Planning and Budget Council Meeting Notes for 3/14/14

Attendance: Doug Dykstra; Dorene Niibu; Jan Lubin; Michael Moser; Judy Oliveira; Kevin Ishida; Jeff Hunt; Charlene Akina; Carla Rogers; Kayleen Sur; Marlene Keanu; Rona Yogi; Letty Colmenares; Paul Nash; Emi Troeger; Paul Briggs; Liko Hoe; Mike Tom.

Guests: Ellen Ishida-Babineau (Proxy for Ardis Eschenberg); Elizabeth Ratliff (Proxy for Woody Garrison); Robert Barclay (Proxy for Libby Young); Tara Severns

Excused: Frank Palacat; Kelly Fujino; Andy Li.

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

Meeting Notes for PBC 2/28/2014 were sent via email and posted on website
http://windward.hawaii.edu/ir/PBCouncil/2013/Notes/PBC%20Notes_2-28-14%20edited%20draft.pdf

Notes were approved as amended
Jan Lubin moved; Paul Nash seconded to accept notes

Meeting Agenda was sent via email and posted on website

Agenda was approved as written
Paul Nash moved; Char Akina seconded to accept Agenda

Operational Expenditure Plan (OEP) Briefing (presented by Kevin Ishida)
Prior FY TFSF Cash Balance (6/30/13 Unencumb Cash) $417,649 decreased due to increase in expenses; payroll, lecturers, overloads, etc.
Trans. In – Enroll Growth/Spring – TFSF, $187,291 (est) is still pending
Trans. Out – Debt Services for Energy Conservation Service – TFSF $155,526 is our share of JCI Contract; switch light fixtures, toilets, chilled water loop for A/C

Per Doug, in comparison to the first OEP since he started at WCC - FY2010, this campus took a 13% reduction. In this current fiscal year, we are still 4.5% below since Doug arrived. Salaries are getting to be a heavier burden.

General Funds $10,153,789 is not enough to cover our Total Payroll $10,942,608.86; we cover the difference $788,820 with TFSF.

Carry-Over TFSF Reserve Funds $342,113; an ideal amount to have is $500,000 just in case of unexpected liability/expense. Anytime it’s below $500,000, we will not release funds.

Summer School Funds total will be reported at our next meeting; this is the only cash we have available. In the past, this is what we used to cover furniture and equipment in renovated buildings as agreed by previous members of PBC.

Q: Priority on where funds will be spent?
A: That’s what this body determines but the Chancellor is allowed to make adjustments as necessary; makes the final decision.

On April 2, there will be a Budget Briefing for Chancellors, Vice Chancellors, etc. to address our Budget Policy for UH.
Q: UHPA “snap back”?
A: The percentage of pay reduction given back to restore pay, and the State House has recently approved funding of the snap back in the next biennium.
Q: UHPA “pay back”?
A: Payment of money which was lost; classified as a “loan” and repaid in three installments – 25% - 25% and 50% (total of 100%). UHPA is the only unit to receive this “pay back,” however the Legislature will not fund this set of payments and the college must cover this from tuition and fees money.

**PBC Request Forms:**

**Academic Affairs**

**PBC Form #4: Library Computer Assistant P15** (presented by Tara Severns)
Academic Affairs Priority #15 for Personnel
Q: Is this appropriate to be here at all?
A: Don’t stop asking just because the budget is tight.
Please correct to OO – Operating other; Student Help is included in Supplies Budget

**PBC Form #5: Hawaiian Collection Student Assistant P18** (presented by Tara Severns)
Academic Affairs Priority #18 for Personnel
15 credit of Hawaiian Studies; special knowledge required
Please correct to OO – Operating other; Student Help is included in Supplies Budget
Q: What is being done now?
A: Only 10 hrs. per week of student help; staff or librarians also help as need but it’s more cost effective if we pay student help vs. faculty/staff.

**PBC Form #6: Electronic Services Librarian P17** (presented by Tara Severns)
Academic Affairs Priority #17 for Personnel
We could probably hold off for another year or two.
Q: How is this being handled?
A: Tara is doing it; extra duties

**PBC Form #7: Amphitheater E19**
Academic Affairs Priority #19 for Equipment
This was covered by Joe Ciotti on 2/28/14 meeting; same as OCCE PBC Form # 7

**PBC Form #8: Media Equipment Replacement & Schedule E3** (presented by Elizabeth Ratliff)
Academic Affairs Priority #3 for Equipment
Per Elizabeth, delete items 1, 4, & 5; all of these were taken care of.
She also cut back on two of the classrooms.
She will send the revised PBC request $61,446 to D Niiibu via email.

**PBC Form #9: Webmaster P23**
Academic Affairs Priority #23 for Personnel
Already discussed at previous meeting; looking for extramural funds
PW – position change
PBC Form #10: Instructional Developer P13 (presented by Paul Briggs)
Academic Affairs Priority #13 for Personnel
PW – position change
Hope to have it running in the future.

PBC Form #11: Student Help (presented by Ellen Ishida-Babineau)
Not included in priority ranking for Academic Affairs.
This request is for the Testing Center in LLC due to increased workload in current location.
This support would be useful for online students; proctored exams during the weekends.
LLC is currently closed during the weekends; Tara will look into the possibility of opening on Saturdays.

PBC Form #12: Gallery Assistant P29
Academic Affairs Priority #29 for Personnel
Tabled – Toni Martin to justify

PBC Form #13: Drawing & Painting Instructor P22 (presented by Paul Nash)
Academic Affairs Priority #22 for Personnel

PBC Form #14: Hawaiian Studies Instructor 1 P11 (presented by Paul Nash)
Academic Affairs Priority #11 for Personnel
To check with our representative and ask for this position via Puko’a In past years, they have asked for positions via this body.

PBC Form #15: Hawaiian Studies Instructor 2 P20 (presented by Paul Nash)
Academic Affairs Priority #20 for Personnel
To check with our representative and ask for this position via Puko’a In past years, they have asked for positions via this body.

PBC Form #16: Sculpture Instructor P25 (presented by Paul Nash)
Academic Affairs Priority #25 for Personnel
Q: Is it possible to piggy back classes for Sculpture & Printmaking?
Q: What else would be taught to create a full load?

PBC Form #17: Printmaking Instructor P24 (presented by Paul Nash)
Academic Affairs Priority #24 for Personnel
Q: Is it possible to piggy back classes for Sculpture & Printmaking?
Q: What else would be taught to create a full load?

PBC Form #18: Music Instructor P27 (presented by Paul Nash)
Academic Affairs Priority #27 for Personnel
Q: World Music? Is it possible to approve MUS 107 Music in World Cultures as a (FG) Foundation Requirement for Global and Multi-cultural Perspectives as is the case at other campuses.

PBC Form #19: History Instructor P26 (presented by Ellen Ishida-Babineau)
Academic Affairs Priority #26 for Personnel
Q: Are there enough classes for a full-load?
Q: Hawaiian History under this position?
PBC Form #20: Mala & Building Coordinator P28  
Academic Affairs Priority #28 for Personnel  
Per Liko Hoe, best to ask Kalawaia Moore  
Ask Ardis Eschenberg about Title 3 – specific uses for funds.

PBC Form #21: Pottery Wheels E12 (presented by Paul Nash)  
Academic Affairs Priority #12 for Equipment  
8 wheels were purchased in 1975  
3 wheels are already dead  
1 wheel – gears are starting to grind  
4 wheels need to be replaced right now; 10 year warranty coming due.

PBC Form #22: Flash Dryer Unit E17  
Academic Affairs Priority #17 for Equipment  
To be used by screenprinting courses/students.

PBC Form #23: Wide Format inkjet Printer E18  
Academic Affairs Priority #18 for Equipment  
Elizabeth Ratliff discussed this with Mark Hamasaki. Media Ctr has large format printers (8 yrs old) which need to be replaced. Perhaps they could share to cover this request.

PBC Form #24: Wood Carving Studio Trailer E16  
Academic Affairs Priority #16 for Equipment  
Q: Does wood carving have a special fund account:  
Liko Hoe to ask Kalawaia Moore  
If they are earning revenues, talk to Kevin Ishida.

PBC Form #25: Hale Ao Furniture E4  
Academic Affairs Priority #4 for Equipment  
They are currently using borrowed furniture from the Library.

Discussion on Ordering New Furniture  
Q: Should there be a “go to” person or committee in regards to selection of furniture?  
A: Request for Ardis Eschenberg to get together and discuss with Kevin Ishida. VCAA should work with Deans and departments and collaborate with VCAS. Perhaps it can be discussed in specific departments first and the Dept Chair will communicate with his/her Dean and VC then with Administrative Services (Andy Li and/or Sherry Ching).

For the time being, borrow furniture as it could take six – nine months to receive new furniture. (depending on quantity and dollar amounts).

Meeting Adjourned at 4:05 p.m.  
Chair asked for a motion to adjourn.  
Moved: Jan Lubin; seconded by Liko Hoe