ADMINISTRATORS COUNCIL

Meeting of Tuesday, March 17, 2020

1. Attendance. Chancellor Lui Hokoana convened the special meeting of the Administrators Council at 11:00 a.m. Present were: Kahele Dukelow; T. Karen Hanada (via telephone); Brian Moto; Laura Lees Nagle; Vice Chancellor Debra Nakama; Deanna Reece (via telephone); and Vice Chancellor David Tamanaha.
2. Coronavirus. The Council discussed plans and responses relating to the coronavirus.
	1. Closure of Campus to General Public. President Lassner has announced closure of University campuses to the public, but campuses remain in business for students. Regular business hours will be maintained.
	2. Social Distancing. Social distancing measures must be adopted by campus offices and facilities. A six-foot distance is to be observed. Apprenticeship programs should also practice social distancing.
	3. Work from Home. President Lassner is expected to issue an announcement on the subject of University personnel working from home. Working from home is anticipated to be allowed, by permission, on a voluntary basis. The Chancellor will review requests to work from home.
	4. People Returning from Travel. The UH website includes FAQs regarding persons returning from travel.
	5. Early College. A meeting regarding Early College-related measures and actions is scheduled for today.
	6. Graduation. The May Graduation ceremony may be canceled.
	7. New App. A new student communications software app has been approved and is expected to go live next week.
	8. Face-to-Face Classes. Lists of face-to-face classes are now being reviewed by the Vice President for Community Colleges. UHMC’s list of 42 face-to-face classes was among the shortest submitted by community college campuses.
	9. Possibility of UH Shutdown. The possibility of a UH shutdown may hinge on the operational status of Hawaii Department of Education schools.
	10. Counseling Services. Many counseling sessions are now being done online. However, small focus groups of fewer than 10 people are still meeting.
	11. Molokai Business Travel. Certain Molokai business travel is still occurring to address outstanding issues.
	12. Culinary. Faculty have expressed concern over having students prepare meals.
	13. Signage. Signage regarding closed buildings and facilities will be posted on campus.
	14. Student Help. Federal rules apparently require that student employees be allowed to work if regular employees are still at work.
	15. Vetting of Communications and Announcements. UHMC personnel should refrain from broadcasting coronavirus-related information without appropriate review and approval.
3. Next Administrators Council Meeting. The next meeting of the Administrators Council has been rescheduled to 11:00 a.m. tomorrow, March 18, 2020. The meeting may be conducted by Zoom.