ADMINISTRATORS COUNCIL

Meeting of Thursday, May 21, 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: Denise Cohen; 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. Pending Requisitions. Administrators discussed the status of purchases that are awaiting approval by UH Community Colleges.
	2. Reopening Guidelines. Denise Cohen reported that the CDC has released Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes. David Tamanaha discussed the disadvantages of allowing outside air into air conditioned rooms. Denise discussed UV sanitization lamps. David said that UV sanitization devices can be costly. Denise discussed COVID-19 antibody tests. Kahele Dukelow reported that vendors of certain COVID-19-related equipment (e.g., thermometers) limit the number of items ordered.
	3. Vacant Positions. The Council discussed the status of vacant UHMC positions. Chancellor Hokoana reported that UH Community Colleges will consider asking the Legislature not to sweep vacant O&M positions, the Disability Counselor position, and Food Innovation Center positions.
	4. COVID-19 Response. Chancellor Hokoana suggested clarifying roles and duties related to COVID-19 response, including purchasing and communications. David Tamanaha reported that the Business Office uses a COVID-19 account to track COVID-19-related purchases. Chancellor Hokoana suggested development of a list or system to track COVID-19-related items, status of purchases, and supplies and equipment inventories.
	5. Telework. The Council discussed telework and personnel management issues. The Council also discussed the return of employees to campus.
	6. Meeting with Don Straney. Chancellor Hokoana reported that there will be a meeting tomorrow with Don Straney, Vice President for Academic Planning & Policy.
	7. Fall Schedule 2020. Kahele Dukelow reported that the Fall schedule should be completed tomorrow.
3. Next Meeting. The next meeting of the Council will be on Tuesday, May 26, 2020, at 11:30 a.m., via Zoom.