Planning and Budget Council  Meeting Notes for 02/26/16

Attendance:  Doug Dykstra;  Dorene Niibu;  Michael Moser;  Amy Rozek;  Brian Pactol;  Jeff Hunt;  Tara Severns;  Michael Tom;  Char Akina;  Sharon Nakagawa;  Floyd McCoy;  Ross Langston;  Mark Hamasaki;  Navtej (Johnny) Singh;  Kathleen French;  Robert Barclay;  Carla Rogers;  Tom Doi;  Shylynn Duarte;  Kelli Acopan;  Donita Garcia;  Woody Garrison.

Guests:  Nalani Kaun (proxy for Jan Lubin);  Charles Sasaki (proxy for Ardis Eschenberg).

Excused:  Frank Palacat;  Rick Murray.

A Quorum was attained and the meeting was called to order at 2:00 p.m. in Hale Kuhina 115.

Meeting Notes for PBC 1/29/2016 - sent via email and posted on website
https://windward.hawaii.edu/ir/PBCouncil/2015/Notes/PBC%20Notes_draft_1-29-16_rev.pdf

Notes were approved as written.
Mark Hamasaki moved; Tara Severns seconded to accept notes.

Explain the Corral & Review and Approve Agenda for 02/26/16 – sent via email and posted on website

Agenda accepted as presented
Moved by Ross Langston; seconded by Char Akina.

Presentation of PBC Request forms:

In prior years the PBC requests were heavily weighted toward equipment but this year requests are heavy on positions.  We need to be conservative when approving positions because the funding is required for the duration of a person’s career.  (APT positions pass probation after 3 years;  Faculty on tenure-track and reviewed in the fifth year.

We usually review 20 requests per meeting but we have only scheduled 10 for today’s meeting because we need to review the results of the Meta Assessment exercise.

- Administrative Services & PBC form # 55 – presented by Brian Pactol
https://windward.hawaii.edu/ir/PBCouncil/2015/Units/Admin%20Serv/AdminServMenu_2015.php

Request # 55 - Personnel Officer;  1.0 FTE which is currently filled with a temporary unbudgeted position.  This position would handle advising, approving and processing casual and emergency hires and would also assist with New Employee Orientation, workers’ compensation claims and other duties.  The other two Personnel Officers are responsible for different duties.

Due to federal regulations, we must post all casual hire position to the Hawaii Department of Labor & Industrial Relations HireNet website and this is a relatively new obligation.  As documented in the request form, there has been an increase in positions, HireNet postings, worker’s compensation claims and demands due to EEO compliance and Title IX mandates.

- Office of Career & Community Education & PBC forms # 46, 47, 48, 49 – presented by Mike Moser
Joe Ciotti continues to feel the pressures and demands of the Imaginarium and Center for Aerospace Exploration lab and has submitted the following requests to the PBC.

Request # 46 – convert Imaginarium Manager from .5 to 1.0 FTE and re-band to Band B; additional cost of $25,000 per year. The Request form documents the attendance and need to convert this position. In the past eight years, there have been 4 different managers; position is currently filled by a casual hire. Income from ticket sales is held to cover equipment replacement and maintenance.

Request # 47 - convert Imaginarium Specialist position from .49 to .50; General funds. Since 2001 this .49 position which supports the Imaginarium and Center for Aerospace Exploration lab has been funded by Hawaii Space Grant consortium. This shift to g-funds would require that fringe benefits be provided for an unbudgeted g-funded position since half-time positions are not encouraged by the UHCC System.

Request # 48 – Establish position for Imaginarium Graphic Artist .50 FTE; APT Band A; to produce in-house planetarium shows; position could be shared with Media Production Center if it is raised to a 1.0 fte position with an emphasis upon a workload heavily weighted to support of the credit programs.

Request # 49 – Amphitheater – should be Title II funded and phased in during the 3rd year; we are currently in our 2nd year.

- Chancellor’s Office & PBC form # 50 – presented by Jeff Hunt

Request # 50 – Grant Writer 1.0 FTE has been requested since 2010. This position would increase much needed extramural funding for the entire campus. As documented in the request, duties of position and the amount of extramural funding since 2012-2013. The General Fund budget allocations have been reduced by restrictions and reductions. This position would report directly to the Chancellor, and it may enable the college to participate in grants guided prospected by the newly hired UHCC Grants Writer.

- Student Affairs & PBC forms # 51, 52, 53, 54 – presented by Amy Rozek

Request # 51 – Transfer and Career Counselor, 1.0 FTE 11 month faculty position. Funding for the Hulili program will end on 9/30/16. The duties for this position and results of Hulili program are documented in the request form.

Request # 52 – Assistive Technology Specialist, .5 FTE APT Band A position. This position was previously covered by Perkins Grant. As documented in the request, services are legally mandated by Titles II and III of the American Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. We may be able to integrate the duties into another existing position to raise the fte to 1.0.

Request # 53 – Request for $65,000 to sustain Supplemental Instruction (SI). This was previously covered by Title III funding until Sept 2015. A request was submitted to PBC last year and approved for funding; must be requested annually. *Should be classified as OO = operating other.
Request # 54 – Transfer and Career Center Equipment. Request made to MaPSAC for space to house a new Transfer, Career and Job Placement Center, since the former space has been in Akoakoa building to accommodate the meeting space formerly provided by AK 107-109 now that it has been pre-empted for the Child Care Center. This request of $6250 is to cover cost of equipment for this center (details are documented in the request).

PBC Meta Assessment Overall Prioritization (for discussion)

List of items addressed in the 5 subcommittees

5/5 of subcommittees emphasized:
* Justify and validate purchases most important/needed by the campus. The results collectively reflect the members’ ranking of the requests.
* Allows for a look at the bigger picture.
* Human Resources may need to be aware of approved requests to process them in a timely manner.  

<Note that Chancellor will ask Human Resources Coordinator to brief the PBC on all the factors that impinge upon the acquisition and filling of positions in the UHCC’s>

* Department reps= campus-wide representation and improved opportunities for shared governance.

4/5 of the sub-committees emphasized:
* To develop strategic plan/implementation;
* Gives the campus the opportunity to provide input on planning and budgeting to the Chancellor;
* Feedback from groups being represented. Better communication between representatives and their units and between Deans and their departments <Note that Chancellor appeals to representatives on the PBC to report orally or in writing to the constituencies they represent on developments during recent PBC meetings (i.e. distribution of operational expenditure plans, or distribution of supplies and student help expenditure and encumbrance reports, etc.)>.
* The rating survey results help the Chancellor make decisions.
* Allows for transparency.

3/5 of the sub-committees emphasized:
* Create sub-committees to report back with recommendations.
* Unusability of PBC website. <Chancellor asks feedback anonymous or otherwise on suggested PBC website improvements submitted to Dorene Niibu dniibu@hawaii.edu by March 18, 2016.>
* The great leadership.<To echo the Great Lex Brodie, “Thank you very much.”>

* Chair noted that feedback for Strategic Plan from Faculty Senate, Staff Senate, ASUH and Ke Kumu Pali are due to him by March 4th. PBC will review and finalize the WCC Strategic Plan at the end of April.

The list of PBC FY2015 approved equipment requests was distributed.

PBC Meta Assessment Total Returns (fyi)

Corral Issues: none

Adjourned
Meeting was adjourned at 3:45 pm
Moved by Mark Hamasaki and seconded by Amy Rozek.