Attendance: Doug Dykstra; Dorene Niibu; Jan Lubin; Michael Moser; Ardis Eschenberg; Jeff Hunt; Tara Severns; Mike Tom; Charlene Akina; Sharon Nakagawa; Peter Kalawaia Moore; Ross Langston; Mark Hamasaki; Paul Briggs; Robert Barclay; Carla Rogers; Kalani Kuloloia; Marleen Keanu.

Guests: Kathleen French; Jody Lynn Storm (proxy for Navtej Johnny Singh); Rona Yogi (proxy for Tom Doi).

Excused: Frank Palacat; Kevin Ishida; Sherry Ching; Winston Kong; Bruce Collins; Navtej (Johnny) Singh; Tom Doi.

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

Meeting Notes for PBC 4/24/2015 - sent via email and posted on website
http://windward.hawaii.edu/ir/PBCouncil/2014/Notes/PBC%20Notes_4-24-15_draft.pdf

Notes were approved as written
Jan Lubin moved; Peter Kalawaia Moore seconded to accept notes

PBC Survey Prioritization Results – sent via email and posted on website

20 votes received out of 22 eligible voting members. Web Developer was ranked the highest (4.25) followed by Computer Equipment Replacement (4.15); Grant Writer (3.80), Speech Instructor (3.70); Supplement Instruction/Tutoring (3.60); Media Equipment Replacement (3.55); etc.

As a body, this group seems to be more concerned about positions rather than equipment with the exception of Computer Equipment Replacement (ranked number two).

As mentioned in our previous meeting, $450,000 is available and summer school figures are still pending.

There is a proposal to the Board of Regents for a 5% tuition increase. 3% will remain with the campus and 2% will be used for Repair & Maintenance backlog to be administered centrally by the UHCC System.

As of this date, 412 registered for summer session as compared to 522 last year. Fall currently shows 925 registered as compared to 927 last year; previous three years was between 1100 – 1200. We need to continue to monitor our enrollment figures for Fall 2015 and also the upcoming Summer Sessions.

What Next?

Chancellor Dykstra authorized approval to purchase the following equipment: Computer Equipment Replacement(PBC form#3), Media Equipment Replacement(PBC form #9) and Security Cameras (PBC form #48). 

Chair will discuss the requests and PBC Survey Results with his Admin Team after the fiscal year has closed to determine which positions should funded. They need to review and determine revenue-
generating positions and which non-revenue producing positions could be covered. A written report will be presented at the first PBC meeting in Fall 2015. Schedule of meetings to be determined and all members will be notified.

**Strategic Plan Sub-committee Assignments – handout distributed at meeting**

Chair assigned PBC members to the various Strategic Plan sub-committees. He noted that each member was assigned to no more than two (2) sub-committees. *(see attached roster)*

Chair thanked everyone for serving on the PBC this past year. Special thanks and congratulations to students representing ASUH and PTK; both Marleen and Bruce will be graduating this Spring.

**Meeting Adjourned at 2:42 p.m.**

Chair Dykstra asked for a motion to adjourn.
Moved: Paul Briggs and seconded by Peter Kalawaia Moore.
WCC Strategic Plan Sub Committees

1. Enrollment Targets & suggested sub-committees:
   - Recruitment Outreach
     VCSA
     Winston Kong
     Kalani Kuloloia
     Carla Rogers
   - International Education Alternative Targets
     VCSA
     Ross Langston
     Jan Lubin

2. Hawaii Graduation Initiative & suggested sub-committees:
   - Graduation & Transfer Targets/Gap Analysis Mitigation Strategies
     Mark Hamasaki
     Winston Kong
     Johnny Singh
   - College Readiness Acceleration/Developmental Ed Initiatives
     Robert Barclay
     Tara Severns
     Johnny Singh
   - Accelerated Student Credit Accumulation/Financial Aid Incentives?
     Jeff Hunt
     Frank Palacat
     Carla Rogers

3. Hawaii Innovation Initiative & suggested sub-committees:
   - OCCE Work Force Development Initiatives & Non-credit to Credit Options
     Char Akina
     Mark Hamasaki
     Mike Moser
   - Liase with North Shore Economic Partnership & Kaneohe Business Group & Kailua Chamber of Commerce & Kaneohe/Kailua Rotary Clubs
     Char Akina
     Mike Moser
     Mike Tom
     Rick Murray
   - STEM Networks Backwards, Forward & Statewide
     Ross Langston
     Floyd McCoy
     Tara Severns
4. **21st Century Teaching & Learning & suggested sub-committees:**
   - Sustainability Task Force Liaison
     Kevin Ishida
     Floyd McCoy
     Rick Murray
   - Academic Services and Support for 21st Century Visioning/Consultancies?
     Robert Barclay
     Kathleen French
     Mike Tom
     Student #2

5. **High Performance Mission Driven & suggested sub-committees:**
   - Ke Kumu Pali (Papa O Ke Ao) Liaison
     Kalani Kuloloia
     Frank Palacat
     Student #1
   - UH Foundation Liaison
     Doug Dykstra
     Ardis Eschenberg
     Sharon Nakagawa
   - ORS & RCUH Liaison
     Kathleen French
     Kevin Ishida
     Sharon Nakagawa

6. **Executive Sub-committee for Introductory Narrative & Unit Linking Narratives & Concluding Narrative…membership pre-determined below:**
   - Administrative Staff
     Doug Dykstra
     Ardis Eschenberg
   - Director Institutional Research
     Jeff Hunt
   - Director Planning & Program Evaluation
     Jan Lubin