

HARTNELL COMMUNITY COLLEGE DISTRICT

GENERAL OPERATING PROCEDURES FOR GOVERNANCE COUNCILS

Planning Council will have authority for the following aspects of the Governance System and for establishing the following general operating procedures for all Councils.

- Member Responsibility and Expectations for Participating in Governance
- Voting to Recommend Action/Approval
- Purpose of Each Council
- Establishing and Discontinuing Governance Councils
- Determining Required Membership Categories for Each Council
- Procedure for Placing Items on Agendas
- Reporting (To Whom or Which Group Recommendations are Forwarded)
- Providing and Updating the Handbook Template for all Governance Councils
- Process for Evaluation of Councils and Governance System Effectiveness

STRATEGIC PLAN 2019-2024 CORE OUTCOMES

- Core Outcome 1 | Degree/Certificate Completion
- Core Outcome 2 | Degree/Certificate Completion Efficiency (Units & Time)
- Core Outcome 3 | Transfer to Four-Year Institutions
- Core Outcome 4 | Student Employment Following Training and/or Degree/Certificate Completion

PURPOSE

The Facilities Council will develop, review, and evaluate plans and policies and set directions for facilities in accordance with the vision, mission, core values, and strategic plan of the college.

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 related to facilities
Communicates council decisions to staff and constituency groups related to five-year construction plan

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 Facilities 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 a facilities 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 facilities 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, and results.

8. EVALUATION OF COUNCIL EFFECTIVENESS

Conduct evaluation of the effectiveness of the Council every 2 years.