Planning and Budget Council  

Meeting Notes for 10/25/13

Attendance: Doug Dykstra; Dorene Niibu; Frank Palacat; Jan Lubin; Mike Moser; Ardis Eschenberg; Kevin Ishida; Ellen Ishida-Babineau; Jeff Hunt; Carla Rogers; Kayleen Sur; Marlene Keanu; Loea Akiona; Andy Li; Letty Colmenares; Paul Nash; Emi Troeger; Paul Briggs; Libby Young; Liko Hoe; Mike Tom

Guests: Jane Uyetake (proxy for Charlene Akina); Elizabeth Ratliff (proxy for Woody Garrison)

Excused: Kelly Fujino

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

Meeting Notes for PBC 5/04/2013 were sent via email and posted on website

- PBC Notes 5.04.13.draft.docx
  
  Notes were approved with addition of comments [ ]

  PBC Validation Process (Third Party Reviewers) – Doug Dykstra
  No discussion [Note: meeting held on 9/20/13]

  PBC Process Training – Jeff Hunt & Ellen Ishida-Babineau
  No discussion [Note: training session held on 9/20/13]

  Ardis Eschenberg moved; Ellen Ishida-Babineau seconded to accept notes with additions

Meeting Agenda was sent via email and posted on website

- PBC Agenda 10.25.13.docx
  Agenda was approved as written

  Ardis Eschenberg moved; Jan Lubin seconded to accept Agenda

Introduction of New Members and Guests
Chair introduced new members – Frank Palacat, Carla Rogers, Kayleen Sur, Marlene Keanu, Andy Li, Emi Troeger, Paul Briggs and guests – Jane Uyetake, Elizabeth Ratliff

Chancellor's Report – Doug Dykstra
Handout distributed at meeting and also posted on website

Chancellor is impressed with WCC Strategic Plan. He identified the high points and other areas which need attention. He emphasized the following points which are in his written report:

Success in enrollment growth – In Fall 2013 at 2799 students; a historic high point
Dramatic continued growth in the on-line offerings (Distance Education)
Significant rebound in its efforts to recruit recent high school graduates - VC Ardis Eschenberg attributes the successes to Frosh Camp, New Student Orientation and Freshmen Cohorts
Continued to grow significantly in the 25-49 yr. age bracket
Financial aid distribution has been a significant contributor to growth; 64% of students receiving Pell Grants

**College continues to struggle with success rates for its developmental students in writing and math courses.** The UHCC System reflects disappointing results in these fields across the system.

**Graduation and transfer figures to UH campuses continue to surpass strategic plan targets.** Kudos to the Hulili Program.

**College is surpassing its targets for the extramural fund category, professional development investments, non-state revenues, and reduction of electrical usage rates.** Savings from the contract with Johnson Controls are yet to be reported and reduction in KWH usage has not translated to reductions in electrical expenditures.

**Continuing fiscal challenges** A comparison with current year’s OEP with last year’s final report, the College is improving its fiscal condition but not to the extent that funding is available for the emergency reserve of $500,000 as well as replacement of equipment of $500,000. To address these challenges, the Administrative Team is considering a package of proposed fees that will be presented to PBC, ASUH, WCC, Faculty Senate and ultimately open forum consideration this coming academic year

**Nov 2, 2012 PBC notes that Summer School funds are to be used for the new furniture and equipment needs of new buildings (and similar needs of newly renovated buildings)**
Library Learning Commons last year;
Hale A’o is utilizing hand-me down furniture for the time being. Chancellor asked Hawaiian Studies program to work directly with Facilities and Auxiliary Services as well as Mike Tom to arrive at firm figures for the costs of equipment and furniture
Hale Manaleo and Hale Na’auao (to be completed in May 2014)
Vet Tech building (to be completed in Dec. 2013); all of the foregoing will require use of summer school revenues to properly equip and furnish the buildings.

**Chancellor has authorized a “stopgap” budget of replacement computer and educational technology equipment which comes to a total of $164,860.** Notwithstanding the foregoing needs for new and renovated buildings the Summer School revenues have been so lucrative that the Chancellor has authorized an emergency expenditure of available Summer School balance for computing equipment - $114,700 and educational media - $50,160. In light of the fact that the College has spent nothing for two years in a row on such expenditures the Chancellor has approved a barebones budgetary request for the two categories recognizing that “normal” expenditures to replace equipment in these categories would have totaled $400K for computing equipment and $300K for media equipment in the past two years. **SS REVENUES STILL SUFFICIENT HANDLE A’O & DOWN PAYMENT OTHERS.**

**Imaginarium split air conditioning system has been completed** Project was jointly funded by the College and supplemented by Imaginarium’s special funds account.

**Asked for a comprehensive estimate for security cameras for the entire campus** Purchase of security cameras is pending the completion of more comprehensive review to be re-submitted this year (to include input from Computer Services and Media Technology department)
With respect to positions
Hiring of a Head Librarian is in process;
VC Eschenberg to convene a task force on Developmental Education and pending deliberations, hold off on pursuing new positions in either English or Math, although replacement of existing positions has been authorized;
ICS to recruit a faculty member replacing a recent retiree who will take responsibility of developing either a Certificate of Achievement or Associate of Science degree program in ICS. Addition of an ICS position is pending the submittal of aforesaid program proposal;
Recruiting for a Library Access Services Manager was essential to provide supervision & reduce the stresses endemic to the job given the simultaneous retirement of the only two full time Circulation Desk civil service employees.
Social Sciences department decided to combine two of its vacant .5 fte positions to create 1.0 fte position in Anthropology and the Chancellor has authorized this consolidation of replacement positions.

Hopeful that the lawmakers will approve the funding of the UPHA contract raises and the snapback of UHPA salaries

Not written in report but discussed - Graduation rate of 5% is not tolerable; average for CCs is 13%
Discussion followed on WCC’s math requirement

Briefing Update on Operational Expenditure Plan – Kevin Ishida
OEPs were sent via email
  - OEP MASTER FY 13-14 Revised 10.21.13.PBC.pdf
  - OEP MASTER FY 12-13 as of 06-30-13 PBC (Final).pdf

As noted in OEP - FY 2013
General Funds (GF) of $9,226,214; Payroll cost of $10,872,914 (short by $1,646,700)
Carry Over Tuition Fees Special Funds (TFSF) Reserve ($230,283)
Supplies - $3,791,796

As noted in OEP - FY 2014
GF of $10,092,008; Payroll cost of $10,837,415 (short by $745,407)
Carry Over TFSF Reserve ($467,562)
Supplies - $3,813,072

Please note the codes Firm (F) and Estimate (E) for each Fiscal Year and note that FY 2014 has a lot of estimated amounts which will be adjusted on an ongoing basis.

Total Resources is equal to Total Expenditure - adjustment is reflected in carry over TFSF Reserve; we are trying to hit the $500,000 mark before funding of equipment replacement can be authorized.

VC Kevin Ishida will forward allocation report for each unit to PBC committee members within the next few days via email; slight increase in allocation due to increase in contracts, operational needs for air conditioning, elevator in LLC, etc. Electric bill is $125,000 - $130,000/mo and is included in the $2M supplies & other expenses under Institutional Support.

Contract with Security Guard Service will end this month and rates will increase effective 11/1/13 from $15/hr to $24 or $25/hr. We would be able to incur the same cost of we could hire in house; although
the UHCC System needs to approach the Legislature for the positions the College will fund the positions as temporary positions for the time being.

3rd Quarter OEP will be distributed in January after figures are received from UHCC system office

**Meeting Adjourned at 4:00 p.m.**  
The Chair asked for a motion to adjourn.  
Moved: Jan Lubin; seconded by Paul Briggs