Attendance: Mike Tom; Jan Lubin; Ross Langston; Jean Shibuya; Toshi Ikagawa; Clayton Akatsuka; Liko Hoe; Inge White; Rick Murray; Nancy Heu; Loea Akiona; Jeanine Keohokalole; Kai Noa Lilly; Jeff Hunt; Cliff Togo; Ardis Eschenberg; Doug Dykstra; Dorene Niibu; Ellen Ishida-Babineau (Proxy for Richard Fulton); Jamie Boyd

Guests: Gerri Kabei (Proxy for Kristine Korey-Smith); Jane Uyetake (Proxy for Jamie Boyd for first half of meeting)

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

Meeting notes for the PBC 3/23/12 were approved as circulated

Cliff Togo moved and Ardis Eschenberg seconded to accept notes

Agenda approved with the following change & addition:

Cliff Togo requested to discuss PBC Request Forms first

Nancy Heu requested to add discussion on Summer Sessions Funds (LLC funding)

Cliff Togo moved and Ellen Ishida-Babineau seconded to accept agenda with revisions

**Student Affairs Office reporting on # 59 - 67**

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Academic Support reporting on # 15b

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Nancy Heu reporting on # 11 (hand out distributed at meeting)

Assuming that we will earn $130,000 or more this year (Summer Session funds), please revise request to $55,000 instead of $130,000

Budget Status Report

Vice Chancellor Togo presented the handouts (distributed via email) for the various programs focusing on Student Help and Supplies & Other Expense to demonstrate balances in supplies budgets to an approximate total of $587,428 as of 4/10/12 after being corrected for the approximate cost of electricity for the remainder of the fiscal year.

Uncertainties of Future Biennium Budget

Legislature has taken the position that pay back for UHPA faculty must come from Tuition & Fee money:

- 25% in first year approximately $55K (estimated cost to WinCC)
- 25% in second year
- 50% in third year approximately $110K

WinCC has already accumulated its required reserve fund to meet ACCJC requirements and the college will hold this amount in the equivalent of Al Gore’s “Lockbox” meaning an untouchable escrow. (p.s. since Al never had to use it, we may as well do so on his behalf). However the college needs to build its expendable reserves hence the exercise in delayed hiring of positions and restrictions on supplies and student help funds. By means of this exercise the college will successfully clear its projected deficit of approximately $54K and begin to build a reserve to be maintained or expended based on future PBC deliberations.

Performance Based Budget Initiative for the 2011 fiscal year came out of CCs general fund appropriation to demonstrate to the Legislature how the concept worked. House or Representatives is not interested in supporting the concept this fiscal year, but the Senate is supportive only if unfilled positions of 2 years duration or longer are relinquished along with funding for said positions ($600,000); House and Senate will be going to conference committee in late April to consider compromise on the budget and this may result in funding for performance based budget incentives. $2M has been proposed for this
purpose by Sen. Jill Tokuda only for CCs; if it gets approved, the college stands to receive $113,300 if it meets all the performance measures.

Legislature should be adjourning on May 3rd so we should know before commencement.

**Biennium Budget Policy Paper Report (not for circulation)**

Not clear what targets need to be hit in order to attain 100% of the proposed performance based budgeting incentives built in to the University’s proposed Biennium budget request, however if the targets remain the same as during the pilot program for performance based budgeting then they would be drawn from Strategic Plan targets for the current year as follows: 1.) # of Graduates; 2.) # Native Hawaiian Graduates; 3.) STEM Graduates; 4.) Pell Grant Recipients; 5.) Transfers to UH Baccalaureate granting campuses. Note that the college has been successfully attaining these targets heretofore.

Total amounts available to Windward CC if all targets are met would be in the range of $310,000 over the two-year biennium period.

Not clear if PCRs will be requested from Windward CC.

In the future, G Funds provided by the Legislature will continue to be under 50% of the college’s budget and Tuition/Fees will probably continue to increase to make up the difference.

**PBC Request Forms & Prioritization Process**

All 5 themes are noted for each of the PBC requests, as well as the category of each individual request; worksheet to be distributed to PBC prior to next meeting and the process of prioritizing the requests will be reviewed and implemented.

The one clear message of the Biennium Budget Policy Paper is that the timeline for developing a Biennium request has been dramatically shifted to the fall semester. The submittal of the Biennium Budget request will be in the form of a single consolidated request unlike the past when individual colleges were invited to submit Program Change Requests for consideration as part of the University’s budget request.

Chair requested a motion to adjourn meeting:

Moved by Ross Langston; seconded by Jan Lubin

Meeting was adjourned at 4:10 pm

Next meeting on Friday, April 27, 2012 in Kuhina 115