ADMINISTRATORS COUNCIL

Meeting of Wednesday, March 25, 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: T. Karen Hanada; Brian Moto; Laura Lees Nagle; Vice Chancellor Debra Nakama; and Deanna Reece.
2. Coronavirus. The Council discussed plans and responses relating to the coronavirus:
	1. FERPA Guidance. We are awaiting guidance from Sandra Furuto regarding FERPA issues and protocols.
	2. Telework. Vice President Don Straney has confirmed that faculty need not submit telework forms. Telework is voluntary, but all are encouraged to stay home. Teleworkers should go online to record telework on UH Leave System, which has a code for COVID-19 Work From Home leave.
	3. UH Registration Deadlines. Chancellor Hokoana reported that discussions are occurring within UH System regarding registration schedules and credit/no credit policies. Due to the COVID-19 public health emergency, it is anticipated that more students may decide to remain in Hawaiʻi rather than attend schools on the US Mainland. This may require flexibility in registration deadlines.
	4. Hiring, Travel, and Salary Adjustment Freeze. There is currently in effect a freeze on new hiring, travel, and faculty salary adjustments.
	5. Congressional Legislation. Within the new stimulus package is $10 billion for universities and colleges.
	6. Survey of Executive Committee Members. Chancellor Hokoana will survey Executive Committee members regarding any matters of concern.
	7. Food Trucks. Food trucks have requested to be able to park on campus because people still need food service. However, the UHMC campus is closed to the public. UHMC will review the possibility of allowing food trucks to park in a designated parking area.
	8. Messaging. Molokai and Lahaina Outreach Centers are open by appointment.
	9. Access to Campus. The Council discussed faculty access to the campus. Campus operating hours are from 9 am to 5 pm. Faculty should notify Security for access during off hours.
	10. Use of Open Hale. It was noted that students are sometimes sitting in the Open Hale to use WiFi.
	11. ELWD. ELWD will contact noncredit students and ask them if they would like a refund of class fees or have payments rolled forward. ELWD will develop a schedule for personnel maintaining the greenhouse and UHMC garden.
	12. Broadband and WiFi Access. Spectrum and HawaiianTel are offering free broadband and WiFi service for 60 days to students. Installation fees are being waived.
	13. Live Chat. Laura Nagle said she would prepare a work schedule for UHMC Live Chat.
3. Next Meeting. The next meeting of the Administrators Council will be Friday, March 27, 2020, at 11:00 a.m.