

Planning Council Meeting
Friday, December 12, 2008

Present: Vern Takebayashi, Cynthia Smith, Mike Rotta, Cory Takemoto, Sam Rhoads, Marcia Roberts-Deutsch, Kerry Tanimoto, Ralph Kam, Rose Sumajit, Bert Shimabukuro, James Niino, Scott Murakami, Brian Furuto, Ross Egloria, Jonathan Wong, Shanon Miho, Jim Poole, and Gary Boydell

Meeting called to order at 9:08AM.

Agenda Item #1 – Approval of minutes from last meeting

- Vern apologized for not having previous minutes up in Laulima. Will have it up soon.
- Jonathan created a summary of the minutes in addition to the minutes that Brian took. Vern will post as an addendum.
- Vern would like the committee to review these documents on Laulima by December 26th.

Agenda Item #2 – Update on 15% and 20% budget reduction proposals

- Cory presented the Budget Sub-Committee Report. Sub-committee met twice, on 11/24 and 12/1.
 - 10% reduction agreed upon by PC
 - There are three vacant faculty positions that may be taken off of General Funds or may be transferred for the 3 FTE positions in our requested PCRs.
 - As of 6/30/2008 HCC has approximately \$3.8M in Special Funds and Revolving Accounts.
 - The Accreditation Report recommends a cash balance between \$1.6M and \$1.9M.
 - The balance can be used to make up the 15% or 20% reduction if necessary, most likely used for the RRRs.
 - Since this is viewed by all in the budget process we need to work on spending this down.
 - Expenditures need to be in accordance with our Strategic Priorities.
 - Deans have been asked to identify the expenditures from these accounts as Strategic Priorities or Other Priorities.
- Sam brought up that he remembers that this subcommittee met three times.
- Mike presented an Excel worksheet to the Planning Council (via overhead projection) with details how that 10% General Fund reduction would be met in FY 2010 and FY 2011. It included figures showing:
 - One Time UHCC Reductions
 - Energy Cost Reductions
 - Achieved as a pooled effort across the 7 CCs.
 - Each CC has different opportunities for Energy savings.
 - Personnel Cost Reductions
 - Casual Payroll Reductions

- General Fund Salary Costs Transfers to Tuition & Fee (TF) or Special Funds (SF) sources
 - For Appropriated positions, the change in funding source will in no way affect position status, benefits, etc. All it does is use a different funding source that is not General Funds.
 - This is being pursued because HCC has TF and SF money that needs to be spent down.
 - Turnover Savings
 - Supplies and Services Reductions
 - Cost Transfers
- Mike also had similar detailed scenarios to achieve a 15% and a 20% reduction.
- Cynthia requested the minutes be posted from these Budget Subcommittee meetings for Accreditation reporting needs.
- Marcia asked about revolving funds? Brian gave a general definition of what revolving funds are. Cory iterated that revolving funds have been taken into account in these budget scenarios.

Agenda Item #3 – Updating HCC’s Strategic Plan document

- Vern reminded the committee that members of this subcommittee do not have to be members of the PC.
- Related to these issues is coming up with a timeline or plan to update and review HCC’s mission statement.

Agenda Item #4 – Change in position from Director of MIR to Director of Academic Planning, Policy, and Assessment

- Vern has asked (per Erika’s request) that the PC members look over the position description and get feedback as soon as possible. No timeline has been set but Vern requests that the members review this coming week and send any questions, comments, suggestions directly to Erika.
- Cory asked if this position has already been appropriated. Mike replied that it is since the position already exists, it is just currently vacant.

Agenda Item #5 – Assessment and Planning Guide update

- Discussion revolved around the “signed copy” of the Assessment Reports (Program Reviews, etc.). What does “signed copy” mean? Should a paragraph be included in this guide explaining what the signed copy means? There should also be a difference between signing off on something because you read the report, signing off on it because you read it and agree with it and signing off on it because you read it but disagree with it.
- Sam would like the term “Advisory Council” on page 9 to be changed to “Advisory Committee” since that is the term that the instructional programs use.
- The term “Strategic Plan” as referred to in this guide does not necessarily refer to the actual Strategic Planning process. This term as referred to in this document is actually more of an “Implementation Plan” or even more of a “Tactical Plan”.

- There was discussion about Figure 2 on page 10 about how to revise the terminology to better include other areas besides instructional units (academic support, campus committees, PCATT, administrative services, student services, etc.).
- Brian will supply to Jim some estimates for when the Board and Legislature meet (May, June, July, August) to make decisions. Jim will add in as an addendum to this document and HCC's internal processes regarding this process will be developed based on that.

Agenda Item #6 – Discuss Written Criteria to Prioritize Strategic Planning Items

- No discussion from PC members. Vern will distribute to campus at-large for discussion and comments.

Agenda Item #7 – Definitions of Terms Associated with UH System Assessment

- Vern asked Ross if it's posted on the Intranet. Ross replied "No" but will get it up soon and send the link to Vern for distribution to the PC.

Other Items

- Mass Transit Rail Stop at HCC
 - Brian feels that the Mayor's office is really pushing to move on the Mass Transit Rail project and will probably not follow traditional processes that are normally done with projects of this sort. Therefore, if the PC members have any concerns about this, please evaluate Brian's report regarding how the Mass Transit Rail project will be impacting HCC. The Mayor's and the Federal Transit Authority Rapid Transit Plan was sent out by Brian via email about 3 weeks ago to the campus at large.
- Marcia and the Planning Council acknowledged Vern's effort and contribution as the Chair. This will be Vern's last meeting as the chair and Cory Takemoto will take over as Chair beginning in the Spring 2009 semester.
- Cory asked to set the first PC meeting of the Spring 2009 semester. He suggests keeping the 2nd Friday of the month as the meeting time for the PC. However, due to conflicts, the PC will meet on Friday, January 16, 2009 for the first PC meeting of the Spring 2009 semester in 7-401. However, meetings will revert back to the 2nd Fridays after that.

Meeting adjourned at 10:56AM.

Next Meeting Reminder

January 16, 2009 (Friday) in Building 7, Room 401.