

ADMINISTRATORS COUNCIL  
Meeting of Tuesday, January 14, 2020

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Administrators Council at 9:32 a.m. Present were: Kahele Dukelow; T. Karen Hanada; Brian Moto; Laura Lees Nagle; Vice Chancellor Debra Nakama; Deanna Reece; and Vice Chancellor David Tamanaha.
2. Enrollment. Per latest report, Student Semester Hours (SSH) is down 3.8%, but headcount is up 0.6% to 2,729.
3. Program Reviews.
  - a. Academic Affairs. Laura Nagle and Kahele Dukelow led a discussion regarding the draft 2019 Academic Affairs Report on Program Data.
    - i. There was a deficit of \$630K in the 2018 lecturer budget.
    - ii. Ten programs appear at risk, including Nursing (excessive TEs, but at capacity), Culinary Arts (not at capacity, class fill rate at 69%), Business Technology (not at capacity, significant decline in majors), Electronics and Computer Engineering (may revise program to go on two-year rotation), and Automotive Technology. Academic Affairs will develop recommendations for corrective actions.
    - iii. Draft Report also covers small programs (for example, Dental Hygiene, Administration of Justice, Cultural and Natural Resources).
    - iv. Chancellor Hokoana suggested the formation of a committee to develop criteria for the closure or consolidation of academic programs.
    - v. Laura Nagle discussed the Library and The Learning Center program reviews. Library showed an increase in foot traffic. Library is reducing one faculty position and changing another position to APT. The Learning Center is showing an increase in testing services and is reassessing workflow relating to MySuccess. The Learning Center may expand tutoring for distance learning.
    - vi. Molokai Education Center shows small increases in SSH. Lānaʻi Education Center has 60-70% early admit students. Hana Education Center is considering measures to improve enrollment and the promotion of hybrid courses. The Lahaina Education Center Coordinator is retiring.
    - vii. The Pamantasan position may be recruited very soon.
    - viii. In summary, Academic Affairs is working to Improve budget processes and reduce assigned time. Academic Affairs will be able to run faculty TE reports using Banner and exercise better control of overload. Academic Affairs is developing better practices for outreach centers, examining its own student support services, and reviewing lecturer processes and student learning outcomes. Liberal Arts will pilot a more holistic means of assessing student learning outcomes for classes

- b. Information Technology. Deanna Reece discussed the mission and vision of the department and her desire to revisit both topics and involve all IT and Media employees in the process.
  - i. Brian Hieda, IT Manager, has seven people under him. May consider dividing them into two groups.
  - ii. Quantitative indicators for IT have been assembled into a table that shows enrollments have gone down, but the number of fulltime department staff has increased, as have operational duties.
  - iii. Media production has increased significantly due to conferences and online classes and demand for quality content.
  - iv. Web-based trainings have had good attendance numbers.
  - v. Greatest strength is department's personnel. Greatest weakness is limited budget moneys, especially for maintenance and improvement of technology for main campus and outreach centers.
  - vi. Action items include: transition to Virtual Desktop Infrastructure (VDI); upgrade connection speeds to support improved security cameras; deploy a second firewall; upgrade AudioVisual equipment in classrooms.
  - vii. IT requests the addition of a Distance Learning Coordinator. Department also recommends a full-time Media Design and Production APT Band B position.
  - viii. Estimated cost to equip a Zoom classroom is \$15K (for example, Ka'a'ike 108).
  - ix. The department is rolling out a new WordPress interface for website.
  - x. The department is also working with O&M to identify and address ceiling mounted projectors.
- c. ELWD. Karen Hanada discussed the report with the Council.
  - i. ELWD has undergone significant change in the past two years, and has recovered from a quarter million dollar deficit.
  - ii. Program Review Report lists a number of positive changes and outcomes, including aligning programming and certificate outcomes with UHMC 2015-2021 Strategic Directions.
  - iii. The Report includes quantitative data on outcomes. Data shows improvement in outcomes. New short-term certificates are being offered and certificates have been matched with state department of labor data.
  - iv. The One Stop has completed a year of operation and programming will continue to be implemented and adjusted.
  - v. ELWD requests a full time 11-month instructor position that will offset the loss of temporarily assigned faculty.
- d. Student Affairs. Debra Nakama reported on the Student Affairs Program Review.
  - i. The Report is organized by units within the department. The Mental Health and Veteran components of the draft report are still being worked on.
  - ii. The Report recommends the re-engineering of Counseling and Admission and Records. Admissions & Records will be split into Enrollment Management/Admissions and Records. Therefore, Student Affairs requests one

Assistant Registrar (APT Band B) position and an Admissions Counselor/Coordinator (faculty) position. The Report also recommends an Enrollment Management Specialist (APT Band A) and Recruiter (APT Band A). Early College will come under Enrollment Management/Admissions.

- e. Administrative Affairs. David Tamanaha reported on the Administrative Affairs Program Review.
  - i. The Administrative Affairs Program Review includes Security, Human Resources, Operations & Maintenance, and Business office.
  - ii. Security's biggest matters of concern are inadequate guard coverage, shifts consisting of only one-person on duty, and increased crime in the neighborhood.
  - iii. O&M is beginning to implement national standards with regard to restroom, classroom and campus maintenance. Right now Hawaii campuses don't meet national standards.
  - iv. O&M is requesting four additional positions.
  - v. David Tamanaha recommends that the campus establish a classroom furniture and fixture replacement/renovation fund.
  - vi. The Business Office has implemented certain improvements such as e-signatures. Workers compensation costs and cases have increased.

- 4. Follow up items. The Council discussed the following actions and assignments:
  - a. Academic Affairs will work on developing budget priorities based on program reviews.
  - b. Administrators will reassemble on January 28, 2020, to review department budget priorities.
  - c. Operating budgets will be prepared on a zero-based budget basis, using templates to be provided by David Tamanaha.
  - d. Dean Nagle requested that future Administrator Council meetings allot some discussion time to accreditation standards and responses.