Kapiʻolani Community College
Budget Committee Meeting
September 5, 2019 (9:00 - 11:00 AM)
ʻElima, ʻIliahi 2nd Floor

Attendees: Shannon Sakaue, Akanesi Kaufasi, Craig Spurrier, Aaron Hanai, Annie Thomas, Barbara Carlos, Jerilynn Enokawa, Grant Itomitsu, Lisa Kanae, Shirl Fujihara

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1. Questions/Answers - General Discussion
   a. Is there an update on our budget deficits?
      i. We started the year with a balanced budget, after having months of very difficult conversations with programs, offices, and departments.
      ii. We will assess approximately 6 months into the fiscal year. Some measures that needed to be implemented to save money may have been delayed in actual implementation.
      iii. Unbudgeted positions: program heads and administrators were asked to identify vacant positions that could be used to perform functions of unbudgeted positions that were not being continued due to the additional cost to the campus for fringe benefits attached to these positions that come directly out of the Tuition and Fee Special Fund. Funding was provided:
         1. 4.0 months of funding for APTs
         2. 6.5 months of funding for faculty
      iv. A mid-year assessment is needed on where the campus stands in meeting budgets at the program level (were the necessary reductions achieved/implemented?).

2. What's happening in the field right now - budget updates
   a. Monitor budgets at the account code level. Most direct is to use KFS.
   b. Public Budget Reports: uhcc.hawaii.edu/ovpcc/budget/files_public.php
      i. Provides Tuition and Fee Special Fund reports for each CC campus. These reports are called the "CC100 Report".
      ii. Encumbrance amounts turn into expenses once the good and services are received and an invoice is processed for payment by the Business Office. Outstanding encumbrances at the end of the fiscal year roll over to the next fiscal year along with the funding so it doesn't come out of the next fiscal year budget allocations.
      iii. Reviewed examples in the report.
      iv. Object codes provide detail of what kind of expenses you have; they all roll up to the major expenditure categories:
         B100 Regular employee payroll
         B200 Non-regular employee payroll (e.g., casuals)
         B300 Lecturers
         B400 Student help
         B600 Other current expenditures
         B610 Utilities and communications

3. KOP 1.112 - review of policy
    a. 1B: "Assure that students, faculty, and staff have a voice in college policies, planning, and budget."
    b. Question: When looking on the 'Ohana website, what is in the link of K1.201 Policy of Shared Governance? There currently is no "policy" in the link. How is it related to KOP 1.112?
    c. Question: Is the purpose of KOP 1.112 to encourage participation? Is there a union issue involved with mandating employees to have time away from their primary duties to be involved with shared governance?
    d. Question: Can we blend KOP 1.201 and KOP 1.112? Concerns of blending the documents because of the different intents of the policies.
    e. Concern: KOP 1.112 seems directed towards attention to the AGO. Since other groups are involved in shared governance (K1.201), is it possible to add other groups so that it is not so exclusive?
    f. It is apparent to the committee that the content of this policy is not inherently related to the function and purpose of the Budget Committee. Therefore, the Budget Committee recommends that this policy be reviewed by others, according to K1.100 Policy on the Policy Development Process.

4. ARF Form - revisions for consideration?
    a. Priorities
        i. Suggestion to drop the rankings from the Dean and VCs.
        ii. it was not used by some of the AGOs, and caused a lot of hurt feelings when it came to personnel.
        iii. Suggestion for the submitting departments to be the only group to rank the priority of the ARFs.
        iv. Suggestion to remove the checkboxes or streamline them into Section II, and request details should be right after the request title.
        v. Suggestion to not have the Town Hall, because it did cause some inequities for those who could attend and those who could not. Also, some people were not very detailed in their ARF, but shared a lot more in their presentation at the Town Hall.
        vi. Suggestion to have several Town Hall meetings to accommodate schedules, people can also record their presentation if they are not able to attend.
        vii. Suggestion to have a select cutoff group, and maybe use a pre-determined number before reviewing the ARFs.

        Note: Based on committee discussion, review of ARF Form and process will need to continue at the next meeting.

5. Open mic - thoughts from the committee
    While there was no time to specifically go around the table, the committee members spoke up throughout the meeting and allowed for healthy discussion.

What's next?

Upcoming budget committee meetings: meeting schedule?

VCAS Furuto and Shirl will ask the committee for availability for the next meeting.