Attendance: Doug Dykstra (non-voting); Ivy Yagi (non-voting); Mike Tom; Jane Uyetake; Charles Whitten; Alan Ragains; Frank Palacat; Clayton Akatsuka; Liko Hoe; Inge White; Daniel Kamalu-Grupen; Kai Noa Lilly; Geri Kabei; Jeff Hunt; Richard Fulton; Cliff Togo; Bernadette Howard; Ellen Ishida-Babineau.

Excused: James McCumber; Kevin Ishida; Nancy Heu; Jan Lubin; Sione Keni; Lui Hokoana.

Guests: Paul Nash; Brian Richardson; Nalani Quinn (proxy for Lubin); Elizabeth Ratliff (proxy for Heu).

Meeting notes from 2-25-11 were approved as written.

Ellen Ishida Babineau submitted a draft of a PBC Summary Sheet rating rubric (see attached) and called on committee members to e-mail her with recommended edits or questions asap. The rubric will be at the top of the Corral as an issue to be addressed at the next meeting. The rubric may be used now if it is helpful for members to do so as long as they remember it is a worksheet and the individual members will give only a single numerical rating to each Summary Sheet even though the worksheet guides the member through 6 separate categories of consideration with each one to be rated. Additionally, Ellen will conduct an assessment of PBC procedures by the end of the spring semester to produce possible considerations for upcoming amendments to the processes and procedures of the Council.

The proposed formula as presented by Vice Chancellor for Administrative Services Togo for increasing supplies budgets across the campus was discussed to consider the sufficiency of the proposed increases which are tied to ssh increases and declines. Administrative Support finds the amounts sufficient as does Student Services, however both Instructional Services and Academic Support find that the amounts inadequate especially when considering the major cuts in supplies that took place in 2007 for some historically obscure reason. Given current state fiscal realities the prevailing sentiment seemed to be to accept the proffered increases and make do at least until the state budget situation becomes clearer as the current legislative session draws to a close.

Review of PBC Summary Sheets ensued, beginning with sheets inadvertently skipped at an earlier meeting:

#15: request for a secretarial position in the Academic Affairs office given the challenges faced with the retirement of the “office’s institutional memory.”

#16: major request for computer equipment for the entire campus reported by Mike Tom. Request was prefaced with the observation that campus computer acquisitions has raised the numbers from 688 to 820 computers on campus inventory, an increase that has occurred in one year. Accordingly the campus will need $150K to support replacement of older computers/printers & power supply. The additional $50K are needed to purchase
server to improve service to distance education students as well as management tools that allow maintenance of computer service from a distance.

#17: request for increase in the supplies and student help budget for Computing Services office. The increases would be substantial reflecting the huge increases in the computer holdings of the campus and sparking a discussion of a strategic consideration of the number of computers that can be/should be supported by a campus this size.

#30: Request for new faculty position in drawing and painting currently handled by adjunct faculty.

#33: request for .5 fte position in Hawaiian Studies can not be tenure track by definition. Placement in department’s third tier reflects long range planning for possible PCR for AA Degree in Hawaiian Studies.

#34: request for 1.0 position in Hawaiian Studies….chair requests clarification of relationship of this request to the recently recruited Hawaiian Studies faculty position funded by the Title III grant.

#37: request for .5 fte faculty position in screen printing to assure that the visual arts program is able to provide instruction in a variety of genre’s…however the department did not indicate the priority tier for this request.

#38: request for .5 fte faculty position in sculpture to assure that the visual arts program is able to assure instruction in a variety of genre’s…however the department did not indicate the priority tier for this request.

#39: small equipment request drying rack for the screen printing program.

#42: gas and electric kiln requests not necessarily needed simultaneously…could be purchased separately if need be. These are kilns for specialized purpose in the use of the lost wax casting process.

#44: power supply timer burned out for the Photography program photo enlargers and need one that does not threaten to short out.

#45: pottery wheels are worn out before their time and request is to purchase Brent wheels which are of higher quality and durability.

#46: Department requests deletion of this item.

#47: Request is made for Fall 2012 when new Speech lab in the new LLC opens for service.

#48: request is a top priority for department to provide Writing lab with software and supplies, reference materials to operate with complete support.

#49: Deleted at departmental request.

#50: Math faculty position (1.0 fte) requested to give key support to the modularization of Math classes and speed the transition of students through the developmental curriculum.

#51: request a 1.0 fte faculty position in ICS in addition to the .5 fte position already advertised.

#52: request a dual platform computer lab for ICS to replace a current computer lab, not to be added to the existing two.

#53: funds for tutors to support Accounting and ICS students in light of the very low retention figures.

#54: deleted at the request of the department and sent forward to the Media Center.

#55: department will submit this assigned time request through Senate sub-committee review.
#56: department will submit this assigned time request through Senate sub-committee review.
#57: department will submit this assigned time request through Senate sub-committee review.
#58: deleted since mentoring is part of the job description.
#59: would be a good request to present to the Staff Development committee and provides cause for the campus to consider expanding that committee’s budget.
#60: deleted and sent forward to Computing Services as a request.
#61: deleted and sent forward to Media Center as a request.
#62: Faculty position request to support the joint system-wide pre-engineering program currently grant funded in part but not including this faculty position.
#63: Faculty position request is currently part of a PCR before the legislature but the outlook for legislative funding is highly problematic.
#64: Lab tech position request is currently part of a PCR before the legislature but the outlook for legislative funding is highly problematic and current lab tech in Natural Science department must do both Physical and Biological science lab preps.
#65: department will submit this assigned time request through Senate sub-committee review.
#66: the bioprocessing medicinal garden complex tech is currently paid from USDA grant to a part time employee and plenty of volunteers because no synthetic fertilizers or pesticides are allowed so much weeding must be done. USDA grant eventually must institutionalize its positions.
#67: department will submit this assigned time request through Faculty Senate sub-committee review.
#68: this request can be submitted to the Marketing office.
#69: this request will need to be covered by whatever supplies increases are affordable this coming fiscal year.
#70: this request is the formal departmental request to restore departmental funding to 2007 levels.
#71: these requests are part of the Biotech PCR which is facing grim prospects for funding both this year and next.
#72: deleted because another source of funding (COMDEX) has been found.
#73: deleted at request of department.
#74: This is equipment needed for the PEEC program.
#75: this request will need to be covered by whatever supplies increases are affordable this coming fiscal year.
#76: this request will need to be covered by whatever supplies increases are affordable this coming fiscal year.
#77: this request will need to be covered by whatever supplies increases are affordable this coming fiscal year.
#78: this request will need to be covered by whatever supplies increases are affordable this coming fiscal year.
#79: this request will need to be covered by whatever supplies increases are affordable this coming fiscal year.
#80: Deleted.
#81: Deleted.
#82: department will submit this assigned time request through Senate sub-committee review.
#83: this request is drawn from a PCR facing bleak prospects for funding by the legislature either this year or next.
#84: this request is drawn from a PCR facing bleak prospects for funding by the legislature either this year or next.
#85: this request is drawn from a PCR facing bleak prospects for funding by the legislature either this year or next.
#86: could be sent to Media Center as a request.
#87: skipped.
#88: these requests are for new faculty positions in the Psychology discipline.
#89: department will submit this assigned time request through Senate sub-committee review.
#90: department will submit this assigned time request through Senate sub-committee review.
#91: would be included in any plans for renovation of Hale Noeau once it is vacated after the completion of the new LLC.
#92: this request will need to be covered by whatever supplies increases are affordable this coming fiscal year.
#93: this request will need to be covered by whatever supplies increases are affordable this coming fiscal year.
#94: this request will need to be covered by whatever supplies increases are affordable this coming fiscal year.
#95: would be included in any plans for renovation of Hale Noeau once it is vacated after the completion of the new LLC.

Next meeting will begin with skipped item #87.