Planning & Budget Council Notes
April 15, 2011

Attendance: Doug Dykstra (non-voting); Ivy Yagi (non-voting); Ellen Ishida-Babineau (non-voting); Mike Tom; Jane Uyetake; Charles Whitten; Alan Ragains; Frank Palacat; Clayton Akatsuka; Inge White; Kai Noa Lilly; Gerri Kabei; Jeff Hunt; Richard Fulton; Cliff Togo; Bernadette Howard; Jan Lubin; Lui Hokoana.

Excused: Daniel Kamalu-Grupen; Liko Hoe; James McCumber; Kevin Ishida; Nancy Heu; Sione Keni; Lisa Gillis-Davis.

Guests: Brian Richardson, Kathleen French; Mary Beth Laychak; Tom Holowach; Pam DaGrossa; Kina’u McKeague.

Meeting notes from 4-01-11 were approved as corrected.

Review of the last of the Planning and Budget Council Summary Sheets commenced:

#87: Request for a 1.0 fte Anthropology Faculty position to replace the current .5 fte position. Demand for the position has been sufficient for several years as reflected in the schedule of classes. Students’ unfamiliarity with the academic discipline provides exotic appeal to them when coming out of high school.

#96: Request to convert the APT Facilities Use Specialist from a special funded to a general funded position. The absence of long term stability for a job that is special funded has made this a difficult post to fill and retain an incumbent. Covering the salary of the Facilities Use Specialist is problematic given the need to cover the salary with room rental fees. The pressure that results can be problematic for the College’s public relations with outside agencies that expect the fees to be low if they are charged at all. The College could consider transferring this post to the Administrative Services department.

#97: Imaginarium demolition and removal of the current projector pit would provide space to expand the seating from the current 66 seats to 80-85 seats.

#98: Requests replacement of the digital surround sound system in the Imaginarium. One of the four amps comprising this system already is non-functioning. This is not a CIP/R&M item as listed but is an equipment replacement item. By upgrading the sound system there will be a good balance between the recently upgraded visuals with the full dome Sky Skan projection system balanced by a new sound system.

#99: The Sky-Skan full-dome projection system synchronizes the services of 14 computers with a five year life span. Although the system is currently under warranty the expected life span of the system is five years, hence a set aside of $18K per year is needed to accumulate the needed $91K to replace the whole system when the time comes.

#100: Convert the Imaginarium Manager’s position from half-time to 1.0 fte relieving the CAE Director of management duties so he can reduce his assigned time saving as much as $10K in
lecturer expenses. Moreover a full-time manager could potentially double the number of shows that can be staged in the Imaginarium.

#101: Convert the Aerospace Exploration Lab Specialist from .49 fte soft money support under the auspices of the Space Grant to a general funded .5 fte position. This would institutionalize a position that has been funded by Space Grant since 2001 and it would represent a commitment to community outreach.

#102: Requests a Cashier Clerk to be hired by Paliku Theatre and funded by Special Funds to handle the ticket sales and general office work. Ticket sales can generate as much as $150K if potential theatre patrons are promptly served. Conversion of this post to G-funded would take a major step in the commitment of the college to community outreach.

#103: Requests conversion of .5 fte Technical Director in the Paliku Theatre to a 1.0 fte general funded position. With events held 125 days a year and audiences of up to 40,000 per year the Theatre is a major landmark for public entertainment and events. As a signature attraction for the surrounding communities in Koʻolau poko. The position is so important that it is being funded with special funds until general funds can be found.

#104: Requests funds for 1.0 fte Program Assistant for a Certified Nurse Assistant program that must process much grant paperwork and requires a great deal of coordination with Kapiʻolani CC to maintain access to the ADN program.

#105: Requests a position for a Financial Aid specialist at an APT A grade given the challenges of maintaining a record of 50% or more of a rapidly growing number of students as recipients of financial aid. The college is one of the system leaders in providing financial aid assistance to its students, but the enrollment figures have grown 53% in the last five years and growth seems to be continuing.

#106: Requests a 1.0 fte 11-month faculty to coordinate tutoring services in the Ka Piko Center of the new Library Learning Commons.

- The PBC considered the equipment requests submitted by Computing Services, Media Center, and Auxiliary Services. The totals requested by these three units came to a sum of approximately $400K of the total of $500K available for equipment annually and funding the requests in-full has implications for all other equipment requests campus wide. Since the end of the fiscal year is fast approaching the PBC chair Dykstra broached the discussion of the issue of possibly authorizing expenditure of at least a portion of the funds to allow for paper work processing and other possible obstacles to the expeditious expenditure of funds. A member of the Council offered the admonition that carry-over Tuition and Fee balances are tempting to those who must balance the budget of the state government because they do not understand that the funds are necessary for the continued upgrading of educational services. After discussion the following motion was made:
MOTION: The PBC authorizes the expenditure of $175K of equipment funds by Computing Services and Media Center (in amounts to be determined by the two entities in discussion with their Dean of Division I), and it authorizes expenditure of $25K of equipment funds by Auxiliary Services pending final decisions about the allocation of the total equipment fund available after the ranking of requests has been completed by the PBC.

Moved: Lui Hokoana
Second: Bernadette Howard

Approved Unanimously

The foregoing motion authorizes the expenditure of 40% of the available equipment funds by the campus.

- Ellen Ishida Babineau commended the PBC Request Form rubric to the group. No major edits had been submitted to her since the original presentation of this document as a draft. Two possibly problematic factors in the rubric were addressed by Chair Dykstra. The College Goals and Priorities for the Fiscal Calendar represent a factor that should be clarified in the first PBC meeting of each year hereafter. The Immediacy factor should be apparent by reference to the Tier box on the PBC Request with top tier indicative of a high immediacy for the request and so forth through the three tiers. Ellen suggested that the PBC members can use the rubric as a means of gauging the overall grade that they intend to give to the request that is being “measured” by the rubric. She also pointed out that the rubric should be maintained by the individual PBC member as a personal record and it will not be collected by the chair.

- Jeff Hunt gave a demonstration of the Zoomerang voting system that will be used by PBC members to rank the perceived value of individual PBC request forms….106 forms having been submitted with many of them having been deleted for a variety of reasons including the fact that:
  1. Some were constituent to existing PCR’s hence redundant.
  2. Many were in the category of supplies hence covered by the formula approved earlier to fund supplies by tying increases to student semester hour (ssh) increases in a proportional relationship….also decreasing if ssh decreases.
  3. Some had become moot because the positions have already been hired or accommodated by some other source of funding.
  4. Some positions were requested by more than one unit.
  5. Some requests for assigned time were more appropriately referred to the Faculty Senate subcommittee charged for this purpose.
  6. Some requests were more appropriately referred to the Marketing Coordinator, or Computing Services or Media Center.
  7. Some requests were more appropriately funded as minor CIP by the system.

Department chairs and unit heads were asked to review the Zoomerang roster of items to be voted upon as well as those marked has having been deleted and to report any discrepancies by close of business April 18. The Chair assured members that items
deleted would be restored if any of the deleted items did not fit into any of the seven categories aforementioned.

- The chair asked for volunteers to serve during the summer if emergency requests should require the College to make any budgetary or planning decisions on a short turnaround time. Volunteers were asked to e-mail the chair with the dates that the member would be available during the summer months. Volunteers were notified that their contributions would not be compensated and would be a pure service to the College’s Planning and Budget Council with thanks in advance.

- Meeting adjourned shortly after 4 p.m. Next and final meeting of the academic year is to be held April 29, 2011.