



# HARTNELL COMMUNITY COLLEGE DISTRICT

## ***ADMINISTRATIVE SERVICES COUNCIL HANDBOOK***

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### 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 (Chair, permanent)
- ◇ Vice President of Information & Technology Resources (permanent)
- ◇ Associate Vice President of Human Resources (permanent)
- ◇ Executive Director of Facilities Planning and Construction Management (permanent)
- ◇ Director of Department of Supportive Programs and Services (permanent)
- ◇ Dean of Academic Affairs or designee (2-year term, to be appointed by the superintendent/president)
- ◇ Dean of Student Affairs or designee (2-year term, to be appointed by the superintendent/president)
- ◇ 2-3 Faculty (2-year term, to be appointed by Academic Senate)
- ◇ 1 Part time Faculty (1-year term; to be appointed by Academic Senate)
- ◇ 4-5 Classified (3 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 the 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 Administrative Services Council shall be governed by Robert's Rules or Order, latest revised edition.

## **PURPOSE**

The Administrative Services Council maintains an open and transparent structure in support of college community needs. The Council is governed by a group of members consisting of administration, faculty, confidential, and classified employees. The Council develops and implements district-wide **policies and** procedures, responds to reports from district/campus committees, monitors strategic plan and program review for respective areas, and articulates budget requests. **The Council will develop, review, and evaluate and policies and set direction for facilities in accordance with the vision, mission, core values, and strategic plan for 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
- ◇ Communicates council ~~decisions~~ **actions** to staff and constituency groups

### **2. BOARD POLICIES & ADMINISTRATIVE PROCEDURES**

- ◇ Prepare, review, and recommend new or revised Board policies and administrative procedures for submission to the ~~College Planning Council~~ **superintendent/president**.

### **3. ACCREDITATION**

- ◇ Review and keep knowledge current regarding accreditation standards, eligibility requirements, and policies related to the Administrative Services 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 an administrative budget.~~
- ◇ ~~Submit recommended budget plans to the superintendent/president.~~
- ◇ Review administrative services budget according to established procedures.
- ◇ Recommend administrative services budget expenditures according to established procedures.

#### 5. PLANNING/RESEARCH

- ◇ Review college goals and key performance indicators regularly.
- ◇ Review and recommend approval of college plans relevant to administrative services. (e.g., strategic, technology, facilities, etc.).
- ◇ Review evaluations of administrative services plans and make recommendations for improvement.

#### 6. PROGRAM REVIEW

- ◇ Review program review reports and recommendations where appropriate and/or needed.
- ◇ Review and recommend approval for the implementation of new programs and services.
- ◇ Review and recommend approval for discontinuance of programs and/or services 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.