University of Hawaii at Hilo
Long Range Budget Planning Committee
Meeting Minutes
KFP Conference Room
October 26, 2009

Attendance: Debra Fitzsimons, Lois Fujiyoshi, Steve Bader, Kainoa Ariola, Gail Makuakane-Lundin, Norm Stahl, Kenny Simmons, Luoluo Hong, Marcia Sakai, James Cromwell, Helen Rogers, Phil Castille, Joseph O’Connell.

- Debra went over a handout prepared by Lois comparing reductions to G funds throughout the system. The total percentage of reduction between UHH and UHM which was essentially the same. Concern was expressed that UHM has been portraying their cut as substantially more than the rest of the system. The group made some suggestions on how the handout could be strengthened.

- Information on the recently ratified HGEA contract was distributed and discussed. Included in the contract are 13 “paid leave” days consolidated around the holiday and spring breaks. When UPW and UHPA contracts are settled the budget implications will be clearer.

- The system is considering closing campuses during the breaks as a cost savings measure. Debra asked committee members to go back to their respective areas and forward impacts and recommendations regarding closures. Minimum staffing levels for some essential areas would need to be determined. It was acknowledged that some services and functions would need to be available during closures.

- Debra provided information from the October 15th, BOR Meeting at UHM. The UHH presentation to the board was distributed and reviewed. The system wide budget was approved by BOR.

- Planning for the next biennium was discussed.

- The Long Range Budget and Planning Committee will be hosting another series of “brown bag” lunches next month to discuss the budget with the campus community on a Wednesday and Thursday – dates to be determined.

- Meeting was adjourned at 2:40 p.m.
The next Biennium budget planning was discussed. Following recommendations were made by LRBPC:

**Transparency**
Process
Criteria
Assumptions
Parameters
Clear and Consistent communications

**Meaningful Involvement**
Ensuring the inclusion of the campus
Providing adequate notice/lead time

**Other Comments**
"Don’t change assumptions and parameters in the middle of the process"