



HARTNELL COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES COUNCIL HANDBOOK

VISION STATEMENT

Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

MISSION STATEMENT

Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

VALUES STATEMENTS

Students First

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Academic and Service Excellence

We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

Diversity, Equity, and Inclusion

We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.

Ethics and Integrity

We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.

Alliances

We develop strategic relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

Leadership and Empowerment

We commit to growing leaders through opportunity, engagement, and achievement.

Innovation

Through collaboration, we seek and create new tools, techniques, programs, and improve student learning, student achievement, and institutional effectiveness.

Stewardship of Resources

We commit to effective utilization of human, physical, financial, and technological resources.

Health, Safety, and Security

We commit to providing a healthy, safe, and secure environment for all students, employees, and visitors.

GENERAL OPERATING PROCEDURES FOR GOVERNANCE COUNCILS

5-29-2013; Rev:6-25-2020
Planning Council will have authority for the following aspects of the Governance System and for

FREQUENCY OF MEETINGS

Monthly during the academic year

VOTING TO RECOMMEND ACTION/APPROVAL

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

4. BUDGET

Review administrative services budget according to established procedures.

Recommend administrative services budget expenditures according to established procedures.

5. PLANNING/RESEARCH

Review college goals and key performance indicators regularly.

Review and recommend approval of college plans relevant to administrative services.

Review evaluations of administrative services plans and make recommendations for improvement.

6. PROGRAM REVIEW

Review program review reports and recommendations where appropriate and/or needed.

Review and recommend approval for the implementation of new programs and services.

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

7.