Meeting notes for the PBC 4/29/11 meeting were approved with no corrections.

The chair re-distributed for informational purposes the Equipment and the Positions prioritizations that had been finalized by the PBC in spring semester 2011.

The chair re-distributed for informational purposes the latest available update for the Windward Community College Strategic Plan 2008-2015. A brief discussion ensued concerning the apparent deficit in professional development expenditures which has been deepening at an alarming rate for the past two years. Council members expressed concern but were reassured by the chair that the apparent decline in spending is a matter of not properly categorizing and tracking professional development expenditures. The college is working on a better method of maintaining a more accurate accounting of the professional development travel that it supports each year.

The chair entertained discussion of the sole remaining “corral” issue: Discussion of how best to fund long-term replacement expenses with a possible commitment to escrow accounts to fund such expenses as replacement of Library Learning Commons equipment; replacement of Imaginarium projection system; expenditures on computer technology and media equipment; etc. Two issues are germane to this corral item. The first issue is the need to accommodate regular purchasing requirements for major expenditures on computer technology and media equipment as early in the fiscal year as possible to avoid the problems of rushed purchases prior to the end-of-year closing of the books moratorium on spending. The second issue raised relates to identifying equipment replacement needs accurately across all programs on the campus.

The first issue is an outcome of budget cuts imposed by the State and shared out by the University to its constituent campuses that left the college with the option of 1) personnel layoffs and/or 2) cutbacks in supplies and/or 3) student help funding and/or 4) cutback in the previously budgeted $500K per year in new and replacement equipment funding. In the two years since the budget cut the college has chosen to absorb the State’s budget cutback primarily by taking it from the new and replacement equipment funding. Consequently covering the new and replacement equipment funding as in previous years has been dependent upon the collection of surplus tuition and fee revenues and the college has been in a fortunate period of rapid growth that has enabled it to fully fund the $500K per year for equipment. The downside to this situation is that it renders problematic the early release of “surplus” funds for timely purchases of equipment because the college must wait until spring semester tuition collections
have been accounted. This discussion was carried over to the next meeting contingent upon the availability of the Operational Expenditure Plan for 2011-12.

The second issue was addressed by calling for all Vice Chancellors and Directors to incorporate depreciation reports as a portion of future program and unit reviews. The depreciation reports would provide the college with the capacity to aggregate all equipment needs on an annual basis to determine an “average” equipment replacement requirement for the college and submit this data driven report as the crux of a campus request for a future biennium budget. No vote was necessary on this matter and the Chair/Chancellor has called upon Vice Chancellors and Directors to incorporate this feature into future program and unit reviews.

The chair distributed a vision statement entitled *Tactical Targets for Windward Community College in Pursuit of Strategic Plan Goals to 2015 and Beyond* for a first reading by the PBC. The chair wrote and distributed the statement in response to Council member requests as expressed in assessment surveys of the membership as well as a request from the floor. The chair asked for feedback from the floor or via e-mail input prior to a second reading of the statement at the next scheduled meeting. A comment from the floor to incorporate headings has been included along with minor stylistic changes to be found in the attached document written in “track changes” mode to show both the original and the proposed changes.