
Excused: James McCumber; Kevin Ishida; Michael Tom; Nancy Heu; Richard Fulton; Lisa Gillis-Davis; Daniel Kamalu-Grupen; Lui Hokoana.

Guests: Elizabeth Ratliff (proxy for Michael Tom); Mariko Kershaw (proxy for Nancy Heu); Brian Richardson (proxy for Richard Fulton); Peter Tully-Owen.

Notes for the PBC meeting held on 12/10/10 were approved without correction. Doug introduced a new member of the PBC, Mr. Sione Keni who represents WinCC students as a member of Phi Theta Kappa, National Honor Society at our college.

Doug announced the re-opening of the CORRAL to place non-agendized items that will be scheduled for future meetings. The **first item placed in the Corral** was a request to establish either a set of agreed upon standards or a rubric to guide Council members in their completion of 1-5 point ratings for each of the PBC Summary Sheets. Members of the Council were informed that this item is timely, and important enough to the Council’s deliberations to be placed on the agenda for the next meeting on February 25, 2011, and Jeff Hunt has been tasked to gather ideas from those on the Council who wish to contribute and to produce a proposal on this issue. Other **Corral issues** to come forth included Jan Lubin’s suggestion that the PBC summary sheets be reconstituted. Finally Jeff Hunt requested that equipment and supplies requests on the PBC Summary Sheets need to be itemized more clearly and separated. Moreover, the following Corral Issues were added:

1. Pre-meeting:
   - Will be held to review the forms, due dates and overall process;
   - To demonstrate the submittal of forms.
2. Acrobat will be used by all to fill out and submit the PBC Summary Forms.
3. Submitting the PBC Forms:
   - Each form will be submitted as a separate pdf file;
   - Forms embedded in program/unit review documents will be extracted by the authors of the document and submitted individually as separate files.
4. Editing:
   - Forms will not be edited
   - what you submit is what you will see on web page

The foregoing additions to the Corral are to be placed on the agenda at the end of this semester’s PBC business.

Jeff Hunt gave a demonstration of the Zoomerang Tool that will be used to tally and collate the PBC Summary Sheet ratings submitted by each of the PBC members. All voting members of PBC will be expected to use this tool to record their rating decisions.
The Council considered the various PBC Summary Sheets submitted by the Administrative Services Unit and the Chancellor’s Office. Presentation of the sheets, discussion and any disposition of the sheets that may have taken place follow hereafter:

PBC Summary Sheet #:

1. Electricity Costs for new Library Learning Commons (LLC): $232,270 requested and described as a cost item that should be held in check by the new performance based contract with Johnson Controls. Moreover the UHCC System has developed a plan to collectivize electricity costs.

2. Request for two new janitorial staff to cover the needs of the new LLC in light of the standard that each custodian should cover approximately 30,000 sq. ft. and the LLC adds 68,000 sq. ft. hence the addition of two is about the right number.

3. Request for an additional building maintenance worker at a slightly higher grade to accommodate the campus needs for specific skills in plumbing, carpentry, electrical work. Again the addition of the new LLC and the many upgrades and renovations expected in the near future require addition to this staff.

4. Auxiliary services requests a set annual amount from the “mythical” $500K new and replacement equipment fund. This amounts to 10% ($50K) of this fund to assure that equipment upgrades and new equipment for a campus this size are always provided.

5. Request for $500K to upgrade the college’s superannuated Master Plan that dates back to the early 1990’s. The request can be rated high without directly costing the college because it is paid out of Capital Improvements which comes from system if it is available.

6. Request for a webmaster is rendered moot by a similar request made by the Media Center where the assignment of the position is probably best placed.

7. Request for a grant writer as an APT position is to be considered as a Tier 2 priority. The position would be placed in the chancellor’s office to provide the incumbent with the cover necessary to set priorities in selecting grant proposal projects and providing the boilerplate, processing and checking for the proposal process, as well as the initial draft and subsequent finalization of drafts based upon feedback from faculty/staff seeking the funding.

8. Request is rendered moot by the availability and assignment of a position to be vacated upon the closure of the cafeteria operations at the college.

9. Request for Marketing and Public Relations equipment, software and professional development funds needs to be separated with operating equipment for $23K being considered as part of the new equipment/replacement equipment fund request; and the operating other to be considered as a separate request. Suggest treating this as PBS Summary Forms 9a & 9b for rating purposes.

10. Request is rendered moot. Amount requested can be managed at a level below that of the PBC.

11. Request is rendered moot. Amount requested can be managed at a level below that of the PBC.

12. Request should be separated as OE & OO. The OE category should be considered as part of the new equipment/replacement equipment fund request. Suggest treating this as PBS Summary Forms 12a & 12b for rating purposes.
13. Travel, and professional development for this office updates individuals who now total four professional who serve the campus at large with planning, policy writing and institutional research services.

The chair of the PBC at the most recent meeting 2/11/11 requested that Cliff Togo develop a proposal for a sliding scale of departmental/unit supplies budgets that would be sensitive to the rise and fall of enrollment/ssh figures. Additionally Academic Support unit heads from the Library, Media Center and the Computer Center were asked to work together chaired by the Dean of Division I. The outcome of such a meeting would be to produce a proposal to accommodate the needs of all three over the course of this academic year and the two following years in light of the huge equipment needs of the new Library Learning Center.

Briefly, the available assets for the time period in question would be:

- 2010-11 = $350K (Supplies $) + $150K(summer) + $50K (15% T&F overage) = $550K 
- 2011-12 = $350K (Supplies $) + $50K(summer) + $50K (15% T&F) = $450K 
- 2012-13 = ($500K-$100K) + $50K (summer) + $50K (15% T&F) = $450K

TOTAL Available = $1,450,000

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<thead>
<tr>
<th>Needed:</th>
<th>Media Center:</th>
<th>$150K + 150K + 150K = $450K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Center:</td>
<td>$200K + $200K + $200K = $600K</td>
<td></td>
</tr>
<tr>
<td>Library:</td>
<td>$975K</td>
<td></td>
</tr>
<tr>
<td>Total Needed =</td>
<td>$2,125,000</td>
<td></td>
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Task is to utilize the concept of equipment leasing to achieve all of the total campus needs in three years and as much as possible of the needs to assure the opening of the LLC with as close to fully funded equipment needs as possible. The task is complicated by the fact that the “mythical” $500K in equipment funds cannot be authorized for expenditure until late in the academic year. Moreover 20% of the mythical $500K is supposed to be reserved for all other equipment needs beyond the amounts reserved for Media, Computer Support and Auxiliary Services.