

# Planning Council Meeting

Friday, October 10, 2008 9:00 AM

## Agenda

1. (Change to Agenda) Mike Rota to present current fiscal condition
2. Approval of Minutes
3. Updating HCC Strategic Plan (attachment)
4. Update on preparing 10/27/2008 Town Meeting
5. Discuss Administration Assessment
6. Inventory of position changes
7. Vote for new PC Chair
8. Inclusion of Kupu Ka Wai Council rep on PC

## Attendees

- See attached

## Topic: Developing Plans for 10% Budget Cut

- See attached presentation "Dealing with our Changing Fiscal Reality - II"
- Mike asked for agreement on the 10% and assured everyone that we are NOT locked in to the details of the 10% cut. Per Mike, (paraphrased) it doesn't matter what we decide today because we have the ability to shape the plan as we move forward.
- **Action Items & Outcome**
  - Immediate Tasks at Hand:
    - Determine what we will send forward on 10% reductions
      - PC Chair motioned to accept the casual hire reductions as the 10%. Cynthia seconded. Unanimous vote to accept the casual hire cut to meet the 10%.
    - Agreement on timeline for the 15 and 20% reductions
  - No Action/No Outcome
    - Agreement on Shared Responsibilities
      - No Action/No Outcome

## Topic: FY09 Restrictions.

- Ken discussed our approach to the FY09 5% restriction. Current proposal is to take a delay-in-hire on 4 vacant positions to be filled.
  - Of the 4 positions, 3 are for the NHC. Per NHC speaking rep (Leon Florendo), they are willing to work with campus, but would like to know what the timetable is.
- Ken reminded everyone that it is the college that is taking a "hit" NOT a program. Administration looks at the college, not a program.
- **Action Items & Outcome**
  - Determine what our cuts for FY09 will be.

- PC Chair motioned to accept the proposal to delay the hiring of 4 positions, Marcia seconded. 11 Aye 2 Nay

**Topic :** Strategic Plan Process (attachment #2 and #3)

- PC Chair asked committee to look through handouts and get back to someone on the subcommittee on updating strategic plan.
- In addition to passing out handouts for PC to review, Vern shared that the subcommittee to review the Strategic Plan process was going to make a presentation at the October 27, 2008 Town meeting, and will use the feedback gathered at that meeting to kickoff this review process.
- The PC asked administration to provide several items to help with this planning:
- An inventory of the reorganized positions on this campus. (Ken Kato agreed to provide a chart like an organization chart for this purpose.)
- A list of what the student assistants actual tasks are, since making cuts in this area is likely to come up for the 15% and 20% budget cut plans. (Ken Kato will try to come up with this list.)
- If possible, a cost per student for each program. (Ken said they will look into this.)
- Mike Rota agreed to review the list of suggestions from the campus, and cluster them so that similar/related suggestions are grouped.

**Topic:** Administration Assessment

- Per Mike Rota, the system is developing a framework for administrative assessment. This is separate from the individual performance 360 assessments. Timeline is to get something done by end of this year.
- Mike Rota asked for volunteers to represent HCC on this multi-campus team to develop this framework. Cynthia Smith offered to be one of the volunteers.
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**Topic:** Inventory of position changes

- Ken was asked to provide a list of all staff and faculty (by title, not position numbers, not the existing org chart.) Cynthia stated that we need to know how our human resources are distributed at this time to be able to make informed decisions about priorities. Ken agreed to come up with this list.

**Topic:** Vote for new PC Chair

- Sam Rhodes nominated Rose Sumajit, Rose declined
- Vern Takebayashi nominated Shanon Miho, Shanon's term runs out in Spring.
- Rose Sumajit nominated Cory Takemoto, Cory accepted
- Ralph Kam nominated Jonathan Wong, Jonathan accepted
- **Action Items & Outcome**
  - Cory Takemoto – 7
  - Jonathan Wong – 6

- Cory is the new chair

**Topic:** Follow up to PC request for notetaker at PC meetings.

- Vern met with Mike Rota, Erika, and Brian to discuss the issue
- Actions & Outcome
- Notetaker that is familiar with the issues will be provided by Administration.
- Notes will NOT be minutes. Only Topic (Topic only) Under Discussion and Action/Outcome will be recorded. Discussions, ideas, etc. will not be part of notes unless they are part of the action/outcome
- For now, Brian Furuto, will

**Topic:** Addition of a member from the Kupu Ka Wai Council on the PC

- **Action Items & Outcome**
  - PC Chair motioned; Marcia seconded that the PC include a member from HCC's Kupu Ka Wai Native Hawaiian Council as part of the PC. Unanimously approved.