

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM # 4023 (August 13, 1979)

SUBJECT: Guidelines for the Community Colleges' Special Fund

A. References:

1. Section 305-4, H. R. S., Special Fund, 1976.
2. UH Business Manual Instruction No. 4023.4.1, Special Fund.

B. Background and Purpose: The purpose of this CCCM is to provide guidelines on the use of the special fund authorized by Act 131, S. L. H. 1975. The fund enables the Community Colleges to conduct continuing education programs and such other educational programs and services which are not a part of their regular credit programs funded through the State General Fund. Programs which may be special funded are listed in the attachment.

The special fund may be used for self-supporting programs and enterprises. While revenues for it are not derived from taxation, the Legislature must approve appropriations for it through the normal appropriation process and the fund is subject to the regular allotment process as well.

Unlike a general fund allocation, a special fund cash balance at the end of a year is available for allocation the following year.

C. Responsibilities:

1. Chancellor for Community Colleges:
 - a. issues policy and procedural guidelines;
 - b. administers the fund;
 - c. authorizes establishment and elimination of sub-accounts for campuses and equivalent organizations.
2. Provost (and other equivalent Community College executives):
 - a. establishes procedures for an authorized sub-account;
 - b. assures policy and procedural compliance in administration of a sub-account;

c. assures that expenditures and obligations do not exceed the allocation or cash, whichever is less, available for a sub-account.

D. Special Fund Guidelines:

1. Notwithstanding the programs noted in the attachment, educational programs and services must be consistent with established University directions, policies, and procedures, such as its outreach policy, Community Colleges Directions for the 80's, campus educational development plan, program authorization and approval policies and personnel, fiscal, and facilities policies and procedures.
2. Monies deposited into and disbursed from this fund must be for purposes consistent with Section 305-4, H. R. S.
3. In-state educational and service needs must be given first priority for funding. Unless specifically authorized, the fund shall not be used for out-of-state programs. Funding sources and methods for programs will be stated explicitly in program proposals, e.g., tuition rates, compensation for instructors, audit expenditures, and other costs.
4. Tuitions and fees will be established according to University policies.
5. Programs will be self-supporting, including auditing, Indirect, and other applicable costs, except that for in-state non-credit cultural enrichment and other related programs, administrative costs may be excluded.

E. Recisions:

None.

Edwin H. Mookini

Attachment

PROGRAM WHICH MAY BE SPECIAL FUNDED

Authorized special fund continuing education and other educational programs and services which are not part of regular credit programs supported by State general funding:

1. Overseas Programs: Out-of-state educational programs.
2. Off-Campus Programs: Educational programs on military bases, community facilities, such as libraries, public schools, churches and other similar non-Community College facilities.
3. Cultural Enrichment Programs: Educational programs normally not considered to be within the classroom structure. They include but are not limited to lectures, theatrical productions, dance recitals, musical performances, ethnic programs, and demonstrations.
4. Summer Programs: Educational programs offered during the summer which are not extensions of regular academic year programs. As an example, a program for majors in radiologic technology, which requires attendance during the summer for program completion within a specified time limit, is an extension of a regular academic year program and thus not eligible for special funding.
5. Selected On-Campus Programs: Educational programs which are not supported by State general funding, such as non-credit courses, some credit courses, special contract courses, and courses designed to meet needs of specialized groups.
6. Facilities Use and Related Services: Facilities and related support services for community groups and individuals.