December 11, 2003

TO: Windward Community College Budget Committee

SUBJECT: Charge and Calendar

Thank you for your willingness to serve the college by working as part of the Windward Community College Budget Committee. We are confident that a more inclusive budget development process will result in better college-wide understanding of the college budget, in well-reasoned, optimum decisions, and in broad support for decisions.

THE CHARGE:

The charge for the Windward Community College Budget Committee is to review, evaluate, prioritize, and make recommendations to the Chancellor regarding the use of resources in the College’s operating budgets, and regarding resource requests for future college funds.

THE COMMITTEE:

The Windward Community College Budget Committee will henceforth be a standing committee. It will have broad campus representation of faculty, staff, and students. Membership terms will be two years, but may be repeated. To provide continuity and stability, terms will be rotated.

A chair will be elected from the membership on an annual basis in January. The Director of Administrative Services will be advisory to the committee.

Regarding the existing year expenditure plans, the committee will be asked to review existing distribution practices, and make recommendations for revised practices as needed. When necessary, the committee will be asked to make recommendations concerning adjustments based on increased or decreased fund availability. The committee will be asked to recommend policy change if deemed appropriate.

Regarding the development of biennium budget requests, the following requirements are being promulgated by the system:
"While each campus may adopt a budget building process consistent with their needs and collaborative operating practices, the resulting campus budget proposals are to reflect the following hallmark characteristics:

- Recognition that funding for higher education is a shared responsibility of the state (through state general fund appropriations), students (through tuition), and campuses (through efficiency, reallocation, and/or generating other revenues).

- The campus’ responsibility to generate additional revenues and to diversify revenue sources.

- The recognition of a campus’ unique missions in association with the campus’ responsibility to be accountable for the measurable outcomes of the campus’ strategic plan goals and objectives that concurrently contribute to system strategic plan priorities.

- Recognition of operating cost increases (i.e., cost of increased enrollment, salary increases, and operating and utility costs) in balance with a reasonable amortized rate of growth in the context of the State’s projected economic condition and the campus’ financial plan that integrates a variety of sources of funding.

- Campus investment in support of statewide and system-wide priorities individually or in collaboration with other campuses.

- Facilities and infrastructure proposals consistent with the campus strategic plans and system priorities and long range plans."

**Windward Budget Calendar**

The committee may develop a working calendar based on the knowledge that preliminary outcomes of the campus biennium budget development process must be completed by mid-March.

**UH System Budget Development Calendar**

Mid-March each chancellor will have an opportunity to offices to tell their story, that is, What are they doing? What do they want to do? and What is needed? in a fifteen minute presentation (with deference to UHM’s size and complexity with thirty minutes). The purpose of the presentations is to permit each campus to explain their campus’ biennium budget proposals to all other campuses as a precursor to integrating the individual campus proposals into a system-wide biennium budget proposal.

By no later than April 16 System Biennium Budget Advisory Committee shall meet, formulate, and submit its recommendations to the University’s Executive
Budget Committee whose members shall be the Vice President for Academic Affairs, Chief of Staff, a Chancellor from a senior college, a Chancellor from a community college, and Director of the Budget.

By no later than May 6
In the context recommendations received, the University’s Executive Budget Committee will formulate a draft system-wide biennium budget proposal which shall be subject to consultation on a system-wide basis.

To May 31st
Members of the University community at-large may submit comments to the University Executive Budget Committee regarding the draft on an individual or on a group basis.

By no later than June 18
The University Executive Budget Committee shall submit its recommended biennium budget proposal to the President for consideration. Upon approval, the University Biennium Budget proposal shall be concurrently submitted to the Board of Regents and posted with an appropriate announcement to a publicly accessible web-site.

Angela Meixell
Chancellor