Meeting was called to order at 2:05 p.m. in Hale Kuhina 115

Meeting notes for the PBC 12/02/11 were approved as circulated

Cliff Togo moved to accept meeting notes; Ron Loo seconded.

Agenda for 2/10/12 – The chair shared a brief explanation; if you vote to accept as written, we will not accept additional items as the meeting progresses. Chair asked if anyone had additional items to be added. Being that there were none, agenda approved as circulated.

1. **First item on Agenda is the MaPSAC & PBC Conference Committee Formation for PRU Update**

As discussed at our meeting on 12/2/11, there is a need for a conference committee to revisit our Master Plan. We need to have a vision of what we want in 20 years and beyond and to eventually get funding for our Master Plan.

We have 64 acres; 2/3 currently in use. The area from the library to great lawn and the surrounding buildings is considered to be a “historic district”; no more buildings to be built. Library Learning Commons (LLC) is the last building to be built on this site. Ag zoning – height restrictions

Possible spaces for the future include: several acres behind Hale Uluwehi & Hale A’o; the building which houses the law library consortium (on a long term lease to 2027) & cottages currently being used by Hakipuu School.

The following individuals have volunteered to serve on this committee:

Jeff Hunt – convener; Richard Fulton; Cliff Togo; Kristine Korey-Smith; Ardis Eschenberg (temporary volunteer); need to fill two more slots. It was suggested that the Faculty Senate be asked to nominate two more individuals to serve; paying attention to gender & equity balance.

This committee will report back to PBC & MaPSAC.

Liko Hoe moved and Jan Lubin seconded that we accept the motion to accept the creation of a seven member committee; accept the volunteers listed above and to ask Faculty Senate to fill the two vacant positions. Motion carried.
Discussion continued; questions raised included:

What is the role of this committee? The process?

Tactical Targets is a starting point. They will focus on a realistic vision given what we know. As the convener, Jeff Hunt will decide on how to organize this committee and will report back to PBC & MaPSAC committees.

2. Update on the Operation Expenditure Plan (as it related to electricity costs, reserve requirements & ARRA funds)


Electricity has skyrocketed; up by 43 %; Projected Electricity Deficit as of 2/12 is $447,663.00, consequently temperatures are being reset to modulate the air conditioning.

Chill water loop completed in January; hopefully we’ll see some savings. LLC is coming up – savings/additions are not projected in chart.

Revised Operating Expenditure Plan for top portion shows that G-Funds estimated at $9.3M; TFSF $4.1M, Return of Indirect Overhead Alloc (RTRF) at $104,964.

Spring enrollment grew slightly but we did not collect as much as we thought.

Need to reserve $750,000 to meet ACCJC reserve requirements; other campuses have excess cash – only Maui & WCC don’t have enough.

Working capital may not be used as a reserve fund; The reserve must be put into escrow and this deprives the college of flexibility to use its carry over funds from the 2010-11 academic year. Because of the unexpected electrical expenses and the new procedures to sequester reserve funds the college will be unable to budget any of its $500,000 normally expected each year for equipment.

Chancellor will make an appeal to everyone to conserve energy; turn off “dripping faucets” of electrical usage, a/c, lights, computers, personal refrigerators. Per Vice Chancellor Togo, all vending machines are “Energy Star”. 

Spring Break – campus is closed to the public

In regards to every department’s supplies budget, V.C. Togo will provide encumbrance and expenditure reports for each department to the Administrative Staff. We need to look at the criteria for use of remaining balances: Health & Safety, Immediate Instructional Use with the burden of proof on the requestor. Additionally the campus cannot allow roll downs from student help to supplies this year.

We need to find an additional $150,000 to avoid a deficit for the current year.

3. Review & Prioritize Campus Beautification/Improvement/Repair Projects
Handout was sent via email – revisions made to delete some items on list.

Senate Bill # 2012; $150 M to UH System; $25M for all community colleges

Need to provide list of top projects; equipment items cannot be included in list. Criteria – Shovel Ready, Health & Safety, Relating to our Core Mission. UH Systems Office will review and provide estimates for campus requests.

Jeff Hunt will send the updated list to PBC members; please rank each category (one being highest), needs to be returned by end of business on Thursday, 2/16/12. He will summarize and distribute results to PBC before our next meeting.

4. **Discuss & Familiarize with 5 Projected/Possible Themes of the Biennium Budget Policy Paper**

Handout distributed at meeting by Doug Dykstra: PBC Reading Assignments

As noted on bottom half of handout, the possible themes for Biennium Budget Policy Paper:

1. Energy Conservation
2. Best Performing System of Higher Education
3. Innovation & Technology
4. Hawaii Graduation Initiative
5. Model Indigenous Serving University

The Board of Regents will be meeting at WCC on 2/23/12 and the Biennium Budget Policy Paper should be on the agenda according to reports. We should have guidelines and the five themes mentioned above are a “good guess”.

5. **Review PBC Submittal Form & PBC Rating Form**

Handout distributed at meeting by Jeff Hunt; Planning & Budget Rubric

For this year, tiers should have a rubric attached; some areas will have an itemized list.

Group of requests that are coherent to the theme (Legislative dollars); Numbers (ranking) will take a back seat to “sell” requests.

It was asked if we should do the same thing as last year; equipment was funded in order of priority.

Ellen Ishida-Babineau asked “what happened to last year’s requests, end of process, summary of decisions and explanations? Oral report to PBC were given. Per Jan Lubin, report should be written. Annual Notes should be posted on website each year.

Chair asked for a motion to adjourn meeting:

Moved by Jan Lubin; Seconded by Jean Shibuya
Meeting was adjourned at 4:03 pm

Next meeting February 24, 2012