Meeting was called to order at 2:10 p.m.

Meeting notes for the PBC 10/21/11 with the addition of Mike Tom’s statements regarding the equipment funds issue were approved.

Jan Lubin moved to accept minutes; Rick Murray seconded.

Agenda for 11/18/11 – The chair asked if anyone had additional items to be added. Being that there were none;

Cliff Togo moved to accept agenda; Richard Fulton seconded; Agenda approved as circulated.

1. First item on Agenda is the second reading of vision statement entitled Tactical Targets for Windward Community College in Pursuit of Strategic Plan Goals to 2015 and Beyond was reviewed. It was commented that bullet points and headings helped to guide through the document. The chair asked if PBC would adopt this statement. It was requested that document be placed on website and allow for more comments to be received.

Discussion on Developmental Ed –

- Clayton Akatsuka to forward brief description for Math Designs to chair via email
- Jean Shibuya to forward info for Language Arts to chair via email.

2. Vice Chancellor Cliff Togo distributed handout for WCC Operational Expenditure Plan FY 11-12 (FY 2012) and also displayed it on the screen. He explained each line item and mentioned that this document is “fluid”; constantly changing due to the various estimates (E = estimate, F = firm). Although our bottom line is projected as a “zero”, this is not definite.

He explained that the bolded line item “Trans Out: Debt Service for JCI Improvements” refers to a loan used to fund construction projects for the Oahu campuses. We have no idea of the cost at this time.

The chair also pointed out that General Funds (G-Funds) is from the State in the amount of $9.4M and our payroll is $10.14M. We need to generate income from Tuition and Fee Special Fund (TFSF); we cannot give our facilities for free to every community group.
Supplies/Equip Allocation includes travel, utilities, etc.

A member of the PBC posed the question why Std Svc expenditures was high $656,570 in comparison to Instruction with its allocation of $141,480 and it was explained that need based scholarships is included in the Std Svc figure.

How do you add moneys to cash reserve and spend later? New rules re: “cash reserves” may establish a centrally maintained escrow account of reserves for each of the campuses.

Per ACCJC, 5% needs to be set aside - No surplus TFSF moneys

**We don't have a cushion. We need to watch our spending and build a reserve.**

3. Elizabeth Ratliff asked about Mike Tom’s email regarding the equipment funds issue. Funds aren’t allocated until late in the spring and they need to spend funds by mid-June. It was requested if funds could be carried over. There was a discussion emphasizing the various points stated in Mike’s email message. VC Togo responded that it is difficult to manage carry-over funds.

Long term equipment funds, Depreciation reports – start next FY as part of all of the program/unit reviews to enable the campus to develop a proposal for a future biennium budget request for a line item to support equipment replacement.

The foregoing will not address the immediate situation but perhaps the campus can consider an early release of funds based upon a set proportion of annual available equipment funds. Although $500K has been available for the past two years, the foregoing discussion about an escrow fund for a campus reserves in tandem with much lower growth rate in the enrollment figures will likely result in the unavailability of the usual $500K for equipment.

The Council may wish to consider a set proportional distribution of the available equipment replacement funds as follows:

- Computer Technology = 40% of available funds
- Media Technology = 30% available funds
- Auxiliary Svces = 10% available funds
- All other depts./units = 20% available funds

Under this scheme the College ostensibly could estimate available funds for equipment replacement as early as possible in the current year and make funds available within the established parameters for the top three categories. In the “all others” category approval would continue to require the prioritization of departmental/unit requests via tallies of PBC forms.
4. Council Leadership Transition –
   As suggested by chair, we need to make a change in leadership to the PBC. The Chair should be excused when there is a vote to prioritize/divide funds. He suggested that we have a Vice Chair. We need to change directives – We need to elect or he will make an appointment.
   This will be an agenda item for our next meeting.

5. Developing a new Plan Review Use document and/or Extending Master Plan, per Jeff Hunt – agenda item for next meeting –

Chair asked for a motion to adjourn meeting:

Moved by Ardis Eschenberg; Seconded by Ross Langston

Meeting was adjourned at 3:54 pm

Next meeting is scheduled for Friday, December 2 at 2:00 pm