Planning & Budget Council  
Meeting Notes for 04/27/12

Attendance: Mike Tom; Jan Lubin; Ross Langston; Jean Shibuya; Toshi Ikagawa; Clayton Akatsuka; Liko Hoe; Inge White; Rick Murray; Nancy Heu; Loea Akiona; Jeanine Keohokalole; Kai Noa Lilly; Jamie Boyd; Jeff Hunt; Cliff Togo; Ardis Eschenberg; Doug Dykstra; Dorene Niibu; Ellen Ishida-Babineau

Guests: Gerri Kabei (Proxy for Kristine Korey-Smith); Brian Richardson (Proxy for Richard Fulton)

Meeting was called to order at 2:08 p.m. in Hale Kuhina 115

Meeting notes for the PBC 4/13/12 were approved as circulated

          Brian Richardson moved and Rick Murray seconded to accept notes

Agenda approved as written

**PBC Rating Survey Ballot Instructions: Jeff Hunt**

The list of PBC requests is sorted by Type (OE – operating equipment, OO – operating other, etc.)

Jeff will finalize a rubric and an email will be sent to PBC committee members shortly
Survey will be similar to last year; Five point scale 1 = lowest and 5 = highest.
Once you start the survey, you should finish before logging out.
Please complete your surveys by Friday, May 4, 2012.
See attachment for final prioritization

**Corral Issues as follows:**

**Brainstorming parameters/guidelines for Inventory reports for next year's program/unit reviews as preparation for subsequent equipment replacement PCR**

There is a need for complete list of equipment and non-consumable items
$5000 value is considered as equipment, per Cliff
There is a borderline for “controlled property”

Cliff Togo volunteered to create a template to include the following information:

1. Quantity
2. Unit Cost
3. Total Cost (Replacement cost)
4. Description
5. Program Priority
6. Year purchased
7. Comment

Priority list from each dept; not the “oldest” on top of list.
Items with high priority will be presented to PBC
$1000 minimum; if less than that it should be considered as supplies
Okay to bundle items; e.g. 20 microscopes as one line item
Create some guidelines for the inventory. We should target to have the inventory lists ready for 1st mtg of PBC
Plan for long range equipment replacement policy is something we should be implementing.

Lab Fees for lab classes considered to pay for supplies and maintenance costs depending upon fate of the pending lab fee requests before the BOR.

Discussion amongst the group included the following comments:

- Need for a grant writer
- Enrollment growth
- Performance Based Budget
- Retirement of Range 5 faculty; new hires should be at lower cost
- Bulk of budget is in payroll costs
- Already agreed on prioritization of allocation in previous PBC meetings
- Written policy should be in place

Doug & Cliff will analyze purchases which have been made.
Be cautious on how we spend on supplies, student help, etc.

Chair requested for a motion to adjourn meeting:

    Moved by Cliff Togo; seconded by Jan Lubin

Meeting was adjourned at 3:45 pm