

Campus Council Revised Constitution and By-Laws

(Approved 4/20/09)

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 twenty-six 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. Arts and Humanities Division Chair
2. Business Technology Division Chair
3. Language Arts Division Chair
4. Math & Science Division Chair
5. Social Sciences Division Chair
6. Student Services Division Chair
7. Vocational Technical Division Chair
8. Academic Support Faculty Member
9. Faculty Senate Chair or Chair's designate
10. Faculty Senate Vice Chair or designate
11. Lecturer designate

12. ASUH-LCC President or President's designate
13. Administrative Professional and Technical (APT) Group designate
14. O & M Group designate
15. Administrative Support Group (Clerical Staff) Representative
16. Director, OCEWD or OCEWD designate
17. LeewardCC Wai'anāe Coordinator

18. Na 'Ewa Council Representative

19. Chancellor (**NON-VOTING**)

- 20. Dean of Arts & Sciences (**NON-VOTING**)
- 21. Dean of CTE (**NON-VOTING**)
- 22. Dean of Student Services (**NON-VOTING**)
- 23. Dean of Academic Services (**NON-VOTING**)
- 24. Director, Planning, Policy & Assessment (**NON-VOTING**)
- 25. Vice Chancellor/CAO (**NON-VOTING**)
- 26. 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.

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 (more than $1/3$ of $18 = 6$). The Council shall meet at least three times a semester. More than two-thirds of the voting members shall constitute a quorum ($2/3$ of $18 =$ at least 12 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. Amendments become effective upon approval by the Council.

We the undersigned approve the Campus Council Constitution & By-laws:

Arts and Humanities Division Chair

Business Technology Division Chair

Language Arts Division Chair

Math & Science Division Chair

Social Science Division Chair

Student Services Division Chair

Vocational Technical Division Chair

Academic Support Faculty Member

Faculty Senate Chair

Faculty Senate Vice Chair

Lecturer Designate

ASUH-LCC President

APT Group Representative

O & M Group Representative

Chancellor

Administrative Support Group (Clerical Staff) Representative

Dean of Arts & Sciences

Dean of CTE

Dean of Student Services

Dean of Academic Services

Director of OCEWD

Director OPPA

LCC Wai'anae Coordinator

Vice Chancellor/CAO

Vice Chancellor for Administrative Services

Na 'Ewa Council Representative
