Minutes

WINDWARD COMMUNITY COLLEGE
BUDGET COMMITTEE

March 14, 2006
Hale ‘Akoakoa 201
2:00 p.m.

Present:
Jan Fouts              Interim 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 Opuluohoho      Student Services
Michael Tom            Academic Support
Excused:
Mike Baldauf           Student Representative
Kelikokaua'ikekai Hoe  Puko'a Representative

1. Update of Legislative action to date

The chancellor shared comparative spreadsheets showing campus requests, BOR requests, the executive budget and House appropriations. The college’s operating requests are all still in less $40,000 for critical infrastructure. The system request for electricity shortfall funds was greatly reduced. Information was shared on the expected support from Senator Hee. Discussion took place about continuing to lobby in particular for electricity funds and the library/learning center.

2. Prioritization of Biennium Budget Request items based on committee input

The tallies of the electronic prioritization were shared. A motion was made and passed to accept the order that the tallies created. Discussion took place about the possibility of looking at alternative sources of funds for some items, and which items would be fundable based on second decade data on employment needs. Director Fouts was asked to explain the Facilities Maintenance program and how it varied from the construction
academy. Discussion took place about how funding source choices were determined. Items that could be well justified for state funding will go forward as the request, others on the list will be considered for other sources of funds. Discussion to take place in future meetings on other sources of funds.

3. Priority/Dollar assignment to Biennium Budget Request items for April 3 submission to system

Director Nakasone shared a prioritized list from the tallies. He led discussion of three critical considerations. First, a discussion took place on possible re-allocation of positions. He proposed looking at re-allocating positions given by the legislature as add-ons for '07. Much discussion took place centered on the need for the positions and on legislative intent. Dean Whitten was asked to look at cost savings if new financial aid clerk replaced student help in admissions. He was also asked to discuss need with financial aid officer and get service numbers. Additional need for financial aid support due to increased tuition, B+ scholarship, and additional funds for needy students was discussed. No decision to re-allocate was made.

The “add-on” counselor was also discussed and whether it could be used as a disability counselor position. Dean Whitten has already developed a PD for that position for financial aid and admissions. It was not promoted in his report to the strategic planning committee because he thought it was already funded. He will go back and look at where it fits in the strategic plan relative to disability services.

Second, discussion took place on revenue producing requests. It was decided that we had no revenue producing requests. The ETC positions requested for conversion were discussed. It was discussed that S fund revenues freed up by the conversion could be used as cost sharing in the equipment replacement item. Interim Director Fouts was advised that strong justification would be needed to carry forward the requests due to a history of expectation of non-credit programming being self funding. A need for data was stressed.

Finally, discussion took place on where tuition increases would be spent. It is necessary to show plans for the years through 2012. It was agreed that $150,000 would go toward equipment replacement funds. Deans and directors will be tightening up the numbers for annual equipment replacement and getting those to Director Nakasone by March 24, 2006. Discussion took place on tuition revenue going to areas most directly impacting students, such as equipment in labs and classrooms, instructional support, and developing programs to meet community need. It was also pointed out that annual operating costs were not met in the current budget and that some revenue increase needed to go to meeting basic operational costs. Other areas identified were outreach, sabbaticals and assigned time.

4. The next meeting was scheduled for April 11, 2006 in Hale ‘Akoakoa 201 at 2 p.m.

5. New Business
Mike Tom had emailed the members with information from the Second Decade Project. Discussion of the implications of the information will be scheduled.