ADMINISTRATORS COUNCIL

Meeting of Monday, March 23, 2020

1. Attendance. Chancellor Lui Hokoana convened the special meeting of the Administrators Council at noon, 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. UH System Guidance. There will be a 1:00 p.m. conference call with President Lassner, who is expected to issue more information and guidance.
	2. Distance Learning. Chancellor Hokoana said that an important concern is the needs of students without computer or Internet access. Deanna Reece reported that students can obtain free WiFi. Information regarding this is posted on the UHMC website.
	3. Access to the Campus and Stay at Home Order. Although the campus is closed to the public and the Mayor has issued public health emergency rules requiring residents and visitors to stay at home or in a place of lodging, educational institutions such as UHMC have been designated as Essential Business “for purposes of facilitating distance learning, performing critical research or performing essential functions.” Faculty may come on campus to access office computers so as to facilitate distance learning. Activities necessary to maintain aquaponic life and greenhouses will be allowed to continue. Businesses that supply essential businesses with the support or supplies necessary to operate are also considered essential businesses.
	4. Campus Security. Angela Gannon reported that Campus Security will continue its security schedule and services.
	5. Status of Face-to-Face Courses. Kahele Dukelow reported that Art is going online. Laura Nagle reported that three Culinary, two AMT, one or two Fashion Tech, one Biology, and a Nursing course may issue Incompletes due to the closure of face-to-face classes. Karen Hanada reported that ELWD has an Electrician Journeyperson course that is difficult to teach online. She will consult with DCCA regarding licensing implications. Chancellor Hokoana said that no exceptions are being made in terminating face-to-face classes.
	6. Remote Access to Computers. Deanna Reece reported that IT has received a few requests from Student Affairs and Administrative Affairs personnel for remote access to their desktop computers. All current tokens for VPNs have been allocated. Deanna discussed the possibility of purchasing additional VPN tokens. Deanna will re-survey Admission & Records, Counseling, and Financial Aid to determine current need for VPNs. No student records will be allowed to be taken home. Banner users can use the UH System VPN. Sandra Furuto is preparing a white paper regarding FERPA safeguards and guidelines.
	7. On Campus Work Requests. The Council discussed the following requests:
		1. Teresa Shurilla would like to conduct her classes from the Pāʻina bakery via Zoom.
		2. Ann Emmsley would like to continue to do agriculture work, along with a couple of student workers.
		3. Thomas Hussey would like to finish work on a couple of cars currently in the shop.
	8. Campus Shutdown. Chancellor Hokoana asked administrators to prepare for any remaining outstanding issues and procedures associated with a complete shutdown of the campus. UHMC administrators may be asked to continue to report to campus during the initial week of shutdown to review campus affairs and operations.
	9. Student Help. President Lassner is expected to authorize continued employment of student help.
	10. Messaging. Chancellor Hokoana will prepare another public announcement. The next message will address topics such as student Internet access, status of ELWD courses, closure of face-to-face course offerings, and access to campus by contractors and service providers.
	11. Telework. The Council discussed procedures for work at home requests. Chancellor Hokoana is reviewing all requests. In light of the County stay at home order, UHMC employees will be encouraged to fill out telework forms.
	12. Campus Mail. David Tamanaha reported that the Mailroom and US Postal Service are discussing mail arrangements.
	13. Casual Hires. Casual hires may not be paid if work cannot be performed from home. UHMC will await further clarification from UH System.
3. Next Meeting. The next meeting of the Administrators Council will be tomorrow (Tuesday) at 11:00 a.m. The shutdown of the campus will be discussed.