

# **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 *Kauhale*'s means to maintain and strengthen College-wide 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 with individual members referred to hereinafter as Council members. All BOR-appointed faculty, APT-UPW BU 01 and HGEA BU 03 regular hires will be referred to hereinafter as College 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 to the Council college-wide issues that include but are not limited to the following:
- a. Consultation of 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. The 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, BOR-appointed faculty, or APT, UPW BU 01, or HGEA BU 03 regular hires. 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 the current list of Council members who are either ex officio or represent constituencies. The current organizational chart can be found in the Human Resources office.

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. 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; 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; therefore, the Chair serves a one-year term).

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 and *Kauhale* 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, and will have the following duties:

- a. Serve as the presiding officer of the Council.
- b. Conduct the Council 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.
- h. Transmit recommendations and actions of the Council to the Chancellor and others as appropriate.
- 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 (see Article VI, Standing Committees) 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 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 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 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.

The quorum to meet 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, 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 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 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 any member 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 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 for 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 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 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: 1) solicit volunteers for committee membership, 2) appoint members and conduct elections as needed, and 3) send out letters to serving members of each committee. Additionally, the CoC will be responsible for 1) conducting a periodic review of the College's committee structure, making recommendations as needed, 2) developing a policy review schedule and referring to the appropriate body when policy review is needed, and 3) reviewing proposed policy submissions or new policies for recommendation to the Council.

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 will work in collaboration with the CERC to evaluate program and unit assessments referenced in comprehensive reviews. The AC will report to the Council and the CERC its summary evaluations, which the Council will include, as appropriate, in institutional planning and

recommendations to the Chancellor.

Because assessment is the responsibility of and serves the interests of all members of the *Kauhale*, the Assessment Committee is composed of members representing every sector of the *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 will be included, as appropriate, in institutional planning and recommendations to the Chancellor. In turn, the Council will respond with a summary detailing any pertinent information or suggestions that arise from discussion on the Council floor.

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

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 College members.

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

Section 5. Environmental Sustainability Committee. The Hawai'i Community College Environmental Sustainability Committee (ES) reports to the Council and serves as the College's work group for all non-academic curricular environmental sustainability related issues. The ES 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 by the committee at its first meeting and membership is open to all College members with a minimum membership of eight members representing different programs, employee groups, and students, with at least one member representing the Senate Select Committee on Sustainability Course Designation.

Section 6. Community Participation Committee. The Hawai‘i Community College Community Participation Committee (CP) reports to the Council and serves as the College’s work group for all community participation related issues. The CP will work in collaboration with the administration to establish and maintain a database of community events (such as various community parades, awareness events, etc.) and how and when Hawai‘i Community College faculty and staff can represent the Kauhale through their participation in those events. The goal of the CP will be to increase Hawai‘i CC’s presence in the community and for Hawai‘i CC’s faculty and staff to experience important events of the community in which they live.

The committee chair is appointed by the committee at its first meeting and membership is open to all College members with a minimum membership of eight members representing different programs, employee groups, and students.

Section 7. Office of Kauhale Analytics and Intelligence Advisory Committee. The Hawai‘i Community College Office of Kauhale Analytics and Intelligence Advisory Committee (KAIAC) is an administrative committee that is based on subject-area interests and serves as the College’s work group for accessing, researching, and analyzing data for student success. KAIAC is a voluntary group that determines areas of interest in data management including the assistance in the creation of a Hawai‘i CC data dictionary and maintain data quality throughout the campus. The committee will be comprised of the chair (the Kauhale Analytics & Intelligence Supervisor) two co-chairs (KAI staff and faculty/staff from Hawai‘i CC) and “power users” (rotating college faculty and staff) based on their use of data and training on data methods.

## **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 Agenda Form 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 (July 1, 2015). 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 Administrative Services (Chart 5)
4. Vice Chancellor for Student Affairs (Chart 4)
5. Director of EDvance (Chart 6)
6. Director of Hawai‘i CC - Pālanui (Chart 7)
7. Dean of Career and Technical Education (Chart3A1)
8. Dean of Liberal Arts and Public Services (Chart3A2)

9. Institutional Assessment Coordinator (Chart 3B)
10. Hawai'i Papa O Ke Ao member (Appointed by the Chancellor)
11. Director of North Hawai'i Educational & Research Center (Chart 7)

**Representative members and the constituencies they represent**

12. **Career and Technical Education**, representing: Nursing and Allied Health, Business Education and Technology, Hospitality, Applied Technical Education (Transportation & Applied Technology, Construction Technology, Construction Academy), and Secretarial Support (Chart 3A1)
13. **Liberal Arts and Public Services**, representing: English, Humanities, Math and Natural Sciences, Social Sciences and Public Services, and Secretarial Support (Chart 3A2)
14. **Academic Affairs**, representing: Learning Center, Library, Computer Services, Institutional Research, Institutional Services (Distance Education and Instructional Support, Institutional Assessment, Curriculum and Catalog Support) and Secretarial Support (Chart 3B/Chart 3).
15. **Student Affairs**, representing: Counseling and Student Life, Enrollment Service and Secretarial Support (Chart 4)
16. **Administrative Services**, representing: Business Office, Human Resources, Planning/Operations and Maintenance, Security, and Secretarial Support (Chart 5)
17. **EDvance**, representing: Apprenticeship Program, Noncredit programs, and Secretarial Support (Chart 6)
18. **Hawai'i CC – Pālanui**, representing: Student Services, Administrative Services, Operations and Maintenance, Academic Support, 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. **North Hawai'i Educational & Research Center (NHERC)**, representing: Student Services, Administrative Services, Operations and Maintenance, Academic Support, and Secretarial Support (Chart 7)