

# Shared Governance Training

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**Natalie Lopez, Academic Senate President**

**Karen Peterson, Classified Senate President**

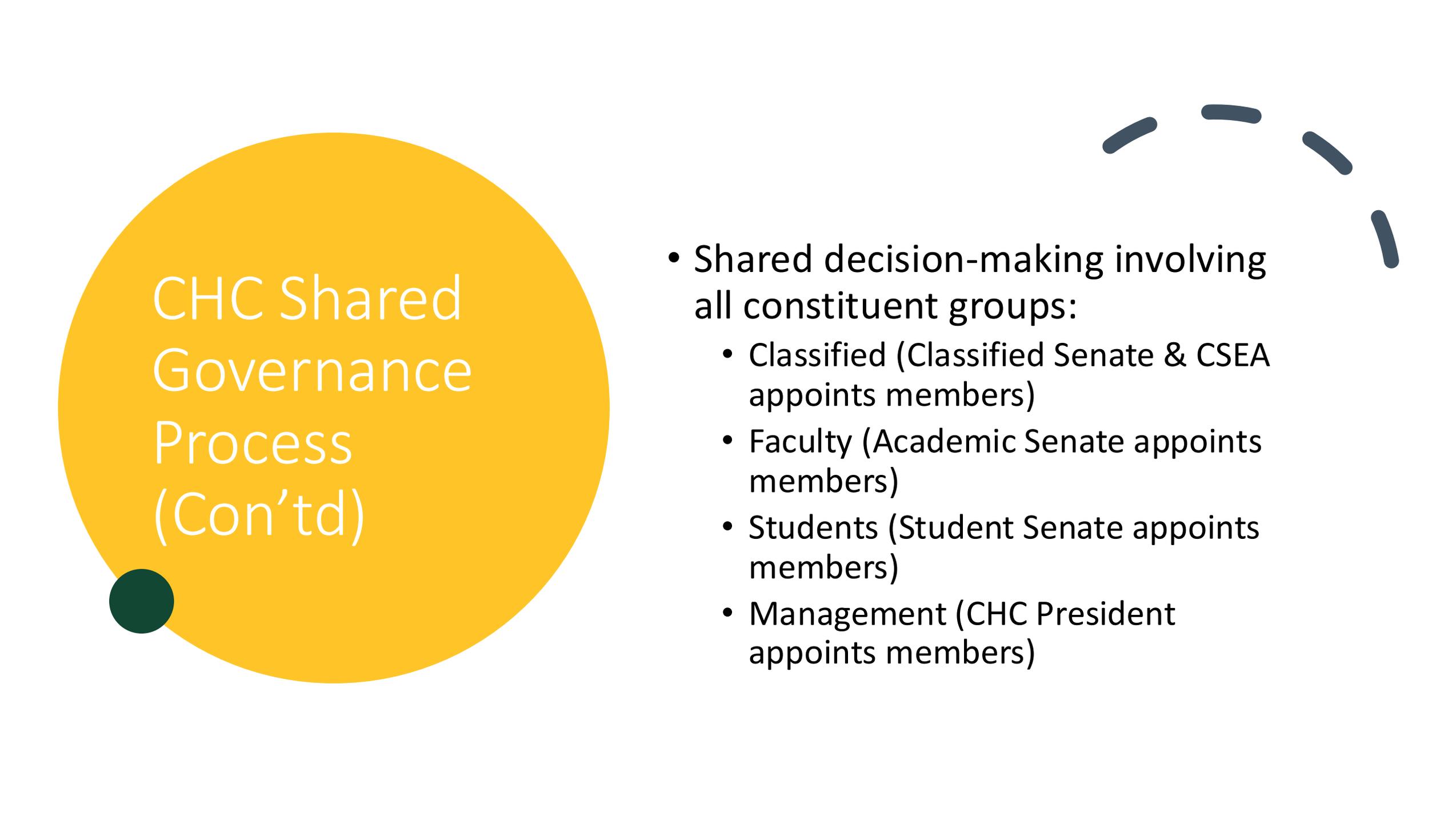
**Diana Vaichis, 1st Vice President, CSEA**

**Ruby Zuniga, Site Representative Coordinator, CSEA**

**Gio Sosa, Dean of Institutional Effectiveness**

# CHC Shared Governance Process

- Shared decision-making on a range of topics relating to college policies and practices
  - Student enrollment and retention
  - Professional development activities
  - Accreditation process
  - Budget development
- Title 5 § 51023—Staff “...Staff will be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and...for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff....The recommendations and opinions of staff are [to be] given every reasonable consideration....”
- Title 5 § 53203—Faculty “...the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters”



## CHC Shared Governance Process (Con'td)

- Shared decision-making involving all constituent groups:
  - Classified (Classified Senate & CSEA appoints members)
  - Faculty (Academic Senate appoints members)
  - Students (Student Senate appoints members)
  - Management (CHC President appoints members)

# Why join a committee?



- Committees give us a chance to offer our experience and knowledge to help our college succeed in its mission to support students.
- All committees are also a chance for professional growth and development and is a fun experience to bond with colleagues
- Join one that interests you; don't worry about whether you feel qualified to serve. Engagement is what matters!

[CHC Committee Home Page](#)

# How to Join a Committee

**Contact a representative from constituent group (e.g.,  
Classified Senate, Academic Senate, or CSEA President)**

- Please feel free to contact the chair or a fellow member to learn about available seats on the committee
- Please also feel free to contact Cyndie St. Jean (President's Office), Gio Sosa, or Diana Vaichis
- You can also indicate your interest by using the QR code or link to the sign-up form below!



[https://sbccdir.co1.qualtrics.com/jfe/form/SV\\_6YEgEX3ExoooOnl](https://sbccdir.co1.qualtrics.com/jfe/form/SV_6YEgEX3ExoooOnl)

# Organizational Handbook



- Addresses all matters related to governance processes of the college
- Committee responsibilities
- Committee decision models

Link to organizational handbook: <https://www.craftonhills.edu/about-chc/documents/chc-org-handbook-2025-26.pdf>

# Crafton Council Versus Constituency Committees

## **Crafton Council Committees:**

- Facilitate communication and governance across the college
- Do not abide by open meeting laws (i.e., Brown Act), except Crafton Council
- Appointments made by constituency groups

## **Constituency Committees:**

- Make recommendations on governance matters to respective senates
- Abide by all open meeting laws (i.e., Brown Act)
- No appointment by outside constituency group

# Joining a Committee Vs Attending a Committee



## **A committee member:**

- May attend or leave a meeting at any point
- May voice insight on any agenda item
- Is appointed by constituency group
- May vote

## **A non-member:**

- May attend or leave a meeting at any point
- May voice insight on any agenda item
- Not appointed
- May not vote

# Crafton Council Committees—Brief Overview

## **Budget Committee**

Helps establish budget priorities, ensures transparency of budgeting processes

## **Educational Master Plan Committee**

Develops/monitors the plan for assessing the progress towards achievement of the college's mission

## **Institutional Effectiveness, Accreditation, and Outcomes Committee**

Guides the accreditation process for the college, develops/supports student learning & service area outcomes process

## **Planning & Program Review Committee**

Continually reviews each campus program to ensure that students' needs are being met, offers resource allocation recommendations to president

Link to committees page: <https://www.craftonhills.edu/faculty-and-staff/committees/index.php>

# Crafton Council Committees—Brief Overview

## **Professional Development Committee**

Relies on constituent feedback and available evidence to develop training opportunities for all employees.

## **Student Equity & Achievement Committee**

Develops/monitors practices to support the success of all students, particularly students of color and low-income students.

## **Technology Planning Committee**

Develops/monitors processes for addressing technology issues and evaluates technology opportunities for the campus community.

## **Enrollment Strategies**

Primary focus is to sustain long-term student success and access by supporting equity and inclusion in their decision-making.

# Tips for Committee Members



Know the committee  
charge



Review the agenda  
before meetings



Share information/Speak  
to your expertise



Don't be afraid to ask  
questions



Advocate



Focus on equity and  
Inclusion

# Chairing:

Facilitating the work of  
the committee

- ✓ Know your charge
- ✓ Know your members
- ✓ Know the committee hierarchy

# The Primary Role of the Committee Chair



The main job of the chair is not to do all the work, but to organize and guide the committee to accomplish goals.

# Know Your Charge



- ✓ The charge of your committee guides your work.
- ✓ It should align with the mission, vision, and values, be clear and actionable, and equity-minded.
- ✓ The first order of business each academic year should be reviewing and updating the committee charge to ensure it aligns with the committee's work.
  - Changes to the charge should then be submitted up the committee hierarchy for review.
- ✓ Second order of business is reviewing the membership.
- ✓ Third order of business is addressing the matter of quorum and decision-making model (consensus or voting)

# Know Your Members



Committees are a group project!  
Your members are your greatest resource.

## Areas

- ✓ Ask members to lead conversations in their areas of expertise.

## Interests

- ✓ Use areas of interest to spark ideas for agenda items and recruit volunteers for actions and work.

## Communication

- ✓ Support campuswide communication by asking for volunteers to deliver updates to corresponding constituency groups.

## Committee Mentors

- ✓ New members or students.

# Frequently Asked Questions

- I still don't feel like I have the expertise or pre-existing knowledge about topics to participate....
- Buddy system for new member
- What if I don't have an office or quiet space to join meetings?
- We're extremely busy and I am worried about coverage that will be needed in my area if I participate...
- Do I need to be present at every committee meeting?
- How will I be expected to report back to constituent groups?
- What if I want to come to a few first meetings to get a sense for the work before committing to being a representative?
- Are there enough seats on the committee?

# Questions?

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