Planning and Budget Council  
Meeting Notes for 3/08/2013

Attendance:  Doug Dykstra; Dorene Niibu; Ellen Ishida-Babineau; Jan Lubin; Jane Uyetake; Ardis Eschenberg; Richard Fulton; Jeff Hunt; Kalehua Mueller; Jeanine Keohokaloha; Loea Akiona; Woody Garrison; Sherry Ching; Rick Murray; Letty Colmenares; Paul Nash; Peggy Regentine; Toshi Ikagawa; Libby Young; Liko Hoe; Mike Tom

Guests:  Sharon Nakagawa (proxy for Kevin Ishida)

Excused:  Jamie Boyd; Michael Gifford

A Quorum was attained and the meeting was called to order at 2:03 p.m. in Hale Kuhina 115

Meeting Notes for PBC 2/22/2013 were sent via email

- PBC Notes 2.22.13.docx.pdf

Notes were approved as written

Jan Lubin moved; Liko Hoe seconded to accept notes

Meeting Agenda was sent via email

- PBC Agenda 03.08.13.docx

Jeff Hunt requested to add “Recap & Prioritization Survey Instructions”

Jan Lubin moved; Rick Murray seconded to accept Agenda as revised

Review of Accreditation Recommendations with focus on

College & UH System Recommendations of direct consequence to the Planning & Budget Council: CR#2, CR#3, CR#4, UH#1, UH#3, UH#4

CR#2 – . . . design, document and implement an effective integrated planning model

- Good news is that lot of it is done
- Computer, media services, admin services, academic affairs, student affairs, etc. are represented in this body (PBC)
- We’ve got to get the word out on what PBC is doing
- Department chairs should be reporting back to their departments at department meetings
- We need to create some kind of “digest” in hands of Department Chairs, Unit Heads, etc. to be used as basis for reporting & also a general reading audience
- We need to provide an outside assessment of PBC to identify procedure and policy modifications to be made.

CR#3 - . . . develop and implement a comprehensive staffing plan & staff development plan as well as assure the completion of civil service position evaluations
• Beginning of process for civil service evaluations EZ reminder system is assigned
• Vice Chancellor for Academic Affairs has worked with Faculty Senate; provides a vetting process to determine the disposition of faculty positions recently vacated
• PBC provides process for request of new positions pursuant to program/unit reviews

CR#4 - . . . develop sustainable financial resources & funding for operations
• Business of this body (PBC) to consider
• Full court press on recruitment, as well as foreign student recruitment
• Food Service options to consider alternatives to cafeteria service expenses
• Tech fees for students
• Supplies and Student Help Budget allocations reviewed
• Casual hires regulations and/or layoffs
• Conservation
• Low enrollment cancellation policy
• Military base contracts
• Grants writing for the RTRF

UH#1 . . . Institutional Mission and Effectiveness . . .
• Will be chaired by System personnel with representative(s) from each campus
• Assess UHCC analytical tools (ARPD)
• Clear descriptions & training on planning timelines & budgeting process
• Switch from submit PCR’s & depend budget policy paper to performance based incentives & lump sum budgeting

UH#3 . . . Student Learning Programs and Services and Resources
• Faculty evaluation to include effectiveness on participating with professional integrity in the process of defining, analyzing & adjusting to results of SLO assessment.

UH#4 . . . Resources
• UH Systemwide tech plan. . . .including & supporting distance education to be developed

Follow-up report doesn’t have to go through BOR; okay to work thru summer...Faculty Senate to look at draft as first order of business fall 2013.

PBC Request Forms:

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

PBC Form #19: Instructor in Hawaiian Studies (1.0 FTE)
Resubmitted with revisions – description of specific classes to be taught.
Ranked number 5 in department. Per Ellen, we are looking for someone quite versatile to teach Hawaiian Visual Art/Wood Carving/Fiber Arts as well as HWST 107, 270, 273, 275

**PBC Form #20: Instructor in Hawaiian Studies (.5 FTE)**
Resubmitted with revisions. – description of specific classes to be taught to include Hawaiian performing arts such as Hula or Hawaiian music. 
Not ranked by department.

**Administrative Services (presented by Rick Murray, Safety & Security Director)**
- Handout distributed at meeting – Support twenty (20) Security Cameras at WCC

**PBC Form #60: Security Cameras**
As explained in his hand out, the purpose is to record areas where theft or crime would occur and serve as a record if they do. Per Rick Murray, they are looking to place cameras in common areas; lobby of Alaka‘i, window of Business Office, outdoor cameras to capture vehicles entering and leaving our campus

Peggy Regentine pointed out the savings on costs of cameras vs. hiring additional personnel. Per Woody Garrison, the cost is really good buy at this time.

Paul Nash expressed his concern on theft in Ceramics area. Rick explained that this is a “first step” would still want more cameras in the future.

**Career and Community Education (presented by Jane Uytake, Interim Director)**
- Handout was distributed at meeting; prioritized department’s requests
- Presented in order of department priority instead of PBC Form numbers

**PBC Form 68: Imaginarium Work Lights**
Please delete request per request of CCE

**PBC Form 73: Facilities Technical Director**
Please delete request per request of CCE

**PBC Form 69: Amphitheater**
Priority number 1 in department; 
Health and Safety issue; Capital Improvement
Per Jeff Hunt, this estimate might be too low; this was included as part of a larger project and the estimates may be skewed by the economies of scale of the larger project. As a stand-alone project the totals may be higher.

**PBC Form 61: Facilities Use Specialist**
Priority number 1 in department; submitted for the 5th time
Funds are currently in the black; student help was used during the transition.
The Chancellor suggested that the college may reclassify this position if it becomes G-funded
- It may be transferred to Administrative Services &
- It may be better to classify it as a Clerical Position
PBC Form 62: Imaginarium Manager
Priority number 2 in department. Current manager is half-time
What other duties are we adding here?
Ask Joe Ciotti to clarify and report back to PBC.

PBC Form 71: CNA Program Assistant
Priority number 3 in department
Convert position from Special Funds to General Funds

PBC Form 67: Imaginarium Split A/C
Priority number 4 in department.
Info on Imaginarium service to credit programs? Report back to PBC

PBC Form 72: Technical Director
Priority number 5 in Paliku Theatre to upgrade from half-time to full-time.
Is he currently APT A? He is currently full-time; covered .5 by GF and .5 by SF

Per discussion:
Paliku Theater is given –
$25,000 GF for Supplies, 1 FTE and .5 FTE for technician (the other .5 is covered by SF)

Imaginarium is given -
$15,000 GF and $12,000 TFSF for supplies and .5 Imaginarium Mgr

In regards to Imaginarium and Paliku Theatre, we need to know where over-all budget comes from. How much do they pay to OCCE? Data should be reflected in Unit Review from now on.

PBC requests that OCCE come back with report
Fees/Dues to OCCE from Paliku Theatre and Imaginarium

Meeting Adjourned at 4:00 p.m.

The Chair asked for a motion to adjourn.
Moved: Ardis Eschenberg; seconded by Paul Nash