1. HONOLULU COMMUNITY COLLEGE

PLANNING COUNCIL
CHARTER

(REVISED April 22, 2016)

STATEMENT OF GOALS AND PURPOSE

The primary purpose of the Planning Council (PC), in support of the campus mission, is to serve as Honolulu Community College’s major mid-to-long-term planning committee. The PC will also serve as a primary communication point that links the planning functions of existing College governance bodies.

The goals of the PC are to ensure that the College is best positioned to
1. Utilize and leverage the College’s strengths
2. Fortify the College’s areas of weakness
3. Take advantage of new opportunities
4. Monitor and respond to external complexities

BASIC COMMITTEE PROCEDURES

The PC will operate based on Robert’s Rules of Order (revised). The PC Chair will be responsible for ensuring adherence to these procedures.

The PC shall formulate recommendations on planning issues in collaboration with other major campus governing bodies and submit them to the Chancellor for approval and implementation. Particularly important is consultation with the FSEC, the SSEC, the Kupu Ka Wai Council, and the ASUH-HCC. All recommendations from the PC shall be treated as advisory. The Chancellor reserves the right to accept, in whole or in part, or to refuse the Council’s recommendations.

• If the Chancellor does not implement or follow a recommendation from the PC, the Chancellor will provide a written explanation to members of the Council.
• If the vote on a decision or recommendation is close (i.e., a difference of 4 votes or less), majority and minority written reports will accompany the formal recommendation.

SCOPE OF WORK

The PC will provide advice and counsel to the Chancellor regarding the external (uncontrollable) and internal (controllable) forces (e.g., economic, political, industry-related, programmatic) that have a current or anticipated impact on the College’s operations, plans and programs. The PC will be forward-thinking to
ensure that the College is properly prepared and situated to respond to and, when possible, benefit from changing conditions in the external environment.

For the purposes of the PC, strategic planning is defined as the process of determining and defining Honolulu Community College’s strategy and the best methods for reaching these goals. In this context, strategy is defined as the College’s mid-term (3-5 years) to long-term (5-8 years) 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 College’s Strategic Plan.

The Planning Council has the following responsibilities:

1. **Mission Statement**
   - Coordinate an annual review, and if necessary, update the College’s Mission and Goals statement.

2. **Institutional Learning Outcomes**
   - Initiate an annual review, and if necessary, update the College’s Institutional Learning Outcomes.

3. **Strategic Plan**
   - Organize an annual review and update of the College’s Strategic Plan, including ensuring the integration of results of Annual Assessments and Program Reviews into the College’s Strategic Plan and other decision-making processes. In particular, recommendations with academic implications should be closely coordinated with the FSEC.
   - Review the goals of the College’s Strategic Plan annually, and update the goals or the priorities if necessary.

4. **Program Budget Process**
   - Recommend proposed planning initiatives, including specific budget requests and resource allocations, in accordance with system guidelines and in line with the College’s strategic planning needs and institutional assessment processes.

5. **Planning and Budgeting Initiatives**
   - Develop, communicate and utilize criteria to prioritize strategic planning and budgeting initiatives.
   - Receive and review recommendations based on these criteria.
   - Aid in the implementation of strategic planning initiatives and budgetary recommendations.
   - Make recommendations to the Chancellor on proposed planning initiatives and budget and resource allocations—in relation to system guidelines and based on College strategic planning needs and institutional assessment processes.

6. **Communication with Campus**
   - Serve as the coordinating entity for communication with and between governance bodies.
• Monitor College processes and outcomes related to institutional research and institutional effectiveness.
• Coordinate with the administration committee town hall meetings, and other discussions for sharing information with the campus.

7. Accreditation and Institutional Effectiveness
• Monitor the accreditation process (for which the Campus Council on Institutional Effectiveness (CCIE) has the primary responsibility).
• Monitor College processes and outcomes related to institutional research and institutional effectiveness.

8. Advising the Administration
• Advise the administration—in particular the Chancellor—and presenting formal recommendations for decision-making.
• Maintain records of decisions made, and the bases for these decisions.

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 the Pacific Center for Advanced Technology and Training (ex officio, non-voting)
7. Dean – University College (ex officio, non-voting)
8. Dean – Transportation and Trades (Tech I) (ex officio, non-voting)
9. Dean – Communication and Services (Tech II) (ex officio, non-voting)
10. Dean of Academic Support (ex officio, non-voting)
11. Accreditation Liaison Officer
12. Chair, Assessment Coordinator Committee, or designee
13. Chair, Faculty Senate Executive Committee, or designee
14. Chair, Staff Senate Executive Committee, or designee
15. Tech I Division Chair
16. Tech II Division Chair
17. UC Division Chair – Humanities and Social Sciences
18. UC Division Chair – Language Arts
19. UC Division Chair – Math and Natural Sciences
20. UC Division Chair – Hawaiian Programs
21. Representative – Kupu Ka Wai Council
22. Representative – Apprenticeship Program
23. Representative – Academic Support Faculty and Staff
24. Representative – Student Services
25. Representative – ITC
26. Representative – Student leader (Selected by the ASUH-HCC)
27. Representative – Faculty-at-large (Selected by the FSEC)
28. Representative – Staff-at-large (Selected by the SSEC)
PLANNING COUNCIL INDIVIDUAL MEMBER’S RESPONSIBILITIES

1. Maintaining an open dialogue with the member’s respective constituency.
2. Communicating general College issues to the member’s constituency.
3. Sharing his or her perspective on issues that are relevant to PC and College goals.

PLANNING COUNCIL CHAIR’S RESPONSIBILITIES

1. The Chair is responsible for regularly reviewing both the Planning Council Charter and the Planning Agenda items assigned to the PC to ensure that the PC stays focused on its purpose. Both of these documents should be considered when creating meeting agendas (see No. 2)
2. The Chair will be responsible for preparing the agenda for each meeting. This should include a list of all items that will be covered, and should make clear which items will be voted on by the PC. In addition, providing background information for each item is recommended. The agenda must be distributed on the official campus e-mail list at least five (5) working days before the meeting takes place. (A sample agenda is posted at the PC site online.)
3. The Chancellor’s office will provide the minutes of the Planning Council meeting discussions before the following meeting. The minutes will include any motions made, and the results of any votes. The minutes will be sent out on the campus Planning Council e-mail list and a copy will be posted on the Intranet.
4. The Chair will conduct all PC meetings. This includes but is not limited to coordination of discussion on agenda items, and management of the voting process on motions formally made and seconded. During discussions, the Chair will recognize members/guests who want to provide input, and will end discussion that do not remain on-topic or are disruptive.
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 mentoring the Chair-elect during the semester before the Chair-elect takes over. It is recommended that this process take place at least two meetings before the new Chair assumes leadership of the PC.
7. The Chair will be elected from within the Planning Council, and will serve a two-year term, for which he/she will receive three hours of assigned time or equivalent each semester.

ADMINISTRATIVE SUPPORT

The Administration will provide administrative or clerical support when it is deemed necessary.
AUTHORIZATION

The creation of the Planning Council was initiated by the Chancellor in August 2005. Its Charter was modified in January 2007 as a result of recommendations stemming from the College’s 2006 Accreditation visit. The Charter was further amended in April 2008, in January 2011, and April 2016. The current version Planning Council Charter is posted on the Intranet.