ADMINISTRATORS COUNCIL

Meeting of Thursday, June 4, 2020

1. Attendance. Chancellor Lui Hokoana convened the special meeting of the Administrators Council at 11:00 a.m., via Zoom. Participating in the video conference were: Kahele Dukelow; T. Karen Hanada; Brian Moto; Laura Lees 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. Thermometers and Hand Sanitizers. The Council discussed orders for, and inventories of, thermometers and hand sanitizers for the campus.
   2. Face-to-Face Services. Chancellor Hokoana asked administrators to continue working on protocols for face-to-face services, including the Library and The Learning Center. Chancellor Hokoana set a deadline of Friday, June 12, 2020, for preparation of the protocols.
   3. Call Center. Chancellor Hokoana discussed the establishment of a campus Call Center that could handle chatbot inquiries and telephone calls. He also suggested a rotation system to ensure monitoring of phone calls. The Call Center would operate for about 6-8 weeks, till August.
   4. CARES Act II. Chancellor Hokoana reminded administrators that tomorrow is the deadline for CARES Act II-related funding requests.
   5. Staff COVID-19 Screening. Chancellor Hokoana suggested use of Denise Cohen’s PowerPoint slides for training purposes. David Tamanaha and the Council discussed screening procedures for faculty, staff, and administrators.
   6. Contact Tracing Training. Chancellor Hokoana requested that administrators complete the online contact tracing training program.
   7. Enrollment. Kahele Dukelow reported that enrollment headcount is down 23%, the same rate as four other community college campuses. Student Semester Hours are down 30%.
   8. Molokai Education Center. Construction of the new Molokai Education Center facility is being planned. The project will require removal of an existing storage building and relocation of stored items. Deanna Reece will have inquiries made regarding applicable IT requirements for the new facility.
   9. Hospitality Academy. David Tamanaha reported that we do not yet have an executed contract with the project design consultant; however, one is anticipated soon. An early project cost estimate is $3 million.
   10. ELWD. Karen Hanada reported that ELWD is working on its schedule of noncredit classes. About 30 classes are anticipated.
   11. Former Chancellor’s Office. Kahele Dukelow reported that the old Chancellor’s Office in Kupaʻa will be used as a Seminar Room and faculty offices.
   12. Graduation. The Council discussed arrangements for the ceremony scheduled for Saturday, June 6.
   13. Zoom Rooms. Deanna Reece discussed planning for proposed Zoom Rooms on campus. Laura suggested two Zoom Rooms.
   14. Long Range Development Plan. David Tamanaha led a discussion on the status of the UHMC Long Range Development Plan. He reported that an integrated academic services master plan is required first.
3. Next Meeting. The next meeting of the Council will be on Tuesday, June 9, 2020, at 11:30 a.m., via Zoom.