Charter for The Windward Community College Staff Senate  
Adopted: July 1, 2015

1. Name
The Windward Community College (WCC) Staff Senate Committee (SSC)

2. Relevant System and College Policies
None

3. Sanctioning Authority
The Committee recommends and reports to the Chancellor.

4. Oversight
The chair, appointed by the Committee, ensures compliance with the Charter. Ultimate oversight lies with the Chancellor.

5. Purpose
The Staff Senate Committee (SSC) 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 Committee:

- 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 SSC member eligibility:

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

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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
                            | Office of Institutional Research
                            | Office of 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 | 3                         |

SSC members are selected for two-year term and may serve a maximum of two (2) consecutive terms for a total of four years. A former member may return as a member after an interim period of non-service of one year.

A term of service begins on July 1 and concludes on June 30 of the following year. The Committee shall develop and maintain an elections schedule that staggers terms to ensure continuity and stability.
In the event of a vacancy, the SSC will appoint a replacement for the unexpired portion of the term of service with final approval by the WCC Chancellor.

SSC elections will take place at the beginning of April for those member seats turning over in July.

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

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

Duties of the Recording Secretary:
- Prepare official SSC minutes and forward to the web technology specialist for dissemination after approval.
- Prepare official SSC 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 SSC.
9. Meetings

The SSC will meet once a month and hold additional meetings as necessary. The Chair will collect agenda items to create the agenda and ensure completion of identified tasks and responsibilities. SSC members are responsible for bringing to the committee the concerns and input of their constituencies, and in return, disseminating Committee decisions and responses. Meetings are open to all members of the college community.

10. Decision-Making Procedures

Only SSC 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.

SSC 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 or Bylaws but subject to reporting annual summaries of activities and accomplishments to the SSC.

12. Documentation

An agenda will be distributed by the Chair to SSC members prior to each meeting. The Recording Secretary will distribute a draft of the minutes via email to SSC 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 Committee.

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 SSC activities and accomplishments, and also incorporate recommendations identified by staff or SSC 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 SSC 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 SSC meeting before any modification can be adopted.