University of Hawaii at Hilo
Long Range Budget Planning Committee
Meeting Minutes
CAS Conference Room
December 9, 2009

Attendance:  Debra Fitzsimons, Lois Fujiyoshi, Steve Bader, Kainoa Ariola, Gail Makuakane-Lundin, Sevki Erdogan, Barbara Leonard, Norm Stahl, Kenny Simmons, Luoluo Hong, Marcia Sakai, James Cromwell, Helen Rogers.

- Debra recapped current budget status and reductions for UHH which amounts to more than 7 million dollars. Even when accounting for roll over funds, salary savings through reductions for HGEA and EM employees, hiring freezes and new tuition dollars we are still facing a serious budget challenge.

- The committee made suggestions on possible cost savings measures including continued energy savings (i.e. switching off Lights/AC’s one day a week, un-plugging equipment/power chords, reducing print costs by communicating and documenting electronically/paperless); reviewing EM salaries; centralizing class/course scheduling to maximize usage and doing academic program reviews. The group agreed to develop a method for gathering recommendations on cost savings and revenue generation ideas.

- The impact of collective bargaining was discussed. Savings so far at UHH through Executive cuts were approximately $200,000 and $400,000 for HGEA employees.

- There was general discussion of ways to communicate the seriousness of the budget problem. The campus closures during the break will definitely bring that point home. Information about best practices and a forum to collect and exchange creative budget solutions can utilize Ohana and other campus communications. A blog site could also be developed.
• One way to illustrate the energy/utility usage is to come up with a formula based upon cost per square footage for individual programs on campus. That way a baseline would be established and reductions could be measured.

• A “Budget Savings Awards” incentive program was recommended to be established providing motivation and education through rewards and recognition.

• The University is preparing for the upcoming legislative session.

• The LRBPC spring semester meeting schedule will be developed in January based upon committee member’s availability.

• Meeting was adjourned at 12:00 p.m.