

**CHARTER**  
**PLANNING COUNCIL**

(Revised April 18, 2008)

**STATEMENT OF GOALS AND PURPOSE:**

The goals of the Planning Council (PC) are to ensure that the College is best positioned to:

1. Utilize and/or leverage the College's strengths;
2. Fortify the College's areas of weakness;
3. Take advantage of new opportunities; and,
4. Monitor and respond to external complexities.

The primary purpose of the PC is to serve as Honolulu Community College's major mid-to-long-term strategic planning committee. The PC will also serve as a primary communication point that links the work of existing College committees (i.e., governance bodies).

With the above mentioned goals in mind the purpose of this group can be summarized by seven C's: Coordinating, Centralizing, Communicating, Clarifying, Consensus building, Convening, and recommending to the Chancellor.

**SCOPE OF WORK:**

The PC will provide advice and counsel to the Chancellor regarding the external (uncontrollable) and internal (controllable) forces (i.e., economic, political, industry, programmatic, etc.) that are currently or will have impact on the college's operations, plans, and programs. Optimally, the PC will be forward thinking to ensure that it is properly situated to benefit from external forces as they take place.

For the purposes of the PC, strategic planning can be defined as the process of determining and defining Honolulu Community College's strategy and the best approach(es) to reaching these goals. In this context, strategy will be defined as the College's mid (3-5 years) to long (5-8 years) term plan of action that is designed to accomplish specific goals. Initiatives to achieve these goals should be justified by assessment and evidence of community needs. A major outcome of the PC's work will be the regular review and updating of the Strategic Plan.

**HOW THE COMMITTEE WILL FUNCTION:**

The PC will operate based on Roberts Rules of Order. The PC chairperson will be responsible for ensuring adherence to these processes.

The Council shall formulate recommendations and submit them to the Chancellor for approval and implementation. All recommendations stemming from the Planning Council shall be treated as advisory. The Chancellor reserves the right to accept, in whole or in part, or refuse the Council's recommendations.

- If the Chancellor does not implement or follow the Council's recommendation, the Chancellor will provide a written explanation to the Council.
- If the vote on a Council decision or recommendation is close (difference of 4 votes or less), the Council will present a majority and minority written report to accompany the formal recommendation.

### ***RESPONSIBILITIES OF THIS COMMITTEE:***

#### **Mission Statement and Goals:**

Coordinating periodic review of the College Mission and Goals statement.

#### **Strategic Action Plan and Budgeting Process:**

- Coordinating annual review and update of the College Strategic Plan, including ensuring the integration of results of Annual Assessments and Program Reviews into the College Strategic Plan, and decision-making processes.
- Recommending proposed planning initiatives, including specific budget requests and resource allocations, in accordance with system guidelines and in line with College strategic planning needs and institutional assessment processes.
- Developing, communicating and utilizing criteria to prioritize strategic planning and budgeting initiatives.
- Aiding in the implementation of strategic planning initiatives and budgetary issues.

#### **Accreditation:**

Monitoring the accreditation process

#### **Communication:**

- Coordinating communication with and between governance bodies
- Monitoring College processes and outcomes related to institutional research and institutional effectiveness

#### **ADMINISTRATIVE SUPPORT:**

The Administration will provide administrative support when deemed necessary. The Chair will be given three hours of assigned time or equivalent..

## **INDIVIDUAL MEMBERSHIP RESPONSIBILITIES:**

- Maintaining an open dialogue with the member's respective constituency.
- Communicating general college issues to the member's constituency.
- Sharing their perspective on issues that are or will impact the PC's and College goals.

## **MEMBERSHIP:**

1. Chancellor (ex officio, non-voting)
2. Executive Assistant to the Chancellor(ex officio, non-voting)
3. Vice Chancellor of Academic Affairs (ex officio, non-voting)
4. Vice Chancellor of Administrative Services (ex officio, non-voting)
5. Dean of Student Services (ex officio, non-voting)
6. Director of the Pacific Center for Advanced Technology & Training (ex officio, non-voting)
7. Program Dean - University College (ex-officio, non-voting)
8. Program Dean - Transportation and Trades (ex-officio, non-voting)
9. Program Dean - Communication and Services (ex-officio, not-voting)
10. Director - MIR
11. Accreditation Liaison Officer
12. Liaison - Assessment Committee
13. Liaison - FSEC
14. Liaison – SSEC
15. Liaison – Information Technology Center
16. Tech 1 Division Chair
17. Tech 2 Division Chair
18. UC Division Chair - Humanities and Social Sciences (ex-officio, non-voting)
19. UC Division Chair - Language Arts (ex-officio, non-voting)
20. UC Division Chair - Science and Math (ex-officio, non-voting)
21. Representative - Apprenticeship Program
22. Representative - Academic Support Faculty and Staff
23. Representative - Student Services
24. Representative – Kupu Ka Wai Council

25. Representative - Student to be Determined
26. Representative - Faculty at-large - To be selected by the Chancellor and Agreed upon by the Council
27. Representative - Staff at-large - To be selected by the Chancellor and Agreed Upon by the Council
28. Representative - Community to be Appointed from the Chancellor's Executive Advisory Council, with an alternate if the Community Representative is not available – all to be agreed upon by the Council through a consensus agreement

**AUTHORIZATION:**

The creation of the Planning Council was originally initiated by the Chancellor at the College's Retreat in August 2005. The original charter can be found online at: <http://honolulu.hawaii.edu/intranet/committees/pc/index.html> ). As a result of the recommendations stemming from the College's October 2006 accreditation review process, the Chancellor amended the original role & responsibilities in January 2007. The charter was further amended on April 18, 2008. Another amendment was made on October 16, 2008 to add a representative from the Kupu Ka Wai Council.

## ***Addendum – PC Chair responsibilities, Faculty-at-large responsibilities***

### ***Planning Council Chair Responsibilities***

1. The chair is responsible for regularly reviewing both the Planning Council (PC) charter and the Planning Agenda items assigned to the PC to ensure that that the PC stays on track with its purpose. Both of these documents should be considered when planning meeting agendas (see responsibility 2).
2. The chair will be responsible for coming up with all meeting agendas. This should include a list of all the items that will be covered and make clear which items will be voted on by the PC. In addition, providing a background to each item is recommended. This agenda must be put out on the official HCC mail list for making announcements, 5 working days before the meeting takes place. (See example agenda in Appendix.)
3. The chair shall provide a summary of the important events of a meeting within 5 working days after the meeting takes place. The summary will include any motions made, and the results of any votes. The purpose of this summary is to provide timely information on the PC meeting proceedings. The summary will be sent out on the official HCC mail list for making announcements.
4. The chair shall conduct all PC meetings. This includes entertaining motions, calling for discussion when a motion has been made and seconded, and calling for a vote on the motion. During discussions, the chair will recognize members/guests who want to provide input, and cut off discussions that are drifting off-track from the topic at hand. The chair is responsible for stopping any actions that are disruptive to the meetings.
5. The chair will call for the formation of a subcommittee for any items that require more intensive work than can be covered during a meeting.
6. The chair is responsible for contacting any PC members who are not attending meetings without notifying the chair. The chair is also responsible for meeting with any PC member who is not minimally participating and/or behaving in a manner that is disruptive to the PC.
7. The chair is responsible for transitioning the new chair during the semester before the new chair takes over. It is recommended that this process take place at least two meetings before the new chair takes over.

## ***Appendix - Sample meeting agenda***

### ***Planning Council meeting agenda 3/14/2008***

1. Approval of last meeting minutes. Welcome of new members.
2. Vote to approve definition of collegiality (MOU).
3. Motion to change charter, so that Planning Council is the official name again, instead of Strategic Planning Council.
4. Form subcommittee to come up with assessment questions to assess PC's overall effectiveness and PC's effectiveness in publicizing the Strategic Plan Review Process.
5. Review timeline for Strategic Plan Review, and determine dates for extra meetings.
6. Discuss how to better disseminate the knowledge of how assessment is tied to the budgetary process.
7. Update by Brian Furuto on Administrative Marketing Team - Marketing Plan.
8. Form subcommittee to review HCC Mission Goals to ensure alignment with UHCC Strategic Goals.

### **Background**

- Item 2 - Currently all faculty committees (committees under the FSEC) come under the definition of collegiality granted by the Board of Regents to faculty. The Planning Council and CLT are not under the FSEC. Therefore, the AOC has come up with a parallel definition of collegiality that will apply to all College committees (including the Planning Council). So, we will be voting on whether or not to approve the Memorandum of Understanding (MOU) that spells this definition out.
- Item 3 - In January 2007, a charter change proposed by the Chancellor added a chair to the Planning Council and also changed the name to Strategic Planning Council. We will be discussing changing the name back to just Planning Council as some feel that the title of Strategic Planning Council implies that we only work on the Strategic Plan or that we only do strategic planning. The Planning Council is involved in more than just the Strategic Plan, and we need to do more than just strategic planning. Given the UHCC Strategic Goals and subgoals, we need to do tactical planning (as the strategies have been given to us). The goals of the Planning Council (as spelled out in that charter revision) include positioning the College to take advantage of new opportunities and protect from and defeat external threats. Carrying out these goals will certainly involve tactical planning in addition to strategical planning.
- Item 4 - Based on the Planning Agenda (IV.A.3), the Planning Council needs to come

up with questions to assess the its effectiveness in operating and effectiveness in communicating how the planning process for the College works. We should form a subcommittee to tackle this task so that we can run the surveys for this assessment in May 2008.

- Item 5 - The timeline we are using for the Strategic Planning Review Process is: 1) March 18, 2008 - cutoff date for submitting new items into the Strategic Plan, 2) April 1, 2008 - Strategic Plan Review Committee submits draft form of plan to PC and Administration for review, 3) April 17, 2008 - PC reviews and ranks as a committee the plan, 4) April 24, 2008 - PC submits final recommendations on plan to Administration, 5) May 1, 2008 - Administration finalizes and presents final plan to PC and greater HCC campus, 6) May 22, 2008 - HCC Strategic Plan is finalized and tied to the biennium budget. We need to discuss extra meeting dates to ensure that we can meet this timeline.
- Item 6 - At this point, there aren't enough people operating in a way that shows that they understand the role of assessment in the planning process. Using assessment as the primary way to justify including an item in the budget is new to the College, but is mandated by accreditation requirements. This represents a new way of doing things, and people need to get used to this process. We need to discuss ways of getting this point across to the campus at large.
- Item 7 - The Administrative Marketing Team (Brian Furuto, Gary Boydell, Sandy Matsui, and Ralph Kam) that has been formed to oversee Marketing and Public Relations for HCC will provide any updates to the formation of a Marketing Plan.
- Item 8 – The items we put into the Strategic Plan must be consistent with the HCC Mission Goals. The PC will review the HCC Mission Goals prior to performing any prioritization of Strategic Plan items to make sure that this is the case. At the same time, the HCC Mission Goals need to take into account the UHCC Strategic Goals. Since the UHCC Strategic Goals have changed recently, a subcommittee should be formed to review the HCC Mission Goals in view of these changes. If necessary, this subcommittee can make recommendations for changes to the Assessment Committee. Since the PC is responsible for ensuring the consistency between the Strategic Plan items and the HCC Mission Goals, the PC should also be responsible for reviewing the HCC Mission Goals annually (before Strategic Plan prioritization).

### ***Planning Council - Faculty-at-large representative responsibilities***

1. The Planning Council (PC) Faculty-at-large representative will attend all PC meetings. If he/she cannot attend, he/she must designate a proxy and inform the PC chair via e-mail. In addition, the Faculty-at-large representative is responsible for informing the proxy of any background that is needed for the proxy to participate in the PC meeting.
2. The Faculty-at-large representative will be responsible for organizing any gathering of additional input from faculty for any PC items that involve faculty in general (i.e. input that is not program/department specific.) (If a PC subcommittee is already handling this task as part of their work, the Faculty-at-large representative does not need to be involved.)
3. The Faculty-at-large representative will be responsible for providing a conduit between the faculty and the PC for any issues that are of general interest to faculty (i.e. issues that are not program/department specific).
4. If necessary, the Faculty-at-large representative will assist in emphasizing any PC events that affect faculty in general.