
Excused: Clayton Akatsuka, Liko Hoe, James McCumber, Kevin Ishida, Mike Tom, Ivy Yagi (non-voting).

Guests: Ellen Ishida-Babineau for Clayton Akatsuka, Kalawaia Moore

- Draft notes for the October 1, 2010 meeting were approved as amended. Approved minutes are available on the PBC web page.
- Operational Expenditure Plan 2010-11 was presented by Cliff Togo along with line item explanations. The incoming resources includes an estimate for the Enrollment Growth Funding initiative since the spring semester totals can not yet be known. Likewise the tuition and fee collections are estimated based upon the assumption that spring semester will be 48% of the fall semester collections. Funds transferred in from the American Recovery and Reinvestment Act (ARRA) played a significant role in offsetting the budget cuts that were made in State of Hawaii funds. Chancellor Dykstra drew attention to the General Fund totals of slightly more than $9 million compared to the total of personnel costs including regular pay; lecturer/overload; other payroll; and not counting student help. The foregoing when totaled and offset by $427 K of ARRA funds comes to almost exactly the slightly more than $9 million in general funds from the State of Hawaii. The implications of this are that all the supplies and equipment replacement as well as new equipment purchases must come from tuition and fees paid by the students OR from grants income or donations. This is the rationale for no longer providing free meeting room space to community groups on the Windward Community College campus. Reasonable fees must be charged lest the college use tuition collected from the students to provide this valuable service to the community. Chancellor Dykstra also reported that the apparently disproportionate amount listed for Student Services supplies and equipment includes $445 K of scholarship funds for students. Vice Chancellor Togo reported that Special Funds such as ASUH Student Government, Imaginarium, Paliku Theatre, Admissions & Records, and Summer School are not a part of the campus Operational Expenditure Plan. Other fixed costs beyond the salary costs include more than $1 million for electricity and $1.3 million in reserve and start-up capital as an ACCJC expectation. Because of the substantial fixed costs the college must hold in abeyance most expenditures for new and replacement equipment until the second semester of the academic year when tuition and fee collections are clearer.

- Corral issues included a request by Ke Kumu Pali (KKP) to include its budget requests for consideration by the Planning and Budget Council (PBC) notwithstanding the fact that Ke Kumu Pali is also constituent to the system-wide
Pukoa Council which can support its budget requests at the President’s Budget Council deliberations. The request for inclusion in the budget prioritization deliberations at the PBC level is made to assure a broad base of campus awareness as well as an opportunity for all campus constituencies to consider where KKP requests rest in the overall priorities of the WinCC campus. Moreover, a KKP budget request would provide a broad overview of the direction of Hawaiian serving concerns since it would subsume the requests from the various constituent departments and divisions that are required to parcel their Hawaiian studies/Hawaiian serving requests. For instance a KKP request would give coherence and totality to the picture of Hawaiian studies/Hawaiian serving budget requests in a way that a number of parceled requests from Student Services, Instructional Services, and Academic Support might not be able to do as well. Kalawaia Moore will email this committee the BOR policy that established the Pukoa Council.

- **Motion #5**: Ke Kumu Pali (KKP) is established as an enfranchised, participating body in the deliberations of the Planning and Budget Council where it will submit its annual report and describe its budget requests via the Chancellor preparatory to sending its budget requests on to Pukoa Council.
  Motion presented by Nancy Heu  Seconded by Kai Noa Lilly

  Discussion: The Council discussed whether KKP requests should be vetted by the appropriate departments of origin for the budget/position/equipment/facilities request, but this proposed requirement was not included as part of the motion.

  Motion Approved 13-0-2 abstaining

- **Motion #6**: Proxies will be recognized to act on behalf of Planning and Budget Council representatives if the Chair of the Planning and Budget Council is notified in writing at least one day in advance by the representative of the intent to send a proxy.
  Motion presented by Lui Hokoana  Seconded by Charles Whitten

  Motion approved: 12-0-1 abstaining

- **Motion #7**: A second voting student representative shall be added to the Planning and Budget Council to be recruited by the Student Government from a student constituency other than the Student Government itself.
  Motion presented by Daniel Kamalu-Grupen  Seconded by Lui Hokoana

  Motion approved: 13-0-0

- Jeff Hunt presented a modified PBC summary form that includes the glossary of budget request classification codes, and it accommodates the new operating procedure that the committee will make one summative rating of the request form rather than three separate ratings as in the past. Additionally the new form is capable of being completed and submitted electronically. The expectation is that parties that submit forms will confine themselves to the one page form and not submit any narrative smaller than font size 8 for the narrative portions of the form. The URL for
PBC Policy & Procedures: 

- The Strategic Plan update will be carried over to the next PBC meeting as will the briefing on biennium and supplemental budget processes.
- The meeting adjourned at 4 pm.