



# HARTNELL COMMUNITY COLLEGE DISTRICT

## ***COLLEGE PLANNING 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)**

- ◇ Faculty Academic Senate President (co-chair, permanent)
- ◇ Superintendent/President (co-chair, permanent, non-voting)
- ◇ VP of Academic Affairs (permanent)
- ◇ HCFA President (permanent)
- ◇ VP of Student Affairs (permanent)
- ◇ VP of Administrative Services (permanent)
- ◇ Dean of Academic Affairs (2-year term, selected by superintendent/president)
- ◇ Dean of South County Education Services (permanent)
- ◇ Dean of Institutional Planning and Effectiveness (permanent)
- ◇ CSEA President (permanent)
- ◇ 1 Classified Manager, Supervisor, or Confidential (2-year term, to be selected by the superintendent/president)
- ◇ 5 Faculty (2-year term, to be selected by Academic Senate)
- ◇ 1 Part-time Faculty (1-year term, to be selected by Academic Senate)
- ◇ 4 Classified (3 CSEA, 1 L-39, 2-year term, to be selected by CSEA and L-39)
- ◇ 2 Students (1-year term, ASHC president plus one other to be selected by ASHC)

## **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**

Semi-monthly during the academic year.

## **VOTING TO RECOMMEND ACTION/APPROVAL**

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

## **PURPOSE**

To function as the highest level collaborative council for the college with a focus on goal-setting, planning, resource allocation, institutional effectiveness, and continuous improvement.

## **RECEIVES INFORMATION FROM**

The following sources appropriate to the work of the Council, including but not limited to employees, students, other college councils and/or committees when items have the potential for college wide implications or impact.

## **MAKES RECOMMENDATIONS TO**

- ◇ superintendent/president

## **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**

- ◇ For items that have college wide impact, review recommendations from all other Councils, including but not limited to key accreditation reports, establishment or discontinuance of programs, services, and the development and implementation of institutional initiatives.

### **2. INSTITUTIONAL PURPOSE AND GOALS**

- ◇ Review and recommend institutional Mission, Vision, and Values statements, and ensure that these statements are widely communicated across the college and infused into college activities.
- ◇ Review and recommend college wide goals, goals for institutional effectiveness and institution-set standards.

### **3. STRATEGIC INTEGRATED PLANNING**

- ◇ Oversee development of and recommend the college's Strategic Plan, ensuring that all constituent groups participate in the planning process.
- ◇ Oversee and regularly evaluate implementation of the college's Strategic Plan, ensuring that all college units understand their role in Plan implementation, and that progress in achieving the Plan is widely and regularly communicated across the college.
- ◇ Review, recommend, and regularly evaluate implementation of the college's long term institutional plans and other key institutional initiatives, ensuring they support and are fully integrated with the college's Strategic Plan.

#### 4. BUDGET DEVELOPMENT AND RESOURCE ALLOCATION

- ◇ Develop, implement, and evaluate a college wide budget development and resource allocation process that advances the college's integrated plans
- ◇ Review and recommend college wide budget plans.
- ◇ Review and regularly evaluate reports on college wide expenditures, ensuring that resources are directed toward Strategic Plan achievement, and that budget implementation plays a significant role in the institution's continuous improvement.

#### INSTITUTIONAL EFFECTIVENESS

- ◇ Review and recommend key performance indicators, targets, and benchmarks for evaluating and reporting institutional effectiveness and performance, ensuring that these measures are incorporated into the college's integrated plans.
- ◇ Review institutional outcomes regularly to gauge the college's improvement, and ensure that these outcomes are widely communicated across the college.
- ◇ Monitor student success and institutional performance, review recommended actions designed to improve them, and evaluate the effectiveness of these actions.
- ◇ Promote innovative approaches, best practices, and data informed decision making in developing, scaling, sustaining, and continuously improving programs, services, and initiatives to ensure maximum impact on student success and institutional performance.

#### 5. COLLEGE RE-DESIGN

- ◇ Review and recommend proposed modifications in college design aimed at improving student success and institutional effectiveness. Such modifications may include but not be limited to: scaling effective practices to serve more students; discontinuing functions or practices that are limited in their impact on or serve as obstacles to student success; streamlining institutional processes to more efficiently serve students; re-structuring the governance system to better reflect institutional priorities; and re-structuring the relationships between and among programs, services, and offices within and across divisions to enhance collaborative efforts and system complementarity.

#### 6. ESTABLISHMENT OF WORK GROUPS

- ◇ Establish work groups as needed to assist in the development, implementation, evaluation, and revision of the college's key statements, goals, plans, and performance measures.

#### 8. EVALUATION OF COUNCIL AND GOVERNANCE SYSTEM EFFECTIVENESS

- ◇ Conduct evaluation of the effectiveness of the Council and overall governance system every 2 years.