ADMINISTRATORS COUNCIL

Meeting of Thursday, March 19, 2020

1. Attendance. Chancellor Lui Hokoana convened the special meeting of the Administrators Council at 11:49 a.m. via Zoom. Participating in the video conference were: Kahele Dukelow; Angela Gannon; T. Karen Hanada; Melvin Hipolito; 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. Library and Learning Center. UHMC plans on opening its Library on Monday, March 23, 2020. However, University librarians and administrators are discussing the status of libraries system-wide. Campus administrators are available to help in the Library. The top floor of the Library will be closed. The hours of operation will be as follows:
		1. The Learning Center: M-Th 9am-7pm; F 11am-5pm
		2. Library: M-F 8-4pm

Total estimated capacity for the Library and TLC is 111. TLC and the Hoʻokahua program already have ID check-in protocols. The Library will adopt a check-in procedure. Chancellor Hokoana asked that alternative student IDs be accepted because not all students have ID cards.

* 1. Student Services and Student Support Plans. Debra Nakama reported that Student Services has discussed contingency plans. Counselors will use STAR Balance to schedule virtual counseling sessions. Student help will report to work and may be used to call fellow students. The Council discussed the possible closure of in-person registration, counseling, financial aid advising, and cashiering. All services shall be available virtually.
	2. Summer Session. Summer session courses will not meet face-to-face. Fall courses will be delivered as usual.
	3. ELWD Budget Impacts. The Council discussed ELWD and estimated losses resulting from possible cancellation or postponement of non-credit courses. Karen Hanada discussed ELWD staffing costs and needs. ELWD lists 15 face-to-face noncredit classes, some of which involve testing.
	4. UH Email Addresses for Noncredit Students. Karen Hanada suggested that longer term noncredit students be provided Hawaii.edu email addresses.
	5. Message of the Day. The public will be informed about open campus facilities and buildings, the cancellation of graduation, and the availability of student services virtually. Work from home starts on Monday, for those who have obtained approval.
	6. Work from Home. Debra Nakama reported that discussions have occurred in Student Affairs regarding work from home. For Counseling, Admissions & Records, and Financial Aid, there will be a rotation of employees. Paperwork is being prepared.

Everyone who desires to work from home must prepare a work plan, which is to be reviewed by the Chancellor. The Council discussed other related issues, including the status of those who cannot work from home but who may be caregivers for high risk persons. UH ITS has guidelines for those working from home during an emergency. The guidelines include information on the use of UH VPNs (Virtual Private Networks) to ensure the security of data and information accessed by a remote computer or device. Under no circumstances are UHMC employees to take student records out of the office.

* 1. Call Forwarding. Call forwarding instructions will be disseminated via Maui Announcements.
	2. Food Service. Pāʻina is closed.
	3. Campus Facility Closures. The Council revised the list of building and facility closures. The campus will be closed to the general public. The Council highlighted those “Open” status restrooms that require triple cleaning protocol. Restrooms with “Limited” access will be subject to a once-a-day cleaning protocol. Outdoor signage will notify people of open restrooms. Chancellor Hokoana asked that O&M, Security, and Administrative Services prepare for the possibility of a complete campus closure.
	4. Cancellation of Graduation. Graduation has been canceled.