Honolulu Community College Budget Committee Charter

Purpose

As a subcommittee of the Planning Council, the Budget Committee is part of a campus-wide consultation process on planning, resource allocation, and assessment. It operates within the existing participatory governance structure of Honolulu Community College, recognizing the primary and shared governance roles of the Faculty Senate Executive Committee (FSEC), the Staff Senate Executive Committee (SSEC), Associated Students University of Hawaii – Honolulu Community College (ASUH-HCC), and Kupa Kawai (KKW).

Its purpose is to engage, educate, and work with campus constituencies as part of a transparent planning, resource allocation, and assessment process, by discussing, evaluating, and consolidating the budget recommendations from the governance bodies, advising on fiscal realities and constraints, and providing a yearly summary on Program Change Request priorities to the Planning Council.

Specific Responsibilities

The Committee has the following responsibilities:

- Review and assess the Current Service annual base budget, fiscal resources, constraints, and opportunities, and the integrated long-range financial plan produced by the Vice Chancellor of Administrative Services.

- Review and assess the priority classifications and justifications of the various governing bodies for yearly Program Change Requests (PCRs).

- Organize and conduct town hall meetings for the discussion of priority classifications and justifications of PCRs.

- Provide a yearly summary report to the Planning Council and the Chancellor on the priority rankings for possible new budget allocations for PCRs.

Composition (Voting, Non-voting?)

Vice Chancellor of Administrative Services, Chairperson

Executive Assistant to the Chancellor, Recorder

Chairperson and President or his or her designee of each campus governing body
Division Chairperson or his or her designee from each campus division

Meetings

Three times per academic year and as needed based on the assessment of the Vice Chancellor of Administrative Services.

- A September meeting to review the current budget plan as summarized by the Vice Chancellor for Administrative Services.
- A February meeting to review the comprehensive list of PCRs submitted.
- A May meeting for discussion, assessment, and consolidation for the PC and Chancellor of the priority PCR classifications of the governing bodies.