ADMINISTRATORS COUNCIL

Meeting of Thursday, September 10, 2020

1. Attendance. Chancellor Lui Hokoana convened the 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 Nagle; Vice Chancellor Debra Nakama; and Vice Chancellor David Tamanaha.
2. Culinary Arts. Laura Nagle reported that, due to low enrollment, the Culinary program will admit only one cohort during the academic year, starting this Fall semester. It is estimated that this will save about $30,000 in lecturer costs. Class Act will be offered only in the Fall and student food production downstairs will occur only in the Spring. The Council discussed these changes in relation to the Sodexo contract.
3. COVID Screening Procedures. The Council discussed paper COVID screening surveys.
4. UH Budget. The Council discussed the 16% budget cut, including allocations for Casual Hires. David Tamanaha is working on a draft interim FY 2021 budget. He anticipates completing the draft tomorrow. Chancellor Hokoana asked that the interim budget information be shared with others when completed. Laura Nagle and Kahele Dukelow reported that they are holding budget meetings with program coordinators. A faculty conversation will be conducted next week. The Budget Committee has sent out a survey. Department Chairs will be issuing surveys.
5. Vice Chancellor of Academic Affairs & Director of IT. These positions continue to remain vacant. Chancellor Hokoana is soliciting faculty comments regarding the status of the positions.
6. Campus Forums. Economist Carl Bonham may participate in the next Campus Forum. The Council discussed other possible guest speakers. A third forum is also scheduled that will discuss quality of life.
7. Hana Ranch. Chancellor Hokoana reported that Hana Ranch would like to use UHMC facilities to process ulu.
8. Contact Tracing. Chancellor Hokoana reported that an email is sent whenever someone submits a positive response to a COVID survey question.
9. Library and Study Spaces. Kahele Dukelow reported that Hookahua and TLC are operating. She will discuss certain issues with the Library.
10. Computer and WIFi Program. Laura Nagle and Kahele Dukelow reported that most equipment is being used and has been loaned out.
11. Tenure and Promotion. Three applicants are in process.
12. Contract Renewals. Kahlele Dukelow reported that discussions are occurring regarding the contract renewal process, including the possible use of Google Drive.
13. Reduction in Health Center and Student Activity Fees. David Tamanaha reported on the significant decline in fee revenues due to the shift to distance learning. CARES Act funds may be used to help support the UHMC Health Center.
14. Molokai Education Center. Kahele Dukelow reported that Molokai is experiencing difficulties due to janitor absences and community COVID concerns. Molokai Education Center staff use rotating work schedules.
15. Returning Students. Laura Nagle suggested revision of the proposal for a UH System grant for returning students.
16. ELWD. Karen Hanada reported that ELWD enrollments are down. ELWD is relying on its financial reserves. The Council discussed the possibility of using CARES Act funds for workforce training.
17. Restrooms. The Council discussed restroom usage. It was reported that Ka Lama restrooms are being heavily used.
18. Next Meeting. The next meeting of the Council will be at 11:30 a.m., Tuesday, September 15, 2020.