

ADMINISTRATORS COUNCIL
Meeting of Tuesday, January 21, 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 4.4%; headcount is down 0.6%. The Council discussed health holds and immunizations and TB tests. There are 348 health holds. Kahele Dukelow suggested a revised system that makes immunizations and tests more available early in the admissions process.
3. New Hires.
 - a. David Tamanaha reported that a new custodian started today. Another starts next week. There are three other O&M position recruitments in process. He is planning to create civil service exempt position pools for custodians and security. A new Travel Specialist will start in February. The Business Office will fill a cashier position.
 - b. Academic Affairs reported that the Pamantasan hire is in process. A Nursing faculty position has been filled, but another Nursing program vacancy remains.
 - c. Student Affairs reported that a disability services coordinator hire is pending.
 - d. ELWD reported that a HINET APT Band A position is being filled. An administrative position will be posted soon for recruitment.
4. Shared Services Reorganization. David Tamanaha reported that he had a telephone conference with UH Community Colleges this morning regarding UHMC's shared services reorganization proposal. UHCC voiced certain objections and questions regarding the proposal. Chancellor Hokoana suggested a meeting with David, Karen Hanada, and others to discuss this and related matters further.
5. Program Review. Chancellor Hokoana suggested that administrators use a template in drafting program reviews to ensure consistency and ease of reading. The following two outlines were suggested:
 - Program Description
 - Analysis of Program
 - Program SLOs (or PLOs)
 - Action Plan
 - Resource Implication (budget, positions)

- Executive Summary
- Program Description and Assessment
- Analysis
- Summary (Budget, Goals)

6. Accreditation. Laura Nagle said there are several sections to the draft accreditation report. She discussed the introduction section, which includes questions, including: What does the institution perceive as its strengths and challenges based on its internal evaluation? The Council discussed various responses to this question:

- Chancellor Hokoana cited enrollment and budget as among UHMC's challenges.
- Deanna Reece said that it has been challenging to right size distance learning for enrollment.
- Debra Nakama said that UHMC has always been a community college with a comprehensive mission that includes a workforce mission and an equity mission. Without adequate state subsidy financial viability is challenged. We have had to right size our workforce and equity missions. Our overall mission is comprehensive; therefore, UHMC's challenge is how to compete with limited resources.
- Deanna Reece said that we do whatever we can with what we have. In particular, IT tries to meet people's needs, especially student needs.
- Brian Moto agreed with Debra Nakama's assessment of UHMC's comprehensive mission of workforce development and equity/social justice. The social justice/equity aspect of the College's mission will always need subsidy, including, for example, outreach efforts to the approximately 50% of the resident population who do not obtain higher education after high school. Other challenges include slow population growth (indeed, population decline statewide) and a larger local private education sector with its own characteristics and attitudes toward public community colleges.
- Kahele Dukelow noted that subsidies sometimes don't support programs or initiatives that come from the community but rather reflect the priorities identified by other perspectives, such as the National Science Foundation.
- Chancellor Hokoana said that maybe we should stop chasing grant money just because it is available and instead ask whether the proposed program or initiative supports our mission.
- Debra Nakama said that one of our main strengths is our ability to re-engineer ourselves financially; for example, by providing greater transparency in budget matters, and by being responsive to developments in K-12 education. UHMC also benefits from strong relationships with others in the community and has promising Early College programs.
- Chancellor Hokoana said that the College provides living wage jobs for the community. The College needs to target extramural funds to address workforce development needs quickly. Even though we have four-year and two-year programs, UHMC did not lose its sense of community and our emphasis on community welfare.

7. Strategic Initiatives. Laura Nagle volunteered to serve on the Quality of Learning Committee. Karen Hanada is serving on the Workforce Development Committee. David Tamanaha works with the Sustainability Committee. Kahele Dukelow will work on Hawai'i Papa o Ke Ao. Chancellor Hokoana said it is unlikely that UHMC will be redoing its strategic initiatives before accreditation. The Council discussed the advisability of having term limits on Committee chairmanships. Chancellor Hokoana requested that administrators provide periodic updates regarding their respective committee assignments.
8. UHMC Branding. The Administrators Council will receive an update on the UHMC branding effort on February 4, 2020.
9. Shared Governance. Chancellor Hokoana reported on governance issues, including ways to respond to Academic Senate concerns. Student Government may ask for a meeting with the Administrators Council. Student Government will also be conducting a student survey.
10. Budget Priorities. Next week, budget priorities are due and will be discussed by the Administrators Council.
11. Special Compensation Awards. Chancellor Hokoana said that a blue ribbon panel is reviewing APT nominations for special compensation awards (SCA). Supervisors review and approve SCA, without Vice Chancellor review. The Chancellor makes the final decision on SCA. The Council discussed SCA matters pertaining to Special Fund positions.
12. Window Washing. It was noted that Pilina windows are dirty and in need of cleaning.
13. Filling of Position Vacancies. Kahele Dukelow said that a faculty position in Art, and two in Hawaiian Studies, are, or will soon be, vacant, and should be filled. There is also a Molokai temporary budgeted position that was frozen mid-year, which was a day position and was changed to a night position.
14. Temporary Non-Probationary Positions. The Council discussed the status of employees hired into general fund permanent positions on a temporary basis. Non-probationary faculty must submit contract renewals each year. (Civil service does not allow filling permanent positions on a temporary basis.) David Tamanaha will create a roster of employees hired into general fund permanent positions on a temporary basis and share that information with administrators.
15. Budgeting of Operational Costs. David Tamanaha will distribute templates for zero-based budgeting of operational costs.
16. Room and Facility Reservation Procedures. The Council discussed the room reservation process. Karen Hanada noted that the Waiver list involves external parties. Those on the Waiver list may be exempt from paying facility reservation fees, but must still submit applications and may be

subject to insurance requirements. Co-hosted events that are part of a legitimate educational purpose may not be subject to the application process. Kahele Dukelow said that Academic Affairs wants to make sure that faculty can still have meetings on campus with external parties when part of a legitimate educational purpose. Chancellor Hokoana said that certain activities, such as large-scale public events or events that pose special risks, even when hosted or coordinated by internal parties, may be subject to review and insurance requirements. Deanna Reece noted that students cannot reserve campus facilities by themselves. Reservations must be made by the Student Life Coordinator or by an advisor.

17. Department Moves. The English Department will be moving into Kupa'a building in summer. Some English faculty have already moved into the building.
18. Art Exhibit. A local artist is considering distribution of his collection. Chancellor Hokoana suggested a possible exhibit of his works.
19. Campus Internal Roadway Repaving. David Tamanaha reported that most campus personnel have recommended scheduling the repaving work in summer 2021. An alternative would be to schedule the work in Fall 2020. The project would take about three months. The Council discussed the advantage of moving forward with the project rather than waiting for a late start date.
20. Academic Advisory Councils. Laura Nagle will be attending a Big Island meeting to discuss a Hawai'i Community College arrangement under which the campus forms and uses one advisory council to advise its academic programs rather than having separate advisory councils for each department.
21. New UPS. Deanna Reece reported that a Purchase Order has been issued for a new UPS (uninterruptible power supply).
22. Campus Crisis Management Team. There is an 11:30 am meeting today for the Campus Crisis Management Team. A campus emergency exercise has been scheduled for February 5, 2020.