

ADMINISTRATORS COUNCIL  
Meeting of Thursday, September 14, 2023  
Minutes

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Administrators Council at 11:00 a.m. Participating in the meeting were: Vice Chancellor Kahele Dukelow; T. Karen Hanada; Interim Vice Chancellor Kulamanu Ishihara; Brian Moto; Dean Laura Nagle; and Vice Chancellor David Tamanaha.
2. Lt. Governor's Visit. Lt. Governor Sylvia Luke visited the campus yesterday.
3. Wildfire Relief Meals. Currently, a total of about 1,700 meals a day are being prepared in Pā'ina for wildfire relief purposes and to provide free meals to UHMC students.
4. Wildfire Relief Costs and Reimbursements. The Council discussed the tracking of wildfire relief costs and expenditures and the invoicing of various emergency service providers and agencies for use of UHMC facilities.
5. Facility Utilization. The Council discussed Ka Lama and Kūpa'a building space utilization.
6. Dean of Arts & Science and Vice Chancellor of Student Affairs Positions. The Council discussed the formation of screening committees for the positions of Dean of Arts & Sciences and Vice Chancellor of Student Affairs.
7. MFIC APT Position. This position is under rolling recruitment.
8. Cafeteria Service. Chancellor Hokoana reported that regular school cafeteria service is anticipated to resume in several weeks.
9. Training. Chancellor Hokoana discussed preparations for training classes in January 2024, as well as an 8-week Liberal Arts pathway. He requested that a list of such offerings be compiled by next week. A new marketing brochure was suggested for the classes to be offered.
10. Job Fairs. The Council discussed the holding of on-campus job fairs and the assignment of coordinators for the fairs. UHMC is also participating in job fairs organized by non-UH entities.
11. Monster Mash. Kulamanu Ishihara discussed the haunted house to be held on campus on October 20-21, 2023.
12. Student Bash. Kulamanu Ishihara announced a Student Bash to be held on October 13, 2023.
13. Enrollment Goals. Kulamanu Ishihara discussed the formulation of enrollment goals for Spring 2024.
14. Non-Credit to Credit Articulation. Karen Hanada reported that ELWD has 40 Baldwin High School students in non-credit classes. She discussed the need to transition non-credit students into credit programs.
15. Food Trucks. The Council discussed the possibility of UHMC being allowed use of food trucks donated to a local high school culinary program.
16. Refrigerated Containers and Refrigerated Truck. Karen Hanada discussed the possibility of procuring refrigerated containers and a refrigerated truck to provide redundancy and continuity of service in this time of crisis.
17. Student Lounge Operating Hours. The Council identified 10 p.m. as the closing time. Measures will be taken to secure the equipment in the Student Lounge. The Pilina Event Center is now listed on R25.
18. MLI Tuition Costs. Karen Hanada discussed the financial hardship faced by immigrants and permanent residents with limited English proficiency who take MLI English classes.

19. Cleaning of Offices. Kahele Dukelow will provide David Tamanaha a list of vacant offices that may be in need of professional cleaning or renewal.
20. Language Link. Brian Moto reported that the UH Language Access Committee has advised all UH campuses to establish accounts with Language Link for telephonic interpreter services under a Hawaii State Procurement Office price list contract.
21. UHMC-Sponsored Facilities Use Requests Involving Non-UH Organizations. Brian Moto discussed a draft memorandum providing guidelines on UHMC-sponsored facility use requests involving non-UH organizations and entities
22. Memorandum of Understanding and Infrastructure Agreement. David Tamanaha reported that a Workforce Innovation and Opportunity Act agreement was received by UHCC from the County of Maui. UHMC administrators will ascertain the purpose of the agreement.
23. Supplemental Budget. UHMC may request funding for Water Quality and mental health positions (1 faculty, 2 APT) and expansion of the Apprenticeship Program.
24. Equipment List. David Tamanaha recommended prioritizing equipment replacement requests in light of UHCC preferences.
25. Service Learning. Chancellor Hokoana suggested more UHMC service learning opportunities.
26. Adjournment. The meeting was concluded at 1:03 p.m.