



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Campus Council Revised Constitution and By-laws

Approved May 5, 2014

Reapproved March 2, 2015

Updated November 6, 2020 - The updates are: 1) update the membership from 18 to 19 to include Kīpuka, Native Hawaiian Center at Pu‘uloa Coordinator or designate, and 2) update the corresponding math in Articles II, V and VIII.

Preface

The reorganization of the Leeward CC Campus Council, in order to incorporate the responsibilities of the former Executive Planning Committee (EPC), is hereby promulgated with the following understandings:

The Campus Council will serve as a recommending body to the Chancellor for finalizing planning and budgetary matters, including but not limited to program reviews, area plans, budget structuring and prioritization of the college's operational plan. On behalf of the constituencies of the college, it has the responsibility of recommending college priorities to the College Chancellor and through the College Chancellor to the Vice President for Community Colleges, President of the University of Hawai'i, and the Board of Regents of the University of Hawai'i. "Priorities," under this constitution, means establishing preferences for the direction of the college, particularly in regard to budget planning and resource allocation.

Article I

Purpose and Functions of the Council

- Section 1. The Council reviews the findings and planning lists generated from the Annual Review process along with recommendations from the Information Technology and Space Management and Facilities Planning Standing Committees and then makes recommendations on overall prioritization for budget requests and strategic directions based on institutional parameters (e.g. Leeward CC Strategic Plan, UH system directives, budget ceilings, etc).
- Section 2. The Council annually reviews the adequacy of the planning process, making recommendations for improvement as to quality and usefulness of the data collected. It

also assesses whether data is being housed in a manner that allows for decision-making that is open and transparent.

- Section 3. The Council ensures the integrity, finalization and resolution of any questions or disputes over the interpretation or application of the planning process, including any concerns related to planning and budgeting not currently covered by the planning process, such as grants.
- Section 4. The Council conducts an on-going assessment, review and evaluation of a data-driven planning process and recommends changes that are mission-aligned and appropriately substantiated.

Article II

Membership on the Council

- Section 1. The Council members, as leaders of campus constituencies, will have the responsibility of insuring that the flow of information upon which decisions are made includes the input and feedback from members of their constituencies.
- Section 2. The Council is composed of 19 voting members. The Chancellor and Vice-Chancellors and all Deans and the Director of Planning, Policy and Assessment are non-voting members as they would be, in effect, recommending budget priorities to themselves if they voted.
- Section 3. Membership on the Council
1. Academic Services Faculty Member
 2. Administrative Support Group (Clerical Staff) Representative
 3. APT (Administrative Professional and Technical) Group designate
 4. Arts and Humanities Division Chair or designate
 5. ASUH-Leeward CC (Associated Students of University of Hawai'i - Leeward Community College) President or President's designate
 6. Business Division Chair or designate
 7. Faculty Senate Chair or designate
 8. Faculty Senate Vice Chair or designate
 9. Kīpuka, Native Hawaiian Center at Pu'uloa Coordinator or designate
 10. Language Arts Division Chair or designate
 11. Lecturer Group designate
 12. Math and Sciences Division Chair or designate
 13. Pūko'a no Nā 'Ewa Council Representative
 14. OCEWD (Office of Continuing Education and Workforce Development) Coordinator or designate
 15. Operations and Maintenance Group designate
 16. Professional Arts and Technology Division Chair or designate
 17. Social Sciences Division Chair or designate
 18. Student Services Coordinator or designate
 19. Wai'anae Moku Coordinator or designate

20. Chancellor (Non-voting)
21. Dean of Arts and Sciences (Non-voting)
22. Dean of Career and Technical Education (Non-voting)
23. Dean of Student Services (Non-voting)
24. Dean of Academic Services (Non-voting)
25. Director, Office of Planning, Policy, and Assessment (Non-voting)
26. Vice Chancellor/Chief Academic Officer (Non-voting)
27. Vice Chancellor for Administrative Services (Non-voting)

Section 4. *Designate* shall mean one person appointed by the constituency to serve as that constituency's Council member.

Section 5. An alternate may be designated by a member to take the member's place when the member is unable to attend a meeting. The alternate's name should be given to the Chair.

Article III Terms of Office

Section 1. Members serve from May to May on the basis of their election or appointment to the position named or by designation of the constituency named.

Section 2. The council membership, as far as is possible, shall be finalized before the end of the Spring Semester.

Section 3. Council Chair and Vice Chairs may serve two consecutive two-year terms. A former chair or vice chair can be elected to serve again after two years out of office.

Article IV Organization of the Council

Section 1. The Executive Committee of the Council is a standing committee of the Council. Only voting members are eligible to serve. The Executive Committee shall consist of the Council Chair and two Council Vice Chairs. The Executive Committee shall be selected at a transitional meeting in May attended by both the current council and the incoming councilors. The incoming councilors shall elect the new executive council members except where the incoming member is not yet known, in which case the existing council member shall vote. Voting shall be by secret ballot, one position at a time.

Section 2. Duties of the Chair shall include:

- a. To preside at all meetings of the Council;
- b. To schedule meetings of the Council;
- c. To prepare a calendar of meetings and agendas for each meeting;
- d. To help coordinate the formation of ad hoc committees that the council creates to carry on its work between meetings;

- e. To serve as a liaison between the council and various constituencies of the campus;
- f. To coordinate the delegation of some of these duties to the Vice Chairs.

Section 3. Duties of the Vice Chairs shall include:

- a. To assist the Chair;
- b. To preside at meetings when the Chair is absent;
- c. To be responsible for the preparation and timely delivery of minutes, agendas, and other information to the Council members;
- d. To publish minutes of the meetings in the Campus Bulletin;
- e. To keep records of the Council's membership;
- f. To maintain an archive of the Constitution, Minutes, and Resolutions of the Council;
- g. To see that all new members of the Council are provided a copy of the Council Constitution, along with all amendments;
- h. To collect, copy, collate and distribute reports of ad hoc committees and other relevant data to the membership;
- i. To handle official correspondence of the Council.

Section 4. Other Standing Committees of the Council may be formed as required.

Article V Meetings

Section 1. Meetings of the Council shall be called by the Chair or at the request of more than one-third of the voting members of the Campus Council ($1/3$ of 19 = 7). The Council shall meet at least two times a semester. More than two-thirds of the voting members shall constitute a quorum ($2/3$ of 19 = at least 13 members). All meetings of the Council shall be open to any member of the College community.

Section 2. The Chair may schedule executive meetings with the Vice Chairs and any other council members for the purpose of planning and preparing for general meetings. No official actions may be taken at these meetings.

Section 3. Ad Hoc Committee chairs may schedule meetings on the issues they are organized to address. No official actions may be taken at these meetings.

Article VI Committees

Section 1. The Council may delegate various work to its Committees. In addition to each Committee's specific responsibilities, all Committees have the prerogative of sponsoring

discussions, symposia or College Forums on topics relevant to their work. They also have the right to have items placed on the Agenda and to recommend to the Council the adoption of statements that make clear the Council's view on issues of concern.

Section 2. Any member of the campus community may serve on a Council Ad Hoc Committee.

Article VII Recommendations

Section 1. All ad hoc committee recommendations are subject to review and ratification by the Council. Committees shall submit written reports with the rationale for those recommendations to the Council.

Section 2. The recommendations of the Council are made by voting on proposals at meetings or through the mail or, under extraordinary conditions, by electronic media. Any votes taken by mail or electronic media should be reported at the next meeting and confirmed by the Council at that meeting.

Section 3. Proxy voting is permitted. Members may also provide a proxy to any other member of the council.

Section 4. There will be only "YES" or "NO" votes; no member of the Council may abstain.

Section 5. A recommendation shall be any measure approved by the members voting on the issue at a meeting with an official quorum. The Chancellor shall weigh recommendations according to the vote. When there is total agreement, the Chancellor shall implement those policies insofar as possible and/or provide a rationale to the Council for non-implementation.

Article VIII Amendments

Section 1. Amendments to the Constitution and By-laws may be proposed by any Council member or Council constituency. Proposed amendments shall be introduced in or transmitted to the Council in written form. The proposed amendment will be placed on the agenda for the next meeting for a first reading.

Section 2. Consideration of an amendment shall take place at the next meeting of the Council after the first reading has taken place. The proposed amendment may be amended at the meeting in which it is considered.

Section 3. More than a two-thirds majority of the Council membership must vote in favor of an amendment for it to be approved (2/3 of 19 = at least 13 members). Amendments become effective upon approval by the Council.

We, the undersigned, approve the Campus Council Constitution and By-laws:

Academic Services Faculty Member

Rachael Inake

Administrative Support Group Representative

Eileen Sakamoto

APT Group Representative

Adam Halemano

Arts and Humanities Division Chair

James West

ASUH-Leeward CC President

Kealohilani Leleo

Business Division Chair

Warren Kawano

Faculty Senate Chair

Michael Oishi

Faculty Senate Vice Chair

Junie Hayashi

Kīpuka, Native Hawaiian Center at Pu‘uloa Coordinator

Momi Kamahele

Language Arts Division Chair

Kathryn Fujioka-Imai

Lecturer Group Representative

Christine Walters

Math and Sciences Division Chair

William Albritton

Pūko‘a no Nā ‘Ewa Council Representative

Genai U‘ilani Keli‘ikuli

OCEWD Coordinator

Michael Moser

Operations and Maintenance Group Representative

Grant Okamura

Professional Arts and Technology Division Chair

Donald Maruyama

Social Sciences Division Chair

Eiko Kosasa

Student Services Coordinator

Lexer Chou

Wai‘anae Moku Coordinator

Danny Wyatt