Attendance:  Doug Dykstra, chair; Jane Uyetake; Charles Whitten; Alan Ragains; Clayton Akatsuka; Liko Hoe; Inge White; Kevin Ishida; Nancy Heu; Daniel Kamalu-Grupen; Kai Noa Lilly; Geri Kabei; Jeff Hunt; Cliff Togo; Lui Hokoana; Bernadette Howard; Ellen Ishida-Babineau (non-voting); Ivy Yagi (non-voting).

Excused:  Michael Tom (Elizabeth Ratliff proxy); Jan Lubin (Ellen Ishida-Babineau proxy); Frank Palacat; James McCumber; Lisa Gillis-Davis; Sione Keni; Richard Fulton (Ardis Eschenberg proxy).

Meeting notes from 2/11/11 PBC were approved as corrected. Among the corrections 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

Ellen Ishida-Babineau was introduced as a new, non-voting member of the PBC pursuant to an e-mailed approval process supported 14-0-0 abstaining after the February 11th meeting. Ellen represents the Institutional Effectiveness Committee and her task is to advise the PBC on the adequacy of its efforts to analyze and apply outcomes assessment data as a substantive aspect of its program/unit review documentation.

Jeff Hunt presented an updated PBC Flow Chart & Timeline. By unanimous vote the update was accepted with one edit in the March to April box to read: “PBC members submit final ratings on Summary Sheets & recommendations to the Chancellor.”

Cliff Togo submitted a Supplies Budget Allocation Adjustment Formula to adjust the budgets in accordance with enrollment increases and/or decreases. By unanimous vote the formula was accepted with the caveat that the formula be used by Vice Chancellors and Directors to determine if current supplies increase requests would be covered by formula allocations. Finally, a **corral issue** related to the formula was identified as follows: **PBC needs to define the extraordinary conditions under which supplies budget increase requests beyond the formulaic equation will be considered.**

Academic Support presented the request for technology new equipment for the new Library Learning Commons. Owing to a combination of factors including price
decreases over the years; elimination of outdated technology, substitution of cheaper models and newer, alternative technology and other factors the cost of equipping the facility has been brought down from $975K to $415K which could be accomplished if the purchasing takes place over a three-year period.

The review of PBC summary forms ensued as follows:

#14: Instructional Developer faculty position requested by the VCAA to provide training of faculty to develop mastery of on-line and other distance technologies, as well as consult with faculty on appropriate distance techniques to achieve intended learning outcomes.

#15: skipped.

#16: skipped.

#17: skipped.

#18: request for Distance Ed Librarian fits with recent substantive change request given the growth of on-line curricular offerings that have now surpassed the 50% level for the A.A. degree.

#19: request for Hawaiian Specialist Librarian may well fit in with a future PCR request to establish an A.A. Degree in Hawaiian Studies.

#20: note this is a top tier request from the Library important to providing front desk coverage for the additional hours of operation that the new Library Learning Commons will be open. Moreover this position will have supervisory responsibilities accordingly it should be at the APT B level.

#21: this will be a software Library Consortium purchase to facilitate library searches done by students. Possibly the college will be assessed to make this purchase.

#22: see attachment for substantial reductions in the request to $415K.

#23: request is for APT B position as duplication services specialist…the college can consider possibly re-defining an existing position.

#24: full time APT B position for distance learning support technician needed to provide help desk support for video conference class offerings at night and weekends to Waimanalo and Kahuku.

#25: Void due to similarity to item #14.
#26: Webmaster position must be increased to $60K estimated salary for an APT B position. This item proposes to place the position in the Media Center to establish a point of responsibility for the web page which does not currently exist.

#27: Increase in supplies/student help to support distance learning technology in Waimanalo and Kahuku.

#28: This is the primary equipment replacement and new equipment request from the Media Center. The amount represents 30% of the annual available equipment funds for the campus.

#29: Additional student help budget requested to assure adequate coverage in the Testing Center for additional hours and to cover the lab when the coordinator can not be present.

#30: skipped.

#31: Replace a History faculty position to replace retiree for a discipline that has high fill rates and a critical role in the general education core for the World Cultures category.

#32: Replace a History faculty position contingent upon the official retirement by the incumbent possibly as early as December 2011.

#33: skipped

#34: skipped

#35: Replace a Music faculty position to replace retiree and to support the Windward Community College reputation as a significant site for music instruction.

#36: Replace a Theatre faculty position pending the departure of incumbent. Continuity of the Theatre program will be supported by this early recruitment.

#37: skipped

#38: skipped

#39: skipped

#40: Request for APT A position to provide help as gallery assistant given the problem of turnover when depending upon student help for this purpose.

#41: skipped

#42: skipped
#43: provides the support for a spring semester companion community event to balance the attractions … Ho‘olaulea and Halloween Open Haunted House in the fall semester & Paliku Arts Festival in the spring semester.