Planning and Budget Council Meeting Notes for 3/13/15

Attendance: Doug Dykstra; Dorene Niibu; Frank Palacat (proxy for Jan Lubin); Michael Moser; Tom Doi; Ardis Eschenberg; Jeff Hunt; Tara Severns; Mike Tom; Charlene Akina; Sharon Nakagawa; Sherry Ching; Ross Langston; Mark Hamasaki; Navtej (Johnny) Singh; Paul Briggs; Robert Barclay; Carla Rogers; Winston Kong; Kalani Kuloloia; Bruce Collins.

Guest: Rick Murray.

Excused: Jan Lubin; Kevin Ishida; Peter Kalawaia Moore; Marleen Keanu.

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

Meeting Notes for PBC 2/13/2015 - sent via email and posted on website

Notes were approved as written * I confirmed that spelling of Marleen Keanu is correct
Tara Severns moved; Johnny Singh seconded to accept notes

Meeting Agenda - sent via email and posted on website

Agenda was approved as written
Carla Rogers moved; Ross Langston seconded to accept Agenda

Recap for PBC Requests – Jeff Hunt
Refer to PBC Rating Rubric – click on bottom of page at 2013-2014 site
http://windward.hawaii.edu/ir/PBCouncil/2013/PlanningBudgetMenu2013.html

PBC voting members will be asked to rate each request and will be using this rating rubric during the presentation of all PBC requests. After all PBC requests have been presented Jeff Hunt will provide PBC members with the ballot requesting each member to rate the request on a 1-5 point scale. Jeff will provide the PBC with the totals after the polls close. Requested items will be given priority rankings based upon total points scored in the voting process. The priorities will be ranked within the following categories:

- All PBC Requests;
- CIP New Facility;
- CIP Renovation;
- Operating Equipment;
- Operating Other;
- PCR Workload.

Jeff Hunt will provide the results to the PBC by the end of the spring semester 2015.

As noted in last year’s PBC Survey Results, the top average rating = 3.9 out of 5; implies that voting members were looking at the needs of the college as a “whole”.

Review PBC Request from Admin Services Unit Review – Rick Murray
http://windward.hawaii.edu/ir/PBCouncil/2014/Units/AdminServ/AdminServMenu_2014.html
# 48) Security Cameras E1
Rick distributed two (2) hand-outs and explained the need for Security Cameras. He confirmed that the request is for $22,000 to purchase two (2) dozen cameras which will be strategically placed in 2 – 3 buildings on campus (Ākoakoa and Mana’opono). He anticipates future requests for additional buildings at a later date. Cost includes installation and one year warranty.

A few questions were raised for Administrative Services Report/Request
- Would internet access get slower?
- Can this be covered by Administrative Services budget?
- Per Admin Services Report, HR Position is mentioned but no PBC Request Form submitted

Review PBC Request Forms from Office of Career and Community Education (OCCE) Unit Review – Mike Moser

The following requests have been submitted for the last 7 – 8 years by Joe Ciotti.

# 49) Imaginarium Manager P1
Request to convert to full time GF position; currently .50 GF and .25 from special funds (ticket sales). Would it be possible to increase revenues by raising ticket prices?

# 50) Imaginarium Specialist P2
Request to convert this part-time position from soft funds to GF as we’re not sure how long the Space Grant (from UH Manoa) will continue.

# 51) Imaginarium Graphic Artist P3
Request to create a .50 FTE which could be shared with Media Center.

# 52) Amphitheater CP1
This request should be covered by Title III Grant; three years out.

Review PBC Request Forms from Chancellor’s Office Unit Review – Doug Dykstra

# 53) Grant Writer P1
This request has been submitted by Jan Lubin for several years. Some suggestions – base salary plus % of what is brought in; APT position. Hire a Grant Facilitator instead of a Grant Writer.

# 54) Photography Equipment E1
Request to replace stolen equipment $4948 and purchase new equipment $322 (video taping).

Review PBC Request Forms from Student Affairs Office Unit Review – Tom Doi

# 55) Assistant Registrar P1
Currently using Title III funding which will run out in September 2015. An Assistant Registrar is requested to meet the demands of increased enrollment, required record management and other certification requirements.

# 56) Assistive Technology Specialist P2
C3T funds will run out at end of June 2015; this position is required by Titles II and III of the American with Disabilities Act (ADA) and Section 504 of Rehabilitation Act. 99 students requested for accommodations last year. Do we need a full-time position?

# 57) Recruitment and Outreach Assistant P3
This position would be cross-trained in financial aid processes and with college admissions experience. Position is needed to maintain and expand the Recruitment and Outreach activities. Based on the new strategic plan, targeted for specific ethnic groups; we will need to improve on our efforts for recruiting.

# 58) Supplemental Instruction and Tutoring Funding O1
Funds will run out end of September 2015. WCC has the highest increase in number of graduates in one year time period; 58% increase (in one year). WCC also had the largest increase in transfer students to UH and non-UH; more than 70%.
SI Annual Report states a significant success for students receiving SI. Data will be forwarded to PBC members as requested.

Discussion of PBC Task Force on Strategic Plan Update for Windward Community College – Doug Dykstra

New Strategic Plan through 2021 is currently being established; Jan Lubin and Marleen Keanu are attending a meeting at Dole Street Conference Room; VP Morton will present to campuses next month. Per PBC Charter, WCC to establish campus strategic plan relative to UHCC System Plan. Within the next month letters will be sent to a select group to serve on this task force. Task force will be presenting results of its work to the campus during the fall semester with the WCC plan to be finalized in time for presentation to the Spring Convocation 2016.

Meeting Adjourned at 3:56 p.m.

The Chair asked for a motion to adjourn.
Moved: Frank Palacat; seconded by Winston Kong.