



UNIVERSITY
of HAWAII®
HILO

Paper number: 02/10
Date of meeting: November 3rd 2010
Author: Siân Millard, Strategic Planning Coordinator
Purpose: Information and Discussion

Roles and Responsibilities of Strategic Planning Committee Members

Action required: SPC members are asked to:

- **Note** the roles and responsibilities of SPC membership
- **Note** that there will be a four-member drafting committee and other potential sub-committees to support the SPC's work
- **Discuss** nomination of a potential Chair of the SPC (recommendation to go to the Chancellor)

1. Purpose of the SPC

The purpose of the Strategic Planning Committee (SPC) is to develop, on behalf of and in consultation/collaboration with all at UH Hilo and the broader community, a 2010-2015 strategic plan for the university. In doing so, the SPC will look to revise UH Hilo's mission and vision, as well as identify key strategic goals and actions that we should focus on, at a university-wide level, over the next five years.

2. Term of membership

Membership term of the SPC will be for eight months – forming in November 2010 and disbanding in May 2011 following recommendation of the 2010-2015 Strategic Plan to Chancellor Straney.

3. Frequency of Meetings

The SPC will likely meet for two hours every two weeks. Additional meetings may be scheduled if required. Members may also be asked to comment on draft documents via email outside of the meetings.

4. Sub-committees

4.1 Drafting sub-committee

Chancellor Straney will appoint a four-person drafting sub-committee from the broader SPC membership in November/December 2010. This sub-committee will be chaired by the SPC secretary (Siân Millard) and be responsible for producing draft documents (e.g. draft goals) following discussion by the full SPC. This sub-committee will likely meet for an hour every week.

4.2 Other subcommittees

Other subcommittees may be created to assess and develop particular aspects of the strategic plan. Chancellor Straney will work with the SPC to recruit and appoint such additional members as may be required to fill these subcommittees.

[The committee noted that a number of people who were nominated but not selected for the SPC, registered an interest in undertaking sub-committee work. The names of those people have been redacted from this public version of this paper to protect confidentiality].

5. Role of All SPC Members

SPC members will be expected to:

- Champion the strategic planning process
- Be objective and take a campus-wide view of issues being discussed
- Be effective communicators
- Read meeting material before attending the meetings to ensure that the committee can have full and informed discussion of agenda items
- Comment on draft documents via email outside of the meetings
- Participate in consultation events/activities on drafts of the strategic plan

6. Role of the SPC Chair and Vice-Chair

6.1 Chair

The chair of the SPC will:

- Be impartial and support an equal and fair consideration of all items and opposing views
- Flexibly lead the committee through its meeting agendas
- Summarize discussion of items and clearly articulate actions that need to be taken
- Act as the committee's lead spokesperson or lead presenter for consultation events/activities

If the committee votes on any issue(s), the chair will have the casting vote.

The chair of the SPC will be a faculty member (instructional or non-instructional). It is appropriate that the committee be chaired by a faculty member given that UH Hilo is an educational institution. The chancellor would like the committee to recommend a chair to him.

For information, the faculty members of the SPC are:

Thora Abarca
 Kainoa Ariola
 Kelly Burke
 Mazen Hamad
 Maria Haws
 Jackie Johnson
 Gail Makuakane-Lundin
 Karen Pellegrin
 Elizabeth Stacy
 Pila Wilson
 Errol Yudko

Members will **discuss** nomination of a potential chair at the meeting. Members will be asked to vote on a potential candidate if required.

6.2 Vice-chair

The vice-chair of the SPC is Marcia Sakai. Marcia is an executive member of staff and was appointed vice-chair by Chancellor Straney to facilitate a link back to the UH Hilo executive. Marcia will chair the SPC in the event that the chair cannot attend the meeting and will therefore take on the role and responsibilities of the chair.

In the unlikely event that both the chair and the vice-chair are unavailable, the SPC secretary, Siân Millard, will chair the meeting.

7. Role of SPC Secretary/staff support

The SPC secretary and staff support person is Siân Millard, UH Hilo Strategic Planning Coordinator. Siân's role is to support the SPC in its work and ensure that progress is kept on track. Specifically, Siân is responsible for:

Meeting support:

- scheduling all meetings
- working with chair to form the meeting agendas and papers
- minuting all meetings
- chairing the drafting sub-committee

Data collection/analysis:

- ensuring that the Committee has all necessary information (e.g. WASC reports, reports on trends in higher education, pre-planning evidence) to inform their discussions
- undertaking data analysis/information gathering at the request of the Committee

Communications:

- ensuring that communications about progress with strategic planning are issued to the broader campus and community in a timely and effective manner
- ensuring that UH Hilo's strategic planning web pages are maintained and updated as appropriate
- acting as the first point of contact for all questions in relation to UH Hilo strategic planning

Consultations:

- coordinating, on behalf of the SPC, all consultations with the broader campus and community on drafts of the strategic plan.

8. Stipend/Course-load Reduction for Serving on the Committee

General membership of the SPC will be considered as service to the university. However, reflecting the additional work required, it is likely that the chair of the committee and members of the drafting sub-committee will be offered a stipend or course-load reduction by the Chancellor. Details of this are still be decided by the Chancellor.