December 16, 2009

MEMORANDUM #1

To: Planning & Budget Council Members

From: Douglas Dykstra, Chancellor & ex officio Convener

Subject: Preparations for Initial Meetings

The Planning and Budget Council (PBC) will enable the college to make direct connections between the program/unit review process and the college’s planning and budget processes. This memo provides you with an initial homework assignment due January 22, as well as notification of meetings every Friday in February from 2-4:30 pm in Akoakoa 107-109. In keeping with our commitment to collegial governance principles the PBC is broadly representative of our several constituencies. Also in keeping with representational principles the members of the Council are tasked with keeping lines of two-way communication open with their respective constituencies. Members of the Council are simultaneously asked to balance the interests of their constituencies with consideration for the interests of the college as a whole, a delicate balance left up to the discretion of each representative.

As members participating in the inaugural effort of the Planning and Budget Council there will be much to learn and no doubt some trial and error experiences that we will be able to evaluate when the initial budget meetings have concluded. The documents including program/unit reviews, as well as the Planning and Budget Council Summary Sheets are available for your perusal at the following address:

http://windward.hawaii.edu/it/PBCouncil/PlanningBudgetMenu.htm

When you click on the address above you will arrive at a page that allows you to open any one of the five program/unit reviews. The council members are tasked to read these review documents between now and January 22, 2010. Pace yourselves please because leaving this reading to the end can be hazardous to your health 😊. You will also find the Planning and Budget Council Summary Sheets located adjacent to the individual program/unit reviews that submitted them. These sheets summarize budget item requests; moreover the sheets provide you with homework that will be due to me on January 22.

Let’s click on the Administrative Services unit review and you will find a page that allows you to click either on the Annual Review or on a list of four (4) PBC forms. Each PBC form represents a separate line item budget request from that program/unit.

1. Click on the first of the PBC forms entitled Fiscal Support Specialist and then print the document out since it is not a form-fillable document.
2. Place your name at the top of the form next to Part I. General Information;
3. Should you wish, you may jot some notes in the column designated for this purpose for your own reference when the plenary session meetings of the PBC take place in February;
4. In the column headed Rating (1-5) please rate the item on three different features: importance, descriptive summary, and rationale of the request;
5. You may rate the requests from your own program or unit…you should not recuse yourselves;
6. Five points would be the best rating and one point the worst…fill in the total and move to the next summary sheet to complete it;
7. When finished with all the summary sheets make a copy of each for your files as reference for the PBC plenary sessions to be held each Friday in February;
8. Send the originals to me at the Chancellor’s Office by January 22, and I will supervise the process to tally the results and to take an average score.
The foregoing process is central to establishing a prioritized agenda for the committee. Highest average scores will determine the order of consideration for each of the five program/unit reviews and the attached budget requests. Averages are employed so larger programs with more requests will have no advantage over smaller programs with fewer requests.

The Student Services Unit review has already been determined to be fifth on the agenda because it was submitted after the deadline. Now that it has been submitted we will all be responsible for reading and familiarizing ourselves with any of its budget requests, however we will not be required to rate any of the Student Services requests since its place in the agenda has already been determined. Although it goes last on the agenda, each of the Student Services requests will be given consideration for inclusion in the college’s budget request.

Meetings will be held every Friday afternoon from 2-4:30 pm in Akoakoa 107-109 throughout the month of February (four Fridays). Light refreshments will be available to keep our spirits and blood sugar up. Additionally, I am asking you to hold the second Friday in March open as an emergency date to be used if needed. The first Friday in March is Excellence in Education Day with other educative activities in the planning stage at this moment. I am very hopeful that we will not need this emergency meeting, but just in case, please hold it open.

As Convener and Chair I will work from an agenda that has been pre-determined collectively by your ratings. An added feature of this set agenda is that I can plan on inviting key “witnesses” from program/units who may be needed to answer follow-up questions or clarifying questions that members of the Council may wish to hear before taking a final vote on any one or any grouping of the line item requests. Our rules establish a quorum as half the voting membership plus one and votes will be taken on all line items. Final determination of the most strategic budget requests for our college have in the past depended heavily on the UH system’s definition given to Tier 1, 2 & 3. If this guidance comes early in the budget development process I guarantee that I will pass the information along to members of the PBC to assure that our deliberations are informed by the latest information.

If you feel you have been mistakenly identified as a PBC member or if you have any other questions, please direct them to Jeff Hunt (jwhunt@hawaii.edu) and/or Richard Fulton (fulton@hawaii.edu) during my absence from the state December 17-January 2.

If any of the links above fail to work, please copy and paste them to the appropriate address box.