

Ad Hoc Subcommittee to Review the Charter and Bylaws

2018-19 Report to the Faculty Senate

Purpose

- To revise the Charter and Bylaws to reflect updated policies since the last revision in 2016.
- To improve the Senate's ability to carry out its functions through a regular, streamlined process for updating the bylaws.

Membership

- Wayde Oshiro, Chair
- Michael Oishi
- Eiko Kosasa

Meeting Dates

- December 4, 2018
- January 10, 2019
- January 24, 2019
- February 7, 2019
- March 20, 2019

Actions

- December 5, 2018: Faculty Senate Vice-Chair Wayde Oshiro announced the establishment of a subcommittee to review the charter and bylaws under Article II, Section 2.D. "Facilitate the review of the Faculty Senate Charter and Bylaws as needed." The review of the charter and bylaws falls under the authority of the Vice-Chair.
- January 10, 2019: The committee met to discuss proposed amendments and develop a plan which included campus fora, electronic and print dissemination of information, and an online vote by faculty.
- January 16, 2019: A tentative outline and timeline were presented to Faculty Senate.
- February 13, 2019: Proposed amendments to the charter and bylaws were presented to the Senate. Vice-Chair Oshiro introduced the following motion: "On behalf of the Ad Hoc

Subcommittee to Review the Charter and Bylaws, Senator Oshiro moved to adopt the modification to the Charter and Bylaws as outlined in the Table of Revisions.”

- March 13, 2019: Subcommittee member Senator Michael Oishi introduced Motion 18.79 which was approved by the Senate.
- March 20, 2019: Campus email announcement on the proposed amendments with attached documents, a notice of a campus vote, and a notice of a schedule of campus fora.
- April 2-3, 2019: Two campus fora were held to respond to questions and gather feedback on the proposed amendments. A total of four faculty and 5 current senators attended the sessions.
- April 7, 2019: Campus email announcement of the online vote taking place April 8-14. The list of eligible faculty was requested from the Human Resources Office. The college webmaster was responsible for distributing the electronic ballots and tallying the vote count. The results were shared with the subcommittee on April 16.
- April 17, 2019: The results of the vote were shared with the campus via email announcement. The amendments were approved with 86% of the votes cast in support of the changes.

Next Step

- The Faculty Senate Executive Committee will send a memo to the Interim Chancellor requesting approval of amendments.

Respectfully submitted by Wayde Oshiro, Chair of the Ad Hoc Subcommittee to Review the Charter and Bylaws

Attachment 1: Table of Amendments

Attachment 2: Results of the Campus Vote

Purpose

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To improve the Senate's ability to carry out its functions through a regular, streamlined process for updating the bylaws.

Proposed Amendments

Charter

Section	Current 2016 Version	Revised/New	Rationale
Title	Charter and Bylaws	Charter	The current "Charter and Bylaws" document will be separated into two documents to improve the function of the Senate to carry out its business. "Bylaws" will be deleted from the title and moved to head its own document.
I. Charter	<u>I</u> . Charter	Charter	Roman numeral "I" will be deleted due to the separation of the Charter from the Bylaws into two documents.
Article IV, Membership in and Composition of the Faculty Senate	SECTION 2. All lecturers teaching at least 8 <u>credits</u> at Leeward Community College are welcome to participate in the Faculty Senate and are entitled to vote in the elections of members to the Faculty	SECTION 2. All lecturers teaching at least 8 <u>teaching equivalencies</u> at Leeward Community College are welcome to participate in the Faculty Senate and are entitled to vote in the elections of members to the Faculty Senate	Community college lecturers are compensated by calculating teaching equivalencies (TEs), not credits. This change will align the Charter's language with current HR and UHPA practices. In addition, it will eliminate the confusion over which lecturers are eligible to participate in Faculty Senate elections.
	SECTION 4. Composition of the Faculty Senate shall come from the following constituencies:	[ADD] <u>J. Wai'anae Moku</u>	According to the Leeward organizational chart (Chart 3-B), Wai'anae Moku reports directly to the Dean of CTE. Wai'anae Moku will join the other three FS constituencies already reporting to the same Dean. The constituencies are

			1) Professional Arts and Technology, 2) Business, and 3) Office of Continuing Education and Workforce Development.
Article VI, Amendment of Charter and Bylaws	Article VI, Amendment of Charter <u>and Bylaws</u>	Article VI, Amendment of Charter	“Bylaws” will be deleted due to the separation of the Charter from the Bylaws.
	SECTION 1. All amendments to this Charter <u>and the Bylaws</u> must be approved by two-thirds of votes cast by Senate members.	SECTION 1. All amendments to this Charter must be approved by two-thirds of votes cast by Senate members.	Deleted reference to “Bylaws” with the separation of the Charter from the Bylaws.

Bylaws

Section	Current	Revised/New	Rationale
II. Bylaws	<u>II. Bylaws</u>	Bylaws	Roman numeral “II” of the current “Charter and Bylaws” document will be deleted due to its separation into two documents.
Article II, Section 2, D	<u>Facilitate the review of the Faculty Senate Charter and Bylaws as needed</u>	<u>Will regularly evaluate and update the Faculty Senate Charter and Bylaws to ensure currency of information and compliance with existing policies and practices.</u>	There is a need for ongoing review of the Charter and Bylaws to maintain the currency of both documents. The revised language ensures that reviews are conducted on a regular basis as required by ACCJC.
Article VI, Section 3	Elections will be made accessible to all faculty in rank C-2 or higher and all lecturers teaching at least 8 <u>credits</u> at Leeward Community College.	Elections will be made accessible to all faculty in rank C-2 or higher and all lecturers teaching at least 8 <u>teaching equivalencies</u> at Leeward Community College.	Community college lecturers are compensated by calculating teaching equivalencies (TE), not credits. This change will align the Bylaws’ language with current HR and UHPA practices. In addition, it will eliminate the confusion over which lecturers are eligible to participate in Faculty Senate elections.
Article VI, Section 4	The election period will commence on the first Monday of	<u>The election will be completed by the last day of November.</u>	This amendment gives the Senate flexibility in scheduling its elections without violating its own bylaws.

	November and end on the following Monday		
Article VIII, Amendment of the Bylaws		SECTION 1. All amendments to these Bylaws must be approved by two-thirds of votes cast by Senate members.	Amendment of Bylaws was removed from the Charter. This Article is new and stipulates Senate approval only rather than Faculty approval. Bylaws are "housekeeping" guidelines used to facilitate the business of the Senate. Such flexibility will allow the Senate to be more responsive and quicker to address new and/or changing conditions or circumstances, such as changes in UH System policies and practices.
		SECTION 2. If adopted, the proposed amendment shall be sent to the Chancellor. Amendments shall become effective upon approval by the Chancellor. The Chancellor will notify the Faculty Senate Chair regarding decisions on the amendments.	

Results

Survey 994934

Number of records in this query:	67
Total records in survey:	67
Percentage of total:	100.00%

Field summary for Q00001

Please indicate your vote on these proposed amendments. Choose one of the following. Click the Submit button to cast your vote:

Answer	Count	Percentage
I approve of the proposed amendments to the Leeward CC Faculty Senate Charter and Bylaws. (A1)	58	86.57%
I disapprove of the proposed amendments to the Leeward CC Faculty Senate Charter and Bylaws. (A2)	9	13.43%
No answer	0	0.00%
Not displayed	0	0.00%

Field summary for Q00001

Please indicate your vote on these proposed amendments. Choose one of the following. Click the Submit button to cast your vote:

