Planning and Budget Council  Meeting Notes for 03/11/16

Attendance: Doug Dykstra; Dorene Niibu; Frank Palacat; Jan Lubin; Michael Moser; Brian Pactol; Jeff Hunt; Tara Severns; Michael Tom; Char Akina; Sharon Nakagawa; Rick Murray; Ross Langston; Mark Hamasaki; Navtej (Johnny) Singh; Kathleen French; Robert Barclay; Carla Rogers; Kelli Acopan; Donita Garcia.

Guests: Linka Corbin Mullikin (proxy for Ardis Eschenberg); Kate Zane (proxy for Tom Doi); Kacie Nishioka (proxy for Woody Garrison).

Excused: Amy Rozek; Ardis Eschenberg; Floyd McCoy; Tom Doi; Shylynn Duarte; Woody Garrison.

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

Meeting Notes for PBC 2/26/2016 - sent via email and posted on website
https://windward.hawaii.edu/ir/PBCouncil/2015/Notes/PBC%20Notes_draft_2-26-16.pdf

Notes were approved as corrected.
Ross Langston moved; Linka Corbin Mullikin seconded to accept notes.

Review and Approve Agenda for 03/11/16 – sent via email and posted on website

Agenda accepted as presented
Moved by Rick Murray; seconded by Jan Lubin.

Presentation of PBC Request forms:
Presentation of PBC Request Forms by Linka Corbin Mullikin (proxy for Ardis Eschenberg), Tara Severns and Mark Hamasaki presenting PBC Forms 1 thru 20.

- Academic Affairs – presented by Linka Corbin Mullikin
  https://windward.hawaii.edu/ir/PBCouncil/2015/Units/Academic%20Affairs/AcadAffairsPBCMenu2015.php

Request # 01 – Educational Specialist 1.0 FTE APT Band A position and reports to VCAA. This position will maintain the integrity of electronic documentation of our curriculum and curricular decisions. This person would be responsible for semester roll-over and creation in BANNER for scheduling, as well as oversee all BANNER processes related to schedule. The grants position performing BANNER and Curriculum Central functions expires on 9/30/2016. There is no possibility of extending beyond this. Position is of high priority and ranked as no. 1 for positions in the Academic Affairs Office.

Request # 02 – Grants Specialist 1.0 FTE APT Band A position and reports directly to the VCAA, as s/he would serve all Academic Affairs grant funded constituencies. Currently the Office for Academic Affairs provides services for 3 Title III grants, 1 Castle Foundation grant, 1 USDA collaborative grant, several Perkins and C3T grants, 1 INBRE collaborative grant, 1 NASA grant, 1 Academy for Creative Media grant, 1 NSF grant, and several smaller grants. Due to this, we are requesting a 1.0 FTE Administrative Assistant position to directly serve all grant projects under Academic Affairs. This position will be responsible for duties such as scheduling grant activities, fiscal requests, documentation, budget requests, interaction with WCC Business Office, RCUH...
and other entities, travel requests and fulfillment, procurement etc. This position is ranked as no. 2 for Academic Affairs.

- Library requests, PBC Forms 03 thru 07, were presented by Tara Severns

Request #03 – Temporary Night Reference Librarian .75 FTE night reference librarian for five years to cover the night reference hours from Monday through Thursday. Title III grant awarded two positions for five years to expand the library hours to 10pm M-TH. Those two positions are 1 FTE Library Assistant IV and 20 hours of student assistant. This expansion of library hours will benefit students greatly, but it will lack in reference support, which is crucial for students' success in class.

Request #04 – DE/Electronics Research Specialist 1.0 FTE 11-month faculty position, will provide service to the growing number of students enrolled in online courses, administer off-campus access to electronic information resources for all students and faculty. This position was previously requested in AY11, AY12, AY13, and AY14. She or he will:
- Provide reference and information services via various modes of communication. Act as an embedded librarian in online courses and community learning courses.
- Provide individual and class instruction in the use of the 50+ and growing number of electronic resources in various formats, and work closely with faculty to promote common goals of library competence and information literacy in their respective disciplines.
- Improve the user experience by creating web pages, tools and guides to electronic resources, and by configuring user interfaces to increase their usability.
- Collaborate with the Hawaiian Pacific Specialist Librarian to develop digitization projects to improve access to Hawaiian materials.
- Work cooperatively with college, system and community organizations to facilitate information access, and to support life-long learning in the Ko'olau region.
- Serve on system-wide library and other relevant committees, working groups, and task forces.
- Provide general library reference and instruction.

Request #05 – Hawaiian Specialist Librarian A Hawaiian Specialist librarian is a necessity in supporting the expansion and growth of the Hawaiian Studies degree program, and the academic success of students enrolled in any Hawaiian Studies, Hawaiian language courses and other Hawaii-related courses.

Request #06 – Hawaiian Collection Reference Student Assistant This student employee will work for 20 hours per week at $12.90/hr. A graduate student from LIS (Library Information Science Program at Manoa) with a background in Hawaiian Language and/or Hawaiian Studies will be selected.

Request #07 – Student Computer Assistant This student employee will work for 20 hours per week at $10.30/hr. for two 18-week semesters with the following duties:
- Provide assistance to users in accessing the campus network and in general use of computer equipment and software.
- Perform routine maintenance on computer equipment and peripherals (e.g., load printer paper; replace toner, clean computer equipment).
- Troubleshoot basic computer software and printing problems.
- Report complex problems to the supervisor.
- Install and configure computer programs according to directions.
- Maintain links and other routine work on the library's Web site.

- Linka presented on PBC Request Forms 08 and 09

**Request # 08** – Testing Center APT 1.0 FTE APT Band A Testing Center Assistant position to support testing with the possibility of extending testing hours. 2011-2015 Testing Center ARPD Quantitative Indicators: The Testing Center has gone from proctoring 9,500 tests in 2011-12 (in Hale Alaka‘i 126) to 12,000+ each year since the move to Hale La‘akea 228.

**Chair noted that there was no request for Student Help submitted to PBC this year and asked Linka to follow up with Testing Center. PBC Request for $7000.00 was submitted for 2014-2015 and approved (one time only).**

**Request # 09** – Tutoring Coordinator 1.0 FTE eleven month faculty is required to coordinate tutoring services for Ka Piko Student Success Services. This is a restructured service that will be available to all students at the College and meets the crucial need on campus for tutoring and mentoring services to help students succeed. The coordinator will lead and manage all tutoring services and handle initial intake and referral to other offices, provide general tutor training, schedule student staffing of the English, Math, Speech, and possibly other subject labs, conduct assessment activities for annual reports, such as the ARPD for Student and Academic Affairs areas.

Discussion followed; Language Arts faculty are handling duties for English and Speech Labs; Math Faculty are handling duties for Math Lab. This position was formerly covered by Title III funds until September of 2015.

**Linka to follow up and advise on what duties are missing without a coordinator.**

- Humanities Department, PBC Forms 10 thru 25 and 62, were presented by Mark Hamasaki.

**Request # 10** – Drawing and Painting Instructor; The Humanities Department has made the Tenure Track Fine Art position a top priority in its position count since 2002. The art lecturer has been working a full art load for over 8 years. We have expanded the two dimensional area of the fine arts over the last decade.

**Request # 11** – Gallery Assistant 20-hour weekly APT position

Gallery ‘Iolani has increased in administrative and operational tasks more than 30% since it was founded in 1991 in a basement of Iolani Building. Programs such as developing major exhibitions, supplemental summer shows, grant writing, and the annual Christmas fund-raiser gift shop which raises money for the Gallery UH Foundation account, now necessitate a part-time APT position to assist the gallery operation.

**Request # 12** – History Instructor requests the replacement of a full-time tenure track position in History due to a faculty member’s retirement as of December 31, 2012. The History position is crucial for effective functioning within the department given enrollment trends indicated by the 2014-15 Annual Report. During AY 2014-15, demand for History classes was strong with an offering of 32 classes that enrolled 940 students for a total of 2820 SSH. Over the last five-year period, History has had the strongest demand in terms of students enrolled (average of 959 students) and SSH (average of 2877 SSH) out of all Humanities courses. Furthermore, over the last five-year period, History has had the largest average class size at 30 students and fill rate of 95% out of all Humanities courses. In AY 2014-
15, History enrolled an average of 29.4 students per class and had a fill rate of 97%. If History continues to offer 32 classes per academic year and the two current full-time History faculty continue to teach a maximum of 9 classes each, then there will be 14 sections taught by lecturers which equates to a rate of 56% faculty-taught classes to 44% lecturer-taught classes.

**Request # 13** – Hawaiian Studies Instructor 1 1.0 FTE, 9 month, tenure track faculty position for Hawaiian Studies to cover the current teaching load of classes for our expanded high demand degree offerings. We currently have only two faculty members serving 67 majors and an average of 350 enrolled students each semester. We expect to have over 100 majors by the same time next year, and we expect to be well over 200 in the near future. Acting now to bring someone on board will help this college support its mission statement, allow our program to be more involved in all of the partnership opportunities and initiatives on this campus for which the current two of us can not commit, and will head off bringing our program into a critical situation where our ratio could go higher than 100 to 1 in terms of faculty to students.

**Request # 14** – Hawaiian Studies Instructor 2 1.0 FTE, 9 month, tenure track faculty position for Hawaiian Studies to cover the current teaching load of classes for our expanded high demand degree offerings. We currently have only two faculty members serving 67 majors and an average of 350 enrolled students each semester. We expect to have over 100 majors by the same time next year, and we expect to be well over 200 in the near future. Acting now to bring someone on board will help this college support its mission statement, allow our program to be more involved in all of the partnership opportunities and initiatives on this campus for which the current two of us can not commit, and will head off bringing our program into a critical situation where our ratio could go higher than 100 to 1 in terms of faculty to students.

**Request # 15** – Mala, Carving Studio and Building Instructor 1.0 FTE, 11 month, APT, Mala and Building Coordinator position for Hawaiian Studies to help develop the cultural garden space in support of course and degree curriculum, manage the new building facilities including the new classrooms, the kitchen and the surround building areas that need maintenance and corrective action, and to help support the carving studio with actual studio, tool, and class upkeep and preparation, and wood supply acquisition and preparation.

**Request # 16** – Piano Accompanist  Part-time temporary Piano Accompanist (Lecturer) for the Music Program at Windward Community College.

**Request # 17** – Printmaking Instructor a full-time, tenure track position in Printmaking (Art). Bringing in Printmaking into the Fine Arts Program completes the 2-D Fine Arts Program.

**Request # 18** – Sculpture Instructor a full-time, tenure track position in Sculpture (Art). This position is crucial to the establishment of the Sculpture Program that will then complete the Fine Arts Foundation Program in the 3-D area.

**Request # 19** – HVAC Dust Ventilation System To make the college more compliant with health and safety regulations, we need to install a proper dust ventilation system in the two rooms in which we conduct carving classes in ‘Iolani. Currently we are using separate filter machines, but they do not provide the kind of long term health protection that we need to have in the carving studio space.
Request # 20 – Kiln Shelves needed to replace worn out kiln shelving. The program needs 50 kiln shelves to stack a glaze kiln and 50 kiln shelves in stacking the bisque kilns for a total of 100 kiln selves, size, 12"X24"X3/4". The kiln shelves are over 11 years old and they cracked, chipped, and broken.

Request # 21 – Lathes for Wood Bowl turning This is to order two Rikon 20"X36" Woodfast Lathe Model 70-500 to teach bowl turning classes in the woodshop, and to create bowls for college gifts. We are constantly being asked to teach wood turning here at the college, and we are asked many times to come up with gifts that college can be proud to present to guests both as they visit here and as we visit elsewhere. These two lathes will allow us to both teach wood turning here to our students and to create bowls and other nice pieces of work for the college to present as suitable gifts for visitors that will have depth of meaning and will be treasured.

Request # 22 – Photography Lab Computers Replace four (4) six-year-old iMac computers. The computers in the photography lab are old, slow and quickly becoming obsolete, incapable of running current software.

Request # 23 – Photo Scanners Replace five (5) six-year-old photo scanners. The photo scanners in the photography lab are old, slow and fast becoming obsolete, incapable of running current software.

Request # 24 – String Instruments The Humanities Department needs to purchase an acoustic guitar with pickup, 4 concert ukuleles, and 2 Classical Guitars to replace instruments that were lost, worn, or cannot be repaired.

Request # 25 – Wood Carving Studio Trailer The procurement of wood in long and large pieces, and in their raw timber forms is critical to the sustaining of both the carving studio and the hale building program. Every semester we are offered free wood to use for our educational programs. Wood offered to us for free is impossible to get without a trailer. Each time we pass an offer to obtain more wood we forgo tens of thousands of dollars of wood that we could use for our programs, or that we could use to sell for additional monies for our programs and the college. With one acquisition of wood using a trailer like this we could more than pay for the cost of this trailer.

Request # 62 – Pug Mill; The de-airing pug mill is over 14 years old and there are no replacement parts for it anymore. This is the second pug mill in the ceramics studio. The bearing in the second pug mill is starting to grind when running the machine. The replacement of the second pug mill is being requested this year. There are no replacement parts for the old pug mill which was made in Korea. The pug mill requested is an American made product.

Review Windward Community College Strategic Plan edits from Faculty Senate, Staff Senate, ASUH-WCC, Ke Kumu Pali;

There are six areas that you should familiarize yourself with:

1. Tuition Initiatives: pages 12-13;
2. Reduction in Time to Degree: pages 16-17;
3. The Hawaiian Innovation Initiative: pages 17-19;
4. Sustainability (major rewrite): pages 22-24;
5. Modern Teaching: pages 25-27; and,
6. Enrollment Initiatives: pages 32-36
Motion “to have the WCC Strategic Plan Draft with edits on the Discussion Board and an Open Forum on Wednesday within that week.” Motion passed by unanimous vote. Moved by Johnny Singh and seconded by Ross Langston. Followed by discussion; Question called by Jan Lubin.

Corral Issues if any:
None

Adjourned
Meeting was adjourned at 3:57 pm
Moved by Jan Lubin and seconded by Rick Murray.