ADMINISTRATORS COUNCIL

Meeting of Friday, March 13, 2020

1. Attendance. Chancellor Lui Hokoana convened the special meeting of the Administrators Council at 7:45 a.m. Present 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. Food Service. UHMC chefs will not return to food service duty after Spring Break. Therefore, Sodexo may decide to close food service operations.
	2. Video Conferencing. Faculty and other personnel are encouraged to use Zoom and Google Meet.
	3. Campus Events. All campus events scheduled between now and April 13, with a projected attendance of 100 or more, should be canceled.
	4. Kamehameha Schools Transportation Hub. Use of UHMC parking lot by Kamehameha Schools for after school drop-off and pick-up will continue.
	5. Chain of Communication and Command. Campus personnel are encouraged to communicate directly with their respective administrators and supervisors regarding any issues or complaints. Administrators and supervisors will review matters raised and determine appropriate response. Inquiries from the public will be referred to the appropriate administrator.
	6. Campus Facilities to Remain in Use:
		1. Library: 1st and 2nd floor
		2. The Learning Center
		3. AMT
		4. CARP
		5. CULN
		6. Heona
		7. Hoʻokipa
		8. Laulima
		9. Kaʻaʻike
		10. Noiʻi (Dental Hygiene only and 206)
		11. ʻIke Leʻa
		12. Hale restroom
		13. Kaiao
		14. MP Building
		15. CTHAR
		16. Veterans Resource Center
	7. Campus Facilities to be Closed:
		1. Ka Lama
		2. Kupaʻa
		3. Hale Classrooms
		4. Student Lounge and MauiFit
	8. Lists of Classes. Deans Dukelow and Nagle will submit to the Chancellor lists of classes that will transition to online delivery and those that will continue to be taught face-to-face.
	9. Outreach to High Schools. Career Fairs and other high school outreach events will continue for the time being.
	10. Swap Meet. The Swap Meet will be canceled effective Monday. Tomorrow’s (Saturday, March 14) Swap Meet will proceed.
	11. Molokai Education Center. Molokai will transition to online delivery of classes. Administrators will review laptop availability for Molokai students.
	12. Testing. Proctor U testing services are in the process of being rolled out. The Learning Center will also provide testing services.
	13. Video Conferencing Equipment and Accessories. Deanna Reece discussed the current inventory and availability of headsets and web cameras.
	14. Public Access and Use of Campus. Administrators will prepare public messaging regarding access to, and availability of, campus facilities. Effective Monday, March 16, all reservations for use of campus facilities by external users, even for events with a projected attendance of less than 100, will be canceled. Catered events scheduled for this weekend will be allowed to proceed.
	15. Communications. Chancellor will prepare and issue communications to the public and students regarding coronavirus-related measures and actions. Student Affairs is also communicating with students regarding such changes.
	16. Student and Exchange Visitor Program (SEVP). Debra Nakama reported that SEVP will be notified of UHMC changes in location and mode of instruction, as required.
	17. Withdrawals and Incompletes. The Council discussed the possibility of requests for withdrawal due to coronavirus-related measures. It was emphasized that classes are not being canceled. Social distancing and other measures are being adopted to reduce overall risk.