SUBJECT: Guidelines for the Community College Center Revolving Fund

A. References:

Section 305-5, H. R. S., Community College Conference Center Revolving Fund.

B. Background and Purpose: The purpose of this CCCM is to provide guidelines on the use of the conference center revolving fund authorized by Act 87, S. L. H. 1995. The Acts enable the Community Colleges to deposit into a revolving fund all fees, charges and other monies collected from conferences, seminars and courses sponsored by the conference center programs. Typical conference center services are listed in the attachment.

The monies deposited into the conference center revolving fund may be used for all costs related to the conducting of conferences, seminars, courses and related services for the conference center programs. Typical conference center services are listed in the attachment.

Unlike a general fund allocation, a conference center revolving fund cash balance at the end of fiscal year is available for allocation the following year.

C. Responsibilities

1. Senior Vice President and 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 Colleges 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 case, whichever is less, available for a sub-account.

D. Conference Center Revolving Fund Guidelines:

1. Notwithstanding the services noted in the attachment, conferences, seminars and courses sponsored by the conference center programs must be consistent with established University directions, policies, and procedures, such as its outreach policy; Community Colleges Vision: Toward the 21st Century; campus academic development plans; 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 305-5, H. R. S.

3. Allowable expenditures from the conference center revolving fund shall include but not be limited to expenses for honoraria, hotel and room rentals, food and refreshment, printing and mailing, air fare and per diem, leis, rental of audio-visual equipment, and other conference supplies and equipment. These expenditures may be made without regard to section 103-42 and any competitive bidding requirements pursuant to state procurement requirements.

4. Conferences, seminars, courses and related services sponsored by the conference center programs shall be self supporting, including auditing, indirect and other applicable costs.

5. The provosts of the community colleges shall prepare an annual report to the Legislature accounting for all income and expenditures of each separate account within the revolving fund.

E. Recisions:

None

Joyce S. Tsunoda
Senior Vice President, University of Hawai‘i
And Chancellor for Community Colleges

Attachment
CONFERENCE CENTER SERVICES

Authorized conference center services include:

1. **Program Development:** Conducting content research and curriculum development; identifying speakers and other resource people; designing and formatting programs; scheduling courses, etc.

2. **Marketing:** Identifying potential markets; developing and printing promotional materials; mailing; preparing news releases, etc.

3. **Personnel:** Hiring of speakers, facilitators, interpreters, coordinators, curriculum developers, etc.

4. **Fiscal Services:** Developing budgets; collection and depositing fees; paying bills; preparing financial reports, etc.

5. **Coordination:** Coordinating logistical arrangements, personnel, production of instructional materials, tours and visitations, etc.

6. **Travel and Lodging Arrangements:** Securing advanced travel and lodging accommodations for participants, speakers, and family members as required, etc.

7. **Facilities:** Arranging facilities reservations, rental contracts, set-up and break-down of special equipment, exhibitions and furnishings, etc.
Honorable Norman Mizuguchi  
President of the Senate  
Eighteenth State Legislature  
Regular Session of 1995  
State of Hawai‘i  

Sir:  

Your Committee on Ways and Means, to which was referred H.B. No. 837, H.D. 2, entitled:  

"A BILL FOR AN ACT RELATING TO THE UNIVERSITY OF HAWAI‘I COMMUNITY COLLEGES,"

begs leave to report as follows:  

The purpose of this bill is to clarify that programs covered by the community college conference center revolving fund include noncredit conferences, seminars, courses, and activities conducted by the community services programs of the community colleges.  

Your Committee believes that clarifications of a more serious nature are needed for the conference center revolving fund.  

Your Committee has amended this bill by conforming the language of the statute creating the fund to that which creates the conference center revolving fund for the University of Hawai‘i, Hilo campus.  

Specifically, this measure is amended by requiring the provosts of the community colleges to prepare an annual report to the legislature accounting for all income and expenditures of each separate account within the revolving fund.