

# Hawai'i Community College College Council Charter DRAFT

## PREAMBLE

The College Council of Hawai'i Community College (hereinafter referred to as the College) will convene as the Kauhale's means to maintain and strengthen communication.

### ARTICLE I. NAME

The name of the organization will be known as the College Council of Hawai'i Community College. The College Council will be referred to hereinafter as the Council.

### ARTICLE II. PURPOSE OF THE COLLEGE COUNCIL

Section 1. The purpose of the Council is to serve as a collegewide organization with representation from all the major campus constituencies and exofficio members (see Art. III. Section 2). As representatives of the kauhale, the Council will develop and assist in the implementation of the College's strategic plan through an inclusive, participatory, and transparent planning, assessment and resource allocation processes. The council will be responsible in providing oversight for campus wide committees tasks and in reviewing policies affecting the institution. The Council will then advise the Chancellor on issues that affect the entire college and that are not exclusively governed by another body, such as the Academic Senate, ASUHHawai'i CC, etc.

Section 2. Issues under this Charter mean matters of College concern. Anyone from the Kauhale may bring Collegewide issues to the Council that include but are not limited to the following areas:

- a. Consultation of Budget & Resource Allocation
- b. Strategic Planning (budget, facilities, health and safety, technology)
- c. Community relations
- d. Accreditation and Assessment
- e. Institutional guiding statements (Mission, Vision, Institutional Outcomes)
- f. The College Hour Schedule
- g. Coordination of committees, as appropriate

Section 3. In order to accomplish its advisory function, if the Council deems it appropriate and necessary, it may create a task force to assist in developing recommendations to the Chancellor. A task force must include at least one Council member who will serve as chair, and may also include faculty and

staff who are not Council members. The charge for a task force will be explicitly stated in writing. A College Council's task force will normally be created for a period of one year or less unless it has been renewed for a year as approved by the College Council after considering the rationale. Task forces may be annually renewed thereafter as approved.

Section 4. Fulfilling responsibilities with which the Council is entrusted that support the  
the  
College's mission and accreditation requirements.

Section 5. The Council is responsible for the development, revision, and assessment of all  
of all  
Institutional Guiding Statements of the College.

### **ARTICLE III. COMPOSITION OF THE COUNCIL**

Section 1. Membership eligibility Exofficio members and representatives must be full-time

administrators, BOR appointed faculty, or APT, UPW BU 01 or HGEA BU 03 regular hires. Constituencies to be represented and exofficio members are determined by the Council in consultation with the Chancellor and Administration.

Section 2. Council Members Exofficio members and constituencies for Council representation are determined by the most current Organizational Chart to ensure collegewide participation. Appendix A is the current list of Council members who are either exofficio or who represent constituencies, which are also listed. The current organizational chart can be found in the Human Resources office.

Section 3. Officers of the Council Officers include a Chair and Vice Chair. The Chair of the

Council will announce a call for nominations of the Vice Chair at the penultimate meeting of the academic year. Nominations for the new Vice Chair will be made by representative council members. Once elected, the Chair or Vice Chair may not serve as a representative; a replacement representative will be seated on the Council. In the event that the Vice Chair does not assume the role of the Chair the following year, a new Chair and Vice Chair will be voted on by members of the Council (in which case the Chair would only serve a 1 year term)

Section 4. Terms of membership The term for exofficio members is unlimited. Representative members serve for two (2) year terms, with a maximum of 6 consecutive years (with exception of Institutional Assessment Coordinator and Ho'olulu Representative and Kauhale Representative).

The ViceChair is elected to serve one (1) year in this capacity, with the expectation of then serving the following academic year as the Chair. After fulfilling one year service as Chair, that person may be invited by the new Chair to serve in an advisory capacity on the Council during the term of the new Chair.

Section 5. Duties of the Chair The College Council Chair may receive at least three (3) credit

hours of reassigned time or the equivalent each semester, with the exception of members in HGEA BU 03 and UPW BU 01; and will have the following duties:

- a. Provide leadership for facilitating constituent engagement and communication for the overall well being of the Kauhale.
- b. In collaboration with the Admin Team, contribute to and monitor the progress of the College's fulfillment of its accreditation requirements.
- c. Prepare a draft schedule for College Hour Meetings for the following academic year, presenting it for approval to the College Council at its April meeting and, once approved, distributing it appropriately.
- d. Plan Council meetings using the approved College Hour schedule.
- e. In collaboration with the Chancellor, will plan the agenda for each meeting of the Council.
- f. Serve as the presiding officer of the Council.
- g. Transmit recommendations and actions of the Council to the Chancellor and others as appropriate.
- h. Represent the Council impartially.
- i. Meet with the Chancellor at mutually agreed upon regular intervals.

Section 6. Duties of the Vice Chair

- a. Participate regularly in the meetings of the College Council Standing Committees and serve as the College Council representative on the College Effectiveness Review Committee (CERC).
- b. Assist the Chair with all College Council duties and functions.
- c. In the absence of the Chair, serve as the presiding officer of the Council.
- d. Provide active maintenance of the College Council Website.

#### **ARTICLE IV. RESPONSIBILITIES OF INDIVIDUAL COLLEGE COUNCIL MEMBERS**

Section 1. Representation Because the purpose of the Council as a Collegewide group is to

maintain and strengthen communication for decision making processes and planning at the College, representative members are responsible to seek input from their respective constituencies and to report back information as needed. If the representative is unable to attend a meeting,

they must notify the Chair in writing prior to the meeting and may assign a substitute proxy representative.

## **ARTICLE V. MEETINGS**

Section 1. Frequency of meetings Council meetings will be held monthly during the academic year. The College Hour schedule of meeting times will be followed as closely as possible unless there are conflicts with instructional units. Council meetings may be rescheduled to accommodate instructional meetings. Emergency meetings of the Council may be held when requested in writing by a majority of the members of the College Council.

Section 2. Conduct of meetings Parliamentary procedure will be governed by Robert's Rules of Order, Revised. In the event of procedural conflict, the College Council Charter will be the final authority.

With utmost respect for members of our Kauhale, Council members shall at all times proactively demonstrate engagement in practicing Hawaiian values while working together.

Chair The quorum to meet is ten (10) members of the Council, including the and/or the ViceChair who must convene the meeting.

Section 3. Agenda The Council Chair, in collaboration with the Chancellor, will plan the agenda for each meeting. The agenda and the draft of the previous meeting's minutes will be posted to the College Council website and distributed to committee members no fewer than five (5) working days prior to the next scheduled Council meeting. An announcement of the upcoming College Council meeting and a copy of the agenda will also be emailed to the Kauhale at least 5 days prior to the meeting.

Any member of the Kauhale may submit a written proposal to the Chair, using the Proposed Items for College Council Agenda Form, requesting that an item be placed on the agenda. The Chair will present the item to the Council for approval as an agenda item. If the item is not approved, the Chair will provide written feedback to the proposer.

Section 4. Open Meetings All Council meetings are open to everyone. Only those present who are recognized by the Chair can participate in the discussion or address those assembled. When deemed appropriate and legal according to the State "Sunshine Law," Hawaii Revised Statutes, Chapter 92, the

Council may go into executive (closed) session for the consideration of confidential or sensitive matters.

Section 5. Matters Requiring Approval If matters require the Council's approval, they will be reviewed at scheduled meetings. Approval of such matters requires the consent of the majority present at the meeting. If preferred by a Council member, approval may be determined by secret ballot.

Section 6. Record of Meetings and Actions The job of the recorder will be shared by all representative members of the College Council. The Chair will prepare a rotation of Council members to serve as recorders. The recorder will prepare draft minutes of the proceedings, including motions, actions, votes, summary reports, and topics of discussion.

The College Council Chair will review a draft of the unapproved minutes, edit as appropriate and distribute the draft with the agenda for the next meeting. Once the minutes have been approved, the Chair will distribute them to the College via the Council website.

## **ARTICLE VI. STANDING COMMITTEES**

Section 1. Committee on Committees The Committee on Committees (COC) reports to the College Council and serves as the College's work group to coordinate and centralize the College committee structure. The COC reviews and approves all proposed committees to confirm there is no overlap in function or purpose. The COC provides oversight to ensure committee work is equitably distributed among faculty and staff. The COC makes a recommendation to the Council, which can endorse, not approve, or table the recommendation. The action will be reported in the Council's minutes.

The Chair of the COC gives regular reports at College Council meetings about all committees being proposed, disbanded, or reorganized. Prior to each academic year, the COC will: 1) fills committee membership by soliciting volunteers and 2) appoints members and/or conducts elections as needed, and 3) will send out letters to serving members of each committee. Additionally the COC will be responsible to 1) conduct a periodic review of the College's committee structure and makes recommendations as needed, 2) develop a policy review schedule and refer to the appropriate body when policy review is needed, and 3) review proposed policy submissions/new policies for recommendation to The

Council.

Section 2. Assessment Committee The Hawai'i Community College Assessment Committee

reports to the College Council and serves as the College's work group for all assessment related issues. The Assessment Committee will work in collaboration with CERC to evaluate program/unit assessments in Comprehensive Reviews.

Because assessment is the responsibility and serves the interests of all members of the Kauhale, the Assessment Committee is composed of member representing every sector of the Kauhale. The Committee meets regularly throughout the academic year. Committee meetings are open to the entire Kauhale.

Section 3. College Effectiveness Review Committee (CERC) The Hawai'i Community College CERC will deliberate and respond to each program's or unit's Comprehensive Review and report to the College Council its evaluation of each program or unit which will be included in Institutional Planning and recommendations to the chancellor.

CERC will be composed of college-wide representation and will meet throughout the year as needed for reviews and recommendations to take place.

Section 4. Faculty/Staff Development Committee The Hawai'i Community College Faculty and Staff Development Committee reports to the College Council and supports the mission and goals of the College by planning, coordinating and presenting professional and personal development opportunities to college personnel.

The committee coordinator is appointed by the Chancellor, and membership is open to all campus personnel with a minimum membership of eight members representing different sectors and employee groups. Meets are held regularly during the academic year, and the appointment term is one year.

## **ARTICLE VII. AMENDING THE CHARTER**

Section 1. Amendments Any Council member can present a proposal amendment to the Council Charter by submitting the Proposed Items for Agenda form identified in ARTICLE V. Section 3. A rationale for the amendment must be included.

### **APPENDIX A College Council Charter Membership**

Titles of exofficio members and representative members who are employees are based on the current Organizational Chart for Hawai'i Community College (July 1, 2015). Chart numbers are references to those found in the current Organizational Chart.

**ExOfficio members (by virtue of their positions)**

1. Chancellor (Chart 2)
2. Vice Chancellor for Academic Affairs (Chart 3)
3. Vice Chancellor for Administrative Affairs (Chart 5)
4. Vice Chancellor for Student Affairs (Chart 4)
5. Director of the Office of Continuing Education and Training-OCET (Chart 6)
6. Director of the University of Hawaii Center, Pāalamanui (Chart 7)
7. Dean of Career & Technical Education (Chart 3A1)
8. Dean of Liberal Arts & Public Services (Chart 3A2)

**Representative members and the constituencies they represent**

9. **Career and Technical Education**, representing: Nursing & Allied Health, Business Education & Technology, Hospitality, Applied Technical Education, Transportation & Applied Technology, Construction Technology, Construction Academy, and Secretarial Support (Chart 3A1)
10. **Liberal Arts & Public Services**, representing: English, Humanities, Math and Natural Sciences, Social Sciences and Public Services, and Secretarial Support (Chart 3A2)
11. **Academic Affairs**, representing: Learning Center, Library, Academic Computing and Technology Resources, Institutional Research, Institutional Services (Distance Education and Instructional Support, Institutional Assessment, Curriculum and Catalog Support) and Secretarial Support (Chart 3B/Chart 3)
12. **Student Affairs**, representing: Counseling and Student Life, Enrollment Services, and Secretarial Support (Chart 4)
13. **Administrative Affairs**, representing: Business Office, Human Resources, Planning/Operations & Maintenance, Security, and Secretarial Support (Chart 5)
14. **Continuing Education & Training**, representing: Apprenticeship Program, Noncredit programs, and Secretarial Support (Chart 6)
15. **University of Hawaii Center, Pāalamanui**, representing: Student Services, Administrative Services, Operations and Maintenance, Academic Support, and Secretarial Support (Chart 7)
16. **Office of the Chancellor**, representing Community Liaison & Recruitment and Secretarial Support (Chart 2)
17. **Academic Senate Chair**, representing all BOR appointed faculty
18. **ASUH Hawai'iCC President**, representing currently enrolled Hawai'iCC Students
19. **Ho'olulu Council Chair**, representing Hawai'iCC group that is part of the UH System's Pūko'a Council.
20. **Kauhale**, added to the membership by the Chancellor (May 2010)
21. **Institutional Assessment Coordinator**, representing Assessment