
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

We believe the first question that should be asked when making decisions is "What impact will the decision have on student access, learning, development, achievement, leadership, and success?"

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

us to grow our

the college and community, locally and globally, that allow

GENERAL OPERATING PROCEDURES FOR GOVERNANCE COUNCILS

All Governance Council meetings will be conducted using Robert's Rules of Order. The College 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 and Agenda format 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

MEMBERSHIP (and terms of service)

- ~~Vice President of Administrative Services (Chair, permanent)~~
- ~~Vice President of Information & Technology Resources (permanent)~~
- ~~Vice President of Human Resources/EEO (permanent)~~
- ~~Controller (permanent)~~
- ~~Executive Director of Facilities Planning and Construction Management (permanent)~~
- ~~Director of Student Affairs, Department of Supportive Programs and Services (permanent)~~
- ~~Dean of Academic Affairs or designee (2-year term, to be appointed by the superintendent/president)~~
- ~~Dean of Student Affairs or designee (2-year term, to be appointed by the superintendent/president)~~
- ~~3 Faculty (2-year term, to be appointed by Academic Senate)~~
- ~~1 Part time Faculty (1-year term, to be appointed by Academic Senate)~~
- ~~5 Classified (3 CSEA, 2 L-39, 2-year term, to be appointed by CSEA and L-39)~~
- ~~1 Classified Manager, Supervisor, or Confidential (2-year term, to be appointed by the superintendent/president)~~
- ~~2 Students (1-year term, to be appointed by Associated Students)~~

MEMBER RESPONSIBILITY AND EXPECTATIONS FOR PARTICIPATING IN GOVERNANCE

Council members are responsible for keeping their constituent groups informed about Council actions and matters under review and consideration.

Council members commit to representing and working toward the best interests of all students, the college, and the community, although each member is encouraged to interact with and express the viewpoints of his/her constituent group.

Council members commit to preparing in advance of meetings, and to participating fully in Council meetings.

Council members commit to engaging in civil and respectful discussion, debate, and deliberation.

Council members commit to working toward consensus in Council deliberations prior to taking action. Council members reserve their right to cast an independent vote.

4. BUDGET

- ~~Review administrative services budget according to established procedures.~~
- ~~Recommend administrative services budget expenditures according to established procedures.~~

Commented [GM9]: Suggest that we replace this language with a description regarding the council's role with the Resource Request process.

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.

Commented [DB10R9]: Perfect, could merge with program review section below

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. 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.