



HARTNELL COMMUNITY COLLEGE DISTRICT

FACILITIES DEVELOPMENT 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***

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

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 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)

- ◇ Vice President of Administrative Services or designee (Chair, permanent)
- ◇ Vice President of Information & Technology Resources (permanent)
- ◇ Executive Director of Facilities Planning and Construction Management (permanent)
- ◇ Director of Department of Supportive Programs and Services (permanent)
- ◇ 2 Faculty (2-year term, to be appointed by Academic Senate)
- ◇ 4 Classified (2 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 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.

FREQUENCY OF MEETINGS

Monthly during the academic year.

VOTING TO RECOMMEND ACTION/APPROVAL

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

PURPOSE

The Facilities Council will develop, review, and evaluate plans and policies and set directions for facilities in accordance with the vision, mission, core values, and strategic plan of the college.

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 and/or co-chairs.

COUNCIL RESPONSIBILITIES

1. COUNCIL RECOMMENDATIONS
 - ◇ Communicates interests and concerns of staff and constituency groups related to facilities
 - ◇ Communicates council decisions to staff and constituency groups related to five-year construction plan
2. BOARD POLICIES & ADMINISTRATIVE PROCEDURES
 - ◇ Prepare, review, and recommend new or revised Board policies and administrative procedures for submission to the College Planning Council.
3. ACCREDITATION
 - ◇ Review and keep knowledge current regarding accreditation standards, eligibility requirements, and policies related to the Facilities Council.
 - ◇ Provide input when appropriate to accreditation processes.
 - ◇ Promote a campus culture that is focused on accreditation, inclusive of but not limited to institutional activities that foster assessment, evidence building, and continuous improvement.
4. BUDGET
 - ◇ Develop, implement, and evaluate a facilities budget.
 - ◇ Submit recommended budget plans to the superintendent/president.
5. PLANNING/RESEARCH
 - ◇ Review college goals and key performance indicators regularly.
 - ◇ Review and recommend approval of college plans (e.g., strategic, technology, facilities, etc.).
 - ◇ Review evaluations of facilities plans and make recommendations for improvement.
6. PROGRAM REVIEW
 - ◇ Review program review reports and recommendations.
 - ◇ Review and recommend approval for the implementation of new programs.
 - ◇ Review and recommend approval for discontinuance of programs 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.