

Campus Leadership Team (CLT) Charter

Statement of Purpose

- Makes decisions regarding the operational issues of the college.
- Discusses application and efficacy of College policies, and when needed, refers issues to the appropriate governance bodies.

Operating procedures

- The Vice-Chancellor of Academic Affairs (VCAA) or designated proxy (in absence of VCAA) facilitates the CLT meetings.
- When voting is required, the majority vote will prevail.
- The role of the recorder is rotated among CLT members.

Authorization

Authorized by administration. Renamed from Division Chair to Campus Leadership Team.

Structure of the Committee

- Faculty Senate Executive Committee Chair
- Staff Senate Executive Committee Chair
- University College Division Chairs
- Tech I – Transportation & Trades Division Chair
- Tech II – Communication & Services Division Chair
- Director, Educational Media Center
- Head Librarian
- Coordinator, Apprenticeship
- Coordinator, College Skills Center
- Director, Management Information Research
- Director, Student Life and Development
- Pacific Center of Advanced Technical Training Representative
- Pacific Aerospace Training Center Representative
- Vice Chancellor of Academic Affairs
- Dean, Tech I – Transportation & Trades
- Dean, Tech II – Communication & Services
- Dean, University College
- Dean, Student Services

Scope of Authority

- Addresses operational issues and sets operating guidelines/deadlines regarding scheduling, registration and other areas of serving student needs as well as general campus needs.
- Serves as a forum for discussions related to academic and student needs, security and safety, and other matters.
- Facilitates college-wide discussion of the College programs, plans, and goals.

- Disseminates information related to operational issues and matters.
- Identifies and articulates campus concerns and problem-solves for resolution.
- Determines and implements budget decisions (operating budget, equipment budget, lectureship budget, student assistants budget).
- Assists in the setting of priorities for budget development and capital improvement projects for submission to the Planning Council, system and legislature.

Meetings

- The Campus Leadership Team meets weekly for the first five weeks of the semester, then bi-weekly for the remainder of the semester. If needed, additional meetings will be scheduled.

Documentation/Communication

- Minutes are distributed via campus email and are posted on the HCC Intranet.
- Each member of the committee is responsible for reporting to and getting input from the constituency that he/she represents.
- Committee will review their charter annually and revise as needed.