MEMORANDUM

To: Douglas Dykstra
    Chancellor, Windward Community College

From: Dorene M Niibu
    Acting Chair, Staff Senate

ACTION REQUESTED
It is requested that the Charter for the Staff Senate be implemented.

ADDITIONAL COST
No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE AND IMPLEMENTATION PLAN
July 1, 2015

PURPOSE
The Charter for the Windward Community College Staff Senate will establish guidelines.

BACKGROUND
To be implemented on July 1, 2015

CONSISTENCY WITH OTHER POLICIES
The Director of Planning and Program Evaluation verifies that the policy does not conflict with the University of Hawai‘i policies and other relevant policies and regulations.

ACTION RECOMMENDED
It is recommended that the Chancellor authorize the Charter for the Windward Community College Staff Senate

Approve / Disapprove

[Signature]

Douglas Dykstra
Chancellor, Windward Community College

Date
6/30/15
Charter for The Windward Community College Staff Senate  
Adopted: July 1, 2015

1. Name

The Windward Community College (WCC) Staff Senate (herein after referred to as the Senate).

2. Relevant System and College Policies

None

3. Sanctioning Authority

The Senate recommends and reports to the Chancellor.

4. Oversight

The chair, appointed by the Senate, ensures compliance with the Charter. Ultimate oversight lies with the Chancellor.

5. Purpose

The Senate is the official representative body for staff members at the College. It functions in an advisory capacity to the WCC Chancellor and administration with the express goal of promoting the general welfare of the College through advocacy and inclusion of staff perspectives.

Key Tasks and Responsibilities of the Senate:

- Promote the core values, mission and goals of the College.
- Encourage staff involvement, initiative, and leadership in College, UHCC System, and University activities.
- Provide a means for improved communication among staff, administration, faculty and students.
- Provide input and recommendations on matters relating to college operations, budget, staffing, and other identified priorities.
- Ensure there is staff representation on various campus-wide committees.

6. Membership

Definition of member eligibility:

Employees in permanent or temporary funded positions, with the exception of Executives and Faculty, at Windward Community College may serve on the Senate.
To allow for representation from all areas of our college, members will be distributed across each of the following departments.

<table>
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<tr>
<th>Departments</th>
<th>Units in Department</th>
<th>Number of Representatives</th>
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| Chancellor's Office      | Office of the Chancellor  
                          | Institutional Research  
                          | Planning & Program Evaluation  
                          | Marketing & Public Relations | 1                          |
| Academic Affairs         | Office of the VCAA  
                          | Academic Support  
                          | Humanities  
                          | Language Arts  
                          | Math & Business  
                          | Natural Science  
                          | Social Sciences | 3                          |
| Student Affairs          | Office of the VCSA  
                          | Admissions & Records  
                          | Financial Aid  
                          | Academic Advising  
                          | TRIO SSS  
                          | Educational Talent Search  
                          | Upward Bound | 3                          |
| Administrative Services  | Office of the VCAS  
                          | Human Resources  
                          | Business Office  
                          | Operations & Maintenance  
                          | Safety & Security | 3                          |
| Career & Community Education | Office of CCE  
                                | Paliku Theatre  
                                | Hokulani Imaginarium  
                                | Non-Credit Programs | 2                          |
| At-Large Representative  | Open to all Staff | 5                          |

Senate members are selected for one-year term with no term limits.

A term of service begins on July 1 and concludes on June 30 of the following year.

In the event of a vacancy, the Senate will appoint a replacement for the unexpired portion of the term of service with final approval by the WCC Chancellor.

Senate elections/appointments will take place at the beginning of May in respective departments.
Departments will nominate At-Large Membership and have the Senate vote to accept the nominee if the nominations exceed the number of At-Large Membership.

7. Leadership

Once members are elected or appointed they will then elect a set of officers: Chair, Vice Chair, and Recording Secretary. The terms of office for officers shall be one-year terms, not to exceed two consecutive terms for the same office.

Duties of the Chair:
- Serve as official Senate representative and liaison with Chancellor, administration, and other campus constituencies.
- Preside over meetings, including responsibility for scheduling, preparing agendas, and otherwise facilitating Senate business.
- Attend or appoint designee to the Planning and Budget Council meetings.
- Review Senate Charter and representation and recommend revisions as necessary.
- Assign duties and tasks as necessary.
- Prepare an annual summary.

Duties of the Vice Chair:
- Preside at Senate meetings, serve as Senate representative and liaison in absence of the Chair.
- Maintain lists of eligible staff and their sector and unit affiliation. Provide new Senate members with links to the Charter and other relevant documents.
- Oversee Senate elections.
- Maintain records and manage member assignments to WCC campus committees.
- Coordinate collection of internal Senate documents and reports, and communication from WCC campus committees and Senate subcommittees.
- Assist the Chair as necessary.

Duties of the Recording Secretary:
- Prepare official minutes and forward to the web technology specialist for dissemination after approval.
- Prepare official correspondence in consultation with the Chair.
- Disseminate approved minutes and items of importance to WCC staff via email, blog, or other methods.

8. Compensation

There is no compensation for serving on the Senate.
9. Meetings

The Senate will meet once a month and hold additional meetings as necessary. Meetings will follow a modified version of Robert’s Rules of Order. The Chair will collect agenda items to create the agenda and ensure completion of identified tasks and responsibilities. Senate members are responsible for bringing to the Senate the concerns and input of their constituencies, and in return, disseminating Senate decisions and responses. Meetings are open to all members of the college community.

10. Decision-Making Procedures

Only Senate members may vote (identified under Membership above). Committee decisions result exclusively from motions that are made and seconded, and followed by a quorum vote (a majority of those members present). Proxy voting is permitted when a measure is identified in advance; a member likely to be absent shall inform the Chair of their vote prior to the meeting, either in writing or by email.

Senate decisions between regular meetings may be required on an exigent basis, as determined by the Chair. In such a case, the issue will be voted on online, and approved by a majority of the members. Results shall be verifiable upon request and the votes recorded in the next meeting’s minutes.

11. Subgroups

The Chair shall have the authority to establish permanent or ad hoc subcommittees as necessary, without need for separate Charters but subject to reporting annual summaries of activities and accomplishments to the Senate.

12. Documentation

An agenda will be distributed by the Chair to Senate members prior to each meeting. The Recording Secretary will distribute a draft of the minutes via email to Senate members for revision and review and will ensure that the approved meeting minutes are posted on the WCC web site. The Recording Secretary will also ensure any other relevant documents produced by the committee are posted on the WCC web site. The Chair will notify the staff when both meeting minutes and agendas become available as well as produce and distribute to the staff an annual summary that summarizes the accomplishments of the Senate.
13. Assessment of the Group

The Vice Chair will obtain a list of eligible staff and their sector and unit affiliations from respective Department’s Representative, prior to an election to reflect any changes from the previous list. As necessary, the Chair will propose adjustments to the department and unit alignments defined under Membership above to ensure the most effective communication with and the fairest representation of staff.

The annual summary produced by the Chair shall include Senate activities and accomplishments, and also incorporate recommendations identified by staff or Senate members regarding committee function or governance.

14. Dissolution of the Group

The group’s existence is indefinite and can only be dissolved by the sanctioning authority.

15. Modifications of the Group Charter

A proposed modification to the Charter may be voted upon at a Senate meeting only after it has been placed on the agenda and discussed. A two-thirds vote is required for approval of any modification to the Charter. Upon approval, the modification shall be distributed via the Discussion Board to the staff for a period of review and comment of no fewer than ten (10) business days. If there are no objections, the modification will automatically take effect. Any concerns that are raised will be addressed at the next Senate meeting before any modification can be adopted.