Below you will find the record of the first meeting of the PBC:

Corral Items
Advise writers of program review (appropriate items, language)
improvements to forms
electronic distribution of forms

Action
Jan Lubin moved that the Administration Team be authorized the discretion to expand the four specific spending categories of the redistribution of the $500,000 in the best interest of the college. Floyd McCoy seconded the motion. Vote: 16 ayes, 0 nays, 1 abstention

Attendance per sign-in sheet:
1. Mike Tom
2. Jane Uyetake
3. Jan Lubin
4. Kanani Baker
5. Jean Shibuya
6. Frank Palacat
7. Emi Troeger
8. Mark Hamasaki
9. Floyd McCoy
10. Nancy Heu
11. Lisa Gillis-Davis
12. Peter Moore
13. Gerri Kabei
14. Jeff Hunt
15. Richard Fulton
16. Cliff Togo
17. Lui Hokoana
Non-voting: Doug Dykstra
Ivy Yagi
Guest: Elizabeth Ratliff

Mahalo to you all for your patience as we started sorting through the procedural and other preliminary items. The motion approved above takes approximately 37 items from the list of 112 line items that we have been considering and relegates them to the Equipment New & Replacement fund deliberations. Since the 37 items have all been “graded” out by the membership the Admin Team will have a record of the perceptions of this body as we go about the business of selecting what can be funded from this year’s allocation. We would hope to have a report of spending decisions for the PBC by the end of the semester.
Attached you will find the agenda for Meeting #2. Cliff Togo will chair the meeting since I will be on the mainland. I have asked Bonnie Beatson to be present as a guest to answer questions that may arise during the Chancellor’s Office section of the agenda. If any of you have requests for other “guests” to be invited please let Cliff know asap. Also attached I am re-distributing the line items summaries that were distributed at the first meeting.

As you will see from the agenda, we will pick up from where we left off at the first meeting. Starting with the “Corral” you will have a chance to add items…I have added one already which is listed on the agenda. We will then review the Positions line item list trying to identify potential Program Change Request (PCR) themes that may be used to group several position requests together. PCR Themes could include a Remedial/Developmental Student Success theme; OR a Liberal Arts Graduation/Transfer Enhancement theme; OR a Public and Campus Services theme as several for instances.

Later, as the PBC reviews the individual line item requests from the programs/units you may wish to consolidate all the positions as well as related equipment and/or supplies line items that cohere as part of the proposed PCR. Although this may result in taking some of the line items into consideration out of order, the point is to comprehend the forest from amongst the trees: to wit we need to identify coherent PCR’s that can be sold to the University’s Budget Council, the Board of Regents, the Governor’s Budget Office and finally the Legislature. This may require taking items out of order to produce the best package of items fitting a PCR theme. If this means that crucial “guests” are not present to answer questions that must be answered you could always table the measure until the guest or guests can be invited to visit the PBC.

I hope all goes well and I will see you again at the meeting on February 19.
• **Populate the Corral**: I am asking for a 4\textsuperscript{th} item to be added to the corral that would review our grading process (three numerical grades per line item reduced to one summative grade per line item is my suggestion).  

• **Position Requests Grouped as Program Change Requests** (PCR)  

• **Administrative Services Requests**  

• **Chancellor’s Office Requests**  

• **Free-for-All Questions & Answers**
### PBC Summary

**All Units, Departments or Programs**

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