Planning Council

Meeting Notes

October 8, 2010

Convened 10:37 Adjourned 11:54 AM


Guests: Karadeen Kam

Not Present: Mike Rota, Mike Barros, Russell Uyeno, Scott Murakami

Meeting called to order at 10:37 AM

Agenda:

1. Approval of September meeting minutes
2. Budget Update
3. Building 7 Renovation Update
4. Accreditation Status Report
5. Charter Revision sub-committee meeting
6. Mission Statement revision sub-committee meeting
7. Election of New Planning Council Chair

Meeting minutes from September 2010 meeting:

- Prior minutes amended and passed

Minutes

- Ron Pine noted that the pc should not yet approve of the May 2010 minutes.
  - Where are the full minutes that were promised at the September meeting? What has been presented to the Planning Council is just a rough sketch and not representative of what was discussed and what transpired.
  - These minutes are particularly important because all major governing committees paid close attention to the budget deliberation task delegated by Chancellor Rota last year. After lots of work, they submitted their recommendations for discussion by the PC. These discussions are not fully covered in the minutes. The May 2010 meeting was the most
important meeting that the planning council had all year and very little of the discussion is captured. No mention of the ALEK’s controversy with the Kupa Ka Wai Council and Erika’s response, no mention of the FSEC’s endorsement that the new tech position should come under the Vice Chancellor of Academic Affairs, no mention of MELE and Diesel recommendations.

○ The May 2010 was the most important meeting that the Planning Council had all year and none of the discussion is captured.
○ It was noted that when Chancellor Morton visited HCC on the 4th he had at the top of his accreditation list campus communication and timely and accurate minutes. The PC is the only major campus committee that does not have timely minutes posted on the intranet. The last posting was for the January 2010 minutes. No, February, March, April, and May minutes.
○ Ron noted that last year faculty indicated that they do read the minutes and several pointed out the black hole for the PC. In November 2009, it was pointed out that the PC was two months behind and it was decided then that the PC would do minutes the way the other governing bodies proceed, with minutes circulated soon after the meeting, discussion by email for fine-tuning, approval by email, and then immediate posting after approval to the intranet. What happened?
○ Cory Takemoto stated that there is a voice recording of the meeting.
○ Marcia asked Ron if he would go through the recordings from this meeting and record on paper. Ron agreed.
○ The chair admitted that he has been at fault in not getting the past minutes posted and that he would work on this right away.

• Ron also questioned why the minutes from the Planning Council meetings are not coming out in a timelier manner. For example, the last Planning Council minutes that are posted are from the February 2010 meeting.
  ○ Ron asked if the Planning Council could do what all other committees on campus do; make revisions and corrections through email so the approval of minutes is just a formality at the next meeting.

The Chair moved agenda item #7, Election of a New Planning Council Chair, to this point of the meeting.

Electoral of New Planning Council Chair

• Nominations:
  ○ Jerry Saviano moved the nomination of Jonathan Wong as the new Chair. Sam Rhoads seconded.
  ○ There were no other nominations.

• As there were no other nominations, Jonathan Wong was elected by acclamation.
Brian Furuto asked about whether the Planning Council has determined the best way to compensate an APT Chairperson in lieu of release time, which faculty members receive. Planning Council members present stated that they would defer to the Administration on the manner and method of compensation for Planning Council Chairs who come from other than faculty ranks.

Budget Update

- Ken Kato provided a budget update.
  - Ken reminded members that our budget has received reductions, not restrictions over the last 2 years. He explained that reductions are permanent whereas restrictions are temporary (one fiscal year).

- Ken discussed the FY11 budget (Attachment 1)
  - Sam asked about tuition and fees money – where is it reflected in FY10. Ken pointed out that it is included in the total number at the top of the worksheet. It is not specifically broken out, because the larger number is the starting point of FY11.
  - Jerry asked about system costs (i.e., BANNER, marketing, etc.). Ken reported that these figures are taken off the top of our budget to fund the systemwide or CC systemwide projects and costs.
  - Jerry also asked about ARRA funds. Ken reported that this is the last year of ARRA money, however, the President plans to approach the legislature to request funding replacement.

- Ken discussed the FB11-13 budget strategy for the University
  - Requests will be categorized into one of three broad categories that are in line with the University’s strategic plan.
  - Ken informed the Council that the budget strategy also includes performance based budgeting.

- Ken also stated that he will be reconvening a budget subcommittee. Members so far are: Jerry Saviano (representing FSEC), Ross Egloria (Assessment), Ken Kato, Erika Lacro, Brian Furuto (Admin), and Ron Pine.

- Erika Lacro announced that there will be no end of year funding like in years past.
  - Ken reported that early on in the calendar year he will determine which projects or needs will be funded and this will consume any surplus that is normally left at the end of the fiscal year. He hopes to have this process completed and money allocated before the end of the 3rd quarter.
Sam stated that no end of year funding may cause a problem for departments like ICS, as ICS is not a program. The issue will impact equipment replacement.

Building 7 Renovation Project
- Ken provided an update to the Building 7 renovation.
  - Phase 1 of the renovation will begin in the summer of 2011.
  - Phase 1 includes replacing the current elevators and exterior work.
  - Phase II, the renovation of the interior, is scheduled to begin in January 2012.
  - The renovation will occur 2 floors at a time, most likely beginning on floors 5 and 6. As work on each floor begins, tenants will be temporarily moved.
  - Johnson Controls has recently been contracted by the CC system office to perform an energy audit and energy management program for each campus. The Building 7 project will include feasible recommendations stemming from this energy management program.
  - The entire renovation project will take 3 years.

Accreditation Status
- Marcia provided an update to the campus’ Accreditation
  - The “stress test” that Chancellor Rota discussed in his email to the campus will be done by the Accreditation Steering Committee.
  - Marcia will be part of the visiting team for Saddleback CC in California.

Charter Revision
- Cory asked that members review the current version of the Charter, which Marcia emailed, and send any revisions to him by the 11/10 meeting.
  - An email discussion prior to this meeting was encouraged.

Mission Statement Sub-Committee:
- Cory will email the latest version of the mission statement to the Planning Council members.
  - Marcia moved to re-form a Mission Statement Review Sub-Committee to discuss and draft an updated college mission statement. Sam seconded the motion. Motion passed unanimously.
  - A Mission Statement Review Sub-Committee was re-formed. Members are Marcia Roberts-Deutsch, Jerry Saviano, Rose Sumajit, Keala Chock, and Brian Furuto. Marcia also asked that the Standard IA committee also review the revised Mission.

Technology Task Force:
● Jonathan Wong provided an update on the technology plan.
  ○ First step is to convene and develop a charter for an IT Governance Committee.

● Jonathan also discussed the purchase of Task Stream – an accreditation management system. This software was purchased using Title II money.
  ○ He reported that a working group must be formed to ensure that implementation goes smoothly.
  ○ Members of this working group currently include: Jonathan Wong, Marcia Roberts-Deutsch, and Ross Egloria.

Meeting Adjourned 11:54 AM.

Next Meeting: Friday, November 12, 2010 10:30 AM