

# Campus Council Ad Hoc Committee to Review and Amend Constitution and By-laws

## Final Report to Campus Council

February 2023

**I. Members:** William Albritton, Kathryn Fujioka-Imai, Momi Kamahele, Tiffany Kasoga, Kalekona Kingbury, Eiko Kosasa, Wayde Oshiro.

**II. Meeting Dates:** June 20, July 12, Aug 8, Aug 30, Sept 27, Oct 27, Nov 21, and Dec 27, 2002; Jan 30, 2023

**III. Motion 2:** Motion 2: S220408:

On behalf of the Executive Committee, I, Momi Kamahele, move to create an Ad Hoc committee to review and make substantial recommendations to amend the Constitution and By-laws. This committee is a precursor to the actual amending of the Constitution. The committee's work will end in May 2023.

Proposed Tasks: 1) Research how other UHCC campuses "Campus Councils" are organized; 2)

Research how other community colleges on continent are organized; 3) Present the research findings; 4)

Present a proposal with recommendations to amend the Constitution and By-Laws by the February 2023 meeting, if appropriate. Timeline: From April 2022 until May 2023

Members: William Albritton, Kathryn Fujioka-Imai, Momi Kamahele, Tiffany Kasoga, Kalekona Kingbury, Eiko Kosasa, Wayde Oshiro.

#### IV. Committee Process

A. Introduction: In order to make Campus Council more vibrant, useful, and participatory, the Committee spent a good amount of time discussing its purpose and membership. Is the Charter's purpose too narrowly focused on planning and budget matters? Should it include all non-academic policies and issues? Are the right people at the table? This led to the discussion on the need for Staff voices to be heard in the conversation and the establishment of a Staff Senate.

B. How other UHCC Campus Councils are organized

1. Researched 7 CCs and all are noted in this report except Maui College
2. Key items noted include Membership, Purpose and Task ([link to complete list](#))
3. Staff Senate: All O'ahu CCs have staff senates except LeeCC

C. How other CCs on continent are organized

1. Researched 5 CCs; this is not an exhaustive list
2. Key items noted include Membership, Purpose and Task ([link to complete list](#))
3. Colleges had Classified Senates (Staff Senates)

#### V. Recommendations

- A. Membership: Committee recommends revising current membership for a more equitable representation of Leeward faculty/staff. [Current membership voting power](#) is overwhelming with

faculty representation with only 3 out of 19 voting members as staff. When considering equitable distribution of voting power, several scenarios present themselves:

Scenario #1: Revisit Membership after creation of Staff Senate to recalibrate faculty and staff representation and voting rubric/power in a manner that reflects the campus employee population equitably.

Scenario #2: Revise membership: 50% faculty vote and 50% staff vote.

- B. Purpose: Rethink the purpose of Campus Council to widen scope beyond planning and budgetary matters. This may include a Campus Congress (forum to explore, discuss, and debate crucial issues facing the college).
- C. Task: What should this body do for the Campus? Create standing committees (i.e., Strategic Plan, Environmental Sustainability.) Continue support for the establishment of the Staff Senate,

(See above link for more information on below campuses)

| UHCC Name | Membership   | Purpose   | Task  |
|-----------|--|---|---|
| LeeCC     | 19 voting members + 7 non-voting members                                     | recommending body to the Chancellor for finalizing planning and budgetary matters | <ul style="list-style-type: none"> <li>•reviews the findings &amp; planning list from ARPD;</li> <li>•makes recommendations on overall prioritization for budget request and strategic directions (1-1), Review planning process and makes recommendations (1-2); ensures integrity, finalization and resolution of questions disputes of planning process; (1-3); conducts on-going assessment, review &amp; evaluation of planning process and recommends changes that are mission-aligned (1-4)</li> </ul> |
| KapCC     | 35 voting members includes VCAA, VCStA, VCAS, 4 deans + 3 non-voting members | Recommending body to the Chancellor   | <ul style="list-style-type: none"> <li>1) review mission, vision and values statements;</li> <li>2) reviewing/updating annually planning and budgeting process including the integration of ARPD and CPR into the College Strategic Plan;</li> <li>3) Accreditation and Institutional Effectiveness;</li> <li>4)</li> </ul>   |

|       |   |  |   |
|-------|---|--|---|
|       |   |  | recommendations on campus policies; monitoring updates/revisions of campus policies and KCC websites  |
| HonCC | 20 members + 10 non-voting members                              | <ul style="list-style-type: none"> <li>•Support campus mission, •serve HCC's major mid-to-long term planning committee,</li> <li>•Primary communication point linking planning functions of existing College governance bodies; coordinates campus' planning and budgeting decisions; campus' strategic planning body</li> </ul> | <p><u>Annual review:</u> •mission statement, •Institutional Set Standards, •Institutional Learning Outcomes;</p> <p><u>Recommends:</u> program budget process, •planning and budgeting initiatives;</p> <p><u>Other responsibilities:</u> •communication with campus [coordinate w/ admin. comm. town hall, •accreditation &amp; Institutional Effectiveness, •Advising the Administration (in particular the Chancellor)</p>   |
| WinCC | 23 members includes VCAA, VCAAd. Af., VCStu. Aff + 4 non-voting | <ul style="list-style-type: none"> <li>•provides advice and counsel to the Chancellor; reviews all program reviews, annual assessments, department reports &amp; other assessments to prioritize items for budget consideration and/or to modify the Strategic Plan</li> </ul>   | <ul style="list-style-type: none"> <li>•Review, evaluate, and update Strategic Plan, at least once a year;</li> <li>•prioritize strategic action based on program reviews, annual reports, instructional and non-instructional assessments, and summary reports from deans and directors,</li> <li>•review, evaluate, prioritize and make recommendations to the Chancellor regarding use of resources in College budget requests, and regarding resource requests for future funding, •Planning and Budget Committee (PBC) has a handbook to show how PBC reviews and prioritizes all budget requests for the College as well as definitions needed by requesters who are filing out the forms.</li> </ul> |

|              |  |   |   |
|--------------|--|---|---|
| KauCC        | 18 members: includes VCAA, VCSA, VCAS + 3 non-voting members               | •primary forum for in-depth dialogue on mission, strat plan, priority setting, policy devel, resource allocations and Budget dev; •advisory to the chancellor   | Responsibilities:<br>•Communication,<br>•Collaboration,<br>•Planning, policy and budget includes ARPD, mission, stratigic goals), •Program and service improvement  |
| HawCC        | 23 members and document does not distinguish between voting and non-voting | •to serve as a college-wide org with representation from all major constituencies; will develop and assist in the implementation of the Strat Plan; responsible for providing oversight for campus-wide committee tasks and reviewing policies affecting the institution advise Chancellor on issues not exclusively government by other bodies | issues in following areas: •budget & resource allocation; strat planning, •community relations, •Accreditation/assessm ent/inst effectiveness, •mission, vision, and inst. outcomes, •schedule of college meetings, •coordination of committees, •entrusted to support mission and accreditation requirements, •the dev., revision, and assessment of all Institutional Guiding statements of the college |
| Maui College | All college members belong   |   |   |

| CCs on Continent Name   | Membership  | Purpose   | Task |
|---|---|---|------|
| <b>1. Contra Costa College</b><br>(San Pablo, CA)<br>enrollment: 6,249<br>URP % = 77% | 26 (?) members, but each constituency group receives 1 vote; groups = Academic Senate Council, Classified Senate (for classified staff), Management Council, and Associated Student Union | <ul style="list-style-type: none"> <li>• To approve the college's annual plans, goals and objectives.</li> <li>• To review the college philosophy/mission goals.</li> <li>• To decide the process for resource allocation.</li> <li>• To decide policies and procedures that impact all constituent groups.</li> <li>• To ensure that accreditation standards and recommendations are addressed.</li> </ul> | N/A  |

|  |  |  |     |
|--|--|--|-----|
|  |  | <ul style="list-style-type: none"> <li>• To foster improved communication among constituent groups.</li> <li>• To review the college's evaluation measures.</li> </ul>   |     |
| <p><b>2. Merritt College</b><br/>(Oakland, CA)<br/>enrollment: 6,261<br/>URP % =</p> | <p>12 members =</p> <ul style="list-style-type: none"> <li>• 3 administrative (Vice President of Instruction, Vice President of Student Services, and 1 Instructional Dean selected by the College President)</li> <li>• 4 faculty representatives (Academic Senate President, 1 appointed by the Academic Senate, 1 appointed by the PFT, and 1 selected jointly by the Academic Senate and the PFT),</li> <li>• 4 Classified Senate representatives (Classified Senate President and 3 selected by the Classified Senate, including at least 1 from Local 1021 and one from Local 39)</li> <li>• Associated Students of Merritt College President (or designee)</li> </ul> <p>4 ex-officio members =</p> <ul style="list-style-type: none"> <li>• Co-Chair of Institutional Effectiveness Committee</li> <li>• Co-Chair of Budget Committee</li> <li>• Co-Chair of Technology Committee</li> <li>• Co-Chair of Facilities Committee</li> </ul> <p>3 ex-officio members =</p> <ul style="list-style-type: none"> <li>• Chair of the Accreditation Committee</li> <li>• College President</li> <li>• Business and Administrative Services Manager</li> </ul> | <p>The purpose of the College Council will be to receive college recommendations from the four Review Committees, obtain constituent opinions, advise the President as to recommendations, and provide a means of communication within the college community. The College Council is the forum in which all proposed broad-based College practices and procedures are discussed collegially before they are acted on or implemented by the College President. The College Council is further charged with the responsibility of upholding participatory governance principles through consultation with the Academic Senate, Peralta Federation of Teachers, Classified Senate, Administration and Associated Students of Merritt College.</p> | N/A |

|  |   |   |  |
|--|---|---|--|
| <p><b>3. Oxnard College (Oxnard, CA)</b><br/> enrollment: 6,994<br/> URP % = 81%</p> | <p>10 members in=<br/> • Academic Senate President/designee + two representatives<br/> • Classified Senate President/designee + two representatives<br/> • Associated Student Government President/designee + one representative<br/> • Dean of Institutional Effectiveness<br/> • Management designee</p> <p>5 area experts =<br/> • Vice President of Academic Affairs<br/> • Vice President of Student Development<br/> • Vice President of Business Services<br/> • American Federation of Teachers (AFT) representative<br/> • Service Employees International Union (SEIU) representative</p> | <p>The College Planning Council (CPC) supports and advances the mission, vision, and values of the college by providing guidance and recommendations to the college president on the development of institutional policies, planning, processes, and all participatory governance matters. CPC reviews recommendations from all participatory governance committees. CPC promotes collegial dialogue and ensures inclusive and equitable participatory governance structures and operations. The College Planning Council makes recommendations to the College President.</p> | <ul style="list-style-type: none"> <li>• Convene the chairs of all the Participatory Governance (PG) committees during Fall Flex Week to facilitate collaboration in accomplishing the college's strategic goals and objectives.</li> <li>• Review the goal progress and self-assessment results of all committees.</li> <li>• Coordinate the meeting schedules of all PG committees for the subsequent academic year.</li> <li>• Review recommendations of PG committees and make final recommendation to the college president regarding organizational structures and functions, participatory governance structures, college planning, budgetary priorities, and resource allocations.</li> <li>• Hear program review appeals from programs recommended for reduction or discontinuance.</li> <li>• Hear program improvement plans mandated in the program review process and provide advisement to those programs.</li> <li>• Coordinate the revision of all college-wide plans, including the Educational Master Plan, Strategic Plan, Strategic Enrollment Plan, Technology Master Plan, and Facilities Master Plan.</li> </ul> |
|--|---|---|--|

|   |  |  |  |
|---|--|--|--|
|   |  |  | <ul style="list-style-type: none"> <li>• Evaluate the overall effectiveness of the college's planning processes in promoting inclusivity, transparency, and equity.</li> <li>• Serve as a forum for the college president and executive team to share their vision, goals, and priorities for the future.</li> <li>• Communicate to college constituencies and seek input on college-wide plans, initiatives, procedures, and decision-making practices.</li> <li>• Ensure that the decision-making process addresses college-wide issues in a timely manner.</li> </ul> |
| <p><b>4. Cerro Coso Community College</b><br/> (Ridgecrest, CA)<br/> enrollment: 5,159<br/> URP % = 57%</p> | <p>20 members (unsure if they're all voting) =</p> <ul style="list-style-type: none"> <li>• President, co-chair</li> <li>• Academic Senate President, co-chair</li> <li>• Vice President, Instruction</li> <li>• Vice President, Student Services</li> <li>• Vice President, Fiscal and Administrative Services</li> <li>• Mid-level Management, one representative</li> <li>• Faculty, four representatives in the areas of Career Technical Education, Letters and Sciences, Student Services, member at large</li> <li>• CCA, one representative (at least one of the five faculty representatives should be from a non-main campus)</li> </ul> | <ul style="list-style-type: none"> <li>• serves as the chief advisory body to the college president</li> <li>• serves as the participatory recommending body of the college</li> <li>• develops a shared vision, mission, and strategic goals for the college</li> <li>• factors the college mission into all recommendations</li> <li>• recommends the annual college budget</li> <li>• evaluates the effectiveness of the participatory governance process</li> <li>• provides a conduit for receiving and disseminating information college-wide</li> <li>• oversees and assesses the strategic direction of the college</li> </ul> |  |

|   |   |   |   |
|---|---|---|---|
|   | <p>location: ESCC, KRV, EK, or Tehachapi)</p> <ul style="list-style-type: none"> <li>• Classified Senate, one representative</li> <li>• CSEA, Chapter 617, two representatives</li> <li>• Student Government, the SGCC President and one additional representative</li> <li>• Director, Eastern Sierra College Center</li> <li>• Director, East Kern Center and Kern River Valley</li> </ul>  | <ul style="list-style-type: none"> <li>• assesses progress on the College's strategic goals annually</li> </ul>   |   |
| <p><b>5. Crafton Hills College</b><br/>(Yucapia, CA)<br/>enrollment: 6,012<br/>URP %: 61%</p> | <p>12 members =</p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President of Instruction</li> <li>• Vice President of Student Services</li> <li>• Vice President of Administrative Services</li> <li>• President, Academic Senate</li> <li>• Vice President of Support, Academic Senate</li> <li>• Vice President of Outreach, Academic Senate</li> <li>• President, Classified Senate</li> <li>• CSEA representative</li> <li>• CTA representative</li> <li>• President, Student Senate</li> <li>• The Dean of Institutional Effectiveness, Research &amp; Planning serves as a resource person as needed.</li> </ul> | <p>The Crafton Council is the central deliberative collegial body at Crafton Hills College. Shared governance committees report to Crafton Council. The fundamental purpose is to provide information and facilitate communication and governance. Committees reporting to Crafton Council have representation from staff, student, faculty, and administrative groups. A</p> | <ul style="list-style-type: none"> <li>• Serves as the primary committee to address participatory governance issues.</li> <li>• Provides information to and models best practices for participatory governance committees.</li> <li>• Assumes oversight and maintenance of the CHC Organizational Handbook.</li> <li>• Monitors Policies and Administrative Regulations related to participatory governance, and recommends modifications thereof, or new Policies or Administrative Regulations, as needed.</li> <li>• Coordinates and facilitates the systematic evaluation of governance structures and processes.</li> <li>• Promotes plan integration and alignment and recommends corrective action as necessary.</li> <li>• Relies on research, evidence, and learning assessment results to inform participatory</li> </ul> |



|  |  |  |   |
|--|--|--|---|
|  |  |  | governance planning and decision-making.<br>• Facilitates the revisions and forwards the college Mission, Vision and Values to the Board of Trustees when applicable. |
|  |  |  |   |