

Minutes - Planning Council

May, 8 2009

Convened: 9:00 am; Adjourned: 10:55 am

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

### MINUTES

Minutes approved with no corrections or additions.

### BUDGET UPDATE

Brian provided an update on budget deliberations by Legislature and Governor, currently in conference. The complex issues of how funding is categorized, whether there is a tax increase, furloughs, veto, veto override - all will impact the actual cuts taken by the UHCC's and HCC specifically. Thus, too soon to project how state cuts and the allocations of stimulus monies will affect HCC. What has been made clear by legislative budget versions is the clear support for the role of Community Colleges reflected in proposed funding levels. Once conference results and funding worksheets are released, Brian will post these on the strategic planning website.

Regarding CIP biennium requests for 2009 – 2011, there are three items that impact HCC under consideration. Planning money for the new building has been \*appropriated\* but not yet allocated. It will remain a priority to push for those planning monies to be released to further movement on this project. This project remains a BOR priority.

### DRAFT STRATEGIC PLAN

The members of the Strategic Plan sub-committee briefed the committee on the current draft of the strategic plan. Enabling more effective articulation is important. Most general education courses are articulated; need to increase technical program articulation agreements. Program articulation numbers need to be added to the draft.

There will be discussions related to review and updating of the mission in the Fall. The revised mission statement must be approved by the BOR in accordance with accreditation requirements.

It was proposed the Planning Council endorse this draft to enable movement in addressing items over the summer. Further review, additional campus input, and approval of a final draft will take place by late September/early October.

\* Erika made a motion to endorse the current draft of the strategic plan.

\* Marcia seconded

\* Approved unanimously

Mike then went over the PowerPoint presentation given by VP Morton at the end of April which presented UHCC (and campus) performance in meeting strategic plan outcome measures. He highlighted HCC results, focusing on areas where the College was not demonstrating necessary improvement or even backsliding. The campus needs to determine why we are not showing the progress needed, then develop targeted response strategies. In some areas, there is overlap with Achieving the Dream initiatives targeting improvement. The UHCC system priority is improvement in providing remediation, foundation for improvement in other areas such as attainment of degrees and certification and transfer rates.

In working to achieve these goals:

- for each outcome measure, there will be an identified responsible person.
- budget/resource allocations will be explicitly linked to implementation plans as well as program review.
- there will be an annual review of progress in attaining measures, and revision of these based on this review.

Mike also proposed an implementation plan framework matrix indicating: lead individual responsible for achieving improvement; other groups involved/impacted, advisory bodies, links to implementation plan, and financial resources required.

Mike stated that assessment and review of administration will include evaluation of achievement of strategic plan outcomes for which they are responsible.

Over the summer, administration will work on specification of implementation details. This will include making clear the overlap/complementing relationship between strategic plan outcomes goals, the goals of Achieving the Dream, as well as cross walking items with the Planning Agenda to create cohesive planning process and integrated planning documents. The agenda for the summer is to 1) complete draft implementation plan 2) focus on responding to underprepared students, by assessing campus policies/processes, researching best practices, and assessing outcomes. 3) focus on financial aid policies.

It was announced that the Achieving the Dream team is working with coaches in the development, implementation and assessment of action plans.

## BUDGET IMPLEMENTATION PLAN

The council discussed steps to solicit proposed action items for the Budget Implementation Plan. The draft 'Budget Proposal and Request Form' was reviewed by the committee. The goal was to have action items submitted which include information necessary for system PCR forms, as well as making explicit the links to strategic plan outcomes, and program review outcomes. Several changes were suggested. Brian will post up the revised form and Cory will alert the campus. It will be form fillable. Review will be done and recorded electronically. An issue to be aware of and address once this

form and process is finalized is how ensure the\*most recent\* draft is reviewed at each stage.

Important points to make to faculty/staff /administrators inputting items:

Must be linked to Strategic Plan, as well as program review and/or advisory board recommendations/industry needs.

Action items will need to be resubmitted, with updated information, each year (there will not be a roll over of submissions.)

A second document presented for review was a flow chart indicating the process of internal review of implementation plan items on campus, and the process of external review at the UH system and legislative levels. Some revisions were discussed.

All documents will be posted on the strategic plan website. Cory will send out an announcement of the need to use this new form, as well as remind the campus of the criteria that will be used in prioritizing requests.

Since there is no real possibility of legislative funding this year, the normal deadline of spring completion of the budget implementation plan is not necessary this year. This gives the campus time to learn out to use this new submission process. The College still needs to proceed with identifying needs and prioritizing for use of other possible monies and reallocations throughout the year. The deadline will be October for submissions

The goal next year is to have a form for request of end-of-the-year monies that mirrors or directly utilizes this new budget request form.

#### MOTION FROM THE CHAIR

Cory motioned for adoption of a proposal stating that the Chancellor shall not make substantive changes to prioritized budget items before they are submitted as program change requests without prior consultation from the Planning Council. Motion was seconded by Cynthia. There was no longer a quorum so the motion was tabled.

#### FALL MEETING

It was determined that the Planning Council will meet during duty period in the Fall.