

Planning Council
9/11/09
7-401

Present: Dolores Donovan, Ross Egloria, Brian Furuto, Ralph Kam, Ken Kato, Erika Lacro, Scott Murakami, James Niino, Ron Pine, Jim Poole, Sam Rhoads, Marcia Roberts-Deutsch, Bert Shimabukuro, Mark Silliman, Rose Sumajit, Cory Takemoto, Kerry Tanimoto, Jonathan Wong

I. Approval of Minutes from Last Meeting

Erika noted a correction to John Morton's title and spelling of her name
Minutes stand as corrected

II. Budget Update

Chancellor Rota provided an update on the campus budget. Due to good financial management the college is not poor. The college had a good cash balance. The college still has funds to spend on its identified priorities.

The college is ahead in revenue by \$22,937.00 this year.
Due to budget restrictions though, the operating budget is down by \$2.6 million

Governor has imposed budget restrictions. Executive reductions of between 6% to 10%.

Hiring freeze, particularly in civil service.
Chancellor has authority to approve positions provided we have the resources and the position is used to achieve the college's mission and implementation of its strategic plan.

Because the HCC strategic plan mirrors the CC system plan, we will be able to access CC system funds to pay for operations.

Ken and Mike clarified revenue sources:

Special Funds are from tuition and fees, facility rentals
Federal Funds in the appropriated budget are Federal Work Study. It does not reflect funds through Title III or Perkins.
ARRA Funds is not "free" money. Requirements include: implement a student tracking system, qualified teachers will be put into the classroom

Additional Revenues/Savings for FY 2010:

UHCC Enrollment Growth Fund: \$250K
Delayed filling of positions: \$100K
Reduced Casual/Other Personnel: \$275K

Additional Tuition from increased enrollment: \$483K
Salary reductions at 5%: \$921,912
Faculty Payroll Lag: \$484,896

College will have a \$552,511 shortfall if all the above assumptions hold true.

Ron suggested Dean's requesting of faculty who wish to take in more students to help maximize instructional capacity, as opposed to a mandate as occurred at KapCC. Mike brought up providing incentive for faculty and departments to do so through a formula to return increased revenue back to the departments who were willing to take in more students.

III. Implementation Plan Update

Plan is available on the HCC Intranet:

<http://honolulu.hawaii.edu/intranet/strategicplan/pdf/2009-strategic-plan-implementation-framework.pdf>

Implementation framework described makes clear who is accountable and who needs to be at the table to move the agenda forward (Administrators, folks whose jobs are linked to those particular outcomes, appropriate governance groups).

Basic Skills Task Force: Jerry Saviano is heading up that Task Force

Technology Plan Task Force: Jonathan Wong has agreed to chair this Task Force. Lay out a plan to meet expectations of Accreditors and campus users

Updates from Task Forces will be presented periodically to the PC.

IV. Accreditation Update

Marcia provided an update. End of September is the due date for an updated mid-term report.

8/29/09 Draft is currently posted to the Intranet:

http://honolulu.hawaii.edu/intranet/accred/pdf/midterm_report_20090829.pdf

Goal for this year is to change the mindset of the institution that Accreditation is not something done every 6 years, but rather is an ongoing, reflective process.

Self-Study Teams will be formed in the Spring 2010 semester to begin work on the Accreditation Self-Study.

V. "Strategic Plan"

Brian or Ken have not received any budget items for the former "Strategic Plan." Brian reminded the group that due to the new budgeting process, requests need to be submitted to cost out the strategic plan items.

Agreement is that everything needs to be resubmitted to ensure that all budget requests are connected to the strategic plan. Requests need to come off of Program Review as well as the Implementation of Strategic Plan priorities.

Cory will send a reminder to the campus that all requests need to be resubmitted and tied to strategic plan outcomes.

Request forms are available on the HCC Intranet at:

http://honolulu.hawaii.edu/intranet/strategicplan/budget_proposoal_request.doc

VI. Review of Planning Council Charter

Mike discussed the need to revisit the process in which governance bodies interact and how charters are approved.

Cory called for a volunteer to chair the Subcommittee to Review the Planning Council Charter.

Marcia Roberts-Deutsch agreed to chair the subcommittee. Cory Takemoto, and Brian Furuto will sit on this subcommittee.

VII. Other Business

\$3.5M released for planning of the Advanced Technology Training Center (in the gravel lot/old incinerator site).

Next Meeting: Friday, 10/9/09

Submitted by: Jonathan Wong