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

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

Guests: JoAnn Takamiyashiro (Proxy for Mike Tom); Leslie Opulauoho (Proxy for Loea Akiona)

Excused: Kalebua Mueller; Jeanine Keahokalole; WCCASUH rep; Liko Hoe

Meeting was called to order at 2:02 p.m. in Hale Kuhina 115

Meeting Notes for the PBC 10/19/12 was sent via email

- PBC Notes 10/19/12

Notes were approved as corrected
Letty Colmenares moved and Cliff Togo seconded to accept notes

Meeting Agenda was sent via email

- PBC Agenda 11-02-12

Agenda approved with revision (replace Legislative Reception to President’s Open Forum)
Libby Young Moved and Rick Murray seconded to accept agenda as amended.

Strategic Plan Update 2011 – 12 inclusive

File sent via email on 10/17/12

- Strategic Plan WIN_CC_2012

Jan Lubin presented the Strategic Plan Update (3/16/12).
She ensured us that figures are accurate and stated that the targets are set by the System.
Definition of success is a “C” or higher in developmental classes and a GPA > 2.0 for transfer students
Census date for the Strategic Plan update is the 2nd Friday in February

Chancellor Dykstra, Paul Briggs and some students attend the Strategic Plan System planning meetings preparatory to the next rendition of the Strategic Plan 2016–2025; Jan Lubin has attended as a guest

Pg 4, 5, 7 - Native Hawaiians only reported on these pages - We have been falling below our targets for successful completion of developmental writing and math courses, as well as targets for transfer student success rates.

Hulili is a recent program funded by Title III and it is attempting to address the foregoing deficiency reports.

Pg 11, 12, 14 – All Students – We have been falling below the same targets as aforementioned for Native Hawaiian students.

Last two years, we have been inviting people to take developmental classes during the summer by scheduling these classes at academic year tuition rates rather than the much higher summer school
rates. Is data available on these students? Institutional Research will be asked to follow up on this recent development and what this will mean for reporting requirements for the Strategic Plan.

Libby Young asked if records are purged for students who fail to attend regularly in the first two weeks of a semester. Our current policy won’t allow us to weed them out. Perhaps this can be an initiative from Faculty Senate by means of discussions with Academic Affairs and Student Affairs.

**Disposition of Unrestricted Equipment Replacement Fund ($313,000)**

The Chancellor reported that based on the percentages set by the PBC committee last year, the following amounts could be allocated as listed below if the PBC wishes to spend this year’s available equipment funds on last year’s priorities:

- **Computer** – 40% $125,200
- **Media** – 30% $ 93,900
- **Aux Svcs** – 10% $ 31,300
- **All Others** – 20% $ 62,600

Per Cliff Togo V.C. for Administrative Services, these are special funds and do not have to be spent by 6/30/13; they will carry-over.

The Chancellor also reported that new buildings are being renovated with a net gain of six classrooms and we don’t have old furniture available. Repair & Maintenance (R&M) renovation does not include equipment or furniture. Summer school funds may not be sufficient to cover cost of furniture, and the Language Arts & Social Science Departmental Reviews for this year should include specific requests to provide the outfitting of the new classrooms in this year’s equipment requests.

Per Cliff Togo - Renovations Na‘auao and La‘akea should be completed by latter part of Spring 2013, move during summer and open Fall 2013. We should find out the needs for 8 total classrooms; this should be a high priority. Faculty offices should be kept as a separate request. Hale A‘o expansion is covered by Title III funds and furniture cannot be supported as a Title III expense hence the college needs the Humanities Department to provide a request for classroom furniture for this facility as part of its Departmental Review.

Per Jeff Hunt, we need to look at outfitting three buildings and timing of orders is an issue. Orders need to go through procurement and it takes 3 – 5 months to receive furniture.

Chancellor Dykstra stated that not a penny more on unrestricted funds will be allocated because:

- we have lots of unknowns for the Operational Expenditure Plans of the future;
- the UH System needs to renegotiate the contracts for HGEA, UPW – this is likely to entail restoration of the 5% pay cuts that have been imposed during the past three years
- UHPA contract – involves a restoration of money cut from faculty in a pay-back scheme of 25% return this year, 25% returned next year, and 50% return the following year, as well as a 3% raise each of the next two years will not be supported by collective bargaining augmentations from the State.
Motion: Accept unrestricted allocation of equipment money available this year that has been distributed in the percentages aforementioned and allow money to be spent using last year’s priorities. Moved by Paul Nash and seconded by Woody Garrison.
Motion Failed (2 yes, 14 no)

Motion: Allow departments to come up with a plan; needs for classroom furniture and electronic equipment for Language Arts, Social Sciences and Humanities and bring them to the committee to become part of the current year’s equipment priorities. Moved by Kevin Ishida and seconded by Jan Lubin.
Motion Carried (12 yes, 5 no)

PBC forms are due by 11/15 and the college needs to place its orders by March. We should clarify with Mike Tom (computer needs) and Elizabeth Ratliff (media needs).

How can we make purchases for Technology in a timely fashion? How can we speed up the process? More meetings? Weekly? Expedite the presentation of equipment requests by requiring the appropriate Vice Chancellors/Director to summarize and prioritize the requests rather than entertaining separate requests by individuals?

This will be an agenda item at our next meeting.

President’s Open Forum

Wednesday, December 5, 2012 at 4:00 pm – 5:30 pm in Paliku Theatre
This open forum is for the community leaders and WCC faculty, staff & students

The Chancellor is working with Bonnie Beatson, Marketing Coordinator to invite leaders from the community - Kaneohe Business Group, Neighborhood Board Leadership, Kailua Chamber of Commerce, Castle Complex, Hawaiian Civic Clubs, Legislators and others.

Meeting Adjourned at 4:17 PM

Chair requested for a motion to adjourn meeting:
   Moved by Woody Garrison; seconded by Richard Fulton