



UNIVERSITY of HAWAII®

LEEWARD
COMMUNITY COLLEGE

Ke Kulanui Kaiaulu o 'Ewa

Campus Council Constitution and By-laws

Revised and approved May 3, 2024

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. The Council 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 ongoing assessment, review and evaluation of a data-driven planning process and recommends changes that are mission-aligned and appropriately substantiated.

Article II

Membership of the Council

Section 1

The Council members, as leaders of campus constituencies, will have the responsibility of ensuring that the flow of information upon which decisions are made includes input and feedback from members of their constituencies.

Section 2

The Council is composed of 20 voting members. The Chancellor, Vice-Chancellors, Deans, and the Office of Planning, Policy, and Assessment Coordinator are non-voting members as they would be, in effect, recommending budget priorities to themselves if they voted.

Section 3

Voting Members

1. Academic Services Representative
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. Campus Security Representative
8. Faculty Senate Chair or designate
9. Faculty Senate Vice Chair or designate
10. Kīpuka, Native Hawaiian Center at Pu‘uloa Coordinator or designate
11. Language Arts Division Chair or designate
12. Lecturer Group designate
13. Math and Sciences Division Chair or designate
14. Pūko‘a no Na ‘Ewa Council Representative
15. Office of Workforce Development Coordinator or designate
16. Operations and Maintenance Group designate
17. Professional Arts and Technology Division Chair or designate
18. Social Sciences Division Chair or designate
19. Student Services Coordinator or designate
20. Wai‘anae Moku Coordinator or designate

Non-voting Members

21. Chancellor (Non-voting)
22. Dean of Arts and Sciences (Non-voting)
23. Dean of Career and Technical Education (Non-voting)

24. Dean of Student Services (Non-voting)
25. Dean of Academic Services (Non-voting)
26. Vice Chancellor of Academic Affairs/Chief Academic Officer (Non-voting)
27. Vice Chancellor for Administrative Services (Non-voting)
28. Coordinator of the Office of Planning, Policy, and Assessment (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 based on their election or appointment to the position named or by designation of the constituency named.

Section 2

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

Section 3

The 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

Duties of Executive Officers

Section 1

The Executive Committee is a standing committee of the Council. This committee shall consist of the Chair and two Vice Chairs.

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;
- 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.

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 $20 = 7$). 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 $20 =$ 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

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. Committees may be Standing Committees, which perform continuous functions, or Ad Hoc Committees, which are formed to carry out a specific task for a limited period. 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

Committee chairs must be current members of the Council. Any member of the campus community may serve on a Council Committee in accordance with membership guidelines.

Section 3

Standing Committees

A. Executive Committee

- a. 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.

B. Budget and Planning Committee

- a. The Budget and Planning Committee supports the Council's annual review of the planning process, makes recommendations for improvement, and addresses other issues relevant to the Council's role as a recommending body to the Chancellor on matters related to planning and budget.

Section 4

Other Committees of the Council may be formed as required.

Article VII Recommendations

Section 1

All 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.

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 20 = at least 13 members). Amendments become effective upon approval by the Council.

- *Approved May 5, 2014*
- *Reapproved March 2, 2015*
- *Updated November 6, 2020*
- *Revised and approved May 6, 2022*
- *Revised and approved April 21, 2023*
- *Revised and approved May 3, 2024*