

## ***Planning Council 4/11/08 meeting summary***

Members present: Brian Furuto, Erika Lacro, Scott Murakami, Ralph Kam, Mark Silliman, Gary Boydell, Cynthia Smith, Jim Poole, Bill Becker, Bert Shimabukuro, Sam Rhoads, Marcia Roberts-Deutsch, Kerry Tanimoto, James Niino, Cory Takemoto, Jean Maslowski (for Shanon Miho), Dianne Repsholdt, Vern Takebayashi, and Jonathan Wong. Guests: Jon Blumhardt.

Members absent: Ramsey Pedersen, Sandy Matsui, Ken Kato, Jarren Uyehara, Ross Egloria, Kyle Higa, Dolores Donovan.

1. Cynthia Smith has sent out a link via e-mail to the Planning Council (PC) that leads to a draft survey of the questions that will be used to assess the effectiveness of the PC in general, as well as how effective the PC has been in publicizing the Strategic Plan Review process. The PC members were charged with viewing the survey and sending back feedback to Cynthia before next Friday's meeting (4/18). Based on the feedback, the PC may vote to approve the survey and decide when it should be run.
2. The PC discussed the procedure for next week's meeting. The main purpose of this meeting (4/18/08 at 11:30), is to vote to prioritize the Strategic Plan Items. Marcia Roberts-Deutsch is heading a subcommittee that is currently reviewing HCC's Mission Goals. Marcia will send out the revised edition to the PC members sometime next week. The PC members have agreed to review the HCC Mission Goals prior to next Friday's voting on Strategic Plan items. The PC members were reminded that if they cannot attend, they are allowed to designate a proxy. If sending a proxy, they need to let the PC chair know before Friday (4/18). In addition, they are responsible for bringing the proxy up to speed so that they can vote on the Strategic Plan Items. The PC was reminded that when assessing the relative importance of the Strategic Plan items, that justification based on assessment/forecasting is a main consideration. In addition, having measurable goals for an item is important as the President of UH (David McClain) has informally stated that having measurable outcomes will be what he expects for UH budget items for the next six (6) years. The way the PC will prioritize the Strategic Plan items is as follows: For each item, each voting member (ex-officio members do not vote) can cast a vote of high-priority, medium-priority, and low-priority, or not vote for that item. The high-priority votes will be assigned a value of 3, the medium-priority votes will be assigned a value of 2, and low-priority votes will be assigned a value of 1. The aggregate numbers will be used to rank the items, and this sorted list will be passed on to Administration.
3. The PC went over as many of the Strategic Plan items as time allowed. The discussion was recorded by using the Discussions and Private Messages tool on the PC's Laulima site. The text of these discussions will be made available on the Intranet as soon as possible (after the discussion is finalized on Wednesday 4/16/08 at 12 noon). The PC

discussed the Strategic Plan items that are associated with the Educational Media Center (EMC) as Jon Blumhardt attended the meeting as a guest. After going over those items, the PC started discussing the items going in order from the bottom of the list up (the list is sorted in order of UHCC Strategic Goal, then by subgoal). The PC discussed items 47-53 first as these are the items that we could ask Jon Blumhardt about. After these items, the PC discussed items 36, 35, 34, 33, 32, 31, 24, 20, 19, 13, 61, 60, 59, 51, 50, 25, 11, 6, 5, 4, 66, 58, 47, and 44. The PC agreed to continue adding notes to the discussion for all the other items.

### **Events for upcoming week (4/14/08 to 4/18/08)**

1. Based on responses to the items in the Strategic Plan at the Laulima site, the PC Chair (Vern Takebayashi) will e-mail the sponsors of the items requesting further clarification. The items will be edited based on the feedback.
2. The PC members will continue to add responses to the Strategic Plan items at the Laulima site. The cutoff date/time for the last changes to be considered will be Wednesday 4/16/08 at 12 noon. The PC will not have to take into account any changes/additions to the discussion that occur after that point in time.
3. Any PC members that are unable to attend Friday's (4/18) meeting, must designate their proxy before that day.
4. On Friday 4/18/08, the PC will meet at 11:30 in 2-606. This meeting will last as long as it takes to complete the voting that prioritizes the Strategic Plan items. (This means the meeting could last beyond the normal 2 hour time limit for PC meetings.)