ADMINISTRATORS COUNCIL

Meeting of Tuesday, June 16, 2020

1. Attendance. Chancellor Lui Hokoana convened the special meeting of the Administrators Council at 11:30 a.m., via Zoom. Participating in the video conference were: Kahele Dukelow; T. Karen Hanada; Brian Moto; Laura Nagle; Vice Chancellor Debra Nakama; Deanna Reece; and Vice Chancellor David Tamanaha.
2. Coronavirus. The Council discussed plans and responses relating to the coronavirus:
	1. Office Moves. The Council discussed pending office moves, including the offices of the Grant Development Management Coordinator and Extramural Services Center.
	2. Face-to-Face Services. Chancellor Hokoana asked administrators for reports on plans for face-to-face services.
	3. CARES Act Requests. Chancellor Hokoana has received various requests for CARES Act funds. He reported that we are about halfway through available funding.
	4. Screening Protocols. The Council discussed implementation of COVID-19 screening protocols.
	5. Thermometers. The Council discussed the use and deployment of new thermometers.
	6. Return to Work. Plans are being developed for the return of the campus workforce beginning July 1, 2020.
	7. Hoʻokipa Air Conditioning System. The Council discussed reports of mold in certain areas of Hoʻokipa building.
	8. Face Masks. The Council discussed the recommended use of face masks in shared public spaces where six-foot distances cannot be maintained. More guidance will be sought regarding use of face masks.
	9. Marketing Campaign. Saedene Ota and Linda Morgan are meeting with administrators regarding the marketing campaign. Radio ads will start on Wednesday. Deanna Reece discussed issues regarding the micro-site URL.
	10. Call Center. Work is proceeding on a Call Center that will answer caller questions and schedule appointments. The Call Center will be staffed by Counseling and operate through mid-August. Student help will be available for the Call Center.
	11. Budget. Chancellor Hokoana requested David Tamanaha’s assistance in preparing for future budget years.
	12. Food Service. David Tamanaha reported that it looks less likely that food service will be available in Fall.
	13. Kamehameha Schools. Chancellor Hokoana discussed Kamehameha Schools use of UHMC’s parking lot as a transportation hub.
3. Next Meeting. The next meeting of the Council will be on Thursday, June 18, 2020, at 11:30 a.m., via Zoom.