

Hawaii Community College Campus Safety Committee Charter

Campus Safety Committee Charter

Hawaii Community College (HawCC) shall maintain a standing Campus Safety Committee (CSC), which shall be a recommending body only reporting directly to the Chancellor. Regular updates will be given to the College Council by the Committee Chair.

Mission: The mission of the HawCC CSC is to maintain a campus environment that is safe and conducive for learning.

Committee Responsibilities: The Campus Safety Committee's jurisdiction covers the Manano and West Hawaii Campuses.

The CSC reviews matters pertaining to the campus environment, including but not limited to safety issues, the construction of new buildings, maintenance of existing facilities and structures, facilities use policy, State vehicle use, workplace injuries and condition of the campus grounds. Issues may be brought to the Committee from any individual or unit on campus. **The CSC should promulgate informational materials to students, staff and faculty alerting them of potential safety hazards and apprising them of safe practices.**

Recommendations are forwarded to the Chancellor for final review and approval. The Chair will inform College Counsel of all recommendations approved by the Chancellor.

Membership: Membership of the Committee includes the following:

- Vice Chancellor for Administrative Services, VCAS (Non-voting member)
- Facilities Manager
- Chief of Safety and Security
- One faculty member from Faculty Senate (can be one of the faculty members from Divisions as outlined below)
- ~~- One faculty member from each Division, appointed by the division~~
- One member appointed from the each of the following units:
 - Facilities & Maintenance Department (UPW Unit 1)
 - Clerical (HGEA Unit 3)
 - Administrative Professional and Technical (HGEA Unit 8)
 - Academic Support
 - Office of Continuing Education and Training (OCET)
 - Student Services
 - Disability Services
- One student

The VCAS, Facilities Manager, and Chief of Safety and Security shall be permanent members. The term of service for all other members including the chairperson shall be two years and terms are renewable. The chairperson shall be appointed by the Chancellor.

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Meetings: The Campus Safety Committee should meet at the conclusion of each semester to review prior recommendations and recent occurrences, and more frequently if necessary as determined by the Committee Chair.

Documentation: The Chair shall be responsible for generating all schedules, agendas and minutes. An annual schedule of meetings should be generated prior to the beginning of the Fall Semester. The Chair should generate a preliminary agenda and promulgate same to members for their input no less than two weeks prior to a meeting. Following a one week input period, the Chair shall generate a final agenda for the next meeting and notify all members of same. Following the meeting, minutes shall be sent to members for correction/approval.

Quorum: Fifty percent of membership plus one member

Voting Procedure: Any member may make a motion from the floor for item approval. Any other member may second the motion. If the motion is not seconded, it dies on the floor. Voting on motions will be decided by the majority through a voice vote. The majority shall be determined as fifty percent of the present members plus one member.

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Annex A

2014 Campus Safety Committee Membership

	Group or Position	Representative	Comment
1	VC Administrative Services	James Yoshida	Non-voting member
2	Facilities Manager		
3	Chief of Safety and Security	Jeff Newsome	Chairman FY14-16
4	Fire Science	Jack Minassian	
5	Student Disabilities Coordinator	Mari Giel	
6	Apprenticeship Coordinator	Wilt Watanabe	
7	Student Services	Kaleo Quintana	
8	Social Science	Jessica Lerma	
9	School of Nursing	Erick Cremer	
10	W. Hawaii Campus	Rachel Louis	
11			
12			
13			
14			
15			
16			
17	Student		