

Staff Senate Executive Committee Charter

Statement of Purpose

- Provide input and make recommendations to Administration on matters relating to College operations, budget, and staffing.
- Provide staff a means for proactive participation in Campus goal-setting and decision-making.
- Encourage involvement, initiative, and leadership among staff members.
- Promote the core values, mission and goals of the College.

Operating Procedures

Chair:

- Presides at all meetings of the SSEC.
- Schedules meetings of the SSEC.
- Prepares the agenda for each meeting.
- Helps coordinate the formation of ad hoc committees that the SSEC creates to follow through with tasks selected by the SSEC.
- Serves as a liaison between the SSEC and various constituencies of the campus.
- Represents SSEC at HCC functions.
- Communicates with the Chancellor and Administration any recommendations approved by the SSEC.
- Delegates SSEC duties and tasks to appropriate SSEC representatives as necessary.
- Reviews the SSEC charter annually in consultation with the committee and revises as necessary.

Vice Chair:

- Assists the Chair.
- Presides at meetings when the Chair is absent.
- Helps the Chair clarify SSEC approved recommendations for the Chancellor and Administration.

Secretary:

- Records SSEC minutes.
- Provides a copy of the SSEC by-laws and amendments to all new representatives of the SSEC.
- Collects, collates, and distributes reports of ad hoc committees and other relevant information to the SSEC representatives.
- Handles official correspondence of the SSEC.

Historian:

- Keeps records of the SSEC's representatives.
- Maintains an archive of the by-laws, minutes, and resolutions of the SSEC.
- Compiles and produces the SSEC news brief as the need arises.

Sector Representatives:

- Attend all SSEC meetings.
- Serve as the liaison between Sector members and the SSEC.
- Vote on SSEC issues.
- Voice concerns and advocate for staff.
- Support SSEC initiatives.
- Participate in SSEC activities as needed.

Representation:

- All representatives serve on the basis of their appointment or election to the position by their designated sector.
- The SSEC will then elect a chairperson, vice chairperson, secretary and historian from among the representatives.
- SSEC representation, as far as possible, shall be finalized by the end of the spring semester.
- The term of office for SSEC chair, vice chair, secretary and historian shall be two years beginning July 1st of every odd numbered year.
- No SSEC officer shall hold the same office for more than two consecutive terms.
- SSEC representatives will serve for at least two years with the possibility of staggered terms to insure continuity.
- In the event of a vacancy on the SSEC, the affected sector may appoint a replacement. If none is available, an individual SSEC representative may nominate a staff member to fill the vacancy, and final selection will be based on SSEC approval.

Authorization

With Administration's support, the SSEC was authorized on March 13, 2003 by staff majority vote approving the original charter and by-laws.

Structure of Committee

- One Academic Support Services staff member to represent:
 - College Skills Center
 - Educational Media Center
 - Library
 - PCATT
- One Administrative Support Services staff member to represent:
 - Administrative Affairs
 - Administrative Computing
 - Business Office
 - Human Resources
 - Institutional Research
 - Office of the Chancellor
 - Publications

- One Facility Support Services staff member to represent:
 - Groundskeepers
 - Janitors
 - Operations and Maintenance
 - Security
 - Telephone
- One Liberal Arts staff member to represent:
 - Native Hawaiian Center
 - Off-Campus Programs
 - Title III
 - UC College
- One Student Support Services staff member to represent
 - Admissions and Counseling
 - Financial Aid
 - Health Office
 - International Affairs and Dev.
 - Student Records
 - Student Services
- One Technical Occupational Programs staff member to represent:
 - Apprenticeship
 - Pacific Aerospace Training
 - Tech I Programs
 - Tech II Programs
- Three staff-at-large representatives

Scope of Authority

- SSEC serves as an advisory body to the Administration and faculty.
- The SSEC will make every effort to solicit and consider all suggestions and inquiries from staff members and then make appropriate recommendations with the goal of promoting the general welfare of the College.
- The SSEC has the discretion to decide what matters must come before a full voting staff and what matters the SSEC can handle.
- Campus committees reporting jointly to the SSEC and FSEC include:
 - Assessment Committee
 - Committee on Disability Access – Honolulu
 - Health and Safety Committee
 - Committee on Social Equity
 - Tech Advisory Committee

Meetings

- The SSEC will meet once a month and hold additional meetings as necessary.
- Meetings are open to all staff.

Documentation and Communication

- An agenda shall be distributed to representatives prior to each monthly meeting.
- Minutes for each monthly meeting shall be posted on email and the Intranet.