Planning & Budget Council  
Meeting Notes for 02/10/12

Attendance:  Mike Tom; Jan Lubin; Ross Langston; Jean Shibuya; Clayton Akatsuka; Liko Hoe; Inge White; Nancy Heu; Loea Akiona; Jeanine Keohokalole; Jan Lubin; Jeff Hunt; Richard Fulton; Cliff Togo; Ardis Eschenberg; Kristine Korey-Smith; Doug Dykstra (ex-officio, non-voting); Dorene Niibu (non-voting, recorder); Ellen Ishida-Babineau (ex-officio, non-voting)

Excused:  Kevin Ishida

Guests:  Pam DaGrossa (Proxy for Toshi Ikagawa); Jane Uy etake (Proxy for Jamie Boyd); Ron Loo (Proxy for Kai Noa Lilly); Jared Braun (Proxy for Rick Murray); Nalani Quinn Kaun

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 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 & cottages have a long term lease (through 2027.)

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)

Hand out distributed by Cliff Togo “WCC Operation Expenditure Plan FY 11 – 12 (FY 2012)“ and back of page “University of Hawaii – Community Colleges – Electricity Data - Campus: WCC“

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

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; other campuses have excess cash – only Maui & WCC don’t have enough.

Working capital not identified; put into escrow. Due to accreditation, this is required

We cannot purchase equipment this year

Chancellor will make an appeal to everyone to conserve energy; turn off dripping faucets, a/c, lights, computers, personal refrigerators. Anything else? Per Cliff, all vending machines are “Energy Star”.

Spring Break – campus is closed to the public

In regards to every department’s supplies budget, Cliff will look into it and make a report. We need to look at the criteria for use of remaining balances: Health & Safety, Immediate Instructional Use, Previous commitment with burden of proof on requestor.

We need to find an additional $100,000

3. Review & Prioritize Campus Beautification/Improvement/Repair Projects

Handout was sent via email – revisions made to delete some items on list.

Seante 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.
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 Conversation
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 process will be on the agenda. 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