

ADMINISTRATORS COUNCIL  
Meeting of Thursday, June 15, 2023  
Minutes

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Administrators Council at 11:08 a.m., via Zoom. Participating in the meeting were: Vice Chancellor Kahele Dukelow; T. Karen Hanada; Interim Vice Chancellor Kulamanu Ishihara; Brian Moto; Laura Nagle; and Vice Chancellor David Tamanaha.
2. Enrollment. The Council discussed current enrollment figures.
3. Administrator Evaluations. Chancellor Hokoana said that administrator self-evaluations are due soon.
4. Molokai Farm. David Tamanaha reported that the Department of Agriculture has not responded to the proposed lease amendment. CTAHR has departed from the premises. The current Farm lease prohibits subleasing of the property. Kahele Dukelow discussed plans for agricultural training on the Farm. The Farm will require trash and restroom cleaning services, and maintenance of existing groves and irrigation system.
5. Molokai Education Center Expansion. David Tamanaha reported that negotiations are progressing with the County of Maui regarding zoning conditions for the Molokai Education Center expansion. Further meetings are anticipated.
6. UHMC Hospitality Academy. David Tamanaha reported that construction progress on the Hospitality Academy has been good.
7. Campus Air Conditioning. David Tamanaha reported on the campus chiller repair project. Air conditioning has been curtailed in most buildings to ensure proper operation of Pā'ina freezers and refrigerators and campus computer servers.
8. Hiring. David Tamanaha reported that a number of recruitment and hiring actions will be forthcoming. Karen Hanada requested a meeting with Lui and David to discuss MFIC hiring matters. David discussed pending recruitments.
9. Ka Lama Building. David Tamanaha recommended that the movement of occupants into Ka Lama be coordinated and scheduled.
10. Campus Security. The Council discussed whether Building N could serve as a location for Campus Security.
11. Space Utilization Planning. Council members discussed the need for a campus space utilization plan. David Tamanaha reported that UHCC started, but then suspended, an effort at a long-range plan. The Board of Regents has expressed the position that an academic plan should precede any campus space utilization plan. Chancellor Hokoana encouraged progress on both plans.
12. Operations & Maintenance. David Tamanaha reported that the recruitment of an assistant operations manager is in progress.
13. Metasys Building Automation System. Council members discussed the complexity and difficulty of using and adjusting the Metasys system. The Council discussed the possibility of Metasys training for administrators.
14. Budget. David Tamanaha recommended that, for 2023-2024, the prior year budget be carryforward, with adjustments made for mid-year vacancies.
15. ELWD. Karen Hanada reported that eight students graduated from the CDL program.

16. Minors Policy. Kahele Dukelow reported that personnel are being trained on the Minors Policy and are being fingerprinted. A target date for completion will be set.
17. Title III. Kulamanu Ishihara reported that the temporary transcript evaluator position is being filled, which will result in a vacancy in the position responsible for management of the Title III basic needs program. A new person may have to be hired to perform those duties.
18. Pūlama Lānaʻi. David Tamanaha reported that he spoke with Pūlama Lānaʻi about the possibility of a 30-year lease for the Lānaʻi Education Center and its possible renovation by UHMC. Pūlama Lānaʻi representatives said they would review the proposals. David Tamanaha and Kahele Dukelow reported that the Center is used consistently, especially by Early College students.
19. Hana Education Center. Kahele Dukelow said that the Hana Education Center must move out of its current classroom. UHMC has contacted the State Library system regarding an unused library space. Most users of the Hana Education Center are Early College students.
20. Hiatus. Chancellor Hokoana is suspending the regular schedule of Administrator Council meetings during the summer. The meetings will resume after summer.
21. Adjournment. The meeting was concluded at 12:20 p.m.