Honolulu Community College  
Staff Senate Executive Committee Bylaws

Article 1 – Representation

Definition of Staff Senate Executive Committee (SSEC) member eligibility:

- Employees in permanent or temporary funded positions who belong to Civil Service (HGEA Units 2, 3, 4, & 9), APT (HGEA Unit 8), and UPW Unit 1 at Honolulu Community College (HCC) may serve on SSEC.
- Casual and emergency hires, due to the nature of their positions, are precluded from serving. They may, however, attend SSEC meetings with the permission of their supervisors.

Section 1. To balance representation along similar functional/organizational lines, members will be distributed across each of the following campus sectors:

<table>
<thead>
<tr>
<th>Sector</th>
<th>Units in Sector/ # of staff</th>
<th>Number of Representatives</th>
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</table>
| I. Academic Support Services | Student ACCESS (1)  
Education Tech Center (2)  
Library (5)  
Retention (1)  
Testing & Tutoring (2)  
Design Center (5)  
TRIO-SSS (2)  
Native Hawaiian Center (4) | 2 |
| II. Tech, Training & Research | Information Tech Center (14)  
Policy & Planning (4)  
PCATT/CELL (5) | 2 |
| III. Student Services | Financial Aid (5)  
Admissions & Records (11)  
Health Office (1)  
Career & Employment Center (1) | 2 |
| IV: Secretaries & Program Clerks | Office of the Chancellor (2)  
All Admin & Program Secretaries & Clerks (8)  
Apprenticeship (1)  
Construction Academy (1)  
Library Asst for Academic Support (1)  
Early Childhood Education (1)  
Education Tech Center (1)  
Testing & Tutoring (1) | 2 |
| V: Operations & Maintenance Support | Maintenance (5)  
Groundkeepers (4)  
Janitors (18)  
Airport Maintenance Worker (1) | 2 |
| VI: APT Instructional Support | Tech I (9)  
Tech II (14)  
University College (2)  
SOCAD Off-campus Program(1) | 2 |
| VII: Admin Services | Business Office (10)  
Human Resources (4)  
Security (5) | 2 |
| VIII: At-Large Representative | Open to all Staff | 1 |
| Chancellor (Non-voting member) | Office of the Chancellor | 1 |
Section 2. SSEC members representing a given sector shall preferably be from different units comprising it. However, it is permissible if during a term of service a member changes units within a sector, resulting in two sector representatives from the same unit. The situation may be remedied in the next SSEC election.

Section 3. An SSEC member changing sector association within a term of office becomes ineligible to continue serving and vacates their membership.

Article 2 – Terms of Office

Section 1. SSEC members are elected for two-year terms and may serve a maximum of two (2) consecutive terms for a total of four years. A former member may return as a member after an interim period of non-service of one year.

Section 2. A term of service begins on July 1 and concludes on June 30 of the following year.

Section 3. Staggered terms – The Committee shall develop and maintain an elections schedule that staggers terms to ensure continuity and stability.

Section 4. In the event of a vacancy, the SSEC will appoint a replacement for the unexpired portion of the term of service with final approval by the HCC Chancellor.

Section 5. Elections – SSEC elections will take place at the beginning of April for those member seats turning over in July.

Article 3 – Officers

Section 1. Once members are elected or appointed they will then elect a set of officers: Chair, Vice Chair, Recording Secretary, and a Communications Officer/Archivist.

Section 2. The terms of office for officers shall be one-year terms, not to exceed two consecutive terms for the same office.

Section 3. An officer may be replaced at any time by a two-thirds vote. A partial term resulting from such a replacement shall not count towards the terms of office limitations in Article 3, Section 2.

Section 4. Duties of the Chair:

1. Serve as official SSEC representative and liaison with Chancellor, administration, and other campus constituencies.
2. Preside over meetings, including responsibility for scheduling, preparing agendas, and otherwise facilitating SSEC business.
3. Attend Planning Council meetings.
4. Review SSEC Charter, Bylaws, and sector representation chart and recommend revisions as necessary.
5. Assign SSEC duties and tasks as necessary.
6. Prepare an SSEC annual summary.

Section 5. Duties of the Vice Chair:

1. Preside at SSEC meetings in absence of the Chair.
2. Serve as SSEC representative and liaison in absence of the Chair.
3. Attend Campus Leadership Team meetings.
SSEC Bylaws (continued)

4. Oversee SSEC elections
5. Manage SSEC member assignments to HCC campus committees.
6. Assist the Chair as necessary.

Section 6. Duties of the Recording Secretary:

1. Prepare official SSEC minutes and forward to the Communications Officer for dissemination after approval.
2. Prepare official SSEC correspondence in consultation with the Chair.
3. Provide new SSEC members with links to the SSEC Charter, Bylaws, and other relevant documents.
4. Coordinate collection of internal SSEC documents and reports, and communication from HCC campus committees and SSEC subcommittees.

Section 7. Duties of Communications Officer/Archivist

1. Disseminate approved minutes and items of importance to HCC staff via email, blog, or other methods.
2. Maintain a web page for SSEC documentation and other staff information, working with the HCC Design Center to improve all means of communication.
3. Maintain a hard copy and electronic archive of the Charter, Bylaws, resolutions, and correspondence of the SSEC.
4. Coordinate video or photographic recording of SSEC meetings and events when appropriate.
5. Maintain lists of eligible staff and their sector and unit affiliation to facilitate elections and communications.
6. Maintain records of SSEC member assignments to HCC campus committees.

Article 4 –Meetings

Section 1. The SSEC shall have the discretion to decide which matters it may decide and which are referred to the entire staff for consideration. The Chair may conduct online or hardcopy polls to survey the staff on referred issues.

Section 2. The SSEC will meet approximately once a month and hold additional meetings as necessary. A meeting schedule will be determined by the Chair with input from members and an agenda distributed prior to each meeting.

Section 3. The SSEC will provide as much prior meeting notice as possible to allow staff supervisors to make operational adjustments and permit attendance. The SSEC will also encourage College administration to incorporate SSEC meetings and related service into position descriptions and performance evaluations.

Section 4. SSEC members are responsible for bringing to the Committee the concerns and input of their constituencies and disseminating decisions and responses in return to these groups.

Section 5. Meetings utilize basic parliamentary procedures from Robert's Rules of Order.

Section 6. Meetings are open to all members of the college community but only SSEC members may vote, as outlined in Article 1, Section 1.

Section 7. Minutes - As soon after a meeting as is practicable, the Recording Secretary shall distribute a draft of the minutes via email to SSEC members for review and revision. After a period of five business (5) days if there are no comments, the minutes become official and available for posting by the Communications Officer. If issues cannot be resolved via email discussion, then the minutes will be discussed and approved at the next meeting.
Section 8. Continuity of governance - A meeting will be scheduled in late April that invites electees as guests to serve as a transition between outgoing, continuing, and incoming members.

**Article 5 – Decisions and Voting Quorum**

Section 1. A quorum is established when a majority of the SSEC representatives are present.

Section 2. When a quorum is present, a majority vote will constitute official action by the SSEC, except for amendments to the Charter and Bylaws addressed in Article 6.

Section 3. Proxy voting is permitted when a measure is identified in advance; a member likely to be absent shall inform the Chair of their vote prior to the meeting, either in writing or by email.

Section 4. SSEC decisions between regular meetings may be required on an exigent basis, as determined by the Chair. In such a case, the issue will be voted on with an online instrument (survey or other software), and approved by a majority of the members. Results shall be verifiable upon request and the votes recorded in the next meeting’s minutes.

**Article 6 – Amendments to Charter and Bylaws**

Section 1. A proposed amendment to the Charter or Bylaws may be voted upon at an SSEC meeting only after it has been placed on the agenda and discussed.

Section 2. A two-thirds vote is required for approval of an amendment to the Charter or Bylaws.

Section 3. Upon approval, the amendment shall be distributed via email to the staff for a period of review and comment of no fewer than ten (10) business days. If there are no objections, the amendment will automatically take effect. Any concerns that are raised will be addressed at the next SSEC meeting before an amendment can be adopted.

**Article 7 – Committees**

Section 1. The SSEC shall send its members to attend and report back from the following HCC campus committees:

1. Administrative Services Group (SSEC member)
2. Campus Council on Institutional Effectiveness (SSEC member)
3. Campus Technology Committee (Staff-at-large (2))
4. Faculty Senate Executive Committee (SSEC member)
5. Planning Council (SSEC Chair & Staff-at-large)
6. Recruitment and Retention Committee (Staff-at-large (2) – staggered 2-year terms)
7. Staff Development Committee (SSEC members (2))

Section 2. Other HCC campus committees may request SSEC representation on an ongoing or occasional basis for SSEC consideration and determination.

Section 3. SSEC Subcommittees – The Chair shall have the authority to establish permanent or ad hoc subcommittees as necessary, without need for separate Charters or Bylaws but subject to reporting annual summaries of activities and accomplishments to the SSEC.
Section 4. Attached Agencies – Attached agencies are administratively placed under the SSEC for organizational purposes but operate independently. These agencies shall develop their own Charters and Bylaws, providing these documents as well as annual summaries of activities, accomplishments, and expenditures to the SSEC.

The SSEC authorizes the following attached agency:

1. Staff Development Committee (personal development & team-building)

**Article 8 – Annual Review of Organization**

Section 1. SSEC Sector Representation Chart – The Communications Officer will obtain a list of eligible staff and their sector and unit affiliations from Human Resources prior to an election to reflect any changes from the previous list. As necessary, the Chair will propose adjustments to the sector and unit alignments defined in Article 1, Section 1, to ensure the most effective communication with and the fairest representation of staff.

Section 2. Annual Summary – The annual summary produced by the Chair shall include SSEC activities and accomplishments, and also incorporate recommendations identified by staff or SSEC members regarding Committee function or governance.

**Article 9 – Compensation**

Section 1. Staff compensation for service on the SSEC will be established by a Memorandum of Agreement (MOA) between the Committee and the HCC Chancellor.

Section 2. The Chair will periodically review the terms of the MOA for appropriateness and as necessary make recommendations to the Committee to amend the agreement with the Chancellor's approval.