

HARTNELL COMMUNITY COLLEGE DISTRICT

GENERAL OPERATING PROCEDURES FOR GOVERNANCE COUNCILS

FREQUENCY OF MEETINGS

Monthly during the academic year

VOTING TO RECOMMEND ACTION/APPROVAL

Recommended action/approval: The Administrative Services Council shall be governed by

PURPOSE

The Administrative Services Council maintains an open and transparent structure in support of college community needs. The ASC is governed by a group of members consisting of Administration, Faculty, Confidential, and Classified employees. The council develops and implements district-wide procedures, responds to reports from district/ campus committees, monitors strategic plan and program review for respective areas, and articulates budget requests.

RECEIVES INFORMATION FROM

The following sources appropriate to the work of the Council, including but not limited to: employees, students, other councils and committees, Academic Senate, program reviews, SLOs, accreditation, performance indicators, site visits, institutional effectiveness outcomes, existing plans and initiatives, labor market information, community and partner input, other trends and/or forecasts.

MAKES RECOMMENDATIONS TO

- ◇ College Planning Council
- ◇ Other Councils, Committees, Academic Senate

AGENDAS

The chairs and/or co-chairs develop the agenda for council meetings. Any individual (student or employee) who wants an item placed on the agenda must submit the item in writing to the chair and/or co-chairs.

COUNCIL RESPONSIBILITIES

1. COUNCIL RECOMMENDATIONS

- Communicates interests and concerns of staff and constituency groups
- Communicates council decisions to staff and constituency groups

2. BOARD POLICIES & ADMINISTRATIVE PROCEDURES

- Prepare, review, and recommend new or revised Board policies and administrative procedures for submission to the College Planning Council.

3. ACCREDITATION

- Review and keep knowledge current regarding accreditation standards, eligibility requirements, and policies related to the Administrative Services Council.
- Provide input when appropriate to accreditation processes.
- Promote a campus culture that is focused on accreditation, inclusive of but not limited to institutional activities that foster assessment, evidence building, and continuous improvement.

4. BUDGET

- Develop, implement, and evaluate an administrative budget.
- Submit recommended budget plans to the superintendent/president.

5. PLANNING/RESEARCH

Review college goals and key performance indicators regularly.

Review and recommend approval of college plans (e.g., strategic, technology, facilities, etc.).

Review evaluations of administrative plans and make recommendations for improvement.

6. PROGRAM REVIEW

Review program review reports and recommendations.

Review and recommend approval for the implementation of new programs.

Review and recommend approval for discontinuance of programs that cannot be strengthened.

7. SERVICE AREA OUTCOMES

Review reports on the status of SAO development, assessment, (l)-3(o)5(pTÆie)-7(s)10(sm)]T255I2(s)10