

UHCC STRATEGIC PLANNING WORKGROUP
Record of Proceedings
April 16, 2004
Windward Community College

Attendees:

Francis-Dean Uchima, Ann Kinningham, John Morton, Clyde Sakamoto, Peggy Cha, Albert Spencer, Neghin Modavi, Jerry Saviano, Ramsey Pedersen, Harry Kawamura, Michael Yoshimura, Cliff Togo, Angela Meixell, Floyd McCoy, Mike Rota, James Goodman, Cheryl Chappell-Long, Sam Prather, Maureen Bogdanowicz (guest)

INTRODUCTION (agenda attached)

- Discussion of the Strategic Plan Budget Documents – (Green/Pink/Yellow Sheet attachments to the Mike Unebasami memo dated April 8, 2004; Subj: Strategic Financial Plans and Related Budget Summaries) (memo attached; data sheets attached- please note these are working documents and numbers may change)
 - Mike Rota, Associate Vice President Academic Affairs Community Colleges, and Mike Yoshimura, Director of Budget & Planning Office of VP for Administration/Chief Financial Officer facilitated discussion (reiterated that this is a “work in progress”). Budget reflected what we knew then and will need to be updated for what we know now:
 - Green Sheet - Strategic Plan Summary – By Goal:
 - Some resources not reflected in the first two years
 - ▲ Collective bargaining -- Does not include funds for faculty 80th percentile pay
 - ▲ Does not include funds for the Student Information System (SIS)
 - Amount for repair/maintenance was underestimated. University’s plan is to use a formula percentage of value as reported on IPEDS.
 - ▲ Discussion followed on each campus reviewing accuracy of value reported on IPEDS and request from Chancellors to clarify if each campus is expected to cover from campus funds or from system CIP.
 - Pink Sheet - UHCC Strategic Financial Plan 2002-2010
 - Dynamic document
 - Sheet uses IRO middle series enrollment projections; need to be reconciled with numerical goals from VP Student Affairs Enrollment Management report and from the “stock-taking” presentations. **Campuses should send enrollment projection**

numbers on which they have based their budget/plan to Cheryl Chappell-Long

- ▲ Task is to get the green and pink sheets in sync
- Yellow Sheet – General Funded Strategic Initiatives (sorted by campus) – each Chancellor reviewed their campus initiatives. Points arising for future discussion:
 - IT spending, campus issue or system issue as part of SPIT 2000
 - Centrally locate/consolidate Distance Education to achieve economies of scale
 - Formalize/systematize availability of personal trained in special needs

OTHER DISCUSSIONS

- Question and recommendation that the work of the planning group result in the creation of an electronic folder of evidence of the UHCC planning process.
- Current Tuition and Fee Schedule valid through the 2005-2006 year. Proposal for 2006- will need to go to the BOR toward the end of 2005. Current BOR preference to receive tuition and fees as a package.
- Mike Rota noted that data from the National Governors' Association (NGA) project will show a gap between 4000 annual job openings in Hawai'i for occupations requiring Associate Degree or certificate-level training and 1500 students in the pipeline.

THE NEXT STEPS

- Reaching agreement on a method to use in clustering/prioritizing and presenting the campus prioritized plan for discussion at the next meeting.
 - **Mike Rota will distribute a proposed approach to consider in conducting the clustering/prioritizing process. Before the May 21st meeting, Planning Group members are requested to exchange thoughts/ideas on clustering and setting priorities for strategic initiatives via e-mail (Please use the *reply to all* feature).**
 - Goal is to complete the clustering/prioritization early enough in the summer so that the budget request can be completed, reviewed, and approved by the BOR in early fall, and submitted by November 2004.

NEXT MEETING

Friday, May 21, 2004

1:30pm

Dole Street Conference Room