Planning & Budget Council  Meeting Notes for 1/25/13

Attendance:  Doug Dykstra; Dorene Niibu; Jan Lubin; Kristine Korey-Smith; Ardis Eschenberg; Kevin Ishida; Richard Fulton; Jeff Hunt; Jamie Boyd; Woody Garrison; Sherry Ching; Rick Murray; Letty Colmenares; Paul Nash; Peggy Regentine; Toshi Ikagawa; Libby Young; Mike Tom

Guests:  Nalani Kaun (Proxy for Ellen Ishida-Babineau)

Excused:  Kalezua Mueller; Jeanine Keahokalole; Loea Akiona; WCCASUH rep; Liko Hoe

Meeting was called to order at 2:06 p.m. in Hale Kuhina 115

Meeting Notes for the PBC 11/2/12 was sent via email
  •  PBC Notes 11-02-12 2nddraft.docx

Notes were approved as circulated
  Richard Fulton moved and Paul Nash seconded to accept notes.

Meeting Agenda was sent via email
  •  PBC Agenda 1/25/13.docx

Agenda approved with revision to add Request edit to Strategic Plan per Richard Fulton
  Richard Fulton moved and Rick Murray seconded to accept agenda as amended.

House Finance & Senate Ways and Means Testimony Summary

File sent via email
  •  House Finance 2013-15 Budget Testimony.docx

Per Doug, UH requested for $50 million and Governor approved only $2.5 million. House Finance Committee showed a glimmer of interest and Senate Ways and Means wanted answers to moneys allocated and number of positions in regards to Public Relations and Government Relations.

Doug shared some statements from Governor Abercrombie’s State of the State Address which was delivered on January 22, 2013:

  •  Our state stands on a solid financial footing and has a stable financial outlook
  •  The year-end general fund balances for FY 2011 was $126 million & FY 2012 $275 million
  •  Thank you to those state employees, who agreed to labor savings and additional payments for health benefits
  •  As of July 1, 2013, the 5% pay reductions will end for state workers and full pay will be restored
  •  A primary budgetary priority is to recapitalize the Hawaii Hurricane Relief Fund and the Rainy Day Fund
  •  Start paying toward our Other Post-Employment Benefits “OPEB” debt; $500 million every year for 30 years; proposing to address this liability by budgeting $100M starting this next fiscal year
  •  We must give local farmers the tools that they need to overcome the challenges that face their industry
  •  An integral component to nurturing Hawaii’s agriculture industry is the College of Tropical Agriculture and Human Resources, or CTAHR. Under the vigorous leadership of its new dean,
Dr. Maria Gallo, CTAHR is poised to meet critical research and extension needs if given the support.

- Increase the minimum wage by $1.50, to $8.75 starting in January 2014
- We will re-open the Kulani Correctional Facility by July 1, 2014
- The new Kulani will work with the University of Hilo to provide inmates who are two to four years from finishing their sentences, with the tools to prepare them to re-enter our communities as functioning and participatory members of our society
- Support the DOE and BOE’s Digital Materials Initiative . . . within the next three years, we aim to provide each of our public school students with current curricular materials on a digital device.
- Only 57% of the students who entered kindergarten this year had attended preschool. The goal is to ensure all Hawaii’s four-year-olds are healthy, socially developed, and cognitively prepared to learn and succeed on day one of kindergarten.

Please refer to Doug’s Testimony presented to the House Finance Committee and Senate Ways and Means.

Paragraph #4 refers to performance based budgeted initiatives.

- If fully funded, these requests would provide this college with $950,000 in year one and $1,131,000 in year two of the budget

Paragraph #6 in reference to staffing requests and note that he did not include any support positions which were included in our PBC requests (Webmaster, Grant Writer, Information Specialist, etc.)

- Year two funding could be used to staff . . . Faculty positions in the introductory/developmental Mathematics and English disciplines, Supplemental Instruction Coordinator, Molecular Biologist faculty, laboratory assistant and Hawaiian Collection Librarian

**Operational Expenditure Plan Update (OEP)**

- Operational Expenditure Plan as of 1/24/13 (distributed at meeting)

Kevin explained that during his meeting with Cliff Togo in December, they caught an error in the OEP; $850,000 wasn’t accounted for.

- Funds proposed for Equipment cannot be released until we find additional funding
- Some salary savings due to vacant positions; however with positions such as Cliff Togo and Nancy Heu, we will incur vacation pay outs

Doug stated that

- We need a reserve of $500,000
- OEP is subject to changes on a daily basis
- $174,228 Legislative Reduction (line item # 2) is still being worked on by Mike U
- $1,606,497 for Lecturer Overload needs to be looked into – suggests that we cut back on evening classes; set targets (enrollment) MUST be met
- 15 – 20 % enrollment increases is in the past; not happening anymore
- Cliff’s formula for supplies is based on enrollment; drop in enrollment will cause a decrease in funds allocated
- He will NOT support any “support positions” at this time
Kevin explained that Johnson Controls is working with CCs to be more energy efficient. LCC, KCC and Neighbor Island CCs are looking into photo voltaic systems. Energy would be purchased at a lower rate; WCC would also benefit as everyone will share in the cost and we would all pay same lower rate.

Discussion arose on the following issues:
- Under enrolled classes; not enough funds to cover costs
- Casual hires & Emergency hires – when is it acceptable and when is it not? We should take a look at it and establish some rules or criteria prior to approval
- Student Help – shifted to supplies budget
- Equipment replacement or supplemental instruction
- Student help pay scale? Entry level at $8.20 (above minimum wage)

Mike Tom requested for
1. Better breakdown on supplies
2. Report after each quarter
3. FY 2012 – close out end of year and provide an “actual report”

Per Kevin, we could provide info but with KFS it is difficult trying to find what was spent and what is left. Systems Office is working on this. Other funds are also involved; TFSF, Extramural Funds.

Per Doug, this new system is cumbersome; TMI. Cliff’s report was from the previous financial system. Paying vendors comes first.

Kevin reported that the Business Office is short by 2 FTE; Kevin as Interim VC and Kawai on maternity leave.

**ACCJC Update & Proposed Recommendation # 4**

**Recommendation 4**
In order to fully meet the standard, the team recommends that the college develop sustainable financial resources to provide adequate staffing, equipment, student and academic support services as well as funding for operations. (II.A, II.B, II.C.1; II.C.1b; II.C.1.c; II.C.1.d; III.A, III.B, III.C)

**Presentation of PBC Request Forms:**

**Proposed Agenda:**
- 2/08 Academic Affairs
- 2/22 Academic Affairs
- 3/08 Admin Svces, Chancellors Office & OCCE
- 3/22 OCCE & Student Affairs
- 4/05 Student Affairs & Prioritization Polling Begins
- 4/19 Prioritization Completed & Rec. # 4 Addressed
- 5/03 Final Meeting

Jeff Hunt distributed a hand out for Planning and Budget Rubric and PBC Form Definitions Part II. Resource Information – Type of Request by Codes (one sheet; two-sided).

You should refer to this hand out as PBC requests are presented. He explained that two Rubrics were developed. The Rubric for individual PBC request forms would assist in determining the “tier” placement (1, 2, 3) and the Rubric which is distributed today (scale of 1 – 5) will be used to assess as part of the PBC Group; to prioritize at the end of all presentations.
Presentation of PBC requests will be done by Vice Chancellor, Director or Chancellor rather than invited guests. The meetings are open; people may attend as observers.

PBC requests are posted on WCC website, go to http://windward.hawaii.edu/ir/PBCouncil/2012/PlanningBudgetMenu2012.html

Please be prepared prior to meetings

- Read requests prior to scheduled meetings
- Document should stand by itself
- Bring copies of rating sheet with you
- We will not provide printed copies
- We will follow proposed agenda listed (subject to changes as required)

**Strategic Plan Revision**

Per Richard Fulton, correction to Strategic Goal 4.5

“Increase International (F1) student enrollment by 3 %”

Please change (F1) to F1/J1
F = student and J = exchange visitor

Currently enrolled 3 students from Hong Kong

**Meeting Adjourned at 3:54 PM**

Chair requested for a motion to adjourn meeting:
Moved by Rick Murray; seconded by Jan Lubin