Planning and Budget Council   Meeting Notes for 4/05/2013   DRAFT

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

Guests: Bryan Tokuda (proxy for Mike Tom); Kayleen Sur (proxy for Michael Gifford); Frank Palacat

Excused: Libby Young; Jeanine Keohokaloa

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

Meeting Notes for PBC 3/08/2013 were sent via email

- PBC Notes 3.08.13.docx.pdf

Notes were approved as written

Jan Lubin moved; Paul Nash seconded to accept notes

Meeting Agenda was sent via email

- PBC Agenda 04.05.13.docx

Jeff Hunt requested to add “Assessment of PBC for this year”

Jan Lubin moved; Paul Nash seconded to accept Agenda as revised

PBC Request Forms:

Career and Community Education (presented by Joe Ciotti & Jamie Boyd)

PBC Form 62: Imaginarium Manager
Priority number 2 in department.
Current manager is half-time. As noted in the PBC request, converting the position to a full-time position would increase attendance in the CAE facilities (including the Imaginarium, Aerospace Exploration Lab, Lanihuli Observatory and NASA Flight Training AEL). This person would be able to collaborate with professors in the afternoon and conduct workshops. Per Joe Ciotti, they would like to expand services to the credit programs; Anthropology, Oceanography, etc. The theater is currently used by UH Manoa Astronomy labs.

PBC Form 63: Imaginarium Specialist
Priority number 6 in department.
Currently paid through Hawaii Space Grants; at less than half time the position carries no benefits. This grant is renewable every five years; we are into our second of five years. NASA funds are dropping due to Federal cuts.

PBC Form 64: Imaginarium Graphic Artist
Priority number 8 in department.
As noted in PBC request, this position could be shared with college’s Media Production Center. If position is funded, we could start offering programs in Computer Animation, Show Production (script writing, directing and narrating). The new library has a Media Lab available. Joe suggested that we start with non-credit courses and move towards credit classes and look at possible AA Degrees in Performing Arts, Visual Arts and/or Fine Arts.

**PBC Form 65: Imaginarium Lamps**  
Priority number 9 in department.  
In the past, they have used Imaginarium funds.

**PBC Form 66: Imaginarium Fulldome Show**  
Priority number 10 in department.  
As noted in the PBC request, they have purchased non-astronomical shows and the audience base has continued to grow. It was suggested that they try to obtain donors through UH Foundation. They are currently trying this technique by offering “Adopt a Show” to potential donors.

**PBC Form 67: Imaginarium Split A/C**  
Priority number 4 in department.  
As noted in the PBC request form, temperatures and humidity readings in the AV equipment room are in the 80s without the CPUs running in the evening. The AC is required to run the fifteen computers overnight for rendering animated images and slicing shows. The $30,000 is a very rough estimate.

It was asked if a Mitsubishi system would work. Size of room is approximately 30’ x 40’. Per Doug, talk to System and find out energy usage – Johnson Control. Per Kevin, we need to get more info and he would like to present it to R & M meeting in May.

**PBC Form 70: RN Instructor**  
Priority number 7 in department.  
Convert position from Special Funds to General Funds.

**PBC Form 71: CNA Program Assistant**  
Priority number 3 in department.  
Convert position from Special Funds to General Funds. As noted in PBC request form, this program is only approved for 1 FTE with G Funds. This program has received awards and was fortunate to receive a grant. Due to Federal cuts, future availability of funds is at risk.

**Chancellor’s Office (presented by Chancellor Doug Dykstra)**

**PBC Form 74: Grant Writer**  
This is not the time for this request. We are currently above our targets. Benchmarks are set by Strategic Plan with a set formula. There will be a new base line set in 2015 – 2016.

**Student Services (Presented by Vice Chancellor Ardis Eschenberg)**

**PBC Form 75: Assistant Registrar**  
Priority number 3 in department

**PBC Form 76: Assistive Technologies Specialist**
Priority number 4 in department.
This was being covered as a Temporary hire; first year as Perkins Grant. They only applied for one year instead of three years (other colleges requested and received funding for three years). They recently applied for an additional two years.

**PBC Form 77: Outreach Assistant**
Priority number 7 in department.

**PBC Form 78: Mental Health Funding**
Priority number 1 in department.
$45,000 to cover this year’s expense; not in budget.
It was suggested that we assess a Student Health Fee to offset this cost.

**PBC Form 79: Tutoring Funding**
Priority number 5 in department

**PBC Form 80: Supplemental Instruction Funding**
Priority number 6 in department

**PBC Form 81: Scholarship Aha Funding**
Priority number 9 in department.
OHA no longer funds the dinner. This year, NHEA covered the dinner as a limited arrangement.

**PBC Form 82: Frosh Camp Funding**
Priority number 2 in department.
Currently supplemented by ASUH. It was requested that ASUH look at what they supplement and prioritize.

**PBC Form 83: Annual Commencement Ceremony**
Priority number 8 in department.
Currently supplemented by ASUH

**Recap & Prioritization Instructions (presented by Jeff Hunt)**
The list of PBC requests will be refined. All deleted items will not be included.
Rubric is similar to the PBC form but it has five (5) selections.
Jeff will also provide a listing which you can print for your reference/review.
The survey will be web-based and Jeff recommends that you complete the online survey in one sitting.

An email will be sent on April 10 to all voting members; survey must be completed by April 17.
A summary will be generated for our review at our next PBC meeting on April 19, 2013.

**Meeting Adjourned at 4:10 p.m.**
The Chair asked for a motion to adjourn.
Moved: Paul Nash; seconded by Woody Garrison