Planning and Budget Council

Meeting Notes for 4/10/15

Attendance: Doug Dykstra; Dorene Niibu; Jan Lubin; Tom Doi; Ardis Eschenberg; Jeff Hunt; Tara Severns; Mike Tom; Charlene Akina; Sharon Nakagawa; Peter Kalawaia Moore; Ross Langston; Mark Hamasaki; Navtej (Johnny) Singh; Paul Briggs; Robert Barclay; Carla Rogers; Winston Kong; Kalani Kuloloia; Marleen Keanu; Bruce Collins.

Guest: Ellen Ishida-Babineau; Jan Sung.

Excused: Frank Palacat; Michael Moser; Kevin Ishida; Sherry Ching.

A Quorum was attained and the meeting was called to order at 2:04 p.m. in Hale Kuhina 115

Meeting Notes for PBC 3/13/2015 - sent via email and posted on website

Notes were approved as written
Ross Langston moved; Johnny Singh seconded to accept notes

Meeting Agenda - sent via email and posted on website

Agenda was approved as written
Paul Briggs moved; Jan Lubin seconded to accept Agenda

Review Academic Affairs Reports and PBC Requests # 1 - 24
http://windward.hawaii.edu/ir/PBCouncil/2014/Units/Academic%20Affairs/AcadAffairsPBCMenu2014.html

Handout was distributed by Dean Ellen Ishida-Babineau; a list of all PBC Requests for Academic Affairs; segregated by category; sorted by overall ranking in Academic Affairs.

Office of Academic Affairs – Ellen Ishida-Babineau

# 01) Grants Administrative Assistant – P1
Request for 1.0 FTE APT position to report directly to the VCAA to serve faculty and staff for all grant projects under Academic Affairs. Responsibilities, as noted in request, is beyond clerical skills. This is in response to the large increase in grant funded projects.

# 02) Tutoring Coordinator – P4
Request for 1.0 FTE eleven month faculty position to coordinate tutoring services, currently funded by Title III; funds will end in Sept. 2015. This position to cover Student & Academic Affairs; will be consolidated under VCAA. Success rates are noted in request.

Computing Services – Mike Tom

# 03) Computer Replacement Equipment – E1
This request, for $152,500, is for faculty, staff and classroom/lab computers. As noted in request, more than 50% of college computers will be more than 5 years old if not funded. Computer labs are okay – covered by outside funding; Palanakila 122 – old PCs will be replaced by Title III funds. Based on a survey, 89 % satisfaction went down to 80 % within one year.
Library – Jan Sung & Tara Severns

# 04) Hawaiian Specialist Librarian – P5
This position is to support the expansion and growth of the Hawaiian Studies degree program. As noted in request, enrollment growth from 586 in AY 2012 to 970 in AY 2014. Access for students to the collection is part of the problem; knowledge of the collection by the Librarian is another part in the absence of funding for this position.

# 05) Electronic Resources Librarian – P17
Request for 1.0 FTE eleven month faculty to handle electronic data base, licensing agreements, online classes. Librarians also coordinate their schedules to cover the reference desk. If this position and the preceding position is filled, library would be able to open for longer hours on week nights and a few hours on Saturday.

# 06) Student Assistant Hawaiian Collections – O2
Request for 20 hours/week to assist with Hawaiian Collections.

# 07) Computer Assistant – O3
Request for 20 hours/week to assist with technical questions, other tasks as a “monitor” for computer lab at LLC.

Media – Ardis Eschenberg

# 08) Web Developer – P3
Request for 1.0 FTE APT Band B position for Academic & Marketing Web Developer. Was this awarded last year? Yes, per memo dated 9/12/14, approved but funds were pulled back. Would it be possible to assign faculty & use Teaching Equivalency? The Web Advisory Committee is trying to strategize; has looked at aspects to determine how to put the structure together.

# 09) Media Replacement Equipment – E2
Request for $20,000 for Emergency Funds; Math & Science will be covered by Title III within the next 3 years; $100,000 for Palanakila Redesign (classrooms).

# 10) Large Format Printers – E3
Replacement request for two printers; one High Res and one Low Res for Media Center and Instruction (Art). This is a duplicate request for Humanities PBC request # 24 for a High Res Large Format printer.

Testing Center – Ardis Eschenberg

# 11) Student Help – O1
Request for Student Help Hours - $7000 to cover the demands in Testing Center. There has been a significant increase as noted on the request form.

Humanities – Mark Hamasaki, Peter Kalawaia Moore

# 12) Gallery Assistant – P11
Request for part-time APT A position; Humanities has been asking for years. As noted on the request form, Gallery Iolani has six to seven exhibitions per year and the demand continues to increase.

# 13) History Instructor – P12
Request for 1.0 FTE faculty as a replacement due to retirement on 12/31/12. As noted on the request form, History enrolled an average of 31 students per class; two current full-time History faculty teach maximum of 9 classes.

# 14) Hawaiian Studies Instructor – P13
Request for 1.0 FTE nine month faculty to cover teaching load for expanded high demand degree offerings. As noted on the form, increase from 8 course offerings six years ago to 58 course offerings this past academic year. 37% of classes taught by faculty; highest ratio of lecturers in comparison to FT faculty.

# 15) Drawing and Painting Instructor – P14
Request for 1.0 faculty position for ART – Drawing and Painting. There is a high demand in ART classes.

# 16) Print-Making Instructor – P18
Request for 1.0 FTE faculty position for ART – Print Making. There is a high demand in ART classes.

# 17) Hawaiian Studies Instructor – P20
Request for 1.0 FTE nine month faculty (in addition to Request no. 14) to cover teaching load in Hawaiian Studies courses.

# 18) Sculpture Instructor – P21
Request for 1.0 FTE faculty position for ART – Sculpture. There is a high demand; currently taught by lecturers.

# 19) Music Instructor – P26
Request for 1.0 FTE faculty position for Music (Piano).
Do classes fill? Yes. As noted in request, there is a high demand for piano classes.

# 20) Mala and Building Coordinator – P28
Request for 1.0 FTE APT A position to manage the building and cultural garden for Hawaiian Studies. Currently funded by Title III; funds will end this year.

# 21) Flash Dryer – E6
Printmaking courses in t-shirt production for 204D Commercial Print making and Entrepreneurship.

# 22) Pug Mill – E7
Request to replace broken Pug Mill; over 10 years old. Equipment is used to re-cycle clay for re-use in ceramics program.

#23) Pottery Wheels – E11
This is the last increment for four (4) pottery wheels which need to be replaced.

#24) Wide Inkjet Printer – E12
As noted in # 10, Mark Hamasaki will follow up and advise if this is a duplicate request along with a similar Media Center request.

**Strategic Plan Preparations – Doug Dykstra**

UHCC Strategic Plan will be presented by VP John Morton on Monday, April 27 in Hale Akoakoa 105 at 2:00 pm – 4:00 pm; please attend.

We need to take the framework of UHCC Strategic Plan and “Windwardize” it. An additional PBC meeting is scheduled on Friday, May 1 in Hale Kuhina 115 at 2:00 pm – 4:00 pm. Sub-committees of the PBC should be identified to work with relevant departments/units/committees and other constituencies campus wide to work through the fall semester 2015 to complement the major sub-divisions of the UHCC System Strategic Plan:

- Enrollment Targets;
- Hawaii Graduation Initiative;
- Hawaii Innovation Initiative;
- 21st Century Teaching & Learning Environments;
- High Performance Mission-Driven System.

Chancellor and his Admin Team will work with Jeff Hunt and Jan Lubin on narrative for the WCC Strategic Plan document.

**Meeting Adjourned at 4:05 p.m.**

The Chair asked for a motion to adjourn. 
Moved: Jan Lubin; seconded by Jeff Hunt.