Draft Governance Handbook

Lucy Serrano <lserrano@hartnell.edu>   Wed, Oct 18, 2023 at 12:41 PM
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Dear Tri-Chairs

At the Hartnell College Council (HCC) October 13, 2023 meeting, the HCC reviewed a draft handbook for participatory governance.
The draft handbook is the charter developed by the governance task force and subsequently approved by the constituent groups and the superintendent/president in spring 2023, with minor revisions.
The charter contains a lot of great information such as the general operating procedures, memberships, council and member responsibilities, etc.
Based on the former governance council handbooks, much of the same information is already outlined in the charter. As such, the HCC agreed that the development of a single Hartnell College
Governance Handbook to include a page for each council might be more efficient, rather than each council developing their own handbook.

Attached is the draft of the Hartnell College Governance Handbook. As mentioned earlier, the handbook is the charter with minor revisions (highlighted). Added to the handbook (pages 16-21) is one page for each council as well as the Caring Campus Commitments, College Statements, and Strategic Plan Core Outcomes. You will also note that the graphic of the Governance and Decision-Making Model has been reformatted (still remains the same), and pending is the reformatting of the Organizational Chart of Constituent Groups and Participatory Governance. The reformatting is necessary to ensure the documents are ADA compliant for posting onto the College's website.

Also discussed was staggering terms. In order to accomplish this, and for this academic year only, each constituent group would need to identify one-year terms for half of its appointments. We understand this was already done at the Academic Affairs Success Council simply by asking which three constituent members want one year terms.

The next steps for councils:
1) identify 2-3 tasks (charges) to focus on this year;
2) submit the 2-3 tasks to the HCC for approval by the end of the November so that the HCC can consider approval at their December meeting;
3) determine from whom the council would receive information/recommendations;
4) determine to whom the council would forward recommendations; and
5) identify one-year appointments for constituent groups.

Please let our office know if you have any questions or have other input for the Hartnell College Governance Handbook.

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Lucille M. Serrano

Executive Assistant to the Superintendent/President & Board of Trustees

Office of the Superintendent/President

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