

WORKFORCE & COMMUNITY DEVELOPMENT/COLLEGE BOOKSTORE/ASSOCIATIONS

WORKFORCE & COMMUNITY DEVELOPMENT

The Workforce and Community Development Center (WACD), offers not-for-credit and fee supported programs. These include vocational programs, contract education, classes for the business and professional communities, online programs and courses, recreational activities, self-enrichment courses and community and cultural events. Offerings are intended to complement the credit program by providing the community with diversified classes and events, and respond to the needs of a multicultural and changing environment. Credit is not granted for any workshop or seminar offerings. These activities are not meant to be academically equivalent to our credit program and are offered to enhance Hartnell's regular instructional program.

The Workforce and Community Development Center offers:

- **Short courses** promoted four times a year in *Pathways*, and twice a year in *Training Source*, the Workforce and Community Development Center schedule of not-for-credit classes. Approximately 600 courses per year are offered in: computers, medical, vocations, small business, professional development, finance, language, literature, leisure, home, health, self enrichment, safety, music, and youth programs on campus as well as over 150 online courses.
- **Customized work force training courses** are provided to business clients. Typically on-site, these programs contribute to the economic development of the employer and the region. Providing cost-effective, high quality training to company employees not only increases the skills of the individual employees, but makes the company more competitive.
- **Vocational programs** from 6-weeks to 12 months are offered for career development and professional training. Programs have included pharmacy technician, human resource management, mechanical technician, paralegal and others.
- **Grants** such as Foster and Kinship Care Education and the Independent Living Program are managed by the Center.
- **Non-instructional use of college facilities** such as meeting rooms are scheduled through WACD.
- **Planetarium shows** for schools and to the public are offered through WACD.

The Workforce and Community Development Center is always looking for unique, creative, and quality learning opportunities to offer the community. Hartnell's full time and adjunct faculty are encouraged to submit course proposals for not-for-credit classes (or resumes if interested in teaching on-site training programs for business). Call 755-6800 to meet with Workforce and Community Development Center's Coordinator, or stop by the office in the Hartnell College Center, room HCC104.

HARTNELL COLLEGE / FOLLETT STORE

The Hartnell College Store is a major support service for the College. It is located across from the cafeteria in the College Center. The phone extension is 6775.

The College Store has extended hours for the first two (2) weeks of each semester, regular hours for the duration of the semester, and limited hours when there are no classes in session. Please consult the class schedule and/or bookstore for the exact hours.

It is requested that the college store is given first priority in procuring textbooks and other supplement materials for students. Textbook and supply requisitions should be submitted to the Area Deans in a timely manner. It is the instructor's responsibility to see that this is done. Deadlines are set around the beginning of October for the spring semester and May for the Fall Semester. This gives the Store time to process requisitions and order textbooks and supplies.

Desk copies are not provided for instructors. Instructors may purchase the textbook(s) from the Store, and as a courtesy, the Store will refund money to the instructors upon arrival of their desk copies. Be sure the book(s) are in saleable condition. Instructors desiring desk copies need to request them from the publisher. For adjunct evening instructors, all requested desk copies are mailed by the publisher directly to that instructor at the College. The books that fit in the mailboxes will be put in the boxes; oversized books will be kept at the mail room. The Business Office will notify instructors when the books arrive.

Each discipline has different policies regarding textbook selection. Consult the Area Dean if you want to use a different textbook. The Store buys back textbooks from students all year for half of the book price if they are being used again for the following semester. The Store cannot buy back texts that have new editions. The bookstore makes every effort to buy books back that are not being used for the next semester at wholesale value. Please announce the buy-back period to your students when it occurs. Instructors are requested to order books before the Store starts the buy back process. If instructors have not ordered their books before this time, the Store will not buy back those particular books from the students.

ASSOCIATED STUDENTS OF HARTNELL COLLEGE

All registered students are members of the Associated Students of Hartnell College, known as ASHC. The approved student government organization is known as the ASHC Senate. The ASHC Senate manages the affairs of student activities and student government. The goal of the Senate is to give voice to all students at Hartnell, enabling them to become an integral part of the college community and to participate in shared governance. All students who meet the minimum eligibility requirements outlined in the ASHC Constitution are eligible to run for an elected or appointed office on the ASHC Senate. Elections are held yearly in the spring semester. Students who meet the minimum eligibility requirements may also run for the position of Student Member of the Board of Trustees.

The responsibilities of the ASHC Senate are to provide and administer a program of activities and services for students, adopting and supervising an annual ASHC budget, granting club charters, appointing officers and students to campus-wide governance committees and sharing in the development of College policies and activities.

The advisors to the ASHC Senate are the Student Activities Coordinator and the Vice President of Student Services.

Each year student clubs (honorary, social, service, and special interest) contribute to the College activities program. All club members have a voice through the Inter-Club Council. The Inter-Club Council provides an effective, organized, and fair policy so all clubs will thrive.

All approved clubs must have a full-time faculty, staff person, or manager as an advisor. Clubs may have more than one advisor; part-time faculty may serve as a secondary advisor to a club. All activities must be chaperoned by the club's advisors and/or approved designee.

To start a club, interested students must complete a Club Packet and submit it to the Inter-Club Council for approval. Information regarding clubs and their programs may be obtained from the Student Activities Coordinator located in the Student Activity Office, Room HCC 101 in the College Center.

HARTNELL COLLEGE FOUNDATION

The Hartnell College Foundation is a non-profit corporation organized by community spirited citizens to support and benefit the Hartnell Community College District. The Foundation Board of Directors is made up of volunteers from business, industry, the professions and community service. The Foundation Executive Board, including the officers and committee chairs, and the Board of Directors meet eight times a year.

The Foundation's purpose is to raise funds to support and benefit the Hartnell Community College District. The Foundation Board of Directors has elected to raise monies for athletics, visual and performing arts, scholarships, a community lecture series, the King City Education Center, the new library, and a variety of other projects. Because it is a non-profit corporation, the Foundation can accept contributions and provide tax deductible benefits to its donors.

Contributions to Hartnell College and Hartnell College Foundation take many forms - gifts of cash, gifts in kind, stock or securities, appreciated art, life income trusts, gifts in memoriam, will and bequests. Qualified counsel is always available to assist you. Please write or call:

THE HARTNELL COLLEGE FOUNDATION

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