HARTNELL COMMUNITY COLLEGE DISTRICT

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)

> Faculty (co-chair, 2-year term, to be appointed by Academic Senate)
> VP of Advancement and Development (co-chair, permanent)
> VP of Academic Affairs or designee (permanent)
> Dean of Student Affairs or designee (2-year term, to be appointed by superintendent/president)
> Dean of Academic Affairs or designee (2-year term, to be appointed by superintendent/president)
> VP of Administrative Services or designee (permanent)
> Accounting Manager (permanent)
> Director of Communications, Marketing, and Public Relations (permanent)
> Director of Public Grants Development (permanent)
> 1 Classified Manager, Supervisor, or Confidential (2-year term, to be appointed by superintendent/president)
> 1 South County Representative At-Large (permanent, to be selected by Council)
> 2 Faculty (2-year term, to be appointed by Academic Senate)
> 3 Classified (2 CSEA, 1 L-39, 2-year term, to be appointed by CSEA and L-39)
> 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

GRANTS
Receive reports of proposed grants or Letters of Inquiry
Receive reports on grants making trends, opportunities, and challenges
Receive reports from grant funded activities
Receive reports from Grants Oversight Council and grants team

5. PLANNING/RESEARCH
Review Office of Advancement and Development goals and key performance indicators regularly.
Review and recommend approval of Office of Advancement plans (e.g., strategic funding needs, technology, facilities, etc.).
Review evaluations of Office of Advancement plans and make recommendations for improvement.

6. PROGRAM REVIEW
Review program review reports and recommendations.

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.