

**Notes from Department Chair/Program Coordinators Meeting  
January 10, 2012 at 3:00 – 4:30 pm in KAA 109**

**Present:** Nancy Johnson, Cyrilla Pascual, Thomas Hussey, Debra Nakama, Laura Nagle, Kiope Raymond, Bruce Butler, Julie Powers, Jan Moore, Refugio Gonzalez, Cliff Rutherford, Joyce Yamada, Mark Hoffman, Lorelle Peros, Elaine Yamashita, Dean Louie, Carlton Atay, David Grooms, Jennifer Owen, Kate Acks, Diane Meyer, Lisa Sepa, Shayne Payba, Rosie Vierra, John McKee

**Announcements**

Our cable channel 55 will remain at 55 until further notice. Eventually it will move to 355, but not yet.

Thomas announced his auto tech class is large and they will do repairs and maintenance on cars for reasonable amount. Call him to make appointment. X. 236

**Lecturer Budget**

Fall 2011 lecturer costs were \$1,590,576 which was under budget by \$23,943. Spring 2012 lecturer costs are \$1,447,521 which put us over budget by \$60,940, so net for year overage was \$36,997. Discussion followed with these points: we know the breakeven costs for each lecture-taught class so depts. can keep track of low-enrolled courses; having a campus closed sign posted during the break was not helpful to prospective students. Counselors were on duty to serve students. Question arose about the purpose of the purge. A student can be purged for non-payment and go back in and register for the class the next day and not have to pay. A pay when you register requirement would be helpful. Move up financial aid deadline so students have funds to buy books at the beginning of semester.

**CTE PCC's**

David announced there is Perkins money to convene CTE Program Coordinating Councils. See him for procedures. Perkins workshop will be held January 26 in Kaa 105 at 9:30 and again at 1:30 for anyone interested in writing a proposal.

Question arose on holding TPRC meetings via polycom. We will check with system office for clarification.

Filling of vacant positions status: Engineering Tech, Culinary, Anthro/Arch, Nursing, Hawaiian Studies, English, Business Technology. Discussion on filling at next DC meeting.

Diane Meyer  
Recorder