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

Meeting Notes for PBC 2/14/2014 were sent via email and posted on website
http://windward.hawaii.edu/ir/PBCouncil/2013/Notes/PBC%202-14-14%20draft.pdf
Notes were approved as written
Letty Colmenares moved; Jan Lubin seconded to accept notes

Meeting Agenda was sent via email and posted on website
Agenda was approved as written
Paul Briggs moved; Woody Garrison seconded to accept Agenda

Expansion of PBC Membership - Additional Membership for Student Affairs
Per request of Judy Oliveira, this item is tabled for next meeting

All Campus Discussion Priorities – Jan Lubin
Hand out distributed at meeting
An overview of the All Campus Discussion Priorities for each PBC request

PBC Request Forms:

Chancellor’s Office (presented by Doug Dykstra, Chancellor; Jan Lubin)

PBC Form #1: Marketing Equipment
Replace equipment for digital camera and ancillaries requested. New Equipment for Vidiography requested.
Chancellor’s Office Priority #1
Fulfills the All Campus Discussion Campus Priorities for Non-instructional (#1) and Communication (#2)
Q: Insurance for lost equipment?
A: $1000 deductible there is no guarantees. Kevin will follow up if this equipment were covered.
Q: Location of thief? Are there places on campus for security?
A: Burglary occurred off campus.

PBC Form #2: Webmaster
Requested in three other areas.
Chancellor’s Office Priority #2
Fulfills the All Campus Discussion Campus Priorities for Non-instructional (#1) and Communication (#2)
Q: Possible to combine the Webmaster request in one.
A: If we can reassign positions to meet other needs.
Q: How many computer techs do we have?
A: About 5 depending on the definition
Q: Who is the defacto Webmaster at this point?
A: Multiple people taking different responsibilities, but Dean of Division II is the point person.
Q: Could it be PR?
A: Could be. But there are other needs ie. Accreditation, Faculty Senate minutes etc. It may be difficult to cover all the needs.

**PBC Form #3: Grant Writer**
Chancellor’s Office Priority #3
Not a high campus priority at this time because the data show that the campus is fulfilling more than 180% of its targets for extramural funding.

**Career and Community Education**

**Continuing Education and Facilities Assessment**

**PBC Form #1: Facilities Use Specialist P1 NI (Mike Moser)**
CCE Priority #1 a Non-Instructional Request
Create a G funded position for facilities reservations. Most reservations were in house request for use (see request for numbers of reservations). The position is used more for campus use than outside use. Raising fees won’t help fund this position since most reservations were waived.
Note: the facilities were built to hold meetings for the system, which are waived.
Q: What is the current position?
A: Salary APT A reband to APT B
Q: the other campuses?
A: They are G-funded
Q: Managed?
A: Not all are managed out of the OCCE. Some are in Admin Services.

**Center for Aerospace Education Program Assessment** (Joe Ciotti)

**PBC Form #2: Imaginarium Manager P2 NI**
CCE Priority #2 a Non-Instructional Request
Manager to Fulltime and Re-Band: .5 FTE to a 1.0 FTE. Hosts about 15,000 visitors per year. Difficult to retain a high quality manager at a .5 FTE. Used both by the campus and community. With a 1.0 FTE shows could be doubled.
Q: Additional Income?
A: Could be used to cover replacement of equipment.

**PBC Form #3: Imaginarium Specialist P3 NI**
CCE Priority #3 a Non-Instructional Request
Move to a G funded position, and would have to cover the fringe benefits unless the position is granted by re-assignment from another campus or is granted by the legislature.
PBC Form #4: Imaginarium Graphic Artist P4 NI
CCE Priority #4 a Non-Instructional Request
Establish a .5FTE Band A under G funds. Able to create shows.
Fulfills the All Campus Discussion Campus Priorities for Non-instructional (#1) and Communication (#2)
Q: Could you create shows you can sell?
A: Yes, if they are not copyrighted.

PBC Form #5: Imaginarium Lamps
Replace current lamps. On an 18-month cycle, currently about 12 months left. Will try to cover with tuition and fees collected.

PBC Form #6: Imaginarium Show
Try to collect new shows to keep an interest in the community. Productions of shows are expensive. Currently donors have given monies for new shows. This fits with one of the All-Campus discussion priority.
Q: Is it like buying a DVD
A: You buy a license to show in your facility during a period of time since the material is copyrighted.

PBC Form #7: Amphitheater
Outdoor space by the library and imaginarium. Currently blocked off for safety. Possible uses are night shows, hula show, ASUH etc. Fit the All Campus Priorities NI 3 and 4.
Q: Repair and Maintenance?
A: Different may not fit since there is a walkway.
Q: Other CIP?
A: Will have to check on that.

Health (CNA) Program Assessment

PBC Form #8: CNA Instructor P1 I
CCE Priority #1 an Instructional Request
Fulfills the All Campus Discussion Campus Priorities for Non-instructional (#4)
Create a G funded faculty position.

Academic Affairs (presented by Ellen Ishida-Babineau)

PBC Form #1: Information Specialist (web support) P7
Academic Affairs Priority #7 for Personnel
APT Band A. Will works with the system with Banner and Curriculum Central. Maintain the database and online postings (See requests for more info).
Q: In Combination with the other requests?
A: Could be but is different since it include other responsibilities that differ than a Webmaster only. (page 2 of request show different responsibilities) May be more data entry than a design aspect of the Web

PBC Form #2: Service Learning APT P21
Academic Affairs Priority #21 for Personnel
Fulfills the All Campus Discussion Campus Priorities for Non-instructional (#4)
Currently part time casual hire. Create a .5 FTE APT B position.
Q: Five day a week job?
A: Could be. Mostly assist faculty members to incorporate service learning in their courses.
Comment: (Moser) important to help students get internship opportunities such as the C3T.
Q: Could we use the C3T monies to fund the position?
A: Yes it is possible to use C3T monies, but the position would have to be more broadly construed to include internships/cooperative education.

PBC Form #3: Hawaiian Specialist Librarian P3 (presented by Tara Severns)

- Academic Affairs Priority #3 for Personnel
- Fulfills the All Campus Discussion Campus Priorities for Information Literacy (#2)
- Currently the collection is not full accessible. The collection requires a subject specialist. (See request for more details). High demand for use of the material and it is growing.
  Q: Taking the current helper duties and making it a fulltime position?
  A: The duties will be the same as what the helper is doing. The position can go beyond just servicing our campus but all those interested in our Hawaiian collection.
  Q: Will they help with the overall staffing?
  A: Absolutely, they can help in other areas in the library.
  Q: Overtime will other have the same skill sets to help in this area.
  A: It is not easy to develop the skill set but over time others may be able to pick up some of the skill.
  Q: Will Title III monies help?
  A: Vice Chancellor Eschenberg may answer that question. It may be hard as the grant is written very specifically.

Motion to Table Remaining items
Woody Garrison moved; Paul Briggs seconded

Briefing Update on Operational Expenditure Plan – Kevin Ishida
Hand out distributed at meeting
Kevin presented an update on OEP
Lighting on campus has been improved
Some additions or adjustment to the budget ie. overloads, lecturer costs
  Q: Additional Security Cameras on campus
  A: Discussions are happening. There is an added cost. Contractors are required to pay their employees the same as UH security. Possible to hire guards internally may be more cost effective.
  Q: How much do lecturers make?
  A: It is in the contract and on the Website

Meeting Adjourned at 4:05 p.m.
Kevin Ishida asked for a motion to adjourn.
Moved: Letty Colmenares; seconded by Libby Young