PRESENT: Mary Segura, Diane Goo, Kalani Meinecke, Phil Hagstrom (Presiding), Toshi Ikagawa, Winston Kong, Jean Shibuya (CAAC), Dave Ringuette, Peggy Regentine, Floyd McCoy (Off Campus Rep), Laurie Tomchak (Recorder)

Guests: Angela Meixell, Steve Nakasone, Libby Young

1. Minutes from the previous meeting (Feb. 21st) were accepted as submitted.

2. Report from Chancellor Meixell Director of Administrative Services Steve Nakasone and Budget Committee member Libby Young on the recent changes and current activities of the Budget Committee

   The Budget Committee was changed and reconfigured last October. It was recommended by a previous member, Mike Tom, that the committee should not exclude administration. Since the committee was advisory only in nature, the members felt apart or “out of the loop”. With the addition of representatives of administration, they could get an idea of whether it was possible that their recommendations and priorities would be implemented, rather than feeling that their activities were apart from actual policy making.

   The first step in the budget process is the meeting of the Strategic Planning Committee. When this committee met on December 1st, it adjusted its planning based on what had already been accomplished. The February revised strategic plan resulted in a prioritized list which could be used to create the biennium budget.

   The expanded Budget committee includes Administrators, ETC faculty, Division 1 & 2 faculty, members of Student Services and Academic Services, as well as (on the recommendation of President McClain) a representative of Puokoa, a Hawaiian Studies organization. The terms are staggered, so that there are not too many inexperienced members coming on board at the same time. The time involved by members varies, usually not involving too many meetings at the beginning of the year, but increasing in frequency towards the end of the fiscal year. The frequency may decrease as increasing use is made of electronic meetings. The budget is created on a tight calendar, dictated by such things as the fiscal year and the legislative sessions.

   WCC’s Strategic plan must be placed in the larger context of the CC Strategic Plan. WCC has suffered both because of its small size and because of its lack of
vocational and trades programs (prominent at LCC and HCC) that can be seen as “Work Force Development” WCC can make its budget items fit into the category of Work Force Development by packaging its course offerings as pre-nursing or pre-school of education.

By April, the chancellors of the various colleges begin to have an idea of what needs to be paid for. By summer, when the Legislature has made its decisions, WCC will know if, for example, they will have funded electricity for the expanded campus and all the A/C, lights and computers. Not having to find money for electricity will free up discretionary money and make the decision-making process clearer, an important recommendation by the accrediting body. We need to show how we choose what needs to be cut, and how this relates to the process starting with strategic planning.

It would help to increase transparency of the budget process that the WCC budget is online (This is under the faculty staff section of the campus website) The minutes of budget committee meetings will also appear on the WCC website in future. Minutes of the Strategic Planning Committee are already available on the faculty staff page.

So far Clayton Hee has supported all WCC requested priorities that appeared on the Dec. 31st updated budget, except for the Accounting Clerk, which should be funded by the tuition increase.

If budget committee members should come to the Senate to report on the process, what kind of timetable should this follow. Should committee members report before or after the process is complete? Most members would prefer both. Should there be a faculty senate rep on the budget committee in addition to the faculty members already there? So far there are no fixed term limits, and members are not “kicked off”. Marvin is the only accounting faculty member, and therefore the only one on the committee with relevant experience. The committee has met in December and February and the 2nd week of March.

Angela reminded members of the March 10th Question and Answer session in Akoakoa at 12:30.

When the three budget committee members left, the rest of the business of the meeting was conducted.

3. (CAAC) Jean Shibuya consented to run again for CAAC chair.
Jean Shibuya reported that the Humanities, Language Arts, Mathematics and Business, and Natural Sciences Departments reviewed the following list of 51 classes and recommended that they be deleted. CAAC recommended that these courses be deleted:

ACC 124B Principles of Accounting I, Part 1 (2 credits)
ACC 124C Principles of Accounting I, Part 2 (2 credits)
ACC 125 Principles of Accounting II (3 credits)
ACC 126 Principles of Accounting III (3 credits)
ACC 132 Payroll and Hawaii General Excise Tax Accounting (3 credits)
ACC 150 Using Computers in Accounting (3 credits)
BUS 25 Starting a Business (3 credits)
BUS 70B Customer Relations (1 credit)
BUS 110 Career Communications (3 credits)
BUS 170 Introduction to Investments (3 credits)
ENG 55 Business Communications (3 credits)
ENG 180 Continuing Writer's Workshop (3 credits)
ENG 210 The Research Paper (3 credits)
ENG 211 Autobiographical Writing (3 credits)
GG 102 Historical Geology (4 credits)
HPER 123C Folk and National Dances of the Pacific (3 credits)
ICS 102 The Internet (3 credits)
ICS 104 Introduction to Networking/Computer Support (3 credits)
ICS 105F Voice Input (1 credit)
ICS 125 Computer Maintenance and Repair (3 credits)
MATH 001 Basic Mathematics (4 credits)
MATH 006 Metric System (1 credit)
MATH 007 The Pocket Calculator and Mathematical Application (1 credit)
MATH 035 Unified Geometry (3 credits)
MATH 050 Technical Mathematics I (3 credits)
MATH 202 Probability and Statistics (4 credits)
MATH 173 Introduction to Linear Algebra (3 credits)
OAT 20C Basic Keyboarding, Part 2 (1 credit)
OAT 22B Skill Building (2 credits)
OAT 23E Introduction to WPRO: Electronic Typw (1 credit)
OAT 34 Word Processing (WordPerfect) (1 credit)
OAT 40B Filing (1 credit)
OAT 40C Records Management (1 credit)
OAT 41 Introduction to Office Skills (2 credits)
OAT 43 Professional Development (3 credits)
OAT 43C Professional Image (1 credit)
OAT 50 Office Procedures and Technology (3 credits)
OAT 52 Administrative Office Procedures (3 credits)
OAT 60B Beginning Symbolic Shorthand I (2 credits)
OAT 60C Beginning Symbolic Shorthand II (2 credits)
OAT 61 Skill Building Symbolic (3 credits)
OAT 62 Intermediate Symbolic Shorthand (3 credits)
OAT 64 Advanced Symbolic Shorthand (3 credits)
OAT 67 Abbreviated Writing (2 credits)
OAT 80 Machine Transcription (3 credits)
OAT 130 Information Processing (3 credits)
OAT 131 Information Processing Applications (3 credits)
OAT 197 Word Processing Core Skills (3 credits)
OCN 202 Field Studies in Marine Sciences (1 credit)
Faculty Senate ratified the deletion of these courses, which are now to be removed from the Master Course file.

Dave McClain has been officially installed as President (no longer interim).

Pursuant to the Budget committee report, one member asked why Puokoa should receive representation on the committee, since it would be represented by a relatively junior faculty member, Liko Hoe, when other committees (Technology Vision, for example) are not represented. This seems to be because of the President’s recommendation.

The meeting adjourned at 1:20, and a future meeting was set for March 21st, 2006.