Planning and Budget Council

Meeting Notes for 04/08/16

Attendance: Doug Dykstra; Dorene Niibu; Frank Palacat; Michael Moser; Brian Pactol; Jeff Hunt; Michael Tom; Floyd McCoy; Ross Langston; Mark Hamasaki; Navtej (Johnny) Singh; Kathleen French; Robert Barclay; Tom Doi; Shylynn Duarte; Kelli Acopan; Donita Garcia; Woody Garrison.

Guests: Ivan Wu (proxy for Jan Lubin); Ian Masterson (proxy for Char Akina); Kate Zane (proxy for Carla Rogers); Elizabeth Ratliff (proxy for Tara Severns).

Excused: Jan Lubin; Amy Rozek; Ardis Eschenberg; Char Akina; Sharon Nakagawa; Rick Murray; Carla Rogers; Tara Severns.

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


Notes were approved as written.
Ross Langston moved; Mark Hamasaki seconded to accept notes.

Review and Approve Agenda for 04/08/16 – sent via email and posted on website https://windward.hawaii.edu/ir/PBCouncil/2015/Agenda/PBC%20Agenda_4-8-16.pdf

Agenda accepted as presented
Moved by Tom Doi; seconded by Mark Hamasaki.


As noted in previous discussions, General Funds = $10,327,576 does not cover salaries of $11,960,677; short by $1,633,000. We received $197,161 for performance funding because we hit all of our targets last year. Based on the new UHCC Strategic Plan, all campuses probably won’t hit targets and won’t be receiving funds from UHCC System Office for performance funding. We anticipate to have $500,000 to be released for PBC requests; possibly more.

Presentation of PBC Request forms for Academic Affairs:

https://windward.hawaii.edu/ir/PBCouncil/2015/Units/Academic%20Affairs/AcadAffairsPBCMenu2015.php

- Language Arts Department – Robert Barclay

Request # 26 – Tutors (OO2)
$10,400 to pay for student help hours. This request is to expand the hours of operation of the Writing Center (WC) and the Speech Lab (SL) to 39 hours a week for each lab, to expand services to students from all disciplines, both day and evening.

** Robert Barclay will review the calculation of this request and confirm the total dollar amount to be requested.
Request # 27 – Office Furniture (E6)
$20,000 to purchase office furniture; some file cabinets are hard to open/rusty; desks are wobbly. Department identified each piece of furniture and looked at different vendors.

Request # 61 – Journalism Media
** delete this request and replace with # 63

Request # 63 – Journalism Media (?)
$16,348.93 – Refer to PBC request for list of specific equipment which was created in consultation with Woody Garrison, whose department will facilitate the purchasing, installation, and tech support.

- Mathematics and Business Department – Navtej (Johnny) Singh

Request # 28 – Math Instructor (P6)
1.0 FTE Math Instructor position. The number of students served by the Math discipline has steadily increased from 5251 in AY2010-11 to 5562 in AY2014-15, reflecting a increase in 311 students. With greater number of offering in recent years with high fill rates without additional instructors exceeds the capability of the current full time tenured faculty. The department has to reduce the number of class it offered during AY2014-15 since it could not find qualify lecturer.

Request # 29 – Math Center Coordinator (P5)
1.0 FTE Math Center Coordinator position. This person will be responsible for tutoring and mentoring students in developmental and key gatekeeper Math classes. To accommodate students taking classes at various time, with the help of this person, the Math Center can operate longer hours per week on a manageable budget. The current Math Center Coordinator position is funded by Title III grant money, which will expire at the end of this academic year.

Request # 30 – ICS Instructor (P8)
1.0 FTE ICS Instructor position to teach ICS courses and develop new programs. Growth in the computing area will attract students on the windward side of the island (with HPU being the only expensive alternative now). The market on this side of the island consists of graduating high school students, small businesses, Kaneohe and Kailua business groups and the Kaneohe Marine Base. This position count would expand opportunities to seek grants; to network with the community; to develop certificates that lead to a degree.

Request # 31 – Career and Technical Education Facility (CP2)
$3,000,000.00  This proposal is requesting CIP - New Facility funding - to plan a Career and Technical facility/center to offer the Windward community a pathway to vocational and technical careers. A more diversified academic program is needed to complement the College's offerings.

- Natural Sciences Department – Ross Langston

Request # 32 – Agripharmatech Support Position (P9)
1.0 FTE APT, Band A to support the expansion of lab sections needed to increase enrollment and graduation in the Agripharmatech Certificate of Achievement programs and the ASNS degree. Provide additional and continuing support in the areas of health and safety and compliance with the requirements of OSHA (HIOSH) and EPA.
Request # 33 – Natural Science Support Position (P11)
1.0 FTE APT, Band B to support the expansion of the Natural Sciences Department laboratory courses offered each semester and summer sessions. Provide additional and continuing support in the areas of health and safety and compliance with the requirements of OSHA (HIOSH) and EPA.

Request # 34 – Veterinary Tech Support Position (P18)
1.0 FTE APT to support the veterinary technology course laboratories. This position is essential in order to ensure the safety of the students as well as ensure patient safety and health. Refer to PBC Request form for reasons why a credentialed veterinary technician is necessary.

Request # 35 – Veterinary Tech DE Coordinator (P8)
1.0 FTE veterinary technician or veterinarian. Currently using Perkins grant to hire a coordinator, develop additional online courses, and allocate funding for supplies, travel, etc. Perkins usually only funds new initiatives for a period of one to two years and is not a long term solution. In order to continue to expand the online/hybrid VETA program to other neighbor islands.

Request # 36 – Physics/Astronomy Instructor (P16)
1.0 FTE Physics/Astronomy Instructor to support WCC’s commitment to STEM education, the ASNS degree’s concentration in pre-engineering and large number of astronomy courses offered at WCC — as well as WCC’s involvement in the UHCC system’s pre-engineering initiatives including the ‘IKE program.

Request # 37– Chemistry Instructor (P13)
1.0 FTE Chemistry Instructor to teach a diverse array of chemistry courses to strengthen WCC’s STEM programs. The demand for a full-time chemistry instructor is supported by data.

Request # 38 – Licensed Veterinarian (P23)
1.0 FTE licensed veterinarian to support WCC’s existing Veterinary Technology Program and its expansion in the on-line format to neighbor island students. Several core courses require a licensed veterinarian to teach the material. In particular, ANSC laboratories are time intensive and necessitate a veterinarian due to the subject - e.g. anesthesia and surgery topics, where patients undergo surgery and anesthetic procedures. These courses are required for AVMA accreditation and for students to fulfill required skills. In addition, establishing a fully accredited on-line or distant education Vet Tech program requires another full-time veterinarian.

Request # 39 – Vet-Tech Back Up Generator and Ultrasound (E2)
$88,000 for the following equipment: back-up generator is required as an emergency power source in the event of a power failure and a veterinary ultrasound unit is needed in order to train students in advanced imaging technology. This training is imperative in order to ensure that our curriculum meets AVMA standards and fulfill local workforce needs.

Request # 40 – HPLC Equipment (E8)
** delete this request

Request # 41 – Microscope Illuminators (E7)
** delete this request

Request # 42 – Microscope Maintenance (OO1)
** delete this request for $2500; consolidate with Request # 43 and discuss further with VC Eschenberg, Dean Sasaki and Interim VC Pactol

** Request # 43 – Supply Funds Increase (OO3)
$8250; consolidate with Request # 42 and discuss with VC Eschenberg, Dean Sasaki and Interim VC Pactol.

** Request # 44 – Imiloa 123 Laboratory Conversion (CR1)
$129,000.00 – convert Hale Imiloa 123 from a Biology lecture classroom into a Biology science lab classroom.

** Title III funding?

** Request # 45 – Bioprocessing Training and Processing Facility (CP1)
$200,000 - $800,000; to replace the deteriorating 18-year old Bioprocessing Facility (shipping container) at the Bioprocessing Medicinal Garden Complex. The difference in dollar amount requested is based on the type of material to be used.

Windward Community College Strategic Plan Update

Based on feedback from the Open Forum, Doug and Jan Lubin will edit the current version so it will have a “single voice”. There was no feedback from the Discussion Board.

April 22, 2016 Meeting –
Final PBC Requests to be presented by Media and Duplication Services (56, 57, 58, 63 & 64); Computing Services (59 & 60)

Adjourned
Meeting was adjourned at 3:55 pm
Moved by Johnny Singh and seconded by Woody Garrison.