Minutes

WINDWARD COMMUNITY COLLEGE
STRATEGIC PLANNING COMMITTEE
February 17, 2006
Hale Alaka’i 118  2:00 p.m.

Jan Fouts    VCE
Angela Meixell    Administration
Janice Nuckols    Credit Instruction
Tara Severns    Academic Support
Michael Tom    Budget Committee liaison
Charles Whitten    Student Services
Alicia Kalahiki    Student

1. Review of Updated Resource Needs List

This meeting was called to address concerns raised in the 02/14/06 Budget Committee meeting about items that were missing. The most recent draft was circulated only one business day before the budget committee meeting so there had not been an earlier opportunity to report omissions.

There was discussion related to why items were missing.
Was it an over-sight? Was it that they were not priorities at this time? Were they considered and rejected? Were some items not specific enough?

2. Consideration of additional items as numbered priorities

Items identified as missing were examined and addressed.

Previously only priorities 1 and 2 had been defined. Definitions were agreed on for 3.
Items that were earlier marked 4 would become 3. Two new categories were created. “I “ was created for those items having insufficient information. “D” was created for those items that needed to be deferred, such as those awaiting college reorganization.

Key:
Priority 1 Critical to be funded in coming biennium
Priority 2 Important in long term, can be deferred if necessary
Priority 3 Appear desirable, need further examination
I = Incomplete information for prioritization
D= Deferred

3. Distribution of updated plan to college, posting of agendas and minutes

It was discussed that it was the responsibility of the committee to inform the college. It was agreed that the minutes, and agendas would be posted to the college web page with
the last update of the plan once agreed upon by the committee. The committee will vote electronically on the version to post. The possibility of an informational forum was also discussed.

4. Additional Discussion Items

The committee discussed concern about those reports that had been submitted late. It was discussed that the plan was a dynamic document, but that college timelines would require use of whatever information was available at certain points in time for annual decision-making. The record is to reflect that deans will presumably consider reports that were late at the next appropriate point in time.

Now that priorities have been assigned to all budget items in the plan, it was discussed that the next appropriate action would be to prioritize those items not requiring additional funds. A new column will be added. That activity will take place later in spring.

It was agreed that the committee would electronically communicate the strengths and weaknesses of this year’s process with the goal of a report and recommendations for future improvement. That report may include recommendations concerning the make-up of the committee, time-line, materials considered, processes followed, etc.