



# **UH / Maui Community College**

## **Technical Support Committee**

### **Committee Charter**

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#### **Background:**

The Technical Support Committee was formed in September 2001 for the purpose of improving communication and addressing problems in the technical areas of instruction. Original committee members included the Acting Dean and Acting Provost as well as faculty and other support members.

#### **Purpose:**

- To improve communication regarding technical aspects of instruction among the various technical providers and users campus-wide
- To hear and address problems that arise in the technical aspect of instruction.
- To advise the administration regarding technology purchases and allocations.

#### **Membership:**

- The Technical Support Committee shall consist of no more than eleven (11) members.
- Members shall represent campus technical, instructional, administrative, and support functions to best accomplish the Committee's purpose. Committee membership may include, but is not limited to, representatives of: Computing Services, Media Services, The Learning Center, Library, Business Laboratory, Unit Chairs, Administration, and faculty with relevant expertise.

#### **Appointment**

- Prospective candidates to fill membership vacancies may be recommended by the Campus Executive Committee or the Academic Senate.
- Members shall be appointed by resolution and the majority affirmation of the members present at a regularly scheduled meeting. Every effort will be made to appoint members who best satisfy the Purpose of the Committee.
- Every effort will be made to maintain membership representation as defined under "Membership."

#### **Responsibilities**

- Members shall attend and participate in all regularly scheduled meetings.
- Members shall, on a rotating basis, be responsible for recording meeting notes and forwarding to the Committee Chair for dissemination.
- Serve on such *ad hoc* committees and/or subcommittees as appropriate and in the best interests of the Committee and the College.
- Any other duties and/or responsibilities as appropriate.

#### **Term**

- Members shall serve to the end of the second academic year following their appointment. The terms of members currently serving on the Committee when this Charter is adopted will be in the first year of their term. Members may be reappointed, as defined under "Appointment," to additional two-year terms.

- Members not meeting their obligations as defined under “Responsibilities” may be removed from the Committee. A majority vote of the Committee membership is required to remove members. Members shall be notified of an intention to remove them from the Committee prior to the meeting at which the action is scheduled to occur.

## **Committee Chair:**

The Committee shall consist of a single officer, the Committee Chair. The Committee Chair shall be a member of the Committee.

### ***Duties***

The Committee Chair will be responsible for:

- Convening and serving as the presiding officer at all regular and special meetings.
- Ensuring that a written record of all meetings is maintained and made available to the campus community.
- Serving as a point of contact for the Committee.
- Appointing, when appropriate, a member of the committee to serve as Committee Chair in his/her absence. This appointment is temporary and for a specified period of time.
- Receiving meeting agenda topics and for the preparation and dissemination of an agenda prior to each meeting.

### ***Appointment***

The Committee Chair will be appointed by resolution and the majority affirmation of the members present at the first regularly scheduled meeting of each Academic Year.

### ***Term***

The Committee Chair will serve for one Academic Year (August through July).

### ***Voting***

The Committee Chair will vote only when necessary to break a tie vote of the Committee's members.

## **Meetings:**

The Technical Support Committee shall convene meetings at scheduled intervals.

All meetings of the Technical Support Committee shall be open to the campus community.

Meetings shall adhere to Roberts Rules of Order.

### ***Frequency***

The Committee shall convene at least one meeting per month during the Academic Year (August – May). The number of meetings, days, times, and location shall be determined by majority affirmation of the members present at a regularly scheduled meeting.

Regular meetings will not be convened during the Summer Recess. Special meetings may be convened at the Committee Chair's discretion and/or upon the request of the Committee's membership.

### ***Agenda***

The Committee Chair shall prepare and distribute an agenda of each meeting's pending matters prior to that meeting. Agenda items may be suggested by the Committee's members, as well as by the MCC campus community.

Matters not on the meeting agenda will be considered only as time permits, or by resolution and majority affirmation of the members present at that meeting.

### **Quorum**

A simple majority of the Committee's membership shall constitute a quorum. At any time during a meeting should a quorum no longer be present, no further business can be conducted.

### **Voting**

Only members of the Committee may make or second motions and cast votes on Committee business. Guests may participate in discussions at the discretion of the Committee Chair.

### **Notes:**

A written record of every regular and special meeting will be maintained. Meeting notes will be made readily available to the campus community. Posting on the Internet will be considered "readily available."

### **Accountability:**

The Technical Support Committee shall report to and be accountable to the Maui Community College Dean of Instruction or such other person or office that may be designated by the Dean of Instruction.

### **Committee Charter:**

#### **Adoption**

This Charter shall become effective upon resolution and the approval of two-thirds ( $\frac{2}{3}$ ) of the Committee's membership and, upon the recommendation of the Campus Executive Committee, the approval of the Maui Community College Chancellor.

#### **Amendment**

Amendments to this Charter must be introduced and discussed at one regularly scheduled meeting, and its adoption take place at a subsequent regularly scheduled meeting. The amendment will become effective upon resolution and the approval of two-thirds ( $\frac{2}{3}$ ) of the Committee's membership.

Adopted by TSC resolution this nineteenth (19) day of January, 2005

Attest: s/Sandra R. Swanson  
Chair, TSC

Adopted by MCC Campus Executive Committee resolution this twenty-fifth (25) day of February, 2005

Attest: s/Clyde Sakamoto  
Chancellor, MCC