A Quorum was attained and the meeting was called to order at 2:05 p.m. in Hale Kuhina 115

Meeting Notes for PBC 2/8/2013 were sent via email

- PBC Notes_EIB. 2-8-13.docx.pdf

  Notes were approved as amended.
PBC Request # 5; delete second and last sentences
PBC Request # 8: delete “August” and replace with “September”
PBC Request # 24b; delete “late” and replace with “disqualified”
PBC Request # 25; delete second and third sentences

Letty Colmenares moved; Jan Lubin seconded to accept notes

Meeting Agenda was sent via email

- PBC Agenda 2.22.2013.docx

  Agenda approved with addition of revised Requests # 13, 19, 20 to be discussed after # 59

  Jan Lubin moved; Rick Murray seconded

PBC Request Forms:

Academic Affairs (presented by Richard Fulton, Vice Chancellor for Academic Affairs)

Language Arts

PBC Form #32: English Instructor
This request is ranked number 1 on LA department listing. This was also listed as a top priority in Chancellor’s request to the Legislature.
Lecturers are currently teaching classes; need position number to hire regular FTE

PBC Form #33: Speech Instructor
This request is ranked number 2 for LA dept. Request for additional speech instructor will increase FTE count to 2.5 FTE. This is one of our required courses at WCC. Per Ellen Ishida-Babineau, all day classes are always filled.
**PBC Form #34: Manaleo Classroom Furniture and Computers**
Requests # 34, 35, and 36 are ranked # 3 for LA dept.

**PBC Form 35: Manaleo Computer Classroom**
These computers are not part of Request # 6. Per Mike Tom, would it be possible to have computer labs for ALL disciplines? Are departments willing to have other departments use the labs? Per Libby, this is already being done.

**PBC Form 36: Manaleo Faculty Office Furniture**
Faculty could use their old furniture, if necessary.

**Mathematics and Business**
- Handout was distributed at meeting; prioritized department’s request with additional info

**PBC Form 37: Developmental Math Instructor**
This is ranked number 5 in department’s listing and ranked number 3 on Doug’s request to Legislatures. Lecturers are currently teaching these classes; would be shifting funds from lecturer to regular FTE; need position number.

**PBC Form 38: ICS Instructor**
This is ranked number 2 in dept. Lecturers are currently teaching these classes; would be shifting funds from lecturer to regular FTE; need position number.

**PBC Form 39a: Business Faculty Release Time**
Delete this request. This is ranked number 3 in the department, but it should have been submitted as an assigned time request to the appropriate Faculty Senate reviewing body.

**PBC Form 39b: ICS and Business Software**
Delete this request. This is ranked number 4 in dept.
Initial purchase would be from the Department’s Supplies budget and ongoing support would be charged to the Tech Support budget. Per Mike Tom, this should be a Program decision.

**PBC Form 40: Math Student Help Resources**
OO (operating other). This is ranked number 6 on Dept. list. There is a difference between the Math Center and Math Lab. As noted in the request, they are preparing for the loss of funding from Title III grants for Supplemental Instruction (SI). This request engages the debate over parceling out tutoring/SI services to individual departments as opposed to providing tutoring/SI as a campus-wide service.

**PBC Form 41: Math Business Classroom**
This should be two separate requests. 41a for OE and 41b for CR
Math and Business would “share” with non-credit courses. This is ranked number 1 for dept.

Hold off – R & M; additional classes?

Per Kevin Ishida, $20,000 might come under R&M. Once a year, system office meets to discuss and prioritize projects for renovations. This would utilize System funding instead of funds from our campus.
Questions arose on status of current R & M projects. Health & Safety would make it a higher priority. Rick Murray voiced his concern on security of Alakai 101/102. The external doors have been left unlocked; would need to spend additional moneys to make sure doors are more secure.

**PBC Form 42: Math Business CTE Building**
This is not an immediate request. The department submitted it for placement on CIP list and referred to “Tactical Targets for WCC in Pursuit of Strategic Plan Goals to 2015 and Beyond.” This type of request needs to be submitted simultaneously as an addition to the Master Plan/PRU Task Force chaired by Interim VCAS Kevin Ishida.

**Natural Sciences**

- Handout distributed at meeting; prioritized department’s request with additional information

**PBC Form 43: Physics Instructor**
Priority number 6 in department; has been on the list since 2005.

**PBC Form 44: Chemistry Tutoring**
OO (operating other). Priority number 3 in department; engages the debate over parceling out tutoring services to individual departments as opposed to providing tutoring as a campus-wide service.

**PBC Form 45: BMGC Internship**
OO (operating other). Priority number 9 in department.

**PBC Form 46: Canoe Maintenance**
Priority number 8 in department.

**PBC Form 47: Canoe Trailer**
OE (operating equipment) Priority number 12 in department. Is necessary to assure that canoes can be transported to a secure location after use.

**PBC Form 48: Classroom Clickers**
Priority number 2 in department. Per Mike Tom, if this is required in the class, students should purchase from our Bookstore. Per Woody Garrison, expensive part is the software; UH Manoa uses iClicker and it might be possible for us to use them cost free at our institution. Department chairs who are interested in clickers will discuss further with Woody & Mike Tom and look into this option. Mike also suggested that we include any other interested parties in the demo.

**PBC Form 49: Electron Detector**
Priority number 7 in department. Ellen Ishida-Babineau asked about cost of maintenance for this equipment.
Doug asked if it would be possible to combine request nos. 49, 50, 51 & 54 and submit as a National Foundation Grant.

**PBC Form 50: FTIR Spectrophotometer**
OE (operating equipment)

**PBC Form 51: Water Bath Replacement**
Priority number 5 in department.

**PBC Form 52: BMGC Rock Wall**
Priority number 11 in department. Per Jeff Hunt, this overlaps with PRU, MapSAC. Per Paul Nash, this did not go through Aesthetics Committee.

**PBC Form 53: Oceanography Lab Display Wall**
Priority number 10 in department. Work order should be submitted to O & M hence this PBC form should be deleted.

**PBC Form 54 – Imiloa 123 Lab Conversion**
Priority number 1 in department listing. Per Chair Dykstra, requests no. 49, 50, 51 & 54 should be combined and submitted as a NSF Grant proposal. Dept. Chair should meet with Dean Richardson and discuss the possibility of submitting a grant and hire a grant writer. However, all PBC forms so designated should continue to be valid for consideration during the prioritization process.

**Social Sciences**

**PBC Form 55: Anthropology Position**
Ranked number 1 for department. We are already paying for this position, we need a position number.

**PBC Form 56: Psychology Position**
Ranked number 2 for dept. Need for position number.

**PBC Form 57: Classroom Furnishing**
Ranked number 3 for dept.
In regards to clickers, please discuss with Woody Garrison & Mike Tom.

**PBC Form 58: Office Furnishing**
Ranked number 4 for dept.

**PBC Form 59: Computers for renovated Soc Sci Bldg**
This is not included in Mike Tom’s request # 6

**Discussion on the following revised PBC Request Forms:**

**PBC Form 13: Duplication Manager – APT B**
Revised request received; Elizabeth rewrote the position, switching it from an APT B to an APT A. Current clerical position to be phased out and APT to be phased in. This reflects the difference between the old position and the new one. Need to have discussions with the Union. Moreover, this is an internal process not a request for a new position hence the PBC form can be deleted.

**PBC Form 19: Hawaiian Studies Instructor – Faculty**
This is Personnel Priority 5 for Humanities.
Dean Ishida-Babineau will request for another revision to be submitted by the Hawaiian Studies faculty.

**PBC Form 20: Part-time Hawaiian Studies Instructor – Faculty**
This request is unranked.
Dean Ishida-Babineau will request for another revision to be submitted by the Hawaiian Studies faculty.
Review of Accreditation Recommendations with focus on CR#2, CR#3, CR#4, UH#1, UH#3, UH#4
As noted in letter from ACCJC dated 2/11/13, accreditation is reaffirmed with a requirement that we complete a Follow-Up Report which must be submitted by October 15, 2013. These are important, significant, and valid recommendations which must be satisfied or we could be placed on warning. Discussion of this issue was deferred to the next meeting.

Meeting Adjourned at 4:00 p.m.
This was the end of requests for the Office of Academic Affairs.

The Chair asked for a motion to adjourn.
Moved: Paul Nash; second: Jan Lubin