ADMINISTRATORS COUNCIL

Meeting of Tuesday, March 31, 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: 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. Fall Schedule. Fall registration deadlines are expected to remain the same. Postponement of Fall registration in Banner would be difficult to implement.
	2. Grading. UH System says faculty should assign grades as usual. Students may be allowed to elect credit/no credit. Implementation details are being worked on. Chancellor Hokoana will discuss this matter with the Academic Senate Chair.
	3. Non-Instructional Faculty. Per memorandum from Vice President Don Straney, non-instructional faculty are required to submit telework forms and record telework leave on UH Leave.
	4. Summer Session. Summer courses will be online. All face-to-face classes will be removed from class schedules.
	5. Student Fees. The State Legislature has inquired with UH regarding refund of student fees.
	6. Lecturer Evaluations. Lecturer evaluations must be done by May 1, 2020. Classroom visits are waived.
	7. All Classes Online. All classes should now be by distance education. Any exceptions should be few in number and circumstance. One such exception may be the CNA (Certified Nurse Aide) program.
	8. UH Urgent Student Relief Fund. UH has broadcast an email regarding the UH Urgent Student Relief Fund. Debra Nakama reported that an online form has been created to process requests. Total allocation for UHMC is $14,000. Deanna Reece reported that a Relief Fund button has been created on the Student Information webpage and a link inserted in the UHMC Chat Box. UH Foundation will collect and review request forms.
	9. Food Trucks. Food trucks will be parking in the ʻIke Leʻa parking lot. A schedule will be distributed.
	10. Online Training Courses. Chancellor Hokoana and the Council discussed the possibility of offering online training courses, in subjects such as CNA, basic computing skills, food safety, EV maintenance, customer service, security services, and cybersecurity. All would be tuition free. Courses would be paid for by grants.
	11. Employer Survey. Chancellor Hokoana discussed the possibility of conducting another employer needs survey.
	12. Budget. Chancellor Hokoana said we should be prepared for the possibility of a 20% General Fund budget cut. The Associate Vice President for Administrative Affairs will be having a telephone conference this afternoon with vice chancellors of administrative affairs regarding the UHCC budget.
	13. Financial Holds. UHMC is looking for more direction from UH System regarding financial holds in Banner and whether students will be allowed to register despite holds.
	14. Registration. As things stand, April 6, 2020 remains the registration deadline.
	15. Hiring Freeze. No hiring freeze exemption request forms have been issued yet.
	16. Mailroom. David Tamanaha reported that, because the campus Autodialer function is not working, the Mailroom will be open eight hours each day.
	17. My Success. Laura Nagle reported that 428 students have not responded. Counselors are attempting to reach them by phone. Thirty-nine students reported needing WiFi. Ten students reported needing laptops.
	18. WiFi Access. Deanna Reece reported that Brian Hieda and crew are working to improve campus WiFi service.
	19. Pacific Radio Group. Deanna Reece reported being contacted by Pacific Radio Group about UHMC marketing needs. Debra Nakama will review matter and work with Marc Antosch.
	20. Instagram. Deanna Reece reported that IT/Media will be working on Instagram stories. Administrators will identify a person or persons who can manage the Instagram account.
	21. Facebook. Debra Nakama reported that no one at present is monitoring the UHMC Facebook account.
	22. Ready Education App. Debra Nakama reported that the Ready Education app will be rolled out soon.
	23. Withdrawals. President Lassner is expected to issue a directive regarding withdrawals and refunds.
	24. Early College. Kahele Dukelow asked who pays when an Early College class is canceled. Early College MOA are silent on this issue. Debra Nakama will speak with Randy Yamanuha regarding this issue.
	25. Paychecks. David Tamanaha reported that paper paychecks not being mailed will be available for pickup at the Mailroom.
3. Next Meeting. The next meeting of the Administrators Council will be Wednesday, April 1, 2020, at 11:00 a.m.