Honolulu Community College  
Staff Senate Executive Committee Charter

I. Statement of Purpose

The Staff Senate Executive Committee (SSEC) is the official representative body for staff members at Honolulu Community College (HCC). It functions in an advisory capacity to the HCC Chancellor and administration with the express goal of promoting the general welfare of the College through advocacy and inclusion of staff perspectives.

Key Tasks and Responsibilities of the Committee:

- Promote the core values, mission and goals of the College.
- Encourage staff involvement, initiative, and leadership in College, UHCC System, and University activities.
- Provide a means for improved communication among staff, administration, faculty and students.
- Provide input and recommendations on matters relating to college operations, budget, staffing and other identified priorities.
- Ensure there is staff representation on various campus-wide committees.

II. Scope of Authority

- The Committee has the authority to establish timelines, deadlines, and activities under its jurisdiction (e.g., budget proposals, award nominations, etc.)
- The SSEC may establish subcommittees or otherwise carry out inquiries and investigations on matters initiated by SSEC members or staff persons.
- Decisions by the Committee will be passed on to College leadership and other campus committees where applicable.

III. Membership

- Two (2) members from Academic Support Services
- Two (2) members from Tech, Training & Research
- Two (2) members from Student Services
- Two (2) members from Secretaries & Office Assistants
- Two (2) members from Operations & Maintenance Support
- Two (2) members from APT Instructional Support
- Two (2) members from Administrative Services
- One (1) member from staff-at-large
- One (1) member from Office of the Chancellor (non-voting)

IV. Operating Procedures

- The SSEC will meet approximately once a month and hold additional meetings as necessary.
- The Chair will collect input to create the agenda and ensure completion of identified tasks and responsibilities.
- SSEC members are responsible for bringing to the committee the concerns and input of their constituencies, and in return, disseminating Committee decisions and responses.
- Meetings are open to all members of the college community. Only SSEC members may vote (identified in Sec. III above)
- Committee decisions result exclusively from motions that are made and seconded, and followed by a quorum vote defined in SSEC Bylaws.
V. Documentation/Communication

- An agenda will be distributed by the Chair to SSEC members prior to each meeting.
- The Recording Secretary will distribute a draft of the minutes via email to SSEC members for review and revision.
- The Communications Officer/Archivist will post approved meeting minutes on the HCC intranet site.
- The Communications Officer/Archivist will post any other relevant documents produced by the committee on the HCC intranet site.
- The Chair will notify staff of both meeting minutes and agendas when they become available.
- The Chair will produce and distribute to the staff an annual summary that summarizes the accomplishments of the Committee.