Planning and Budget Council

Meeting Notes for 10/09/15

Attendance: Doug Dykstra; Dorene Niibu; Frank Palacat; Michael Moser; Amy Rozek; Kevin Ishida; Ardis Eschenberg; Jeff Hunt; Tara Severns; Mike Tom; Charlene Akina; Floyd McCoy; Ross Langston; Mark Hamasaki; Navtej (Johnny) Singh; Kathleen French; Carla Rogers; Tom Doi; Kalani Kuloloia; Jessica Spencer; Woody Garrison.

Guests: Amelia Shibata (proxy for Sharon Nakagawa); Audrey Badua (proxy for Robert Barclay); Ronald Vacca-Farley (proxy for Jessica Spencer); Carol Okimi.

Excused: Jan Lubin; Rick Murray.

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

Meeting Notes for PBC 9/11/2015 - sent via email and posted on website

Notes were approved as written.
Tara Severns moved and Charlene Akina seconded to accept notes.

Explain the Corral & Review and Approve Agenda for 10/09/15

Chair provided an explanation of “Corral” items. This is the time members may request to add an item to the agenda. Even if we do not get to the item during the current meeting it will be placed on the agenda at a future meeting.

Agenda for 10/09/15 – sent via email and posted on website

Meeting Agenda approved.
Mike Tom moved to accept; seconded by Ross Langston.

2015-2016 Departmental Supplies/Student Help Budgets – Kevin Ishida, V.C. for Admin. Svces.

Allocation Reports were distributed at the meeting and are posted on the PBC website.

Student Help allocations are listed on the top portion of the page and Supplies allocations listed below. Adjustments are noted on the bottom of the page; PBC approved requests have been included in allocations.

There was a discussion on pay increases for Student Help and a request for an across the board increase in the allocation. Per Kevin Ishida, no increases reflected at this time; VCs are still discussing this.

Institutional Support –
Electricity listed as $1,620,000 should be $1.45M – adjustment will be made.
Oper & Maint $804,200 includes maintenance cost for air conditioning, supplies (cleaning, toilet paper, gas), repair and maintenance, vehicle repair, etc.

2015 – 2016 Operational Expenditure Plan– Kevin Ishida

OEP was distributed at meeting and has been posted to the PBC website.
Carry Over – TFSF Reserve Fund $43,389; our goal is to reach $500,000 in reserves. Last year, we had lots of vacant positions and have been filling them this year. In regards to salaries, we are $2M over what the state gives us compared to only $1M last year; based on current estimates.

Trans IN: Enrollment Performance of $498,090; last year it was higher by $200,000.

This is a preliminary OEP which will be constantly changing as the bookkeeping is adjusted to actual expenditures, particularly for personnel.

**Strategic Plan Sub-Committee Rosters Consolidated:**

The updated list was distributed via email and posted on website. As noted by the chair, he has consolidated the list of sub-committees from 13 to 9 and ensured that members are limited to membership on no more than one sub-committee.

**Sub-Committee Deliberations**

Break out into sub-committees for discussions on assigned topics.