MINUTES

WINDWARD COMMUNITY COLLEGE
BUDGET COMMITTEE

November 8, 2005, Hale Alaka‘i 118,12:30 p.m.

In attendance:
Steven Nakasone         Angela Meixell
Linka Corbin-Mullikin   Nancy Heu
Elizabeth Ashley        Charles Whitten
Libby Young             Paul Field
Marvin Yoshida          Michael Tom
Kelixokauaikai Hoe

Excused:
Sandra Okazaki          Derek Inafuku
Leslie Opulauoho         Winston Kong

1. College Planning and Decision-making Process

The college planning and decision-making process was reviewed. (Handout in binders). The important role of the Budget Committee was affirmed.

2. Budget Policy

The college Budget development Policy (4.3) was reviewed.

3. Quarterly Budget Update

A quarterly update was provided based on actual expenditures and revenues for the first quarter plus projections for the remaining quarters. In January a detailed update will be provided for use in adjusting the FY 05-06 operating budget.

Although there is a small positive balance at this time, Director Nakasone shared two concerns. 1. The remaining dollars for lecturers and overload would only support 2/3 of the fall schedule, but the spring schedule usually costs 90% of the fall. 2. There is no contingency fund cushion in the Institutional Support budget, but the college has already had to pay for two emergencies.

It was asked whether or not student assistant wages would go up in January with the federal change in minimum wage. Director Nakasone said that they would be likely to do so and we would not get additional state funds to cover the adjustment. We should have details on that before the January budget adjustment meetings.
4. Recommendation #1: Expanded Budget Committee

The members of the former budget committee were asked to explain their recommendation to reform with this membership. They stated that in the old format they didn't have the information that they needed to make decisions at their meetings. They often needed to request more background from administrators. They also felt that they had no true authority in the process and were not influencing decisions. Therefore, the recommendation was to have the administrative experts from each area meet with stakeholders and to make decisions together.

There was a discussion of the role of the stakeholders. To what degree are they representing a constituency and should they be checking back? It was decided that constituent groups would be asked to "elect" replacements as vacancies become available. It was also said, however, that the stakeholder representatives will be expert enough not to have to check all decisions with their constituents. It was expressed by several members that the expectation would be that everyone on the committee would be dedicated to making the best decisions for the whole college, not advocating for a particular group.

The membership of the board was clarified and the agenda was to be corrected to reflect the corrections.

It was stated that the expectation is that the committee will reach decisions by consensus. All final decisions are recommendations to the chancellor. The chancellor has final authority.

Michael Tom, with support from Steven Nakasone's office, will solicit member for the vacant faculty/staff positions. Leslie Opulauoho will be asked to represent the students whenever student representatives are not available.

5. Schedule Planning for 2005-2006

A meeting will be scheduled in December or early January for the purpose of reviewing procedural details and definitions. In late January the information needed from the Strategic Planning Committee, Deans and Directors, and all annual reports and reviews will be in. Also, the Director of Administrative Services will have second quarter actuals and most tuition collection will be complete for Spring. Therefore, the operating budget adjustment meeting and biennium budget request meeting will be in late January and February. This is consistent with the college planning cycle.