Minutes

WINDWARD COMMUNITY COLLEGE
BUDGET COMMITTEE

February 22, 2006
Hale ‘Akoakoa 201
1:30 p.m.

Present:
Jan Fouts Acting Director of VCE
Steven Nakasone Director of Administrative Services
Angela Meixell Chancellor
Linka Corbin-Mullikin Interim Dean of Instruction
Nancy Heu Acting Assistant Dean of Academic Support
Elizabeth Ashley Acting Assistant Dean of Instruction
Charles Whitten Interim Dean of Student Services
Libby Young Division I
Marvin Yoshida Division II
Derek Inafuku Administrative Services
Leslie Oupauoh Student Services
Mike Baldauf Student Representative
Michael Tom Academic Support
Kelikokaua‘ikekai Hoe Puko‘a Representative

The student representative to the Budget Committee, Mike Baldauf was introduced and committee members identified themselves to him.

1. Update of Biennium Budget Request list

The chancellor distributed an updated Biennium Budget Request list based on input from the February 14, 2006 Budget meeting and the February 17, 2006 Strategic Planning Committee meeting. Members identified a few more corrections which will be made and an update distributed.

2. First prioritization of Biennium Budget Request list

The membership pointed out that group 1 priority items were prioritized on February 14. Those priorities were reviewed.

An attempt was made to prioritize group 2 items. Items were discussed and justified. The chancellor will send out an electronic list for members to mark their recommended priorities. Results will then be shared and a decision made if further discussion is needed. This is a test of a process.
3. Other business

The chancellor reviewed the budget development policy and timelines.

Director Nakasone indicated that the biennium budget request will also need to reflect internal reallocations, not just requests for new money. There was discussion as to when that funding could be identified and it was deferred until the operating budget discussion.

The director also indicated that the college would need to identify how increased revenues from tuition would be spent. After required additional financial aid and college share of collective bargaining increases, he stated that WCC would anticipate $90,000 in the first year of the biennium and $150,000 in the second. A suggestion was discussed that the college could commit the tuition increase to equipment replacement, therefore reducing our largest request item by sharing the cost.

It was suggested that a subcommittee might develop a “pro forma” budget addressing all potential sources of funding. The stocktaking exercise will require us to look at our strategic and budget goals and to determine how we expect to pay for them.

There was discussion of what happens when money is identified as unexpectedly available and who decides where it goes. There seemed to be agreement that the budget committee and possibly the strategic plan committee should be consulted. Further discussion is warranted as no parameters were defined.

There was discussion about the membership of the Budget Committee. It appeared that the selection process may vary by constituent group. (Ex. Faculty Senate for instructional faculty, but other areas don’t have senates). In discussion of terms, the importance of members staying long enough to learn the process and contribute led to a suggested 2 or 3 year term. It was noted that the original committee was to have alternating terms to assure continuity. The membership category list was also discussed. This item was tabled for further discussion. The chancellor will draft a directive.

4. The next meeting was scheduled for March 14, 2006 Hale ‘Aloakoa 201 at 2 p.m. If a meeting is needed sooner in order to meet external deadlines, it would be March 7.