

Policy Number: L1.201

Effective Date: December 24, 2024

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Responsible Office: Office of Planning, Policy & Assessment

Review Date: December 24, 2029

Leeward Community College Shared Governance Policy

I. Purpose

This policy aims to provide a framework for the governance and decision-making bodies available to all personnel at Leeward Community College (Leeward CC). As a member of the University of Hawai'i (UH) system, Leeward CC is governed by the policies set forth by the University's Board of Regents (BOR). [The BOR General Overview](#) provides the campuses with a perspective on governance structure and our shared responsibilities in decision-making. The Overview states that "the standard institutional reference for desirable academic governance is the '[Statement on Government of Colleges and Universities \(SGCU\)](#).'"

This statement calls for governance based on a community of interdependent groups—the BOR, administration, faculty, staff, students, and others. As a College, we recognize and consider the roles of these groups in our campus' shared governance. Leeward CC supports the formal process of collaborating, delegating, recommending, and decision-making. In this process, we attempt to provide spaces for respectful communication for sharing values, professional opinions, and meaningful information, especially for stakeholders affected by decisions. While we carefully consider the roles and responsibilities of all the interdependent groups, we are mindful of delegated expertise and authority.

II. Related Policies and Documents

- A. [Board of Regents General Overview](#)
- B. [Board of Regents Policy RP 1.210](#): Regents' Policy on Faculty Involvement in Academic Decision-Making and Academic Policy Development
- C. [Board of Regents Policy RP 7.201](#): Student Organizations
- D. [Executive Policy EP4.201](#): Integrated Long-Range Planning Framework
- E. [Executive Policy 1.201: Faculty Involvement in Academic Policy](#)
- F. [Executive Policy 1.102: Authority to Manage and Control the Operations of the Campus](#)
- G. [Executive Policy 7.101: Delegation of Authority for Student Affairs](#)
- H. [UHPA-BOR Agreement, R-20](#): Roles And Consultation Protocols Involving UH Administration, UH Professional Assembly, And UH Faculty Senates

- I. [UHCC Policy 1.104 Community College Council of Native Hawaiian Chairs](#)
- J. [Accrediting Commission Community and Junior Colleges 2024 Accreditation Standards](#)

III. Policy Objectives

- Describe the framework of shared governance at Leeward CC that is broad, inclusive, and available to all personnel, and define the term Authorized Governance Body (AGB) as central to this framework.
- Establish the importance of the collaboration between interdependent groups at Leeward CC that participate in campus decision-making.
- Provide an overview of the authority, purposes, and responsibilities of Leeward CC's Authorized Governance Bodies (AGBs).
- Provide an overview of the roles of Representative Groups (RGs) and other campus bodies such as ad hoc Committees and Task Forces.

IV. Authorized Governance Bodies

Leeward CC seeks to promote professional collegial relationships among its interdependent, member-based, charter-driven Authorized Governance Bodies and the College Administration. Each AGB has a specific purpose, which corresponds to their membership and responsibilities. The AGBs at Leeward CC communicate with one another and directly with the Administration to support the overall operation of the campus, and they include:

- Associated Students of the University of Hawai'i- Leeward Community College (ASUH-Leeward CC), [ASUH-Leeward Constitution](#)
- Pūko'a no nā 'Ewa Council, [Pūko'a no nā 'Ewa Charter and Bylaws](#)
- Faculty Senate, [Faculty Senate Charter and Bylaws](#)
- Campus Council, [Campus Council Charter and Bylaws](#)

Constituent-based AGBs are authorized either through the official University of Hawai'i BOR policies or their respective College's Administration. The Pūko'a no nā 'Ewa Council, the Faculty Senate, and ASUH-Leeward CC are authorized by the BOR. The Campus Council is a representative campus body authorized by the College Administration.

ASUH-Leeward - <https://go.hawaii.edu/xJn>

ASUH-Leeward is the governing body, legislative assembly, and administration of Associated Students of the University of Hawai'i - Leeward Community College. The ASUH-Leeward organization is chartered by the UH BOR, and abides by the

rules, responsibilities, and obligations set forth by the BOR Policies, RP 7.201, Chapter 7, Student Affairs, that states “1. The board encourages the establishment of a robust student life program, including the establishment of student organizations. 2. The board recognizes the establishment of two types of student organizations: Chartered Student Organizations and Registered Independent Organizations.”

Pūko‘a no nā ‘Ewa - <https://intranet.leeward.hawaii.edu/naewa/>

Pūko‘a no nā ‘Ewa Council is the advisory body of Leeward CC concerning issues pertaining to Hawaiian language, culture, and history, and other matters as they impact Native Hawaiians and Native Hawaiian programs. The Council also represents Leeward CC as part of the [Pūko‘a Council](#), who represents Native Hawaiians within the University of Hawai‘i System.

Faculty Senate - <https://intranet.leeward.hawaii.edu/facultysenate>

The Faculty Senate is chartered by the BOR as the primary voice of faculty and advisory body in the academic governance of the College. Through its various standing committees, the faculty exercises its role in academic decision-making and policy development at the College. The Faculty Senate provides and receives recommendations and advice from other governing bodies and the Administration. The Senate also represents Leeward CC faculty at the University of Hawai‘i Community Colleges level on the [Community College Council of Faculty Senate Chair](#) (CCCFSC) and at the University of Hawai‘i system level on the [All Campus Council of Faculty Senate Chairs](#) (ACCFSC).

Campus Council - <https://intranet.leeward.hawaii.edu/campuscouncil>

The Campus Council was established so all staff have a representative voice in the shared governance processes of the College. The Campus Council is a recommending body to the Chancellor for finalizing planning and budgetary matters, including but not limited to program reviews, area plans, budget structuring and prioritization of the College’s operational expenditure plan. In addition, Campus Council reviews and recommends new and revised policies to the Chancellor. On behalf of the constituencies of the College, it has the responsibility of recommending priorities to the Chancellor and, through the Chancellor, to the Vice President for Community Colleges, President of the UH, and BOR. ‘Priorities’, means establishing preferences for the direction of the College, particularly regarding budget planning and resource allocation.

This policy also applies to and includes any AGBs formed and authorized after the latest revision of this policy has been approved.

V. Responsibilities of AGBs

Generally, AGBs and the Administration (as defined in the [Organizational Chart](#)) agree that:

- Leeward CC constituents will work to fulfill the College's mission in a spirit of aloha and kuleana, understanding that each constituent is a valued contributor.
- All faculty, staff, and students have the right to participate in the College's decision-making processes through AGBs.
- Any individual or group on campus has the right to formally express their views on issues of importance to them through an AGB.
- The College's AGBs shall educate their constituents on the nature of the business addressed at their meetings and will refer constituents to the governance bodies most appropriate to vet their suggestions, questions, and concerns.
- AGBs are dually charged with facilitating communication between constituents and the Administration and by providing recommendations reflecting constituents' views to the Administration.

Each AGB assumes responsibility for working openly with each other and the Administration. These groups are encouraged to exercise their roles and responsibilities as defined in their charters and bylaws, and as recognized by the other bodies. In doing so, each body is encouraged to:

- Provide notice of election, appointment, and membership.
- Provide notice of the current Statement of Governance or Charter and Bylaws.
- Provide notice of meeting dates and times.
- Provide notice of the agendas.
- Provide notice of meeting minutes.
- Share decisions in accordance with their charter and made in session.
- Share advice or recommendations across bodies and to the Administration.
- Request clarifications from bodies in the shared governance structure.
- Solicit response from the Administration through formal clarification processes.
- Conduct regular review of internal and college governance policies and practices, in an effort to manage effectively in support of student learning.

Dually, the Administration has a responsibility to communicate and work with AGBs. This is to share information in an open, timely, and transparent manner thereby empowering the AGBs and their constituents to review, approve, and implement the necessary changes related to administrative decision-making. The Administration is generally expected to:

- Demonstrate aloha and kuleana for campus constituents by placing considerable weight on the recommendations made by AGBs.
- Provide notice of decisions in a reasonably timely manner and provide opportunities for feedback when appropriate.
- Follow the recommendations from the AGBs. When an administrative decision is made contrary to the recommendations from the AGBs, the administration is expected to provide context and feedback by explaining the exceptional circumstances directly to the appropriate governing group(s), in person or in writing, for discussion at their subsequent meeting, or within an agreed-upon timeframe.
- Interpret and execute BOR policies in ways that support our campus shared governance and enhance the AGBs' roles in campus decision-making.
- Engage with AGBs through formal communication, in addition to informal communication when appropriate, when making decisions that impact their specific areas of responsibility.
- Meet regularly with the leadership of campus AGBs and regularly attend meetings of the Campus Council.

VI. Additional Campus Bodies and Processes

The College is committed to increase opportunities for all campus faculty, staff, and students to participate in the formal decision-making process. In addition to the AGBs, other groups may contribute to the governance of the College in their specific areas. Constituents are further supported in this process by Representative Groups (RGs).

While RGs do not have the formal, authorized responsibilities and procedures of a BOR- or College-chartered group, the College recognizes the RGs as invaluable contributors in the operations of the college. This includes gathering information, advice, and/or data that informs the general decisions on campus policy, procedures, budgeting, and operational issues. Examples of Leeward CC's Representative Groups (RGs) may include, but are not limited to:

- **The Administrative, Professional, and Technical (APT) Group** represents all APTs (*not inclusive of casual hire equivalent) currently employed at Leeward CC. The APT Group provides input and advice on College priorities, a forum to exchange information, and is represented on the Campus Council.

- **The Administrative Support Group (ASG)** promotes interaction and the discussion of professional issues from the perspective of administrative support staff. The ASG encourages camaraderie through professional development and is represented on the Campus Council.
- **The Lecturer Mentor Group** allows opportunities for lecturers to participate in the decision-making and shared governance of the College by providing participation on both the Faculty Senate and the Campus Council. The Lecturer Mentor Group engages in meaningful communication with the Administration regarding lecturer concerns as well as promotes professional development and mentorship opportunities for lecturers.
- **The Operations & Maintenance (O&M) Group** provides O&M employees an opportunity to participate in the shared governance of the College. The O&M group promotes staff development and training, as well as open communications between and among the O&M staff and the College and is represented on the Campus Council.
- In addition, a variety of ad hoc committees, task forces, and working groups are developed as needed. Ad hoc committees, task forces, and working groups are drawn as a diverse, appropriate, and inclusive group of members from the College community. These project-specific groups offer direct opportunities for faculty, staff, and students to participate in the College's decision-making process in such areas as strategic planning, long-range development planning, and budgeting. These opportunities are in addition to the standing committees and ad hoc committees created within each of the AGBs discussed in Section IV of this policy.

This policy also applies to and includes any RGs formed after the latest revision of this policy.

VII. Summary

The purpose of this document is to generally describe the various organizations that represent personnel at Leeward CC in the broad-based, inclusive process of shared governance and decision-making. It strives to outline the relationship between these bodies and the Administration and their individual responsibilities to their constituents and each other. Leeward CC provides comprehensive structures for participation in the College's decision-making in the form of advisory councils established by executive Administrators, ad hoc committees and task forces that are created for specific

purposes, standing committees of the Faculty Senate, as well as appropriate committees of the AGBs.

The BOR recognizes the need for a system of shared governance that is based on authorized constituent-based organizations responsible for facilitating systems of the College and making recommendations or providing advice to the College and Administration. Overall, the campus strives to foster opportunity for direct participation for all personnel and students on issues of campus-wide importance and does so through a variety of meetings, forums, and electronic media formats.

While this policy authorizes the various bodies of Leeward CC to make decisions on their own and in committee, it also recognizes that the UH-BOR has final institutional authority.

Campus Approvals

Campus Council approval date: December 20, 2024

Chancellor Approval date: December 24, 2024