

ADMINISTRATORS COUNCIL

Meeting of Tuesday, January 7, 2020

1. Attendance. Chancellor Hokoana convened the meeting of the Administrators Council at 9:35 a.m. Present were: Kahele Dukelow; T. Karen Hanada; Brian Moto; Laura Nagle; Vice Chancellor Debra Nakama; Deanna Reece; and Vice Chancellor David Tamanaha.
2. Space Allocations. The Council discussed office movements in progress, including the relocation of the Office of the Chancellor, and the possibility of consolidating English and Math classes in Kupa'a Building. Deanna Reece reported that the Xerox room in Ka'a'ike is now a training room.
3. Perkins Grant. The Perkins grant is now in its third-year. Chancellor Hokoana suggested that UHMC be strategic with regard to the next Perkins proposal (for example, consider the possibility of supporting vocational education). Perkins grant proposals are due in March 2020. Laura Nagle reported that health occupation pathways are being considered.
4. Meeting Regarding Nursing Workforce Needs. Chancellor Hokoana reported that a meeting with representatives of the Castle Foundation and Hale Makua is scheduled for next week. The Council discussed workforce demand for CNAs, LPNs, and BSNs. Laura Nagle reported that a separate meeting regarding medical assistants is scheduled for next week Friday.
5. Campus Protests and Legal Considerations. Chancellor Hokoana discussed legal parameters for on-campus protests. David Tamanaha said that a conference call has been scheduled with the Office of General Counsel regarding these matters.
6. Visit by FCC Chairman. Chancellor Hokoana reported that Ajit Pai, the Chairman of the Federal Communications Commission (FCC), is visiting the campus on Friday, January 10. President Lassner will meet with him here.
7. Legislature. The Council discussed matters relating to the State Legislature.
8. New PV Installation. David Tamanaha reported that MECO may continue to insist that a transformer be installed in connection with the new PV array.
9. Lactation Room. Deanna Reece discussed the relocation of the lactation room, possibly to Pilina.
10. ELWD. Karen Hanada discussed the new ELWD course catalog. She also reported that she will be recirculating the facility user waiver list for review and comment.

11. Academic Affairs. Kahele Dukelow discussed the instructional budget process. Budget priorities will be based on program reviews. Department Chairs will prioritize department and program needs. The focus will be on positions. The Deans have set mid-January as the deadline for submission of reports. Chancellor Hokoana suggested that the next Administrators Council meeting include a discussion of program reviews and priorities. Laura Nagle suggested that accreditation standards and components of evaluation be reviewed and any gaps in performance be identified. Areas likely to be of interest to accreditors include the linkage between graduation and career and employment, campus sustainability, and enrollment management. Chancellor Hokoana said UHMC must be able to define the process that it engaged in to address accreditation standards. Kahele Dukelow recommended discussions with local high schools regarding Early College programs. She also reported that budget requests will be prepared for the proposed filling of position vacancies in Art and Nursing.
12. White Paper. Chancellor Hokoana recommended that a white paper be prepared summarizing certain UHMC policies, such as taking prompt and appropriate action in right-sizing the campus when changes in enrollment or revenues occur, and monitoring reserve funds.
13. Enrollment. Currently, total enrollment is up slightly (at 2,508), but SSH (Student Semester Hours) is down, compared to last Spring. There are a substantial number of health holds.
14. Administrative Affairs. David Tamanaha reported that progress is being made on filling certain vacancies. A hire for the Business Office Travel Specialist position has been found. However, new vacancies have occurred in custodial services. A budgeted temporary, non-tenure track faculty position focused on Filipino Student Support should be filled by the campus.

David Tamanaha suggested that, based on zero-based budgeting principles, operating budgets for next year should be prepared assuming several scenarios: a 10% increase; no increase; and a 10% decrease.

David Tamanaha reported that the Ka'a'ike air conditioning retrofit project may not go forward because the amount appropriated is insufficient for the total estimated project cost. It is possible that this will result in the lapsing of the budget appropriation. Amounts currently budgeted for the campus road project are also insufficient and may also be lapsed.
15. Kamehameha Schools Bus Transportation. The Council discussed the temporary relocation of the Kamehameha Schools bus transportation hub to the campus parking lot.
16. Master Keys. Laura Nagle requested that department secretaries be given master keys to be able to lock and unlock facilities.