Planning and Budget Council  
Meeting Notes for 4/24/15

Attendance:  Dorene Niibu; Frank Palacat; Michael Moser; Tom Doi; Kevin Ishida; Ardis Eschenberg; Jeff Hunt; Tara Severs; Mike Tom; Charlene Akina; Sharon Nakagawa; Ross Langston; Mark Hamasaki; Navtej (Johnny) Singh; Paul Briggs; Robert Barclay; Carla Rogers; Kalani Kuloloia; Marleen Keanu; Bruce Collins.

Guest:  Audrey Badua.

Excused:  Doug Dykstra; Jan Lubin; Sherry Ching; Peter Kalawaia Moore; Winston Kong.

A Quorum was attained and the meeting was called to order at 2:01 p.m. in Hale Kuhina 115

Meeting Notes for PBC 4/10/2015 - sent via email and posted on website

Notes were approved as written
Johnny Singh moved; Kevin Ishida seconded to accept notes

Meeting Agenda - sent via email and posted on website

Agenda was approved as revised; Kevin Ishida to present OEP as first item on Agenda.

Update on Operational Expenditure Plan – Vice Chancellor Kevin Ishida

Based on savings in vacant positions and energy savings, we should have $250,000 and a possibility of an additional $200,000; total of $450,000 available this year.  Per Kevin, they are still trying to narrow down summer sessions funds.

Is this in addition to the $300,000 that was reported at a previous meeting?  No.  This is an update.

Review Academic Affairs Reports and PBC Requests # 25 - 47
http://windward.hawaii.edu/ir/PBCouncil/2014/Units/Academic%20Affairs/AcadAffairsPBCMenu2014.html

Language Arts – Robert Barclay & Audrey Badua

# 25) Journalism Instructor – P2
   Delete this request.

# 26) Speech Instructor – P6
   Request for 1.0 FTE faculty (tenure-track) position.  With enrollment growth, demand for class is high and there is only one full time Speech Instructor at this time to run the lab, teach classes, extra-curricular activities, attend meetings, etc.  The half-time position has been eliminated.  79 % of classes are taught by lecturers.  Three credits in oral communication is required for AA degree; AA in HWST degree; AS degree in Vet Tech and other degree programs at other colleges and UH.

# 27) Developmental Education Instructor – P10
   Delete this request.
# 28) Writing and Speech Student Aides – O4
Request for additional funding for student aides to expand hours in the Writing Resource Center and Speech Labs.

**Mathematics & Business – Johnny Singh**

# 29) Developmental Mathematics Instructor – P8
Delete this request? Confirmed – please delete.

# 30) ICS Instructor – P9
Request for 1.0 FTE for ICS Instructor position. They will lose the half-time position at end of AY 2014-15. There is a demand for classes; high ratio of lectures teaching ICS courses.

#31) Math Center Coordinator – P22
Request for 1.0 FTE APT position; currently covered by Title III and funding will expire at end of this academic year. Developmental Math classes have increased over the past years; 56.4% increase in the past three years.
Question – how many students use this service?
Johnny Singh will provide data to PBC.

# 32) Career and Technical ED Facility – CP1
Request for funding for a new Career and Technical ED Facility (CIP request). ICS/Business discipline has “no home” and would be part of this facility which would include other disciplines to offer the Windward community a pathway to vocational and technical careers.

Question – is this included on the Master Plan? Please be sure to follow up with VC Kevin Ishida ASAP to ensure that this is included.

**Natural Sciences – Ross Langston**

# 33) Academic Support Position – P7
Request for 1.0 FTE APT position to support the expansion of Natural Sciences Department laboratory courses. Workload has increased over 100%; this is Natural Sciences top priority.

# 34) Astronomy/Physics Instructor – P16
Request for 1.0 FTE Astronomy/Physics Instructor to support expansion of curriculum and pre-engineering ASNS concentration and commitment to STEM programs. This request has been submitted annually since 2005.

# 35) Veterinary Instructor – Online – P19
Request for 1.0 FTE instructor to teach online Vet Tech courses. Goal is to teach online courses to the neighbor island students for first year courses with the intent for them to attend WCC in their second year.

# 36) STEM Program Counselor – P23
Request for 1.0 FTE STEM Program Counselor to help market STEM programs, recruit students and provide academic and career counseling in retention and success. Natural Sciences currently has 12 STEM certificate & degree programs.

# 37) Chemistry Instructor – P24
Request for 1.0 FTE Chemistry Instructor to teach a diverse array of Chemistry courses to strengthen the STEM programs. Over the last five years, increase in CHEM classes taught – 145 % and number of students has increased 99 % (188 to 374 per year)

# 38) Agripharmatech Specialist – P25
Request for 1.0 FTE APT position; currently funded by Perkins Grant which will expire at end of this academic year.

# 39) Pharmacognosy Instructor – P27
Request for 1.0 FTE Pharmacognosy Instructor to support the Agripharmatech Program. This position would also support the Agripharmatech Program Director.

# 40) Classroom Clickers – E5
Request to purchase four classroom clicker systems to be used in all disciplines in Natural Sciences Department.

# 41) Water Baths – E9
Delete this request.

# 42) Electron Detector Apparatus – E10
Request for Electron Detector Apparatus which is essential for advanced level Physics students. Question – will there be maintenance fees in the future? Ross checked with Joe Ciotti; no maintenance fees.

# 43) Canoe Maintenance – O5
Request for funds for annual maintenance of three (3) canoes and funds to repair Kilo’opua (third canoe).

# 44) Imiloa 123 Renovation – CR1
Delete this request.

# 45) Pharmacognosy Training and Production Facility – CR2
Request for funding to replace and expand Bioprocessing Facility located at the Bioprocessing Medicinal Garden Complex (BMGC).

Social Sciences – Paul Briggs

# 46) Psychology Instructor – P15
Delete this request.

# 47) Office Furniture – E4
Request funding for office furniture for Hale Na’auao (newly renovated building).
Update on Prioritization Balloting for PBC Requests – Jeff Hunt

Friday, April 24 – completion of review of PBC request
Wednesday, April 29 – Tuesday, May 5 – online PBC Request Rating Survey
Friday, May 8 – discussion of results of PBC Request Rating Survey

Jeff Hunt reminded everyone to please attend –

Vice Present John Morton’s Campus Visit
Monday, April 27
2:00 pm
Akoakoa 105

Motion made by Mark Hamasaki and seconded by Audrey Badua (proxy for Robert Barclay) –

“Separate category for Personnel (P) from everything else (O, E, CR, CP) on PBC Request Rating Survey for voting purpose.”

Discussion followed and question was called for vote. Motion carried - 11 in favor; 5 opposed; 2 abstained.

Meeting Adjourned at 3:43 p.m.

Convener, Jeff Hunt asked for a motion to adjourn. Moved: Ross Langston; seconded by Tom Doi.