Planning and Budget Council  Meeting Notes for 5/03/2013

Attendance:  Doug Dykstra; Dorene Niibu; Ellen Ishida-Babineau; Jan Lubin; Mike Moser; Ardis Eschenberg; Kevin Ishida; Jeff Hunt; Jamie Boyd; Loea Akiona; Woody Garrison; Rick Murray; Letty Colmenares; Paul Nash; Peggy Regentine; Toshi Ikagawa; Libby Young; Liko Hoe; Mike Tom

Guests: Brian Richardson

Excused: Kalemua Mueller; Michael Gifford; Jeanine Keohokalole; Sherry Ching

A Quorum was attained and the meeting was called to order at 2:10 p.m. in Hale Kuhina 115

Meeting Notes for PBC 4/05/2013 were sent via email and posted on website

- PBC Notes 4.05.13.docx.pdf
  
  Notes were approved as written
  
  Paul Nash moved; Ardis Eschenberg seconded to accept notes

Meeting Agenda was sent via email and posted on website

- PBC Agenda 05.03.13.doc
  
  Agenda was approved as written
  
  Libby Young moved; Jamie Boyd seconded to accept Agenda

Briefing Update on Operational Expenditure Plan – Kevin Ishida

Hand out distributed at meeting

Kevin presented an update on OEP; using the same format implemented by Cliff Togo.

General Funds (GF) total of $9,226,214 does not cover Personnel Expenditures of $10,649,197

NO Equipment Budget this FY; Carry Over – TFSF Reserve Fund is ($390,918); ideal balance is $500,000

The mandatory Reserve set by ACCJC is not listed in OEP; in another account which we do not touch;
Performance Initiative of ($197,161) Transfer in $197,161 because we met ALL of our targets, however
this is not new money because it was set aside at the beginning of the year and returned to us only
because we met all of our performance targets.
WCC Share for 2nd Century Scholarship; System didn’t have funds so will not cover for this year and next
$89,000 is not accounted for in OEP; needs to be included this year.

The Good News is that GF Appropriation next year is $9,236,000 to help cover cost of collective
bargaining “snap backs”. The Bad News is that all union contracts will be covered except UHPA.

The CCs will receive $4M in new funds but needs to reduce that by $1.9M which leaves us with $2.1M
That is 22% of what we expected.
If fully funded, WCC would have received $950,000 but we expect to receive only approximately half
that amount.
PBC Final Priority Rankings for All Object Codes & By Individual Object Code – Jeff Hunt
Hand out distributed at meeting and also posted on website; no discussion.

Briefing on Accreditation Recommendations #4 “… sustainable financial resources. ”

1. Science Lab Fees – Brian Richardson
   Cost per student could range from $30 - $40
   Cost for course is between $300 - $1000 (depends on number of students)
   Cost to maintain classroom and equipment varies
   The Geology course charges $100 per student for activity fee to fund field trips.
   CCs do not have any Natural Science lab fees set at this time.

2. Technology Fees – Mike Tom (Handout distributed at meeting)
   As noted in the handout, Maui CC received support from their students; Maui College is currently the only UH campus with a student technology fee.
   Data was presented on potential revenue at Windward to help cover costs for computers and instructional technology to benefit our students. We need to get support from students.

3. Mental Health Services Fees – Ardis Eschenberg (Handout distributed at meeting)
   As noted in the handout, fees fluctuate at all campuses; WCC is one of five campuses that does not charge any fee at this time.

4. Cafeteria Contract – Kevin Ishida
   The cost for running the cafeteria was $81,000 last year; this was our cost; revenue was minimal. Revenue received from The Hub in one month is more than what was received from Creations in Catering (CIC) aka Akoakoa Island Café for the entire year.
   We are in our third year of contract with CIC and would need a minimum of 60 days written notice to terminate our contract. Vice Chancellor Ishida will work with Procurement.
   We need to look at other options to provide meals to students, faculty, staff and others. There was some discussion on possible options for food vendors and also on future use of space.

5. Supplies Budget Status – Kevin Ishida, V.C. for Administrative Affairs
   Difficult to generate reports with Kuali financial System (KFS)

6. Student Help Budget Status & Work-Study Option – Kevin Ishida & Ardis Eschenberg
   $40,922 is allotted for Work-Study and allows for 10 – 12 positions. Currently used by Art Gallery, Service Learning, Testing Center, Math Lab and Library.
   Cost for Student Help, $276,805, reflected in OEP does not include Work-Study costs

PBC Assessment for 2012-2013 – Jan Lubin
A short survey, similar to 2010 format, will be sent to PBC members; response due by 5/14/13

PBC Validation Process (Third Party Reviewers)– Doug Dykstra
No discussion [Note – meeting was held on 9/20/13]

PBC Object Codes – Jeff Hunt & Doug Dykstra
Posted on website; no discussion at this time
**PBC Process Training** – Jeff Hunt & Ellen Ishida-Babineau
No discussion [Note – training session was held on 9/20/13]

**Meeting Adjourned at 4:03 p.m.**

The Chair asked for a motion to adjourn.
Moved: Letty Colmenares; seconded by Jan Lubin