

# KAUA‘I COMMUNITY COLLEGE

## Establishment of the College Council

References: UH Executive Policy E9.213 Stakeholder Representation on University Committees

### 1. Purpose

The College Council is the primary forum at the college which assures regular and in-depth dialogue among all stakeholders about our mission, strategic planning, priority setting, policy development, resource allocations, and budget development. The council is an advisory body to the chancellor and is charged with specific oversight of the development and updating of key college plans and policies to ensure that college actions are aligned with our mission and strategic goals. The council votes on specific recommendations to be sent to the chancellor. This widely inclusive forum also encourages and supports collegial collaboration and the campus-wide, two-way flow of information to improve student learning and the college’s responsiveness to community workforce needs.

### 2. Composition

#### A. Administrators

Chancellor, chairs the council (non-voting)  
Vice Chancellor for Academic Affairs  
Vice Chancellor for Student Affairs  
Vice Chancellor for Administrative Services  
Director of Office of Continuing Education and Training  
Director of Institutional Effectiveness and University Center

#### B. Faculty

Faculty Senate Chair  
Division Chairs (5)  
Institutional Researcher (non-voting)

#### C. Student

Student Government representative

#### D. Classified Staff

Unit 8, APT representative  
Unit 3, Clerical staff representative  
Unit 1, Facilities staff representative

#### E. Other

Makaloa Council representative

UH Foundation Fund Development Director (non-voting)  
Student Affairs representative

F. Guests

The chairperson or representative of other college-wide standing committees or advisory committees related to an agenda item may be asked to attend meetings and will participate in a non-voting capacity.

3. Responsibilities

The council serves as both a representative forum for stakeholder dialogue on college issues and as advisory to the chancellor on major planning, policy, and budget issues. Members of the council therefore serve as both representatives of their constituent groups and as campus leaders. The primary responsibilities of the members are:

A. Communication

- i. Make constituents aware of ongoing strategic planning and other policy, planning, and budget processes to ensure that individual concerns and issues may be appropriately addressed.
- ii. Consult with constituents and provide feedback on policy, planning, and other issues which are brought before the council.
- iii. Council members are responsible for ensuring that their constituencies are aware of discussions and issues taken up in the council meetings. The members also serve as the conduit for campus-wide input into those discussions. Members also bring issues of college-wide concern for council discussion and possible action. Individuals with concerns may convey those issues through their representatives or may ask to be placed on the agenda with at least one week's notice.
- iv. Notes from College Council meetings are kept by the Chancellor's Office and are sent to all council members and to Office of Human Resources. They are also posted on the campus internal documents server to be accessible to all college faculty and staff.
- v. The council may also request that certain issues be addressed in open campus forums such as convocations and campus conversations.
- vi. Chancellor shall explain in writing, to the College Council, when he/she disagrees with the council's recommendation on a majority vote.

B. Collaboration

- i. The council is structured to provide early and continuing recognition of opportunities for campus collaboration and coordination across divisions and units.
- ii. A specific responsibility of the council is to examine program review action items proposed by the individual programs for opportunities for collaboration and coordination across divisions and units, e.g., curriculum development plans, which are repeated in different programs.

C. Planning, Policy, and Budget

- i. Review and approve program review action plans and annual program review updates for alignment with mission and strategic goals. At the beginning of every system strategic planning cycle, regularly review the college mission statement and recommend revisions as necessary.
- ii. In coordination with system strategic planning cycles, review and revise the college's strategic plan, developing appropriate strategic goals and performance indicators.
- iii. Determine priorities of strategic goals.
- iv. Advise and make recommendations to the chancellor on strategic budget priorities, budget priorities for program review action items, biennium, and other system budget processes.
- v. The chancellor has final responsibility and authority for planning and budgeting decisions as well as the implementation of Board of Regents policies on campus and is answerable to the system president and the Board of Regents. The campus strategic plan and accompanying goals must be aligned with system strategic plans. Campus budget priorities are aligned with campus strategic plan and goals.

D. Program and Service Improvement

- i. Regularly review and evaluate the various planning and decision-making processes including program review and strategic planning.
- ii. Recommend changes to the chancellor, which may be embodied in changes to KCC policy memoranda.

4. Meetings

- A. The College Council generally meets twice a month and may meet weekly in order to assure timely and thorough discussion of issues.

- B. The chancellor chairs the meetings of the council, and the Chancellor's Office is responsible for soliciting agenda items from members, publishing the agenda at least one day before the meeting and ensuring the distribution of notes from the meetings to members and posting of the notes to the campus internal documents server. The chancellor will designate a chair should she/he be unable to attend.