prospective students.
4. Advanced Manufacturing. Kahele Dukelow and Laura Nagle discussed challenges posed in providing procurement, clerical, HR, and other support for noncredit and grant programs and initiatives. It was observed that advanced manufacturing includes matters of expansive scope and would require additional technical and clerical help. Karen Hanada emphasized the need for training and experience to perform certain job functions.
5. Molokai Farm. Chancellor Hokoana discussed the status of the Molokai Farm and the proposal for bovine testing.
6. Preschools. Chancellor Hokoana discussed funding for preschools.
7. CTE Deans. Laura Nagle reported that CTE deans will meet soon and will discuss the role of individual campuses as possible hubs and spokes for various programs. UHMC will propose that it serve as a hub for ABIT, SSM, LPN, Dental Hygiene, AEC, RadTech, Hospitality, Human Service, and Physical Therapy programs. Other CTE programs may be shared, without a hub (e.g., ASNS, Accounting). Kulamanu Ishihara commented that hub and spoke and sharing proposals require consideration of registration requirements and consequences, especially for international students and financial aid. Kahele Dukelow said that hub and spoke concepts should incorporate flexibility and the possibility for change over time.
8. CNHA. Karen Hanada discussed cost and other implications of the proposed CNHA partnership.
9. Catering. Laura Nagle reported that hiring needs for catering operations are being reviewed. Meetings are being held with Sodexo.
10. Pending Investigation. Brian Moto reported that the report of the Investigator and Co-Investigator will be submitted soon to the Decision Maker.
11. Adjournment. The meeting was concluded at 12:38 p.m.