



UNIVERSITY of HAWAII\*  
**HONOLULU**  
COMMUNITY COLLEGE

Office of the Chancellor

Memorandum

October 20, 2008

TO: All Deans, Directors, Faculty and Staff Supervisors of APT, Civil Service and O&M Employees

SUBJECT: Participation of Staff in Campus Governance Activities

Aloha All,

In response to the 2000 Institutional Self-Study, and resulting campus visit for reaccreditation, it was determined that staff participation in campus governance activities at Honolulu Community College was not on par with the expectations set forth in the Accrediting Commission for Community and Junior Colleges (ACCJC) Standards. When approving our reaccreditation, the ACCJC Report recommended that the college increase campus dialogue and input from a number of different campus constituents. In 2003 steps were taken to establish a Staff Senate Executive Committee (SSEC) as a mechanism for staff members to have appropriate participation in the campus governance process. Establishing a staff council was a first step in meeting the ACCJC Standards and to expend the opportunity to participate in collegial governance. We still have work to do to also meet the spirit of the Standards.

The SSEC is still in its embryonic stages. While it is true that there is a SSEC, participation in this committee currently involves a very small group of individuals from just a few small pockets of our campus. Unfortunately, it is far from being representative of the diverse staff at Honolulu Community College. HCC's 2006 Institutional Self-Study recognized that increased staff participation in campus governance is an item we need to address, and included it as a part of our Planning Agenda - Item: III.A.4.c. One of the identified barriers to increased staff participation is a lack of support and time for staff members to attend and actively campus governance committee meetings. This barrier needs to be recognized and addressed by their supervisors.

To ensure that we meet both the ACCJC Standards as well as create the campus culture of collegial governance that we all desire, it is imperative that staff be allowed to participate fully in shared governance activities, with the full support of both their supervisors and peers. I am asking each of you to create and implement internal processes within your departments and service areas that will facilitate and encourage participation in the SSEC.

Mahalo for your support in making Honolulu Community College a better place.

A handwritten signature in black ink, appearing to read 'Michael Rota'.

Michael Rota  
Interim Chancellor