Planning Council
11/12/10
10:30 a.m.
7-432


Absent/Excused: Mike Barros, Scott Murakami, Bert Shimabukuro

Meeting called to order at 10:31 a.m. by Cory Takemoto

I. Approval of October minutes

Minutes passed as approved over e-mail. Mike reminded Cory to ensure when posting the minutes that his written report and other documents, as referenced in the minutes, are connected to and included with the minutes.

II. Accreditation Update

Marcia shared that Self-Study committees are at work. Everything is on track.

III. Approval of the Charter

Ron and Jonathan raised concern that we’ve not reviewed the most current version which incorporates verbiage about including FSEC, SSEC, Kupu Ka Wai, ASUH and CLT in the consultation process.

Move was made to circulate the latest version for review again and discussion to continue at the December meeting.

Ron also raised concern about the charter's process for soliciting agenda items. Process should be more inclusive. Ron will include his thoughts and wording suggestions for revision.

IV. Mission Statement Revision

Cory will circulate the Mission Statement again for review for comment in December.
V. Budget Sub-Committee Report

Mike shared a brief excerpt of his presentation "The HCC Operational Model" on how programs receive funds and the campus budget is formed linking strategic planning, implementation strategies, resource requirements and assessment processes. This presentation was made to the Budget Sub-Committee.

To recap: Strategic Planning began with an environmental scan conducted in 2008 and the development of the HCC Strategic Plan in 2009 based off of the UH System and CC System Strategic Plans.

Implementation Strategies were developed last year and reviewed by the Planning Council.

Resource Requirements planning included the Five-Year HCC Financial Plan and the Annual Budgets.

Increases in Annual Budget are done through the following means:
Achievement of Strategic Plan Outcomes
Program Improvement (from Program Review)

Mike then shared updates on the current budget including HCC’s General Fund Appropriations, Tuition and Fees and other funds coming in (ie -- ARRA).

Mike discussed the challenges of students’ personal income not keeping pace with the tuition costs for higher education. Given this reality, it is unlikely the BOR will approve a new tuition schedule with the same annual increases in the current schedule. Another factor effecting our budget in the declining levels of State appropriations to public institutions.

For the next budget year a case will need to be made to the Leg for restoration of the $1.1M in ARRA Funds which we will be losing with the end of the Federal Stimulus program.

Although intended as a joke, Sam asked Mike if there was anyway out of the circularity implied in the Operational Model for budget planning. Ron noted that the model is excellent and is a model for the system in terms of budget planning. It has been praised by former president McClain and current President Greenwood. It allows for transparency, full campus participation, and on-going assessment. It is a common bootstrap model.

He asked, however, about the Deans apparently not communicating the model to their divisions and getting faculty and staff to submit implementation items and PCR’s, since Cory has noted several times over the last two years that "not much is coming in." Mike noted that Division chairs should be more proactive also, and
noted that his office could have been doing more to communicate the model.

Sam and Marcia asked if this communication task was not also a responsibility of the FSEC. Ron noted that the FSEC took this communication responsibility very seriously last year. It had several meetings on the Intranet planning items and took an active part, along with the other governing bodies, in evaluating implementation priorities. It published the agenda for all meetings in advance on:

hcc-faculty-l@lists.hawaii.edu

It also notified faculty when the minutes were posted every month. On the basis of these communication efforts some faculty realized the importance of the implementation space for getting funding for improving their programs and called the chair of the FSEC for advice. He told the faculty to call their Deans right away. The chair was amazed that the Deans of these programs had apparently not communicated the operational model to faculty and its importance in getting funding for program improvement.

VI. Building 7 Renovation and Long-Range Development Update

Mike shared some data on where our students come from broken down by State Senate and State House district. He will be sharing with the respective Senators and Representatives the campus facilities plan and how support for investment in our facilities will impact students residing in their district.

Regarding the Building 7 Renovation, the updated timeline is:

Summer 2011: Start of elevator construction
Summer 2011: Classroom and office relocation planning
Fall 2011: Interior renovations start (2 floors at a time)
Summer 2012: Relocation of Library
Summer 2013: Project Completed

Regarding where programs and classes will move:

PCATT will relocate to Sprint Building once the building lease is secured
Native Hawaiian Center was moved to Bldg 20
Determination of classroom and space requirements for moving 2 floors of Bldg 7 at a time into Bldg 2 (or elsewhere) is still being determined

Ron shared a concern to maximize use of the Bldg 7 facility over the summer as opposed to closing the building completely down as has been previously done over the summer during construction/renovation periods in light of VP Johnsrud looking at lowering summer tuition to maximize enrollments and to maximize
graduation rates.

Sam shared a concern about some of the noise disruption and its impact on summer classes if classes are held with construction happening concurrently.

Mike and Erika assured that facility use will be maximized and best efforts will be taken to ensure faculty have access to the teaching resources they need for their classes.

VII.  Building 20

Ron raised concern about the process that was used in moving folks to Building 20. At the May Planning Council meeting Sam had made a suggestion to look at Bldg 20 to possibly relocate some classes or offices. Sam as Division Chair whose program (CENT) occupied Bldg 20 wasn't consulted prior to a decision to move the Native Hawaiian Center was made. The move of the NHC has also impacted the traffic to the Center.

Mike explained the consultation that took place with the Native Hawaiian Center staff and the underutilization of the Bldg 20 space while CENT had occupied it. The need to better use the space and impending need to begin relocating programs with the upcoming Bldg 7 renovations drove the decision to move the Native Hawaiian Center. The NHC staff was given a walk through of the facility and a proposal to move was made.

Sam expressed disappointment at not being informed of the move after his initial raising of the issue and viewing the space with Ken.

Marcia expressed wider concern about things happening over the summer. She asked for more engagement in the process with faculty if possible.

Alapaki shared his observations on the process. The NHC staff were concerned with the rush timeline and the initial offering of smaller space but was glad things were worked out after more discussion.

The group discussed means to drive additional traffic to that side of campus to encourage students to utilize services by the NHC. Some thoughts included moving Hawaiian language and studies and Learning Communities classes to Bldg 20, instructors promoting NHC services in their classes, etc.

Mike shared that MELE is looking at using some of its allocated ARRA funds to establish a performance space by Bldg 20 to help drive student traffic in that area.

Ron raised a question about the cost of the renovation of Bldg 20. Mike shared
that the cost was about $120K

VIII. ALEKS Program Update

Ron inquired about the status of the ALEKS program in light of the concerns shared by the Kupu Ka Wai Council during the budget priority rating process regarding the program’s efficacy. Erika reported that evaluation is ongoing with the program.

Next meeting: 12/10/10, 10:30 a.m., 7-432

Meeting was adjourned at 11:55 a.m.