

Campus Council Year-End Report for 2023-2024

The Campus Council Executive Committee began the year by seeking member feedback on the Council's effectiveness as an Authorized Governance Body. Areas for improvement were noted. We identified ways to improve communication with the campus and between Council members by distributing mid-year and year-end reports, enhancing the usefulness of our [intranet page](#), and incorporating constituent and member reporting opportunities at our meetings. Furthermore, the Executive Committee established lines of communication with the Faculty Senate and the Na 'Ewa Council, meeting several times throughout the year to discuss matters ranging from the role of shared governance in strategic plan implementation, the draft institutional priorities list, collaborating on a [joint memo](#) to the VCAA providing feedback on the Institutional Planning and Budgeting Process, and initiating a discussion on long-term vacant positions with the Chancellor.

In addition to improving communication and enhancing relationships with the other shared governance entities, the Campus Council fulfilled its purpose as a recommending body to the Chancellor by approving the Institutional Planning List and ISER and reviewing non-academic policies. As the only Authorized Governance Body representing all campus constituencies, the Council is well-positioned to address non-academic issues affecting the campus. This year, the problem on our radar was facility use processes and the challenges faced by event organizers. You can learn more about our work to address this issue below.

The following highlights list the Council's accomplishments in 2023-2024:

Highlights

- Established the Budget and Planning Committee to support the Council in assessing the institutional planning and prioritization process and recommending improvements to the Chancellor
- Established the Ad Hoc Shared Governance Committee to undertake the five-year [L1.201 Shared Governance Policy](#) review
- Established the Ad Hoc Facilities Use Committee, which identifies and documents issues and concerns related to facilities use guidelines and procedures and works with campus stakeholders and the Administration to improve them
- Approved revisions to the L4.201 Policy on Institutional Mission

- Approved the Institutional Self-Evaluation Report (ISER)
- [Approved the Institutional Planning List for AY2024-2025](#)
- [Approved revisions to the Constitution and By-laws](#) that include, but are not limited to, adding Campus Security and the OPPA Coordinator as voting and non-voting members, respectively, and adding the new Budget and Planning Committee as a new standing committee

Budget and Planning Committee

Significantly, this is the first standing committee (outside of the Executive Committee) created by the Council. The Committee's deliberations on the critical institutional planning and budgeting cycle have helped the Council fulfill its main purpose of regularly assessing these processes and recommending improvement to the Chancellor.

Committee Accomplishments

- In the Spring 2024 semester, surveys were distributed to key stakeholders seeking qualitative feedback on the effectiveness of the institutional planning and prioritization process in Year 1 of the revised timeline and rubrics.
- Identified improvement areas, including standardization at the division-level prioritization process, increased consistency in using rubrics across all decision-making levels, transparency in rubric scoring, and the need for more time to review priorities at the administrative and shared governance levels.
- To address these areas for improvement, the committee initiated preliminary discussions with OPPA and the Administration to explore new tools to support better requests by divisions, programs, and units and develop guidelines to help requestors use the rubrics.

Next Steps

The Budget and Planning Committee's work is ongoing as a standing committee. The Committee will continue assessing the recently revised planning and prioritization process for Year 2 (2024-2025) and make recommendations to the Chancellor by Year 3 (2025-2026).

Committee Co-Chairs

Momi Kamahale and Faustino (Dag) Dagdag

Committee Members

Summer Barrett, Lynn Fujikawa, Tiffany Kasoga, Kalekona Kingsbury, Tina Lee, Michael Oishi, Grant Okamura, Lexer Chou, Wayde Oshiro, and Danny Wyatt

Ad Hoc Facilities Use Committee

This committee was established to respond to challenges faced by users of campus facilities and organizers of campus events. The committee aims to embed transparency and accountability in facility use guidelines and approval processes to align with the College's core values of Community, Diversity & Respect, Integrity, and Open Access.

Committee Accomplishments

- Facilitating a breakout session at the Spring 2024 Convocation to gather campus feedback on issues and concerns related to facility use approvals.
- Working with the VCAS and Enterprise Services to finalize Facility Use Guidelines and an FAQ that will be posted on the college intranet.

Next Steps

The Ad Hoc Facilities Use Committee plans to host a Fall 2024 convocation breakout session to seek feedback on the Facilities Use Guidelines and FAQ. The committee will then finalize the guidelines and work with the Administration to post the information on the intranet in the Fall 2024 semester.

Committee Co-Chairs

William Albritton and William Castillo

Committee Members

William Akama, Kelli Brandvold, Michele Mahi, Elisa Olson, I-Chia Shih, Lexer Chou, Wayde Oshiro, and Danny Wyatt

Ad Hoc Campus Governance Committee

At the direction of the Office of Planning, Policy, and Assessment, the Council established this ad hoc committee to conduct the five-year review of the [L1.201 Shared Governance Policy](#), which is critical to ensure a robust framework for shared governance and decision-making at Leeward Community College. The policy delineates the responsibilities of the Authorized

Governance Bodies, Representative Groups, and the Administration to support the College's commitment to shared governance.

Significantly, the committee inserted draft language that allows for current and future Representative Groups, such as the future Staff Senate, to be included within a revised and updated policy.

Next Steps

The draft policy has been shared with Campus Council members, and their feedback will be solicited in the coming months. The committee plans to have a draft ready for review by Authorized Governance Bodies in early Fall 2024. A final policy will be introduced into the Campus Council for approval by the end of Fall 2024.

Committee Co-Chairs

Kelsie Aguilera and Genai U'ilani Keli'ikuli

Members

Lynn Fujikawa, Kanoa Kaehu, Tiffany Kasoga, Kalekona Kingsbury, Donald Oberheu, Grant Okamura, Lexer Chou, Wayde Oshiro, and Danny Wyatt

Looking Ahead

The strength of the Council is our collective voice representing the entire campus community. Danny, Lexer, and I look forward to continuing our leadership roles on the Council in 2024-2025 and collaborating with members and their constituents to further harness our collective voice for the betterment of Leeward.

Me ka mahalo nui,

Wayde, Lexer, and Danny
2023-2025 Executive Committee

More Information

<https://intranet.leeward.hawaii.edu/campuscouncil>

- Meeting Dates, Members, Committees, Constitution & By-Laws, [Agendas](#), [Minutes](#), [Documents](#)

[Motions](#)

[Campus Council Improvement Plan, 1/16/24](#)