

ADMINISTRATORS COUNCIL
Meeting of Tuesday, February 11, 2020

1. Attendance. Chancellor Lui Hokoana convened the meeting of the Administrators Council at 9:30 a.m. Present were: Debbi Brown; Kahele Dukelow; T. Karen Hanada; Brian Moto; Laura Lees Nagle; Vice Chancellor Debra Nakama; Deanna Reece; and Vice Chancellor David Tamanaha.
2. Revised Executive Policy EP 1.204, Policy and Procedure on Sex Discrimination and Gender-Based Violence. Debbi Brown discussed changes adopted to Executive Policy EP 1.204. Investigators now have 60 calendar days from date of assignment to complete the Fact-Finding Report. The Policy does not impose a penalty for missing the deadline.

The Decision Maker must draft an Outcome Report within 30 calendar days of receiving the Fact Finding Report. The Complainant or Respondent may file an appeal to the Title IX Coordinator within 7 calendar days after the date the Outcome Report was received by the parties. The Appeal Officer shall make a determination on the appeal within 30 calendar days from the date the Title IX Coordinator received the appeal.

Starting 4/1/2020, new procedures for Investigators and Decision Makers will become effective with regard to Title IX cases only. Executive Policy EP 1.204 allows both the Complainant and Respondent to review a draft of the Fact-Finding Report, containing all of the relevant evidence and attached exhibits, but not the findings of fact or credibility determinations. The Complainant and Respondent must contact the Investigator within 7 calendar days from the date the Investigator provides them with notice that a draft Fact-Finding Report is available, to schedule an appointment to view the Report in-person. The parties will have a period of up to 21 calendar days from the date of the notice to submit to the Investigator any additional evidence or comments regarding the draft Report.

Once the Investigator has considered the submissions from the parties and completed a final Fact-Finding Report, including credibility determinations and findings of fact, the parties may review the final Report electronically and submit any comments or information regarding the Report directly to the Decision Maker within 7 calendar days from the date when the final Report is submitted to the Decision Maker.

The Council discussed the implications of revised Executive Policy 1.204 and the campus relationship with the UHCC Compliance and Title IX Office.

Christine Chun and the UHCC Compliance and Title IX Office are expected to provide training on EP 1.204 for each campus.

3. UH Maui College Hui Meeting. The UH Maui College Hui will be meeting today at noon. The Hui will divide itself into work groups, each devoted to a particular topic: student recruitment; State Legislature; student employment; and student success.
4. Budget. Chancellor Hokoana proposes that the budget process be documented and budget information distributed widely. Budget proposals should also be discussed with Student Government.

Chancellor Hokoana reported that he spoke with O&M and promised that they would be convened and consulted with regard to budget matters.

Chancellor Hokoana discussed the possibility of having a webpage devoted to governance documents. Laura Nagle said that Academic Affairs has a WordPress site for budget documents.

It was noted that the Budget Committee did not want to do a large budget-related event because it was too taxing.

Chancellor Hokoana said that zero-based budgeting for operating costs needs to start.

5. Governance. Chancellor Hokoana reported that he received feedback from the Academic Senate Chair regarding governance issues.
6. Brand Marketing. Marc Antosch is working on campus signage. Chancellor Hokoana proposed that “One Maui Nui, One Maui College” doormats be used at campus doorways. Clifford Rutherford has access to a woodworking tool that can manufacture signs.
7. Leadership Development. Chancellor Hokoana will convert the weekly one-on-one meetings with administrators to monthly meetings focused on leadership development. Chancellor Hokoana invited administrators to schedule meetings with him whenever necessary. He is usually available at 8:00 a.m. each morning.
8. Enrollment. UHMC headcount is down 0.3%. Student Semester Hours are down more than 3%.
9. Announcements and Other Matters.
 - There will be no Administrators Council meeting next Tuesday.
 - The Council discussed a planned on-campus Maui Chamber of Commerce event.
 - The Council discussed coronavirus precautions and impacts on students.
 - UHMC is hosting a Ho’olaule’ā on Saturday, February 15, 2020, from 1:00 p.m. – 6:00 p.m. There will be vendors, food trucks, games, UHMC program representatives, live entertainment, and community hula.
 - Makahiki will be celebrated on campus on Thursday, February 13, 2020. About 800 students from Hawaiian immersion programs are expected to attend.

- Faculty positions in Art, Math, Nursing, and the Molokai Education Center have been posted for recruitment.
- The Senate Ways and Means Committee has asked UHCC to identify positions to be relinquished so as to provide funds for licensed psychologists.
- ELWD is engaged in fund raising efforts for the Maui Food Innovation Center.
- Construction on the Maui Food Innovation Center is anticipated to be completed by the end of the calendar year. A consultant was hired using UH Foundation funds to advise on design and construction.
- ELWD is using casual hires to support the Maui Food Innovation Center.
- The ground-mounted PV solar panels are expected to be activated in May 2020.
- Health Center renovations are almost complete.
- Air conditioning projects in Ka'a'ike and Pā'ina buildings will go out to bid.
- Student Government will be moving to Ka Lama 106.
- Student Life may move into the Pilina General Purpose Room. The Pilina Student Lounge may be repurposed.
- UH Maui Fit finances have improved ever since it was refocused to serve the college campus and not the outside community.
- Pai Ka Mana will be moving into the Ka Lama offices currently occupied by CareerLink. CareerLink will be moving to Laulima building.
- The Mailroom will be moving to Library 101.
- The Lactation Room may be moved to Pilina building.
- The proposed JABSOM Medical Education and Residency Support Program for Maui needs an on-campus conference room, two offices, and a dedicated classroom. The Program will include eight faculty positions and enroll 5-6 students at a time. The faculty will be engaged in medical practice in addition to teaching. All will be specialists. The Program is anticipated to start in Fall 2021. The Legislature has been asked to fund the eight faculty positions.
- UHMC Student Government is managing a new student app that was acquired using Student Government moneys. The app is available on the App Store.