Planning and Budget Council
Meeting Notes for 04/22/16

Attendance: Doug Dykstra; Dorene Niibu; Jan Lubin; Amy Rozek; Ardis Eschenberg; Jeff Hunt; Michael Tom; Char Akina; Sharon Nakagawa; Rick Murray; Carla Rogers; Floyd McCoy; Ross Langston; Mark Hamasaki; Navtej (Johnny) Singh; Kathleen French; Robert Barclay; Tom Doi; Shyllyn Duarte; Kelli Acopan; Donita Garcia; Woody Garrison.

Guests: Elizabeth Ratliff (proxy for Tara Severns).

Excused: Frank Palacat; Michael Moser; Brian Pactol; Tara Severns.

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

Meeting Notes for PBC 4/8/2016 - sent via email and posted on website
https://windward.hawaii.edu/ir/PBCouncil/2015/Notes/PBC%20Notes_final_4-8-16.pdf

Notes were approved as written.
Jan Lubin moved; Johnny Singh seconded to accept notes.

Review and Approve Agenda for 04/22/16 – sent via email and posted on website
https://windward.hawaii.edu/ir/PBCouncil/2015/Agenda/PBC%20Agenda_4-22-16.pdf

Agenda accepted as presented
Add “Corral Issue” to the first meeting in Fall 2016. Reconsider rule on guests during review of PBC requests; to allow limited access by guests. Respond to questions.
Moved by Amy Rozek; seconded by Rick Murray.

Presentation of PBC Request forms for Academic Affairs:
https://windward.hawaii.edu/ir/PBCouncil/2015/Units/Academic%20Affairs/AcadAffairsPBCMenu2015.php

- Media and Duplication Services presented by Elizabeth Ratliff

Request # 56 – Media Services Studio Tech (P7)
1.0 FTE APT To provide increased support of online and digital media for instruction. This position supports the utilization and management of the Instructional Video and Audio studios. Provides audio and video recording for instruction and campus needs. Provides multimedia capture, configuration, editing and output. Works with closely with instructional support staff to create instructional materials for online, hybrid and traditional classes.
** Position is currently filled with a casual hire helping with video portion; Vet Tech has been utilizing skills for their Distance Ed program. Need is Immediate.

Request # 57 – Educational Communications Tech Developer (P15)
1.0 FTE APT The Educational Communications & Technology Developer (E-learning) would support faculty in developing and adapting interactive learning technologies to create quality digital learning environments and assist Instructional faculty to create effective digital materials for both traditional and distance education classrooms.

Request # 58 – Media Services Equipment Replacement (E3)
** delete this request and replace with # 63

**Request # 63** – Media Services Equipment Replacement
$155,000 OE Upgrade classroom AV equipment for the following classroom: Manaleo 111,112, 125, and 126 Na’auao 105, and 125 10,000 per classroom for a total of $80,000. Replacement equipment needed for 4 Alakai classrooms. 10,000 per classroom for a total of $40,000. General AV Equipment budget to cover Emergency equipment replacement, Electronic equipment supplies (cables, drives, extensions, etc.), and customized classroom enhancements. $35,000 in emergency and general replacement funds.

**Request # 64** – Studio Equipment Request
$19,445 OE To provide increased support of online and digital media for instruction. This equipment supports the utilization of the Instructional Video and Audio studios. Provides cameras and audio mixers to complete equipment needs of the studios for instruction and campus needs. Provides multimedia capture capability for the creation instructional materials for online, hybrid and traditional classes.

- **Testing Center presented by Elizabeth Ratliff**

**Request # 08** – Student Help
$8,500 OO The Testing Center is requesting funds for a student help position to support testing with the possibility of extending testing hours. Currently Testing Center hours of operation are on par with or exceed similar-sized and some larger-sized UH campuses. (replacing original request for APT position)

- **Computing Services presented by Michael Tom**

**Request # 59** – Computing Services Specialist (P4)
1.0 FTE APT (Pay Band A) position is requested to accommodate workload increases within Computing Services. The requested new 1.0 FTE IT Specialist (Pay Band A) position will enable duties within Computing Services to be juggled so as to meet continuously growing demands in the following areas: Technical Support and Infrastructure Management; Cybersecurity Preparedness and Incident Response; Web/Database/Application Development. The college currently lacks staffing to maintain critical web-based applications (e.g. the course scheduling system, the discussion board, and the online course evaluation survey) and to develop new applications that could further streamline college operations.

**Request # 60** – Computer Equipment Replacement (E1)
$200,000 OE is requested for computer equipment replacement. The funds will provide for: Retiring ~100 obsolete PCs and Macs that are more than 5 years old and currently deployed in the Library’s Information Commons, in the Testing Center, in the Imiloa MacBook carts, and to lecturers. Retiring outdated WiFi access points and upgrading the campus wireless network to support the fast 802.11ac WiFi protocol and to accommodate projected growth in WiFi usage. Deploying a campus phone in each classroom and conference room to facilitate calls for Media / Computing technical support, for Campus Security intervention, and for emergency Maintenance help. Piloting a next-generation firewall to monitor network traffic, to detect cyber attacks and data breaches, and to block identified threats.

**Review PBC Ballot Items & Balloting process presented by Jeff Hunt**
https://windward.hawaii.edu/ir/PBCouncil/2015/PlanningBudgetMenu2015.php
PBC Rating Status Check – list was distributed and reviewed by PBC members. Motion made “This list will be used to compose the ballot” moved by Jan Lubin and seconded by Ross Langston. **MOTION CARRIED**


Rating Rubric may also be used to assist you with rating of each PBC Request. Score of “1” is the lowest and “5” is the highest.

Survey (ballot) will be sent via email by Jeff Hunt to all voting PBC members; voting will close by Wed, April 27 and Prioritization List will be distributed on Friday, April 29 at PBC meeting for review and discussion. We have 23 voting members; all are encouraged to rate each item.

**Preview of Dr. Barbara Beno’s ACCJC Listening Session presented by Jan Lubin & Doug Dykstra**

Doug and Jan will be attending a “listening session” on Tuesday, April 26 at Dole St. They will report back to PBC at next Friday’s meeting.

**Adjourned**
Meeting was adjourned at 3:54 pm
Moved by Woody Garrison and seconded by Jan Lubin.