



# HARTNELL COMMUNITY COLLEGE DISTRICT GOVERNANCE CHARTER

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## VISION, MISSION, AND VALUES STATEMENTS

<https://www.hartnell.edu/about/vision-mission-and-values-statement.html>

## 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 PARTICIPATORY GOVERNANCE



- The Governance Coordination Group coordinates and provides oversight for the work of all four councils--the College Council, the Institutional Effectiveness Council, The Institutional Resources Council, and Student Success Council--so that the participatory governance system as a whole remains focused on shared student-centered goals, optimizes efficiency, avoids redundancies, and ensures clear communication between the councils and to the College.
- Each of the four councils is led by administrator, faculty, and staff tri-leads appointed by the appropriate constituent groups. One individual shall not be allowed to serve as a tri-lead on

more than one council at a time. All three tri-leads from each council come together to make up the membership of the Governance Coordination Group

- Council members will be appointed by the appropriate constituent groups and serve out their two-year terms whenever possible.
- In order to promote equity, inclusiveness, and new leadership at the College--appointed council members shall only be allowed to serve on one council at a time.
- The College recognizes that the participatory governance system will be more positive and robust if members have the right to resign without prejudice at any time. As a result, a new member can be appointed promptly. To this same end, one appointment may be shared by two individuals if the constituent group approves of the arrangement.
- Governance meetings are held remotely in order to promote equity in the governance system on all campuses. Guests are encouraged to attend.
- The GCG and all four councils will be assigned an executive assistant each (as permanent support for note taking, minutes, recordkeeping, communication, and other administrative needs). All five executive assistants will have web permission rights for the participatory governance system to provide assistance to one another as needed.

## **CONSENSUS MODEL OF GOVERNANCE**

All participatory governance meetings will be conducted using a consensus model. A consensus based decision-making process is an effort in which affected parties seek to reach agreement on a course of action to address an issue or set of related issues. In a consensus process, the stakeholders work together to find a mutually acceptable solution.

- Successful consensus processes follow several guiding principles:
  - Consensus Decision-Making- Participants make decisions by agreement rather than by majority vote.
  - Inclusiveness- To the extent possible, varied perspectives are represented or, at a minimum, approve of the decision.
  - Facilitation- An impartial facilitator accountable to all participants manages the process, ensures the ground rules are followed, and helps to maintain a productive climate for communication and problem solving.
  - Shared Control/Ground Rules- Participants share with the facilitator responsibility for setting and maintaining the ground rules for a process and for creating outcomes.
  - Commitment to Implementation - All stakeholders commit to carrying out their agreement.
- Elements of a Consensus-Based Decision
  - All parties agree with the proposed decision and are willing to carry it out;
  - No one will block or obstruct the decision or its implementation; and
  - Everyone will support the decision and implement it.
- Levels of Consensus (partial list of examples)
  - I can say an unqualified "yes!"
  - I can accept the decision.
  - I can live with the decision.
  - I do not fully agree with the decision, however, I will not block it and will support it.
  - I had a legitimate concern, but my concern was addressed adequately, so I now can support the decision
  - I "step aside": I feel my concern was heard and carefully weighed even if it was not resolved. It will be noted with the final decision, but I will not impede the dec

# **GOVERNANCE COORDINATION GROUP**

**PURPOSE:** The Governance Coordination Group keeps the participatory governance system organized and focused on strategic governance agenda.

## **MEMBERSHIP**

- All three tri-leads (one administrator, one faculty member, and one staff) from each of the four governance councils: College Council tri-leads, Institutional Effectiveness Council tri-leads, Institutional Resources Council tri-leads, and Student Success Council tri-leads (term determined at Council level).
- The council tri-leads will rotate responsibility for facilitating GCG meetings.

## **Resources**

- Academic Senate Vice President or designee attends one meeting per semester and/or is available for consultation for assistance with properly routing 10+1 issues (available for consultation)
- Director of Communications, Marketing and Public Relations attends one meeting per semester and/or monitors GCG's agendas, minutes, and GCG Strategic Goals Spreadsheet published on the website and updated at a minimum monthly in order to report out key items to the College
- ASHC President or designee attends one meeting per semester and/or is available for consultation for assistance with providing the student perspective.

## **FREQUENCY OF MEETINGS**

Once a month during the academic year.

## **RECEIVES INFORMATION FROM**

- The following sources appropriate to the work of the College's participatory governance system, including but not limited to employees, students, other college councils and/or committees when items have the potential for college wide implications or impact.
- The tri-leads collaboratively assist in developing the agendas for and monitoring the decisions from the four Councils at the GCG meetings. Any individual (student or employee) who wants an item placed on a council agenda may submit the item in writing to the Governance Coordination Group tri-leads.

## **REPORTS TO/RECOMMENDATIONS**

- Makes agenda recommendations to the Councils
- Reports back to the College via Governance Coordination Group Strategic Agenda Spreadsheet published on the website.
- When appropriate, recommends proposed agenda items be rerouted from governance to town halls, webinars, workshops, focus groups, and/or presentations at organizational meetings.

## **GOVERNANCE COORDINATION GROUP RESPONSIBILITIES**

1. Conducts Spring retreat to train governance appointees and choose strategic governance agenda for the next academic year
2. Coordinates with councils to ensure the appropriate number of new council appointees for the next academic year are requested in a timely manner so that most if not all council members are in place by Spring Retreat
3. Sets standards for all participatory governance remote meetings (i.e. screen sharing documents on zoom with the presenter view) and models and communicates those standards, providing training

as needed.

4. Manages the strategic governance agenda.
5. Coordinates overall flow of agenda items within the governance system
6. Tracks, summarizes, and communicates the actions of all councils via the GCG Strategic Goals Spreadsheet published on the College website
7. Coordination of the routing of 10+1 issues

## **COUNCILS**

The College Council, the Institutional Effectiveness Council, The Institutional Resources Council, and Student Success Council

- Councils will reach quorum when at least half of the membership is present including at least one tri-lead of that council.
- Councils put forth agendas focused on action items, not presentations.
- Agendas will use the template provided [here](#) and be posted on the College website in PDF format prior to scheduled meetings.
- Minutes will use the template provided [here](#) and be posted on the College website in PDF format prior to the next scheduled meeting.
- Meetings will be held remotely twice per month.
- Each council has the authority to create and/or discontinue committees and task forces under its purview as appropriate.

## **COLLEGE COUNCIL**

## **INSTITUTIONAL EFFECTIVENESS COUNCIL**

## **INSTITUTIONAL RESOURCES COUNCIL**

## **STUDENT SUCCESS COUNCIL**