

**Hawai'i Community College  
College Council Charter  
PREAMBLE**

The College Council of Hawai'i Community College (hereinafter referred to as the College) will convene as the means for the *Kauhale* to maintain and strengthen College-wide communication and shared governance.

**ARTICLE I. NAME**

The name of the organization will be the College Council of Hawai'i Community College. The College Council will be referred to hereinafter as the Council, with individual representative and ex officio members referred to hereinafter as Council members. BOR-appointed faculty, APT and Civil Service regular hires, and currently-enrolled students, may serve as representative members; lecturers and other temporary employees who have been employed by the College for at least three years prior and have been selected/elected by their constituency may serve as Representatives as long as they remain employed by the College during their term of Council service, but must relinquish their seat if they separate from the College or move to a different constituency group; full-time administrators and, as appropriate, selected subject area specialists, may serve as ex officio Council members. All

BOR-appointed faculty, APT and Civil Service regular hires, lecturers and other temporary employees, full-time administrators, and currently-enrolled students will be referred to hereinafter as College *Kauhale* members.

**ARTICLE II. PURPOSE OF THE COLLEGE COUNCIL**

Section 1.

The purpose of the Council is to serve as a college-wide organization with representation from all the major campus constituencies and ex officio 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, evaluation, and resource allocation process. The Council will be responsible for providing oversight for campus-wide committee tasks and reviewing policies affecting the institution.

The Council will advise the Chancellor on issues that affect the entire College that are not exclusively governed by another body, such as the Academic Senate or the Associated Students of the University of Hawai'i (ASUH).

Section 2.

Issues under this Charter refer to matters of College concern. Any member from the *Kauhale* may bring College-wide issues to the Council. College-wide issues may include but are not limited to the following:

- a. Budget and Resource Allocation
- b. Strategic Planning (budget, facilities, health and safety, technology)
- c. Community Relations
- d. Accreditation, Assessment and Institutional Effectiveness
- e. Institutional Guiding Statements (Mission, Vision, and Institutional Outcomes)
- f. Schedule of College Meetings
- g. Coordination of Committees, as appropriate

### Section 3.

In order to perform in an advisory capacity, the Council may create a task force to assist in developing recommendations for the Chancellor if it deems such appropriate and necessary. A task force must include at least one Council member who will serve as the chair, but it 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 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 Council after consideration. A task force may be annually renewed thereafter if approved by the Council.

### Section 4.

The Council is entrusted to support the College's mission and accreditation requirements.

### Section 5.

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

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

### Section 1. Membership eligibility

Ex officio members and representatives must be full-time administrators, or BOR-appointed faculty, or APT or Civil Service regular hires, or currently-enrolled students, or lecturers and other temporary employees who have been employed by the College for at least three years prior and have been selected/elected by their constituency as Representatives, as long as they remain employed by the College in their constituency group during their term of Council service. Constituencies to be represented and ex officio members are determined by the Council in consultation with the Chancellor and administration.

### Section 2. Council Members

Ex officio members and constituencies for Council representation are identified by the most current organizational chart to ensure College-wide participation. Appendix A provides a current list of Council members who are either ex officio or represent constituencies. The current organizational chart can be accessed at:

<http://uhcc.hawaii.edu/ovpcc/administrative/budget/organizational>.

### Section 3. Officers of the Council

Officers include the College Council Chair and College Council Vice Chair, hereinafter referred to as Chair and Vice Chair. BOR-appointed faculty, and APT and Civil Service regular hires may serve as Council officers; administrators, lecturers and other temporary employees, and students may not serve as Council officers.

The Chair will announce a call for nominations of the Vice Chair at the penultimate Council 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; if necessary, a replacement representative will be seated on the Council.

After serving for one year as Vice-Chair, the member is encouraged to serve as Chair the following year. 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.

#### Section 4. Terms of membership

- a. There is no term limit for ex officio members.
- b. Representative members serve two-year terms, with a maximum of six consecutive years, with the exception of the *Ho'olulu* Representative.
- c. The Vice Chair is elected to serve one year, with the expectation of then serving as the Chair in the next academic year. After completing one year of 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 Chair may receive at least three credit hours of reassigned time or the equivalent each semester, with the exception of members in HGEA BU 03 and UPW BU 01; APT or Civil Service members serving as Chair may be provided an allocation for professional development equivalent each semester to the reassigned time or equivalent provided to faculty members.

The Chair will have the following duties:

- a. Serve as the presiding officer of the Council.
- b. Conduct the Council's business impartially.
- c. Provide leadership for facilitating constituent engagement and communication for the overall well-being of the *Kauhale*.
- d. Contribute to and monitor the progress of the College's fulfillment of its accreditation requirements in collaboration with the College's administration.
- e. Prepare a draft for the Schedule of College Meetings for the following academic year, presenting it for approval to the College Council at its April meeting, and, once approved, distributing it to College constituents.
- f. Plan Council meetings using the approved Schedule of College Meetings.
- g. Plan the agenda for each meeting of the Council in collaboration with the Chancellor and with the participation of the Vice-Chair.
- h. Transmit recommendations and actions of the Council to the Chancellor and others as appropriate.
- i. Prepare a rotation list of Council members to serve as meeting recorders.
- j. 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 Chair with the Chancellor, and serve as the College Council representative on the College Effectiveness Review Committee (CERC).
- b. Assist the Chair with all Council duties and functions.
- c. Serve as the presiding officer of the Council in the absence of the Chair.
- d. Maintain and update the College Council website.

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

### Section 1.

#### Representation

Because the purpose of the Council as a College-wide 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 to the Council for consideration. 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.

## **ARTICLE V. MEETINGS**

### Section 1. Frequency of meetings

Council meetings will be held monthly during the academic year. The meeting times for the Schedule of College Meetings will be followed as closely as possible unless there are conflicts with instructional divisions. Emergency meetings of the Council may be held when requested in writing by a majority of the members of the 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.

Ex officio members may vote on motions; the Chair and Vice Chair may not vote on motions.

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

The quorum to commence a meeting is fifty percent plus one (50% + 1) of the current representative members of the Council, including the Chair, or the Vice Chair if the Chair is absent, who must convene the meeting.

### Section 3. Agenda

The Chair, in collaboration with the Chancellor and with the participation of the Vice-Chair, will plan the agenda for each Council 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 Council meeting and a copy of the agenda will also be emailed to the *Kauhale* at least five (5) days prior to the day of 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 all members of the College. 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,” Hawai‘i Revised Statutes, Chapter 92, the Council may enter 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 of Council members present at the meeting. If preferred by a Council member, voting may be conducted by secret ballot.

#### Section 6. Record of Meetings and Actions

The job of the recorder will be shared by all representative members of the 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 Council Chair will review a draft of the unapproved minutes, edit as appropriate, and distribute the draft with the agenda at least five (5) days prior to the next meeting. The Council will vote at the next Council meeting to approve, revise or reject the minutes. Once the minutes have been approved, the Vice-Chair will distribute them to the College via the Council website.

### **ARTICLE VI. STANDING COMMITTEES**

#### Section 1. Committee on Committees

The Hawai‘i Community College Committee on Committees (CoC) reports to the Council and serves as the College’s work group to coordinate and centralize the College’s 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 Council meetings about all committees being proposed, disbanded, or reorganized. Prior to each academic year, the CoC will solicit volunteers for committee membership. Additionally, the CoC will be responsible for conducting a periodic review of the College’s committee structure, making recommendations as needed.

#### Section 2. Assessment Committee

The Hawai‘i Community College Assessment Committee (AC) reports to the Council and serves as the College’s work group for all assessment-related issues. The AC works in collaboration with the College Effectiveness Review Committee (CERC) to evaluate program and unit assessments referenced in comprehensive reviews. The AC reports its summary evaluations to the Council, which the Council may include, as appropriate, in institutional planning recommendations to the Chancellor.

Because assessment is the responsibility of and serves the interests of all members of the *Kauhale*, the AC is comprised of faculty, staff and administrators representing the entire *Kauhale*. The AC meets regularly throughout the academic year. Committee meetings are open to the entire *Kauhale*.

### Section 3. College Effectiveness Review Committee

The Hawai'i Community College Effectiveness Review Committee (CERC) will deliberate and respond to each program's or unit's comprehensive review and report to the Council its evaluation, which may be included, as appropriate, in institutional planning recommendations to the Chancellor. In turn, the Council will respond to the CERC with a summary memorandum detailing any pertinent information or suggestions that arise from discussion on the Council floor.

CERC is convened by the Vice-Chancellor for Academic Affairs and is comprised of faculty, staff, administrators and students representing the entire *Kauhale*. The committee meets throughout the year as needed for reviews and recommendations. Committee meetings are open to the entire *Kauhale*.

### Section 4. Faculty and Staff Development Committee

The Hawai'i Community College Faculty and Staff Development Committee (FSDC) reports to the Council and supports the mission and goals of the College by planning, coordinating, and presenting professional and personal development opportunities to faculty and staff.

The committee coordinator is appointed by the Chancellor, and membership is comprised of faculty and staff representing the entire *Kauhale*. Meetings are held regularly during the academic year, and the appointment term is one year. Committee meetings are open to the entire *Kauhale*.

### Section 5. Environmental Sustainability Committee.

The Hawai'i Community College Environmental Sustainability Committee (ESC) reports to the Council and serves as the College's work group for all non-academic curricular environmental sustainability related issues. The ESC will work in collaboration with the Senate Select Committee on Sustainability Course Designation with the goal of making Hawai'i Community College a model of ecological leadership by lowering Hawai'i CC's carbon footprint, water usage, waste sent to landfills, and other measurable ways to become more environmentally sustainable.

The committee chair is appointed annually by the committee at its first meeting and membership is open to all College members including faculty, staff, administrators and students, with at least one member representing the Senate Select Committee on Sustainability Course Designation. Committee meetings are open to the entire *Kauhale*.

### Section 6. Community Participation Committee.

The Hawai'i Community College Community Participation Committee (CPC) reports to the Council and serves as the College's work group for all community participation related issues. The CPC works in collaboration with the administration to establish and maintain a database of community events (such as various community parades, awareness events, etc.) and to determine at which events Hawai'i Community College faculty, staff, students and administrators can represent the *Kauhale* through their participation. The goal of the CPC is to increase Hawai'i CC's presence in the community and for *Kauhale* members to experience important events of the communities in which they live.

The committee chair is appointed annually by the committee at its first meeting and membership is open to all College members, including faculty, staff, administrators and students. Committee meetings are open to the entire *Kauhale*.

#### Section 7. Accreditation Steering Committee

The Hawai'i Community College Accreditation Steering Committee (ASC) serves as the College's work group to support the College's accreditation processes and provides feedback and support for matters related to the College's accreditation status. The College's Accreditation Liaison Officer (ALO) serves as Chair and the membership is comprised of the Chancellor, the ALO, the Institutional Self-Evaluation Report (ISER) chairs, the ISER core team members, and the Quality Focus Essay initiatives' task force leads.

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

#### Section 1.

Any Council member may propose an amendment to the College Council Charter by submitting the [Proposed Items for College Council Agenda Form](#), as identified in ARTICLE V, Section 3. A rationale for the amendment must be included.

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

Titles of ex officio members and representative members who are employees are based on the current organizational chart for Hawai'i Community College as identified in Article III, Section 2. Chart numbers are references to those found in the current organizational chart.

#### **Ex officio members (by virtue of their positions)**

1. Chancellor (Chart 2)
2. Vice Chancellor for Academic Affairs (Chart 3)
3. Vice Chancellor for Student Affairs (Chart 4)
4. Vice Chancellor for Administrative Services (Chart 5)
5. Director of Continuing Education and Training (EDvance) (Chart 6)
6. Director of Hawai'i CC - Pālamānuī, University of Hawai'i Center (Chart 7)
7. Dean of Career and Technical Education (Chart 3-A1)
8. Dean of Liberal Arts and Sciences (Chart 3-A2)
9. Director of Kō Education Center (Chart 8)
10. Hawai'i Papa O Ke Ao member (appointed by the Chancellor)
11. Accreditation Liaison Officer (appointed by the Chancellor)

#### **Representative members and the constituencies they represent**

12. **Career and Technical Education**, representing: Hospitality, Business Education and Technology, Construction Academy, Health Sciences, Transportation & Applied Technology, Construction Technology, and Secretarial Support (Chart 3-A1).

13. **Liberal Arts and Sciences**, representing: Social Science and Public Services, English, Humanities, Math and Natural Sciences, and Secretarial Support (Chart 3-A2).

14. **Academic Affairs, Academic Support**, representing: Student Information Support, Institutional Evaluation, Academic Computing, The Learning Center, and Secretarial Support (Chart 3, Chart 3-B).
15. **Student Affairs**, representing: Enrollment Services (Information Center, Admissions and Records, and Financial Aid), Counseling and Student Life Engagement (Counseling and Advising, Mental Health, Student Life, and Hā‘awi Kōkua) and Secretarial Support (Chart 4).
16. **Administrative Services**, representing: Business Office, Human Resources, Planning, Operations and Maintenance, Security, Budget Analyst, and Secretarial Support (Chart 5).
17. **Office of Continuing Education and Training (EDvance)**, representing: Apprenticeship Program, Noncredit programs (Non-credit, International Programs, Curriculum Coordinator and Developer), and Secretarial Support (Chart 6).
18. **Hawai‘i CC - Pāalamanui**, representing: Academic Support, Administrative Services, Operations and Maintenance, Student Services, and Secretarial Support (Chart 7).
19. **Office of the Chancellor**, representing Community Liaison and Recruitment and Secretarial Support (Chart 2).
20. **Academic Senate Chair**, representing all BOR-appointed faculty.
21. **Associated Students of the University of Hawai‘i - Hawai‘i Community College (ASUH-Hawai‘i CC) President**, representing currently enrolled Hawai‘i CC Students.
22. **Ho‘olulu Council Chair**, representing Hawai‘i CC group that is part of the UH System’s Pūko‘a Council.
23. **Kō Education Center**, representing: Academic Support, Administrative Services, Operations and Maintenance, Student Services, and Secretarial Support (Chart 7).

Last Revised January 2022



Chancellor’s Signature

Date: **Feb 1, 2022**