TASKS – HARTNELL COLLEGE COUNCIL
ACADEMIC YEAR 2023-2024

	Task	Responsible Individual(s)	Date Assigned	Notes/Progress
1.	Develop a governance handbook to incorporate all governance councils	Tri-chairs	9/8/23	9/8/23- This task was assigned for the academic year. 10/13/23- draft of the handbook presented to HCC; suggestions made 11/3/23-HCC received an updated draft handbook; continues to be updated as more develops.
2.	Develop goals for other councils	Tri-chairs	9/8/23	9/8/23-This task was assigned for the academic year. HCC agreed that it would ask the Councils to develop and submit charges (tasks) to focus on this year.
3.	Identify a process to assess/review Council work	Tri-chairs	9/8/23	9/8/23-This task was assigned for the academic year.
4.	Approved to form a work group to explore add period and make recommendations.	Tri-chairs	10/13/23	10/13/23 task assigned, but is on hold until the ATD coaches and SWIM consultants submit their recommendations; the work may fold into these areas. If so, a workgroup would not be needed.
5.	Each council will identify 15 policies to review using policy assessment tool	Tri-chairs of each Council	12/1/23	12/1/23-Tri-chairs agreed that their councils would identify 15 board policies to review using the policy assessment tool. The council will forward it to HCC by the end of February 2024.
6.	Discussed forming a working group to review mission, vision, and values statements	Gayle Pitman, Nancy Schur-Beymer, Tony Anderson	12/8/23	12/8/23-place the discussion on the 2/8/24 agenda 2/9/24-formed workgroup to start with the mission statement, first. Gayle will lead, faculty including Tony Anderson, Nancy Schur Beymer. Shawn will identify two classified professionals and Gayle will help identify one student representative. The tentative deadline to complete work is by the end of the spring semester.

COMPLETED IN 2023-204

	Task	Responsible Individual(s)	Date Assigned	Notes/Progress
1.	Formed a working group to review and make recommended changes to AP 2410, Board Policies and Administrative Procedures	Lisa Storm, Lucy Serrano, Carol Kimbrough Gricel Briseno, Marianne Fontes	11/3/23 **Completed task**: 3/8/24	11/3/23-working group formed. Once appointments are confirmed by the Senate, Lucy will schedule a meeting for the group to meet. 2/9/24-workgroup met once and prepared a draft. The group will meet again to review the draft and plans are to forward it to HCC at the 3/8/24 meeting.
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