

Minutes - Planning Council

February 13, 2009

Convened: 9:00 am; Adjourned: 10:45 am

Present: Mike Rota, Brian Furuto, Ken Kato, Sandy Matsui, Mark Silliman, Gary Boydell, Ralph Kam, Scott Murakami, Cynthia Smith, Ross Egloria, Jim Poole, Jonathan Wong, Bert Shimabukuro, Sam Rhoads, Marcia Roberts-Deutsch, Kerry Tanimoto, James Niino, Cory Takemoto, Rose Sumajit, Shanon Miho, Keala Chock
Guests: Leon Florendo, Jan Petersen, Bill Becker
Not Present: Erika Lacro, Dolores Donovan

MINUTES

Minutes were approved with no corrections.

BUDGET UPDATE

Mike and Brian updated the Council on current budget status and projected state plans. In addition to the 10% reductions already announced, there are pending possibly 2% more in restrictions this fall, with likely more to come. Unclear at this point what the effect of the stimulus package funding coming to Hawaii will be. Brian indicated that the level of legislative activity is lower than comparable periods in the past.

STRATEGIC IMPLEMENTATION PLAN DEADLINES

Brian handed out a schematic flow chart that indicates the entire funding cycle through a biennium cycle (2 years) and how this is integrated with the College's strategic planning processes and deadlines. He explained key parts of the process and answered questions to clarify. It was emphasized, as this is the 'supplemental' year of a 2-year biennium cycle, there will be no new program change items funded unless there is a clear urgent need in terms of health and safety. Only carry over items from last year would even be considered for funding.

In terms of spring activities for the Council, there will be no need to scramble to meet legislative deadlines since only items carried over from last year would even be considered. There will be a stock-taking presentation to the BOR in April that the College needs to prepare for. The College still should update and prioritize the Strategic Implementation Plan (previously called the strategic plan) by May to enable prioritization of decisions on internal funding, reallocation needs etc..

It was agreed that further education of the College community on these processes and budgeting realities needs to occur, for example through a town meeting. Brian also announced there there is a new link, visible on the first page of the Intranet site, with Strategic Plan information.

STRATEGIC IMPLEMENTATION PLAN CRITERIA

The criteria list of how items in the strategic implementation plan are to be prioritized, based on last year's review, town meeting and council discussions was reviewed. There were some clarifications made in language. The revised list will be sent out to the campus as soon as possible so that those submitting items know the bases for achieving stronger ranking.

The question was raised, what if a program's action requests cannot clearly be linked to the UHCC and College strategic goals and specific application to helping meet performance measures. Answer was, if they cannot be, they will not be given priority.

In terms of deadlines in updating and prioritizing the strategic implementation plan, an internal deadline is to have a draft completed by the March BOR meeting.

NHC COORDINATOR RE-POSITIONING

Members of Kupu Ka Wai Council informed the Planning Council of current status of hiring for Native Hawaiian positions. Of the 5 NH positions, 2 were filled last year. The NH Center agreed to postpone the hiring of the remaining 3 legislative Puko'a positions to April to contribute to the campus's overall allotment of the budget reduction. One of this is currently being advertised. The position advertisement for the second is being revised. In terms of the third position, the Kupu Ka Wai representatives announced the intention to redefine this position originally titled 'Coordinator'. It is felt by the Native Hawaiian Center that current needs are greater for an instructional faculty who can contribute to instructional initiatives including partnership with PVS. It was clarified that this position might have assigned time coordinating duties, and that the status of 9 month vs 11 month needs to be clarified. Council members raised no objections to this change.

It was also announced that on March 19, Kupu Ka Wai will host a system meeting of the Pukoa Council, to include the UH President.

UPDATE ON MISSION STATEMENT AND STRATEGIC PLAN REVISIONS

Cory called attention to the written status report from the PC sub-committee to revise HCC's Strategic Plan.

The Council agreed that the this committee should continue to perform the concurrent tasks of reviewing and revising the College Mission Statement and Strategic Plan. A draft is being worked on now; it is in alignment with the UHCC strategic plan and outcomes. This draft will be shared at the March BOR meeting, and the campus will have the opportunity to provide its feedback. It was affirmed that the mission and strategic plan will directly reflect the requirements of Accreditation Standard language. The current draft will be posted on the web shortly.

It was also announced that the results from the recent inventory survey taken by faculty and staff would be posted, both the raw data and analysis.

ACCREDITATION REPORT UPDATE

Cynthia reminded the Council of the timeline for the midterm report, due to ACCJC in October 2009. The council and other groups/individuals on campus are being asked to respond to calls to update the planning agenda, and respond to drafts of the report as they are issued by the AOC this spring. There will be a town meeting on the draft.

IT GOVERNANCE

Bill introduced a handout containing a model for structuring IT governance titled: Cobit Control Practices. He encouraged council members to read over the kinds of activities recommended, and noted that these are the same stated needs for technology planning as are in the accreditation recommendations contained in the planning agenda (Standard III C: Technical).

The underlying goal is to create a decision making and planning process that avoids piecemeal decision making by different groups on campus. It would enhance current planning efforts and processes done by ITC. Given limited resources, such planning and prioritization needs to be improved. This could also potentially enhance current planning by making it more transparent and thus possible more inclusive.

These documents will be posted on Lulima. Bill is planning on working to utilize this document, including possibly brown bag sessions. There are also planned IT forums. A key goal is the development of a campus-wide technology plan, a process that is underway. It was noted that this would need to be in alignment with UH System Technology Plan. It was noted that a clear organization plan of IT would be helpful to indicate where decisions making links with other groups, and to indicate where ideas are vetted. A draft of a plan is intended by April.

A conversation ensued as to whether an over-arching committee should be formed to work on this kind of cohesive technical planning. The question was raised as to how would this relate to the existing TAC activities and committee mission? Mike, in conjunction with Chair of FSEC, will undertake discussions with TAC to evaluate what organizational response best meets these planning needs.