Planning & Budget Council  
Meeting Notes for 10/19/12

Attendance:  
Doug Dykstra; Dorene Niibu; Ellen Ishida-Babineau; Jan Lubin; Cliff Togo; Richard Fulton; Jeff Hunt; Woody Garrison; Rick Murray; Letty Colmenares; Paul Nash; Peggy Regentine; Toshi Ikagawa; Libby Young; Liko Hoe.

Guests:  
Gerri Kabei (Proxy for Kristine Korey-Smith); Charles Whitten (Proxy for Ardis Eschenberg); Kai Noa Lilly (Proxy for Kalehua Mueller); JoAnn Takamiyashiro (Proxy for Mike Tom); Scott Sutherland (Proxy for Loea Akiona).

Excused:  
Jamie Boyd; Student Representatives (2), Kevin Ishida

Meeting was called to order at 2:05 p.m. in Hale Kuhina 115

Meeting Notes for the PBC 4/27/12 was sent via email
- PBC Mtng Notes 04/27/12

Notes were approved as corrected
Cliff Togo moved and Jan Lubin seconded to accept notes

Meeting Agenda was sent via email
- PBC Agenda 10-19-12

Agenda approved with addition of Jeff Hunt’s Corral Issues
Rick Murray moved and Jan Lubin seconded to accept agenda as amended.

Introduction of New Members

Chair introduced new members:  Woody Garrison, Academic Support; Peggy Regentine, Chair for Math & Business; Paul Nash, Chair for Humanities; Libby Young, Chair for Language Arts; Letty Colmenares, Chair for Natural Sciences; Liko Hoe, Chair for Faculty Senate.

Chair introduced proxies listed above and also announced new member who should be attending future meetings: Kalehua Mueller, Ke Kumu Pali and returning PTK member Jeanine Keohokalole.

PBC Directives distributed at meeting which can be found at http://windward.hawaii.edu/committees/planning_budget/directives.php

PBC GSIEC Results:

Files were sent via email
- PBC-GSIEC-Member Tally 2011
- PBC-GSIEC Charts 2011
- GSIEC Response PBC

Not enough PBC committee members filling these out; only 8 members participated in the survey. We need to have more responses, at least twelve (12) to constitute a quorum.
PBC Priorities 2012 & Chancellor’s Report

PBC Priorities were distributed as an e-mail attachment, PBC Results – 5-11-12 and a hand out of the Chancellor’s Report to the PBC dated 10/19/12 was distributed at the meeting explaining the Chancellor’s funding variations from the PBC Priority rankings. The Chancellor reported a variation in the category of Operating Other to accommodate a contract for Mental Health Counseling services.

PBC Inventory Report Form

File sent via email
- PBC Program Equipment Inventory List

Per Cliff, the highest priority should be on the top of the list; number 01, 02, 03, etc. Items less than $1,000 are considered supplies (should not be listed on Equipment Replacement form). The inventory report form should be submitted as an appendix along with your department/unit review document in November.

Jeff’s Corral Issues (PBC Request Form)

Hand out distributed at meeting

Jeff Hunt did a review on PBC Web page found at http://www.wcc.hawaii.edu/ir/PBCouncil/PlanningBudgetMenu.html

Submittal deadline for PBC forms – 11/15/12; Will not accept “scanned” PBC Request forms. Annual assessment for department should be addressed in DC report DC submits to Dean/VC; Dean/VC sends to Jeff Hunt; Jeff presents to PBC

Per Richard Fulton, Dean/VC submits an Executive Summary in addition to all PBC Request forms Per Jan Lubin, requests must address “student centeredness” and needs to be sensitive to performance standards.

Work of this body is more intense and significant

Operational Expenditure Plan 2012 – 13 (tentative)

File was sent via email
- OEP Master FY 12-13 as of 10/16/12

Cliff Togo presented an explanation of the OEP General Funds (GF) is state revenue & Full Time Equivalent (FTE) counts allocated to us. Note that total G Fund allocation of $9,085,764 will not cover Payroll expense of $9,707,774; $622K is covered by TFSF

We are still uncertain on line items # 2 Legislative Reduction ($174,228) and # 3 Executive Restriction ($52,000) and others noted with “E” (estimate). It is still possible that both the proposed reduction and the restriction will be ameliorated by some process of negotiation within the University System to recognize the need support the community colleges more generously in light of their very low tuition and fee structure.
Carry Over – TFSF Reserve Fund of ($500,000) for WCC is for additional personnel costs; collective bargaining requirement

The “required reserve” is not listed in OEP; the reserve fund sits in special funds. The reserve is based on 5% of how much we spent.

Per Charles Whitten, we should establish a Comprehensive Staffing Plan and Staff Development Plan. Per Jan Lubin, 1% to 3% should be allocated for staff development; we met our goal and not all expenses related to staff development was calculated. We will work with Staff Development committee and Business Office to capture all SD expenses.

Theoretically, we should have salary savings due to retirements.

Cost of lecturers is high as we have lots of lecturers. Per Paul Nash, some lecturers have been carrying a full load for more than seven years. We should try to hire more full time tenure track.

The OEP reports a $197,000 restriction on new and replacement equipment funding at this point in the academic year. This means that the college has available $313,000 of unrestricted funds.

To spend the foregoing funds the PBC could consider using the following grid which was agreed upon by PBC last year as a formula for spending available equipment funding when the total available falls below the customary $500,000.

Computers – 40%
Media – 30%
Aux Services – 10%
All Others – 20%

Biennium Budget Proposal 2013 – 2015

No Program Change Requests (PCRs) as in prior years when 3 – 5 themes were identified by the System and individual campuses made PCRs responsive to the themes in hopes of selection by the President’s Budget Committee for inclusion in the University Biennium Budget request presented to the Legislature.

Performance Based Incentives was “piloted” by John Morton with funding from the campuses. If you met your target, cash was returned. We met our targets and nearly $200,000 was returned to our annual operational expenditure plan.

President is taking this concept to the Legislature in January 2013 to ask for new funding for the performance based incentives, as well as asking for new funding to support the colleges staffing, equipment and supplies needs in light of the dramatic enrollment growth in the last five years. If this is approved, WCC can decide on how to spend the funds whether it’s hiring, equipment, etc. In short these funding mechanisms would replace the concept of submitting PCRs for biennium budgets of the future and place more responsibility directly in the hands of the colleges.

Chair Dykstra referred back to Performance Based Incentives.
Performance Based Targets IF funded will produce the following annual allocations to WinCC

<table>
<thead>
<tr>
<th>Funding</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Growth Funding</td>
<td>$353,000</td>
<td>(already part of the funding base)</td>
</tr>
<tr>
<td>Outcomes Based Funding</td>
<td>$200,000</td>
<td></td>
</tr>
<tr>
<td>Enrollment Expense Adjustment</td>
<td>$770,000</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,323,000</strong></td>
<td><strong>2013-2014</strong></td>
</tr>
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<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,523,000</strong></td>
<td><strong>2014 – 2015</strong></td>
</tr>
</tbody>
</table>

The foregoing funding may be used to seek faculty/staff positions as identified/prioritized by the PBC. Positions will in the short term be reassigned from those campuses in the UH System that have held them unfilled for more than five years. This may represent a substantial number described generally as being in the “hundreds.”

*** 11/2/12 - Richard Fulton stated that he received a report today and our Enrollment Growth Funding should be corrected to $253,000 ($100,000 less than stated above)

Cliff Togo explained that the decrease is due to higher tuition. This is state appropriated funds with a set amount of cash and is based on “need” and everyone has a share of it.

| CIP item for Na‘auao                  | $3M               |
| CIP Health & Safety – Uluwehi, Flood Mitigation | $250K            |

**Strategic Plan Update 2011 – 12 inclusive**

File sent via email Strategic Plan WCC 4/27/12

Deferred to next PBC meeting

**Meeting Adjourned at 4:10 PM**

Chair requested for a motion to adjourn meeting:
  Moved by Ellen Ishida-Babineau; seconded by Libby Young

**Note:**
If you need a copy of any of the hand outs, please contact Dorene Niibu at dniibu@hawaii.edu