

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

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 action. Council members reserve their right to cast an independent vote.

FREQUENCY OF MEETINGS

Monthly meetings during academic year

VOTING TO RECOMMEND ACTION/APPROVAL

Recommended action/approval: The Advancement Council shall be governed by Robert's Rules of Order, latest revised edition.

PURPOSE

Review and recommend the annual Advancement and Development work plan with resource identification.

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

GRANTS

Receive reports of proposed grants or Letters of Inquiry
Receive reports on