Planning & Budget Council Meeting Notes April 29, 2011

Attendance: Doug Dykstra (non-voting); Ivy Yagi (non-voting); Ellen Ishida-Babineau (non-voting); Mike Tom; Jane Uyetake; Jan Lubin; Charles Whitten; Alan Ragains; Frank Palacat; Clayton Akatsuka; Inge White; Nancy Heu; Kai Noa Lilly; Gerri Kabei; Jeff Hunt; Cliff Togo; Bernadette Howard; Jan Lubin; Liko Hoe.

Excused: James McCumber; Kevin Ishida; Lisa Gillis-Davis; Daniel Kamalu-Grupen; Sione Keni; Richard Fulton; Lui Hokoana.

Guests: Brian Richardson (proxy for Richard Fulton); Steven Chigawa (proxy for Lui Hokoana); Pam DaGrossa.

Meeting notes from 4-15-11 were approved as corrected with minor mis-spellings of proper names.

1. The first item on the agenda was a report on electricity costs for the new Library Learning Commons and it was cancelled since there was no new information to report.

2. The electricity costs report was replaced with the presentation of a revised PBC Summary Sheet #83. Originally this request form asked to fund two positions one of which (1 fte Veterinarian Faculty) had already been included in last year’s approved Program Change Request to fund the Veterinary Tech A.S. Degree Program. One faculty position (1 fte for Vet Tech faculty member) that was requested originally as part of this program request had been edited out of the college’s request at the system level. The chair explained that edits of this nature happen at the system level because the community college system must submit a total package of program change requests under a total dollar amount ceiling, not because an adverse judgment had been made about the appropriateness of the request. Summary sheet #83 was submitted to the PBC in corrected form to request only the position not previously included in the PCR. The chair asked the PBC to take a secret ballot vote to rank the position among all of the position requests for 2010-11. Results of the secret ballot vote with 16 members voting (exactly the same # of voters as voted in the original voting exercise for all other PBC Summary Sheets) produced 57 points for the Vet Tech faculty position placing it second place on the list of requested positions for 2010-11.

3. The PBC considered the possible options for funding the equipment requests for the Library Learning Commons with the knowledge that the $415,000 total requested would be purchased sometime after January 1st 2012 to accommodate schedule for moving into the LLC anytime from mid-February 2012 through mid-summer 2012. This provides the college some flexibility in scheduling the purchases and accumulating the funds to cover the expenses. The PBC considered the use of summer school tuition monies both accumulated and prospective monies as a funding source. The accumulated funds in the summer school account comes to a total of $208,000. The current summer school has been reported to be running well ahead of the session in 2010 that produced a bottom line of revenues slightly in excess of $100,000. The discussion on this issue established the fact that summer school needs $40,000 or more for start-up costs each year. After discussion of various funding possibilities the following motion was presented for consideration:
Motion: That the LLC equipment fund requirements will be funded by taking $150,000 from the accumulated summer school balance and committing the total balance of summer school receipts for the next two summers (2011 & 2012) until the equipment needs of the LLC ($415,000) are fully funded.

Moved by Jan Lubin Seconded by Bernadette Howard

Discussion on this issue brought out the fact that following the foregoing funding scheme the LLC equipment needs would require an average of $132,500 from each of the subsequent summer sessions to reach the required total. Moreover the discussion brought forth the idea that any shortfall in funding that may occur if summer school revenues fail to meet the average requirement each year can be made whole by diverting the necessary amount from the annual equipment fund of $500,000. Any such diversion would require a separate action by PBC in the form of an approved motion.

The question was called and the motion passed unanimously.

4. The Council was asked by the chair to consider the equipment requests for Computing Services; for Operations and Maintenance and for Media/Duplication Services as a package. On April 15 the PBC had approved the requests of the three units at approximately 50% of the amount requested by each unit. Funding the remaining half of the requests was the issue the PBC was asked to consider.

Motion: That the PBC fund the other half of the equipment requests of Computing Services ($100,000); Media Services ($75,000); and Operations and Maintenance ($25,000) to bring the total funding for equipment to $400,000 divided as follows: Computing Services ($200,000); Media Services ($150,000); and Operations and Maintenance ($50,000).

Moved by Jan Lubin Seconded by Nancy Heu

A brief discussion ensued and the thrust of the discussion seemed to be that the units in question may not need full funding. The question was called and a show of hands vote resulted in unanimous approval of the motion.

5. With the remaining available $100,000 the council discussion clearly indicated that the equipment list as voted on by the council should be taken as a motion that the Chancellor should fund in full by moving down the list seriatim until the available funding was exhausted. See attached funding memos for the total distribution of funds noting that Form #12 the IR and OPPE office generously offered to forego their equipment request & Form #21 for LLC Discovery Searching Software was disqualified as a supplies request & Form #9 OPPRM (Marketing) Equipment was partially funded in accord with the generous offering of the Marketing office to fully fund Form #44 for Photographic Power Supplies and Timers.

6. Mike Tom requested a CORRAL ISSUE: to be raised at the beginning of the next academic year will be a discussion of how best to fund long term replacement expenses with a possible commitment to escrow accounts to fund such expenses as the replacement of the LLC
equipment in four years or the replacement of the Imaginarium projection system in five years for instance.

7. Discussion of the rank ordered position requests ensued and inquiry was made as to the current funding support for the Financial Aid position. The position is currently funded by means of Title III funding which is available for five years with an expectation that the college will institutionalize the position. Doing so will surely free up Title III funding for other grant related purposes, but having the funding available in its first year of a five year grant does give the college a little flexibility before making the commitment. The next highest ranked position for the Vet Tech faculty position is related to a Program Change Request currently before the Legislature, however it was not included in the PCR. The next three positions highest ranked by the Council were for Custodial positions and a Building Maintenance position in support of the new Library Learning Commons. The next highest ranked position is for a full time Anthropology instructor followed closely by a Facilities Use Specialist. The Chancellor explained that it is preferable for the time being to hold off on distribution of positions until the college is given a clear indication of the status of its current PCR’s before the Legislature. One PCR calls for a Veterinarian faculty member and the other PCR calls for a Plant Molecular Biology faculty member along with a Lab Technician. Although neither PCR has a chance in the current Legislature each PCR will be re-submitted in the Supplemental year of the Biennium. Vacant positions available from ETC may address some of the shortages, but hopefully the PCR’s can be supported as much as possible with the vacant positions, but the campus needs to wait until the next legislative session to get a read on the outlook for funding the PCR’s in the coming year.

8. The Chair asked for volunteers to consult with the administration during the summer months in case budget deliberations should be required to respond to the UH System requirements. Volunteers should send the chair an e-mail indicating willingness to consult and dates of availability during the summer.

9. The corral issue on supplies budget increases beyond the formulaic amounts available via the Togo formula could not be discussed and will be carried over to the first meeting of the new academic year.

10. Meeting adjourned at 4:20 p.m.