ADMINISTRATORS COUNCIL

Meeting of Thursday, May 14, 2020

1. Attendance. Chancellor Lui Hokoana convened the special meeting of the Administrators Council at 11:30 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 2020 Schedule Update. Kahele Dukelow and Laura Nagle reported that registrations are slowly rising. Headcount is 981, which is down 35.2% compared to last year. By comparison, Windward Community College is down 32%. Student Semester Hours is 7,113. Registrations should climb as classes open. A quarter of all classes are still closed. Unlike other campuses, all of UHMC registrations are for classes that will not change in modality. Chancellor Hokoana said he would like to run marketing campaigns once the Fall 2020 schedule is complete. Kahele said her goal is to complete the schedule by next week Friday. The maximum size of a class is dependent on modality of instruction (e.g., online, synchronous, asynchronous, hybrid, etc.) and the impact of class size on quality of teaching and learning. Faculty experience in Spring 2020 is helping to shape class structure for Fall 2020. For example, Microbiology lab sizes were trimmed by four students to accommodate social distancing and cleaning protocols. If circumstances change, it is possible to adjust maximum class sizes.
	2. Budget Update. David Tamanaha reported that a meeting was held among Vice Chancellors and the Associate Vice President for Administrative Affairs. It appears that State leadership is trying to avoid pay cuts. The State may use its rainy day fund and rely on savings from position vacancies. David reported that the total Minor CIP budget for Community Colleges may be $23 million, more than double what is normally allocated. UHMC’s Minor CIP priority projects are the library ground floor/student success center, hale modernization, and automotive/welding shop renovation. The UHCC Repair and Maintenance budget may be $4.5 million higher than normal. Emphasis will be on shovel-ready projects.
	3. WASC Responses. Laura Nagle reported on WASC responses to the 2018 UHMC Mid- Cycle Review and the 2019 Progress Report. The WASC response to the Progress Report recommends that UHMC review and clarify enrollment projections and plans. The WASC response also suggests that UHMC set overall retention goals and clarify what it has learned from student surveys. Laura said that a telephone conference call will be held on July 15, 2020, regarding a sub-change offsite review.
	4. Perkins. Laura Nagle reported that UHMC was approved for one of the Phase I Perkins grant requests and three from Phase II. These grants will help support The Learning Center, Hospitality, and Nursing. Suggestions for Phase III Perkins grants are being submitted.
	5. Veterans Center. The Council discussed funding for the Veterans Center.
	6. Workforce Training. Chancellor Hokoana reported that he discussed workforce training with the County Council Chair and Council Member Tasha Kama. Karen Hanada reported that she has been in regular communication with the County Office of Economic Development and the State Department of Labor and Industrial Relations. She reported that Kapiʻolani Community College will take the lead on the Community Health Worker initiative. Chancellor Hokoana reported that he has had discussions regarding new opportunities in food production and distribution, water testing services, and changes in the tourism industry.
	7. Enrollment Management. Debra Nakama reported that she met with Paul Kailiponi, Laura Nagle, and other personnel to discuss enhancement of enrollment reports and the enrollment dashboard. Paul is working on connecting Banner with the enrollment dashboard. Debra reported that Counselors will monitor academic holds, the Business Office will monitor financial holds, and Admissions will monitor health holds. The goal is to minimize student holds and reduce bottlenecks to registration and enrollment. Student Affairs is also monitoring tuition and fee revenues. The enrollment management group will meet again in two weeks. In the meantime, Paul will be meeting with campus personnel to integrate information from different sources. Chancellor Hokoana said it is important not only to monitor holds, but to ensure that active intervention occurs to address holds.
	8. Reopening of Campuses. It is uncertain at this time when and how quickly UH campuses will recall their workforces and reopen to the public.
	9. CDC Guidelines. Laura Nagle informed the Council that CDC guidelines on the reopening of schools have just been released. The guidelines call for employee training.
	10. CARES Act Funds. Chancellor Hokoana has circulated among administrators a Google form listing possible needs and expenses that could be paid for using CARES Act funds.
	11. Virtual Graduation. Students are having their photos taken today in Pilina.
	12. UHCC Onramps. Laura Nagle reported on a new initiative to bridge high school students to college campuses, with advising through P20.
	13. Early College. Some Early College courses may be online.
	14. Zoom Pro. Deanna Reece reported that Zoom Pro licenses are available for campus personnel, such as Financial Aid and Counseling, who conduct video conferences as part of their outreach efforts.
3. Next Meeting. The next meeting of the Council will be on Tuesday, May 19, 2020, at 11:30 a.m., via Zoom.