Planning and Budget Council      Meeting Notes for 04/25/14

Attendance:  Doug Dykstra; Dorene Niibu; Frank Palacat; Judy Oliveira; Kevin Ishida; Jeff Hunt; Charlene Akina; Carla Rogers; Marlene Keanu; Rona Yogi; Woody Garrison; Letty Colmenares; Paul Nash; Emi Troeger; Paul Briggs; Libby Young; Liko Hoe; Mike Tom

Guest:  Nalani Kaun (proxy for Jan Lubin); Jane Uyetake (proxy for Mike Moser); Ellen Ishida-Babineau (proxy for Ardis Eschenberg); Geri Imai

Excused:  Kayleen Sur; Andy Li

A Quorum was attained and the meeting was called to order at 2:02 p.m. in Hale Kuhina 115

Meeting Notes for PBC 04/11/2014 were sent via email and posted on website

http://windward.hawaii.edu/ir/PBCouncil/2013/Notes/PBC%20Notes_4-11-14_edited.pdf

Notes were approved as amended
Paul Nash moved; Char Akina seconded to accept notes

Meeting Agenda was sent via email and posted on website


Agenda was approved as written
Libby Young moved; Woody Garrison seconded to accept Agenda

Natural Sciences -presented by Letty Colmenares

PBC Form #42: Classroom Clickers E13
Academic Affairs Priority #13 for Equipment
This request is for four (4) sets of clickers (30 per set & receiver) which will be used in all disciplines of the Natural Sciences Department by ALL students. The Classroom Response System (CRS) has been proven to improve student engagement and active participation. Although it was suggested that students purchase their own clickers, we want to ensure that ALL students have it available so we would hand it out and collect it after class.
Q: Did anybody else ask for clickers?
A: Yes, included in Social Science request for classroom furnishings ($4500)
Per discussion, there are different versions; thus the difference in cost.

PBC Form #43: Anatomical Models E9
Academic Affairs Priority #9 for Equipment
This request is for Human Anatomy & Physiology classes which are high demand classes for pre-nursing and allied health; serves over 200 students each year. Ideally, the ratio of students to model should not exceed 3:1, whereas the current ratio is around 7:1. The models are listed on PBC request

PBC Form #44: Electron Detector Apparatus E19
Academic Affairs Priority #19 for Equipment
This apparatus provides advanced level physics students with essential equipment for studying the fundamental properties of the atomic structure of matter. WCC students in our newly implemented pre-engineering program as well as other preparing for careers in physics, aerospace and astronomy are required to enroll in Physics classes. This electron apparatus is standard equipment in such physics laboratories; used to conduct experiments. The education impact realized by using this apparatus is especially important to developing skills in STEM.

**PBC Form #45: Canoe Maintenance E11**

*Academic Affairs Priority #11 for Equipment*

WCC owns three Polynesian sailing canoes. These canoes are used for the college’s Polynesian Voyaging lab courses. Prior to last AY, little or no maintenance was performed on these vessels for a period of seven years. During Fall 2012 through Summer 2013, two of the canoes underwent major repair. Funds are required to repair our third canoe; $6,000. This is a major safety issue for all crew members who sail on these canoes.

Q: Is $2700 requested for every year?
A: Yes, this is for ongoing maintenance of canoes
Q: Where are the canoes currently stored?
A: Some on campus, another at Kuoloa Park

To ensure security, we are looking at storing them at the Waikalua Fishpond area in the future.

**PBC Form #46: Vet Tech Equipment & Furniture E4**

*Academic Affairs Priority #4 for Equipment*

A new surgery and classroom facility recently opened for Vet Tech. The furniture and equipment requested is typically specialized for veterinary clinics and are expected for the continued accreditation of the program. There is strong support for Vet Tech program from C3T

Q: Is it possible to request funding from C3T?
A: Mike Moser’s response via email on 4/28/14 — “The supplies and equipment listed in the Vet Tech PBC request would be allowable and fundable through the C3T grant. The current C3T grant budget for Vet Tech does not include support for supplies and equipment, however this could be requested with a C3T rebudget, assuming availability of funds in the current C3T budget. Such a request could be submitted by the the Admin PI for the C3T Vet Tech account. Again, the items are allowable but the PI and program faculty would need to revise the budget and expenditure plan. Another funding possibility is Perkins through carry over or campus lapsing account balances that are redistributed through the year.”

**Social Sciences – presented by Paul Briggs**

**PBC Form #47: Psychology Instructor P8**

*Academic Affairs Priority #8 for Personnel*

There has been a tremendous increase in demand for Psychology courses over the past five year period. The average class fill rate was 87% last year. The department has one full-time position and had another .5 position until this year. Psychology courses at WCC are prerequisites and/or mandatory courses for a number of popular majors at UH Manoa, including Nursing, Business, Education and Social Work.

**PBC Form #48: Classroom Furniture E1**

*Academic Affairs Priority #1 for Equipment*
Renovation of Hale No’eau is in progress and should be completed soon. The classrooms and other public areas must be furnished with appropriate furniture and equipment.

**PBC Form #49: Office Furniture E7**
Academic Affairs Priority #7 for Equipment
Renovation of Hale No’eau will be completed soon; faculty offices must be furnished with appropriate furniture and equipment.

**Student Services – presented by Judy Oliveira**

**PBC Form #61: - Assistant Registrar – presented by Geri Imai**
Student Services Priority #1
This APT position will serve students, staff and general public for admissions, record management, registration, enrollment verification, transcript production, graduation certification, VA certification and other admissions and records related functions. This position would further be able to take some of the Banner entry responsibilities for class schedule input and/or modification. Enrollment at WCC has steadily increased during the past 6 years. In addition, there are several initiatives that are being implemented by UHCC system and will add to the workload of the A&R office. This position would report directly to the Registrar; will provide continuity and supervision during the Registrar’s absence.

**PBC Form # 62 – Recruitment and Outreach Assistant**
Student Services Priority #2
This position would be a cross-trained financial aid professional with college admissions experience, knowledgeable of the college applications process and procedure; would serve prospective students, current students, staff, faculty and community members alike with Recruitment and Outreach activities. The Recruitment and Outreach (R&O) has grown and created new programs; has provided 72 campus tours, coordinated 24 community events on and off campus, created and staffed a satellite Outreach site at Windward Mall, etc. There are multiple things happening at multiple times so the current R&O Specialist has to limit his time at various events and has not been able to attend others.

**PBC Form #63 – Mental Health Counselor**
Student Services Priority #3
Request to provide 1 FTE Faculty Mental Health Counselor position; or at least a part-time position. This Counselor will provide on-site mental health counseling, wellness and awareness programming as well as case management and consultation in crises and conduct code violations. We currently have a person on loan; only Monday and Thursday and not during the summer.

Q: How long is he on loan to WCC?
A: At least another year
Q: Why is this not a higher priority?
A: Because we have someone on loan from the System.
Mental Health issues on campus should be a top priority; we currently cover cost for the loan of this part-time counselor. The current cost for the on-loan part time counselor is $45,000 and the cost of a full time position would be approximately $65,000 if hired into an available position #.
**PBC Form #64 - Assistive Technology Specialist**

Student Services Priority #4

Request for 1 FTE APT Band A position to provide assistive technology service for students with disabilities. These technologies enhance access to print materials, enhance note taking skills and provide alternate means for inputting materials on a computer. Students gaining these skills will be better able to benefit from course instruction, prepare for classes and submit completed assignments. Due to the highly specialized training needed to provide these services on an ongoing basis, it is necessary to provide appropriate staff person who can plan for and respond to a wide variety of user requests. This position would continue services currently provided under a Carl Perkins grant. The college is renewing its request for a Perkins grant funding of this position for another year.

**PBC Form #65 - Tutoring Coordinator**

Student Services Priority #5

Request for 1 FTE eleven month faculty is required to coordinate tutoring services for Ka Piko Student Success Services. This is a restructured service that will be available to all students at the College and meets the crucial need on campus for tutoring and mentoring services to help students succeed. This position would handle initial intake, referrals to other offices, provide general tutor training, schedule student staffing of English, Math, Speech and possibly other subject labs. Current FTE position is covered by Title III funds which will end in October of 2015.

**PBC Form #66 – Supplemental Instruction Funding**

Student Services Priority #6

This request of $80,000 is to provide for a scheduled decrease in grant funding to Supplemental Instruction (SI). SI provides guided group study sessions for students in courses; Student SI leaders are given training and support to provide services and augment classroom instruction. The requested amount represents the amount that the Title III grant is reducing its support for supplemental instruction.

**Special Funds Balances Updated – presented by Kevin Ishida**

In October or November, we allocated funds for Media and Computer equipment; up to 90% have been spent; $16,000 unspent so far.

Kevin still needs to follow up and make adjustments on Special Funds; also needs to follow up on status of Hale A’o furniture.

Q: In regards to current renovations, when do you expect the move will take place?
A: Renovations should be completed in May; move in July. Faculty will be out on break; Dept Chairs need to keep in touch with faculty.

**Prioritization Voting Procedures – presented by Jeff Hunt**

The following PBC Requests have been combined/adjusted -

- #7 Amphitheater; #56 Amphitheater
- #9 Webmaster; #59 Webmaster
- #28 Student Aides for Speech & Writing Labs; added #66 Supplemental Instruction Funding
- #42 Classroom Clickers; adjusted #48 Classroom Furniture (deleted clickers from #48)

Survey will be emailed to PBC members on Monday, April 28; should take about 10 minutes to complete. Response to Survey is due by Wednesday, April 30 at 4:00 p.m.

Results will be presented at our next meeting on Friday, May 2

Chancellor will review results and make his decisions during the summer.
Meeting Adjourned at 3:50 p.m.
The Chair asked for a motion to adjourn.
Moved: Paul Nash; seconded by Paul Briggs

Next Meeting is scheduled on Friday, May 2, 2014