Planning and Budget Council  

Meeting Notes for 2/8/2013

Attendance: Doug Dykstra; Ellen Ishida-Babineau; Jan Lubin; Ardis Eschenberg; Richard Fulton; Jeff Hunt; Jamie Boyd; Jeanine Keohokalole; Woody Garrison; Sherry Ching; Rick Murray; Letty Colmenares; Paul Nash; Peggy Regentine; Toshi Ikagawa; Libby Young; Liko Hoe; Mike Tom

Guests: Jane Uyetake (proxy for Gerri Kabei; Scott Sutherland (proxy for Loea Akiona); Tara Severns

Excused: Dorene Niibu; Kevin Ishida; Kalehua Mueller; WCC-ASUH Member

A Quorum was attained and the meeting was called to order at 2:00 p.m. in Hale Kuhina 115

Meeting Notes for PBC 1/25/2013 were sent via email
- Notes 1/25/2013 draft.docx

Notes were approved as amended. On page 3 the third bullet under Doug stated: change ‘Restriction’ to ‘Reduction’.

Richard Fulton moved; Rick Murray seconded to accept notes

Meeting Agenda was sent via email
- PBC Agenda 2/8/2013.docx

Agenda approved as circulated.

Richard Fulton moved; Liko Hoe seconded.

Chancellor Explains Position Priority Discrepancies was sent via email
- Chancellor Explains Position Priority Discrepancy.docx

Doug explained that he followed the rankings for instructional positions and skipped institutional support positions, except where instructional support positions augmented current college strengths. The new library has an extensive Hawaiian language collection to augment the new AA in Hawaiian Studies, but the collection is closed. The need for a Hawaiian Language Librarian is necessary to open these stacks. The Microbiology Instructor and Lab Assistant need to be added before the CA in Agripharmtech goes before the Board of Regents for conversion from provisional to permanent status. To lose the foregoing grant funded positions would jeopardize the prospect of successful conversion.

More degrees are needed to leverage Windward’s strengths, i.e. Hawaiian Studies, Vet Tech, Vet Assisting, Agripharmtech, and hopefully in the future an AA in Visual Arts, and AS in Natural Sciences.

PBC Request Forms:

Academic Affairs (presented by Richard Fulton, Vice Chancellor for Academic Affairs)
PBC Form #1: Contract Account – Supplies Budget Increase

The maintenance of various software programs comes out of the Office of Academic Affairs Supply Budget. This request is necessary for the College to continue using Turnitin, Elluminate, and Smarthinking. Jeff Hunt asked whether or not this request would be part of the $500,000 Equipment Allocation (Operating Equipment: OE). Richard and Doug said that it should come out of the Supplies Budget (Operating Other: OO). Doug asked for clarification regarding Smarthinking, which was purchased by the System. Richard stated that each College funds the purchase. This amount is the same as last year’s. If we go over the allotted time this amount pays for, we will need to pay extra. The system is currently reviewing other contracts to provide tutoring services.

Peggy Regentine asked for clarification of how to rank each request. She wondered if she should rank the requests as if the College had all the money in the world or item by item knowing how much money the College has to spend. Doug said that we should be mindful of what the Operational Expenditure Plan says both when making the request and when ranking the request, as well as look at the College needs. Jeff reminded everyone that we should review each of the requests and then rank them. The ranking scale is from 1 to 5, with 1 being the least important and 5 being the most important.

PBC Form #2: Office Assistant II - Clerical

This position would benefit the entire campus through supporting grant initiatives and the paperwork needed for lecturers. The Vice Chancellor conceded that it is possible to pay for this service by using RTRF funds to hire an additional position for the Business Office to provide these services for the whole campus.

PBC Form #3: Service Learning – APT B

This position is currently a .5 faculty position. Since our current Service Learning Coordinator is leaving, a change could be made making this an APT position. Ellen Ishida-Babineau expressed concern that the position was supervising others, and should remain as a faculty position because of this. Richard said in reviewing what other CCs are doing for Service Learning, he found that two or three other schools have APTs, while the rest have faculty doing this as part of their load. As a stop gap measure the College could recruit another faculty member to take the responsibility as .5 of their normal load.

Mike Tom stated that this actually is a no-cost position. It is just a transfer from instruction to support, assuming the college can get a position # assigned to it from the pool theoretically available from UH Manoa’s unfilled positions.

PBC Form 4: Tutoring Coordinator – Faculty

This position was requested prior to the Ka Piko Coordinator leaving the school. It could now become the Tutoring/Ka Piko Coordinator. It is the 7th personnel priority for Academic Support, and was also requested last year. Ellen and Ardis Eschenberg clarified what Ka Piko was doing – that in the library Ka Piko comprised Supplemental Instruction (SI), the Writing, Math, and Speech Labs, and the Testing Center; and that in Akoakoa, the Career Services Office and peer mentors. Originally all services were to
be in the Library, but there was not enough room. Ardis and Ellen will get together and discuss how the Ka Piko/Tutoring Coordinator will facilitate the labs as well as providing training to faculty and students.

**PBC Form 5: Computer Replacement**

This is the 2nd non-personnel priority for Academic Support. It is only for computers deemed in critical need of replacement. The $111,300 requested covers replacement of critical computers over a 2-year period.

**PBC Form 6: Computer Equipment for New Buildings (Hale A`o, Manaleo, and No`eau)**

This request covers the placement of one iMAC in each of the 12 new classrooms and other necessary equipment, and was non-personnel Priority 3 for Academic Support. The more summers we can put between when the building opens the better. If we estimate that each summer we can use $150,000 for new equipment and furniture for our new and renovated buildings, we should be able to equip them and open them in a timely manner. The first, Hale A`o should be finished in August/September 2013.

**PBC Form 7: Head Librarian – Faculty**

The position is to replace Nance Heu, who retired last December. The search should begin this semester.

**PBC Form 8: Access Services Manager – APT**

This is the number 1 personnel priority for Academic Support. Currently circulation is being staffed by two clerical positions, both of whom may be leaving soon. The library cannot afford to have this area unstaffed. Tara reported that last AY year 51,000 people used the library. This AY from September – December 56,000 have used the library. Other colleges have a 1:1 ratio of circulation staff to student FTE, while Windward’s is closer to 1:2.

**PBC Form 9: Electronic Resources Specialist – Faculty**

This position is 5th in personnel priority for Academic Support. This position would support Windward’s growing online students as per ACCJC standards.

**PBC Form 10: Hawaiian Specialist – Faculty**

This is 4th in personnel priority for the Library, and is on the Chancellor’s List, which was discussed under Chancellor Explains Position Priority Discrepancies above.

**PBC Form 11: Student Help Hours – Operating Other**

This is the 3rd non-personnel priority for Academic Support. This request is needed to augment the supply budget for the library so that the library can remain open in the evening. Change of amount should be made on the form from from $6,800 to $8,600. Later hours seem popular with students. Doug said that at many of the community functions he goes to he is asked why not keep the Library open Saturdays. Tara said that her research with other Community Colleges that all reported that no one comes.
**PBC Form 12: Amphitheater – skipped at the request of the Library.**

**PBC Form 13: Duplication Manager – APT B**

This request would result from converting a full-time clerical position to a full-time APT B position. So the current salary would increase double. The change would give the position more responsibility and allow the Media Center Coordinator to work more as the Instructional Developer. Ardis mentioned how hard it is to convert clerical to APT and that it seemed more like an APT A position than an APT B position. Doug agreed. Ellen will ask Elizabeth to rewrite the position switching it from an APT B to an APT A.

**PBC Form 14: Instructional Developer – Faculty**

If PBC Form 13 is funded, then there would be no need for PBC Form 14.

**PBC Form 15: Webmaster – APT B**

This was the 8th personnel priority for Academic Support. This position was requested last year and was passed over as described in the Chancellor Explains Position Priority Discrepancies above. Doug mentioned that a forum will be occurring soon on a Web Advisory Committee. This will be the way that Windward will handle this position at this time.

**PBC Form 16: Media Equipment Replacement – Operating Equipment**

Like the Computer Equipment Replacement (PBC Form 5), this is the number 1 priority for Academic Support, and is based on the formula developed by the PBC. Woody thinks that he can rebuild the Akoakoa Audio Control System, so he would hold off on this amount, but old Smartboards in Alakai need to be replaced.

**PBC Form 17: Hale A`o New AV Equipment – Operating Equipment**

The equipment for the renovated classrooms can be done using summer funds; hopefully $150,000 per summer can be used solely for equipment and furniture. The building will be completed in August/September 2013.

**PBC Form 18: Part-time Gallery Assistant- APT B**

This position should be an APT A, instead of an APT B. It is the number 6 personal priority of the Humanities Department. This position has been requested for the last three years.

**PBC Form 19: Hawaiian Studies Instructor – Faculty**

This is Personnel Priority 5 for Humanities. Should be PRC Workload, not Operating Other. No indication of what this position will be teaching in the Hawaiian Studies curriculum. Knowing this would facilitate deliberations on ranking this position against all others. Paul will ask Kalawaia to clarify.
**PBC Form 20: Part-time Hawaiian Studies Instructor – Faculty**

Should be PRC Workload, not Operating Other. This request should specify that it is for .5fte. Moreover, there is no indication of what this position will be teaching in the Hawaiian Studies curriculum. Knowing this would facilitate deliberations on ranking this position against all others. Paul will ask Kalawaia to clarify.

**Form 21: History Instructor – Faculty**

This position is to replace Janice Nuckols, who retired last semester. The search has already started for this position.

**Form 22: Piano Instructor - Faculty**

This is Personnel Priority 4 for the Humanities department. There has been a lecturer teaching a full load of piano courses for the last four years. Vice Chancellor Fulton wants Humanities Chair Paul Nash to do a justification for this position showing the number of students taking piano.

**Form 23: Printmaking Instructor – Faculty**

This is Personnel Priority 3 for the Humanities department. There has been a lecturer teaching a full load for the last two years.

**Form 24: Sculpture Instructor – Faculty**

This is Personnel Priority 2 for the Humanities department. A lecturer has been teaching a full load for the last seven years.

**Form 24b: Drawing and Painting Instructor – Faculty**

This form was disqualified. The Chair tabled discussion and the position will not be ranked.

**Form 25: Electronic Pianos – Operating Equipment**

This is Non-Personnel Priority 2 for Humanities. These would be the practice room pianos, not the pianos that are used on stage for various events.

**Form 26 – Kiln Shelves – Operating Equipment**

This was Non-Personnel Priority 1 for the Humanities department. There should be a minimum of 120 shelves for students to fire their projects, but currently there are only 99 shelves. The shelves are old and continue to break.

**Form 27: Pottery Wheels – Operating Equipment**

The worn out wheels have already been replaced. This request can be discontinued at the request of the department.
Form 28: Power Supply Timer – Operating Equipment

There are four power supply units used for Photography classes, which need to be replaced two at a time. PBC authorized replacement of one set in 2010. This request is to replace the other set.

Form 29: Carving Studio Trailer – Operating Equipment

A trailer is necessary for hauling tree stumps. Art faculty use Auxiliary Services’ pick-up truck to haul other art supplies. Chairman Nash will check with Kalawaia to see if using the same pick-up would be possible for hauling the tree stumps. Will follow up at the next PBC meeting.

Form 30: Hale A`o AV Equipment – Operating Equipment

Duplication of PBC Form 17. Can discontinue this request.

Form 31: Hale A`o classroom furnishings – CIP New Facility

As mentioned earlier, Hale A`o will be completed in August/September 2013. We are not looking to use many of the classrooms until Spring 2014. The more summers that we have between when the building is done and when we can fill it with equipment and furniture the better it will be for the college as we are using Summer School to fund this. Jeff reminded the PBC that even if we are not buying it right away, we need to go through Procurement, which is a long and arduous process that should begin now.

Meeting Adjourned at 4:00 p.m.

This was the end of the Humanities department requests, and about half of the requests for the Office of Academic Affairs. The Chair asked for a motion to adjourn.

Moved: Letty Comenares; second: Jan Lubin