Planning & Budget Council  
Meeting Notes for 12/02/11

Attendance: Doug Dykstra, chair & ex officio; Ardis Eschenberg; Clayton Akatsuka; Ellen Ishida-Babineau (ex officio); Inge White; Jean Shibuya; Jeff Hunt; Liko Hoe; Mike Tom; Nancy Heu; Richard Fulton; Ross Langston; Toshi Ikagawa; Dorene Niibu (ex officio); Gerri Kabei; Rick Murray; Loea Akiona; Kai Noa Lilly; Jamie Boyd; Mike Tom

Excused: Kevin Ishida; Jeanine Keohokalole; Cliff Togo

Guests: Justin Sugai (Proxy for Daniel Kamalu-Grupen); Nalani Quinn Kaun (Proxy for Jan Lubin)

Meeting was called to order at 3:05 p.m. in Hale Kuhina 115

Meeting notes for the PBC 11/18/11 were approved with corrections

  Liko Hoe moved to accept meeting notes with corrections; Clayton Akatsuka seconded.

Agenda for 12/02/11 – The chair asked if anyone had additional items to be added. Being that there were none;

  Nancy Heu moved to accept agenda; Jean Shibuya seconded; Agenda approved as circulated.

  1. First item on Agenda is the third reading of vision statement entitled *Tactical Targets for Windward Community College in Pursuit of Strategic Plan Goals to 2015 and Beyond* was reviewed. Discussion and suggestions for revisions followed. Document will include the suggested changes and Chair asked if he could handle the charge to update the document.

    Kai Noa Lilly moved to accept changes and for Chair to handle the updates; Liko Hoe seconded. Motion carried.

  2. Set proportional equipment fund distributions:

    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

    There was discussion about our financial situation; the Chair reminded the committee that we will have to put 5% into an escrow account which will be managed by the System office. He also shared some good news: WCC’s enrollment is up and fundraising (UHF) has also gone up. UHF funds are set for certain things; refreshments for convocation and meetings; travel
expenses; student scholarships. He also mentioned that the “Ready, Set, Grow” program received a large grant but we cannot use these funds for furniture. The key to fund-raising, per UHF, is to have no more than ten priorities and to list your top five priorities.

Ardis Eschenberg suggested that we look into “Project Based Fund-Raising”; she will forward information to Doug.

Jamie Boyd asked if we could cut down expenses by saving on utility consumption. The Chair said that the Oahu campuses have signed on with Johnson Controls for energy savings; it’s happening now – chilled water loop, central air for buildings, etc. On the outset, it costs more money but we hope to save energy which doesn’t guarantee a decrease in expenses. He mentioned that we decreased our kilowatt hours but our electric bill went up because of the increase in rates.

There was more discussion on how to raise funds and cut costs. Another suggestion was applying for more grants which is time consuming and a “job”.

Nancy Heu suggested that we stay with percentages and that we ask groups to take a look at their needs and return what they don’t spend. It was noted that Mike Tom returned $40,000 and that Cliff Togo didn’t spend any funds in his first year.

The question was asked if we should move on this proposal or drop it.

Ardis Eschenberg moved to accept that we set proportional distribution of available equipment replacement funds as proposed; seconded by Jean Shibuya. Motion carried.

3. Select Vice Chair for Planning Budget Council

The Chair nominated Cliff Togo and asked for other nominations from the floor. Richard Fulton moved to have nominations ceased. Chair closed nominations and asked for discussion/vote.

Vote was unanimous; Cliff Togo was elected as the Vice Chair for PBC

4. Plan Review Use document/Master Plan preparations

Jeff Hunt distributed two handouts:
1. “Rough Notes and Thoughts on a New PRU”
2. Enrollment Table 3/Enrollment Table 2 which reflected FTE enrollment multi-year for UH Fall 2008 – 2011 and Headcount enrollment multi-year for UH Fall 2008 – 2011

Per Jeff, we need to revisit our Master Plan/space allocation concerns and submit a new PRU. As indicated in the hand out, WCC is “built-out” to the limits of the existing PRU. Discussion followed; please refer to “Rough Notes and Thoughts on a New PRU” for more detail regarding his concerns/suggestions.
Chair requested that we do the following:
   1. Clarify which comes first (Master Plan or PRU)
   2. MapSAC should share their list of projects and PBC can cost it out

Rick Murray commented that he sat in a MapSAC (Master Planning and Space Allocation Committee) meeting and felt that prioritizing projects was out of their realm; not knowing what/if PBC would approve projects.

Chair suggested a Conference Committee; members on both committees (MapSAC and PBC) could be members of the Conference Committee. Jeff Hunt felt that this would provide an opportunity to come together.

This will be placed on the agenda for our next meeting.

Chair asked for a motion to adjourn meeting:

   Moved by Rick Murray; Seconded by Ardis Eschenberg

Meeting was adjourned at 4:15 pm

Next meeting TBA