Honolulu Community College Budget Committee Charter

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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 Kupu Ka Wai (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 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 of Members

Voting Members (10 total)

- Chairperson or Designee for the four governing bodies:
  - Faculty Senate Executive Committee (FSEC)
  - Staff Senate Executive Committee (SSEC)
• Associated Students University of Hawaii – Honolulu Community College (ASUH-HCC), and
• Kupu Ka Wai (KKW) Council.

• Division Chairperson or his or her designee from each campus division (4 UC, 1 Tech I, 1 Tech II)

Non-Voting Members

• Dean of Transportation and Trades Programs
• Dean of Student Services
• Dean of Communications and Services Programs
• Dean of University College
• Vice Chancellor of Academic Affairs
• Chancellor
• Vice Chancellor of Administrative Services, Chairperson
• Executive Assistant to the Chancellor, Recorder

Meetings

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

• One meeting in the Fall semester
• Three meetings in the Spring semester