Planning and Budget Council  Meeting Notes for 4/11/14

Attendance: Doug Dykstra; Dorene Niibu; Frank Palacat; Jan Lubin; Michael Moser; Judy Oliveira; Kevin Ishida; Ardis Eschenberg; Jeff Hunt; Charlene Akina; Carla Rogers; Kayleen Sur; Marlene Keanu; Woody Garrison; Kelly Fujino; Andy Li; Letty Colmenares; Paul Nash; Emi Troeger; Paul Briggs; Libby Young; Liko Hoe; Mike Tom.

Guests: Toni Martin

Excused: Rona Yogi

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

Meeting Notes for PBC 3/14/2014 were sent via email and posted on website

   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 amended
   Liko Hoe moved; Mike Tom seconded to accept Agenda

Handouts distributed at meeting

   Toni Martin – APT Position Request for the Gallery (2 pages)
   Jan Lubin – All Campus Discussion Campus Priorities (3 pages)

PBC Request Forms:

Academic Affairs

PBC Form #12: Gallery Assistant P29 (presented by Toni Martin)
   Academic Affairs Priority #29 for Personnel
   Toni Martin distributed a hand out and did a Power Point presentation to justify this request. An APT would allow the expanding gallery program to maintain a smooth transition from semester to semester; less student help required. It’s important to open during the summer months.
   Toni is currently splitting her time between teaching and as Gallery Director.
   Q: Who helps now?
   A: Work Study or Student Help and the turnover requires constant re-training of the new personnel.

PBC Form #26: English Instructor P1 (presented by Libby Young)
   Academic Affairs Priority #1 for Personnel
   COMPASS scores are below college level; students need reading & writing skills; English 100 is required; there is a critical need to fill this position.
   Q: Is this position in addition to the one currently being hired?
   A: Yes, the current recruitment is to replace Jean Shibuya’s position
   Q: How many sections of English would remain to be taught by lecturers after the LA Dept fills Jean’s position?
   A: Language arts has seven lecturers who teach only English courses — mostly in ENG 22 and ENG 100, our pre-college and college-level writing courses. Some teach only one or two courses; others teach three to
This spring 2014, these lecturers taught a total of 21 sections. In fall 2014, they're scheduled to teach another 21 sections, for a total of 42 sections over the two semesters.

When Jean's replacement is hired, that person will typically teach 5 sections in the fall and 4 in the spring. So, depending on the semester, that still leaves us with many sections to be covered — in fact, the equivalent of three more full-time teachers.

As you can see, we're in a crunch because these are fundamental, required courses students need for WCC degrees and certificates and to advance in their college careers and on the job.

**PBC Form #27: Speech Instructor P12** (presented by Libby Young)
- Academic Affairs Priority #12 for Personnel
- Requirement for AA degrees; demand has continued to rise; class fill rate is 98%
- Currently only 1 full time position who also manages the Speech Lab and the Speech Debate Team

**PBC Form #28: Student Aides for Speech and Writing Labs P16**
- Academic Affairs Priority #16 for Personnel
- Request to expand hours of the labs; need to service our evening students
- Looking for a Grad Student – requires critical thinking and would provide helpful feedback at all levels.
- If there is an overflow in the Writing Resource lab, the Speech Lab will help.
- Q: What is the difference between this and Supplemental Instruction (SI) support?
- A: SI is assigned to a specific teacher/class and supports that class; as Title III funds are fading, we will need to fund SI in the future.

**PBC Form #29: Classroom Furniture & Equipment E2**
- Academic Affairs Priority #2 for Equipment

**PBC Form #30: Computer Lab Equipment E6**
- Academic Affairs Priority #6 for Equipment

**PBC Form #31: Faculty Office Furniture E8**
- Academic Affairs Priority #8 for Equipment
- No discussion or presentation on PBC # 29, 30 & 31 re: furniture & equipment as this subject was discussed on 3/28/14.

**PBC Form #32: Math Instructor P2** (presented by Emi Troeger)
- Academic Affairs Priority #2 for Personnel
- Developmental Education Math classes have doubled; there is a need for a full time Dev. Ed Math Instructor. UHCC Dev. Ed. Committee rates WCC dev. Math “program” as cautionary & unhealthy.
- Q: Is this replacing anyone?
- A: No, this is a brand new position

**PBC Form #33: ICS Instructor P10** (presented by Emi Troeger)
- Academic Affairs Priority #10 for Personnel
- Currently has 1.5 positions but the .5 position will end on 7/31/15
- Data shows the need for this full time position.
- In order to meet the continuing, growing technology we must expand our offerings
CA in Web Technology is close to completion

**PBC Form #34: Career & Technical Ed Facility E14** (presented by Emi Troeger)  
**Academic Affairs Priority #14 for Equipment**  
This is something for the future; credit & non-credit courses. The strength in this request is cross-disciplines; also supported by OCCE. Alternate opportunities by STEM  
Q: Is this in our Master Plan?  
A: Our Master Plan is outdated; KYA Architect will be coming to our campus this Fall to continue discussions on Master Plan and space allocation.

**PBC Form #35: STEM Counselor P6** (presented by Letty Colmenares)  
**Academic Affairs Priority #6 for Personnel**  
The Natural Science program has a total of 12 programs; request to hire a full-time STEM Counselor to help market, recruit, provide academic and career counseling to assist students in retention and success.  
Q: Should this position be in Academic Affairs or Student Affairs?  
A: Position should be in Student Affairs but with good background in Sciences; suggestion made that the individual be situated in the Dept.  
Q: What can we do immediately?  
A: Need to clarify current workload issues.

**PBC Form #36: Nat Science Academic Support APT P9** (presented by Letty Colmenares)  
**Academic Affairs Priority #9 for Personnel**  
The Natural Sciences department has expanded and has reached its maximum limit; critical to fill this position. This new position will provide the necessary level of support for Nat. Sciences Dept degrees and certificate programs and for STEM courses; will also provide support in the areas of health and safety: chemical inventories, MSDS documentation, hazardous materials and waste management, maintenance of safety eyewashes and emergency shower logs, steam sterilizer logs, and microbiology standard operations manual (SOP).

**PBC Form #37: Physics and Astronomy Instructor P5** (presented by Letty Colmenares)  
**Academic Affairs Priority #5 for Personnel**  
Currently has a .5 FTE who is also the CAE Director and is shared .5 with Math  
The Nat Sciences Dept is committed to expanding its efforts in STEM education; more course offerings

**PBC Form #38: Chemistry Instructor P4** (presented by Letty Colmenares)  
**Academic Affairs Priority #4 for Personnel**  
Request to hire a Full time Chemistry Instructor to teach a diverse array of chemistry courses to strengthen WCC’s STEM programs.

**PBC Form #39: Imiloa 123 Laboratory Conversion E10** (presented by Letty Colmenares)  
**Academic Affairs Priority #10 for Equipment**  
To convert a lecture room into a lab; due to increase in class offerings; will coordinate sharing of existing equipment among labs for now.

**PBC Form #40: Molecular Biology Instructor P14** (presented by Letty Colmenares)  
**Academic Affairs Priority #14 for Personnel**  
CA Agripharmatech Program was approved by Board of Regents (BOR) in May 2012; Provisional to Permanent by BOR. After one cycle, this MUST go before the BOR so Chancellor won’t allow this request
to be rejected. Point of record – in the past and now, the PBC approves and makes recommendations to the Chancellor who makes the final decision(s).

Q: Why did this request get such a low ranking?
A: When people vote, they ask themselves “will I benefit from this?” Math and English benefits everyone and is required; thus a higher ranking for those requests.

**PBC Form #41: Agripharmatech Specialist P19** (presented by Letty Colmenares)

Academic Affairs Priority #19 for Personnel

CA Agripharmatech – this position is to set up for laboratories for classes, maintain two Agripharmatech facilities and prepare equipment/lab supply requisitions. This position is necessary due to the uniqueness of Agripharmatech program facilities and programs’ capstone classes.

As we are only half way through the PBC requests, remaining requests are deferred to our next meeting on 4/24/14.

**Meeting Adjourned at 4:16 p.m.**

Chair asked for a motion to adjourn.

Moved: Paul Nash; seconded by Jan Lubin