



HARTNELL COMMUNITY COLLEGE DISTRICT

HARTNELL COLLEGE COUNCIL

FOUR PILLARS OF GUIDED PATHWAYS

1. Create clear curricular pathways to employment and further education.
2. Help students choose and enter their pathway.
3. Help students stay on their path.
4. Ensure that learning is happening with intentional outcomes.

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

GENERAL OPERATING PROCEDURES FOR GOVERNANCE COUNCILS

- All Governance Council meetings will be conducted using Robert's Rules of Order. The Hartnell 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

AGENDAS

The tri-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 tri-chairs.

ESTABLISHMENT OF WORK GROUPS

Councils retain the right to form ad hoc committees for special circumstances or situations, as needed. Ad hoc committees are at the discretion of each council, based on a majority vote from the council membership. Ad hoc committees should include (but are not limited to) existing council members. The appropriate constituency group should approve outside members. All faculty members (whether already approved to the council or volunteering from without) must be approved by the Academic Senate.

EVALUATION OF COUNCIL AND REVIEW OF PURPOSE AND RESPONSIBILITIES

Councils should evaluate their progress and success every two years and review and update their purpose statement and responsibility sections every five years.

CARING CAMPUS COMMITMENTS: Ten-Foot Rule, Nametags, Cross-Department Awareness, Warm Referrals, Welcoming Students

HARTNELL COLLEGE 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.

HARTNELL COLLEGE 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 (baccalaureate degrees, associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

FREQUENCY OF MEETINGS AND FORMAT

Councils meet once a month during the academic year but may call special meetings as needed. All councils and subcommittees will meet in a hybrid format (face-to-face w/an online option, except when required by law to meet face-to-face) to encourage and maximize participation from constituents from the various campuses.

MEMBER RESPONSIBILITY AND EXPECTATIONS FOR PARTICIPATING IN GOVERNANCE

- Council members are responsible for informing their constituent groups 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 acting. Council members reserve their right to cast an independent vote.

VOTING

For agenda items requiring a vote, 2/3 of the quorum is required for an affirmative vote, with at least one vote from each employee constituency (administrator, staff, and faculty). Quorum infers fifty percent plus one member of the total council membership is present for a meeting.

MEMBERSHIP AND TERM OF APPOINTMENT*

Unless designated to a council/committee by a de facto role (superintendent/president, CSEA, Academic Senate President, etc.), constituent groups will appoint representatives for governance councils/committees. The term of appointment is ___year(s).

*(See Charter for additional information regarding membership, new appointments mid-term, and alternates).

Hartnell College Council Membership

Academic Senate President (tri-chair, permanent)

Superintendent/President (tri-chair, permanent)

C. S. E. A. President (tri-chair, permanent)

4 Confidential, CSEA or L-39 (appointed by classified professional group)

H.C.F.A. President (permanent)

Counselor (appointed by Academic Senate)

2 Faculty from any Meta Major (appointed by Academic Senate)

4 Students representing a different Meta Major (appointed by A.S.H.C.)

Vice President for Academic Excellence and Student Success or designee (permanent)

Vice President for Student Affairs or designee (permanent)

2 Vice President, Dean, or Director (appointed by administration)

COUNCIL CHARGE

The charge of the Hartnell College Council (HCC) is to make recommendations to the Superintendent/President in matters that involve and affect the college as a whole, including Administrative Procedures (APs) and Board Policies (BPs). Additionally, the HCC is responsible for establishing operating procedures and processes for all college governance councils and codifying District processes not codified elsewhere using Operational Memoranda. The Hartnell College Council focuses on issues affecting the entire college and can generate requests for the councils. Councils work independently and only need to bring action items to the HCC for initiatives affecting the entire District.

COUNCIL RESPONSIBILITIES

RECEIVES INFORMATION FROM

MAKES RECOMMENDATIONS TO
Superintendent/President