ADMINISTRATORS COUNCIL

Meeting of Thursday, July 28,, 2022

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Administrators Council at 11:00 a.m., via Zoom. Participating in the meeting were: Kahele Dukelow; Kilohana Fujii-Miller; T. Karen Hanada; Kulamanu Ishihara; Brian Moto; Laura Nagle; and Vice Chancellor David Tamanaha.
2. Announcements. The Council discussed announcements for the weekly communique. Possible topics include:
	1. Pop-Up Admissions.
	2. ELWD programs.
3. LPN Pinning. The Council discussed the on-campus pinning ceremony that was held for LPN graduates.
4. Convocation. The Council discussed whether to have Convocation indoors or outdoors.
5. COVID Measures. The Council discussed the status of COVID-related safety measures and in-person events and services.
6. Enrollment. Kilohana Fujii-Miller led a discussion on enrollment, including: statistics on those enrolled in Spring 2022 but not enrolled in Fall 2022; persistence rates from Fall 2021 to Spring 2022 and Fall 2022; Fall 2022 applications and registrations; and early admissions. Council members discussed possible follow up actions, especially regarding those with registration holds, those who were enrolled in Spring 2022 but have not enrolled in Fall 2022, those who submitted applications but have not registered, and those who are not continuing despite having earned credits. Kulamanu Ishihara summarized some typical reasons given by those not continuing at UHMC. Chancellor Hokoana may invite to future Council meetings other UHMC personnel involved in enrollment.
7. Enrollment Management Personnel. Kulamanu Ishihara reported on the status of hiring for the enrollment management positions.
8. Workforce Training. CDL and CNHA training programs are being offered. Chancellor Hokoana will convene a meeting with regard to CDL training and simulations.
9. Apprenticeship Models. The Council discussed training programs that accommodate people working in related jobs.
10. Strategic Planning. Karey Kapoi has been retained to provide consultant services. A UHMC strategic planning committee will be formed.
11. MFIC. Karen Hanada discussed MFIC personnel needs. Karen reported on a recent meeting with the project architect and the status of equipment installation and setup.
12. Health Clearances. The Council discussed the status of health clearance requirements.
13. Grants Specialist (APT). Brian Moto reported on the formation of a screening committee for the Grants Specialist recruitment.
14. Language Access. Brian Moto reported on proposed changes to the Security Department webpage to assist Limited English Proficiency individuals.
15. Department of Defense Voluntary Education Institutional Compliance Program. Brian Moto reported on a July 2022 Feedback Report that sets forth 12 findings (i.e., deficiencies) pertaining to recruiting and marketing and financial aid matters.
16. VCSA. The Council discussed the status of the interim Vice Chancellor position.
17. VocTech Center. David Tamanaha discussed whether the new VocTech Center will be a new complex or the renovation of existing buildings.
18. Community-Based Outreach Clinic. David Tamanaha discussed the proposed CBOC complex and roadway access.
19. July 1, 2022 to June 30, 2023 Budget. David Tamanaha is working on the current fiscal year budget.
20. Molokai Education Center. David Tamanaha reported that Minor CIP funds have been authorized to finance the construction of the Center. The University will have to respond to the County of Maui regarding the zoning condition.
21. Vacant Positions. David Tamanaha discussed the filling of vacant positions. He reported that there is no longer a freeze on casual hires. The freeze on regular positions is limited to those using General Funds and TFSF, but not RTRF.
22. Hana Recreation Center. David Tamanaha reported that the County project to renovate the Center has been delayed for a period of months; therefore, UHMC Hana Education Center may, if it desires, move back into the Center or remain where it is.
23. Hawaiʻi ʻUlu Cooperative. The HUC has signed an MOA and Facilities Use Agreement for use of Pāʻina kitchen facilities for ʻulu processing.
24. Facility Use. Council members discussed the importance of having R25 reflect all uses of campus facilities, including temporary storage uses.
25. Boy Scouts. David Tamanaha reported that the Boy Scouts have begun meeting on campus.
26. Office Moves. EOC, Upward Bound, OEP, ESC, and Gear Up may be relocated.
27. A/C Renovations. David Tamanaha reported that Ka Lama air conditioning renovations will occur in the Spring. Other campus A/C projects (like Laulima) are being reviewed by consultants.
28. Telework. Teleworking is currently permissible for a maximum of two days per week, with supervisor’s agreement.
29. Next Meeting. The next meeting will be Thursday, August 4, 2022.