

1. Mission.

The Mission of the Crafton Hills College Classified Senate is to support the missions of Crafton Hills College and the San Bernardino Community College District, while enhancing participation in shared governance for Classified Professionals.

Our mission supports that of the college by ensuring inclusive, diverse perspectives are considered during the decision-making process. This helps produce the best decisions possible as we challenge each student to engage, learn, and advance toward their educational goal.

2. Description of Program:

The Classified Senate is the shared governance organization for classified professionals employed by the San Bernardino Community College District and assigned to Crafton Hills College. Membership in the Classified Senate is automatic and is dues-free. Contracted, permanent classified professionals, including confidential professionals, are full members. Substitute and short-term classified professionals are non-voting associate members. Executive board officers and senators are elected for two-year terms. Officers are elected at-large and senators represent specific geographic locations of campus. The Senate has adopted a Constitution and Bylaws to codify its organization and operations.

The Senate meets twice monthly to discuss and provide recommendations to college administration on issues that significantly impact classified professionals. In Fall 2016, the Classified Senate adopted shared governance tenants that outline and codify the issues classified professionals identified as significantly impacting them. The Classified Senate also appoints representatives from its membership to shared governance committees, so classified professionals' perspectives and expertise are included in college governance and decision-making processes. In service to classified professionals, the Classified Senate hosts an annual Classified Professionals Week that provides over a dozen varied professional development workshops, activities, and events tailored specifically to the needs of classified professionals at Crafton Hills College. Lastly, representatives are selected annually to attend the Classified Leadership Institute hosted by the California Community College Classified Senate in June.

Demographically, classified professionals have generally remained consistent from Fall 2012 to Fall 2016 according to data from the California Community College Chancellor's Office DataMart. Of the 104 classified professionals at Crafton Hills College in Fall 2016, 57% were White and 34% were Hispanic. In Fall 2016, 57% of classified professionals at Crafton Hills College were female. Of the various community college employee categories, classified professionals most closely resemble student body demographics according to Crafton Hills College fall snapshots.

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Table 1. Demographics of Classified Professionals at Crafton Hills College.

| | Fall 2012 | | Fall 2013 | | Fall 2014 | | Fall 2015 | | Fall 2016 | |
|-------------------------|-----------|-------|-----------|-------|-----------|-------|-----------|-------|-----------|-------|
| | # | % | # | % | # | % | # | % | # | % |
| All Classified | 100 | 100.0 | 94 | 100.0 | 96 | 100.0 | 103 | 100.0 | 104 | 100.0 |
| <i>Ethnicity</i> | | | | | | | | | | |
| African American | 4 | 4.0 | 4 | 4.3 | 5 | 5.2 | 6 | 5.8 | 4 | 3.9 |
| Asian | 3 | 3.0 | 3 | 3.2 | 3 | 3.1 | 3 | 2.9 | 3 | 2.9 |
| Hispanic | 30 | 30.0 | 28 | 29.8 | 30 | 31.3 | 31 | 30.1 | 35 | 33.7 |
| Multi-Ethnicity | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 1 | 1.0 | 1 | 1.0 |
| Native American | 2 | 2.0 | 2 | 2.1 | 2 | 2.1 | 2 | 1.9 | 2 | 1.9 |
| White | 61 | 61.0 | 57 | 60.6 | 56 | 58.3 | 60 | 58.3 | 59 | 56.7 |
| <i>Gender</i> | | | | | | | | | | |
| Female | 61 | 61.0 | 57 | 60.6 | 59 | 61.5 | 62 | 60.2 | 59 | 56.7 |
| Male | 39 | 39.0 | 37 | 39.4 | 37 | 38.5 | 41 | 39.8 | 45 | 43.3 |
| <i>Age</i> | | | | | | | | | | |
| 18 to 34 | 19 | 19.0 | 21 | 22.3 | 21 | 21.9 | 21 | 20.4 | 22 | 21.2 |
| 35 to 39 | 15 | 15.0 | 10 | 10.6 | 8 | 8.3 | 13 | 12.6 | 14 | 13.5 |
| 40 to 44 | 10 | 10.0 | 10 | 10.6 | 14 | 14.6 | 13 | 12.6 | 15 | 14.4 |
| 45 to 49 | 15 | 15.0 | 12 | 12.8 | 10 | 10.4 | 10 | 9.7 | 7 | 6.7 |
| 50 to 54 | 17 | 17.0 | 16 | 17.0 | 13 | 13.5 | 13 | 12.6 | 13 | 12.5 |
| 55 to 59 | 11 | 11.0 | 13 | 13.8 | 18 | 18.8 | 17 | 16.5 | 19 | 18.3 |
| 60 to 64 | 10 | 10.0 | 8 | 8.5 | 9 | 9.4 | 12 | 11.7 | 9 | 8.7 |
| 65 to 69 | 1 | 1.0 | 1 | 1.1 | 2 | 2.1 | 3 | 2.9 | 4 | 3.9 |
| 70+ | 2 | 2.0 | 3 | 3.2 | 1 | 1.0 | 1 | 1.0 | 1 | 1.0 |

3. External Factors with Significant Impact on the Program.

- Dynamic relationships with the California School Employees Association Chapter #291, college and district administration, the Academic Senate, and the Student Senate require continuous attention and development
- The California Community College Classified Senate (4CS) is actively interested in Crafton Hills College Classified Senate events, and We have hosted the 4CS Executive Board and biannual Meeting of the Senates.
- Increasing workload of classified professionals and/or lack of support from a few supervisors impact the ability of classified professionals to prioritize or feel wanted within college governance
- Ongoing structural deficit of the college budget combined with difficulty in increasing student enrollments impacts the ability of the college to provide ongoing financial support for professional development and participation of classified professionals in college governance

- Plethora of statewide initiatives effecting quick, broad change on campus and requiring open and inclusive dialogue impacts the amount of time and resources needed for classified professionals to spend on college governance
- Silence in Education Code and California budget for local Classified Senates impacts the ability of the Crafton Hills College Classified Senate to obtain systemic support in college governance and professional development

7. **Evaluation.**

Representativeness of populations served

- Classified Senate leaders are recognized around campus as institutional leaders.
- Many classified professionals do not participate in any facet of senate activities.
 - Many staff are not being reached by senate members or the things being discussed in senate don't feel relevant to people.
 - Many staff feel like senate activities do not have anything to do with their job.
 - Many classified do not know what we do or why we exist.
 - There is a problem with staff not knowing what we do (knowledge)
 - There is a problem with staff not being motivated to participate (motivation)
 - Why am I needed?
 - We need to give staff a reason to participate.
 - Personal invitations by word-of-mouth and talking face-to-face have been the most effective methods at increasing participation in Classified Senate meetings and events.
- Being part of shared governance is going well. Although there is a big need for more participation, there is interest among the senate members in serving.
- All senate members feel welcome in serving on committees.
- We aren't doing a very good job of senators reporting to our members and reporting back from members to the senate at large.
- How we do our representation is problematic. How do we report back, and what do we report back on?
 - Maybe we have each senator host a monthly meeting with their constituents.
- We have not communicated the meaning and relevance of the work we are doing to our members such that people will see its relationship to their professional life here. This is a problem contributing to member interest.

- There are liabilities in our senate reporting infrastructure but there are also challenges with the messages coming through that infrastructure being seen as irrelevant to the members.
- The mission of the Senate could be updated to expand the impact the Senate has on its members, students, the college, and the community.

Alternative modes and schedules of delivery

- Classified Senate now meets twice monthly instead of once a month, and the Senate meets quorum except for one or two meetings a year even though we meet more often.
- Classified Senate has successfully diversified and increased fundraising efforts through elective payroll deductions, JoJo's Grill-a-Dog food truck, and the annual Chili Cook-Off.
- What if we had a welcoming workshop once a semester to introduce new classified staff to senate or the campus (a welcome lunch or breakfast?) and have some explanation about senate.
- What if we used some of the senate's money to take new staff out to lunch by their senator, or had a lunch

Professional development and training

- Classified Senate began hosting plenary sessions in Spring 2016, and the membership requested to increase the number of plenary sessions to once a term.
- Classified Professionals Week needs to be planned and advertised earlier and more often, so classified professionals can build attendance into their busy work schedules sooner.
- Classified Professionals Week planning should develop a design method to ensure all classified professionals and all needs are represented throughout the week.
- We need to offer trainings for things that are relevant to more of our population
- We need to have events to relax and build community
- We need to have events designed to meet and get to know the classified staff.

8. Vision.

The Crafton Hills College Classified Senate will be a respected leader at Crafton Hills College, in the San Bernardino Community College District, and throughout the California community college system that promotes effective and inclusive participatory governance and ensures meaningful professional learning for all classified professionals.

10. Four-Year Action Plan.

In order to continue progress we've made and improve ongoing issues, the Crafton Hills College Classified Senate commits to the following goals, objectives, and actions:

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- I) The Classified Senate will increase participation in college, district, and state governance.
 - a) The Classified Senate will improve Senator and Executive Board participation through the next office term.
 - i) The Classified Senate will host annual trainings for Senators and Executive Board members to engage with roles and responsibilities listed in the Constitution and Bylaws, mentor newly elected leaders, and improve leadership skills.
 - ii) The Classified Senate Executive Board members will each mentor a Senator and visit constituencies to discuss and share information affecting classified professionals.
 - iii) The Classified Senate will request the college to become supporting members of the California Community College Classified Senate.
 - b) The Classified Senate will increase shared governance communications between all classified professional and Classified Senate committee representatives.
 - i) The Classified Senate will investigate designing and implementing an online reporting tool that will provide another means for committee representatives to report committee activity in addition to attending Classified Senate meetings.
 - ii) The Classified Senate President will develop a monthly reminder for committee representatives to submit committee reports by either attending a meeting, emailing a report, and submitting a report online.
 - c) The Classified Senate will maintain an updated bylaws
 - i) The Classified Senate will review the bylaws and the its mission statement in 2017-2018.
- 2) The Classified Senate will increase meaningful and impactful professional learning tailored for the various needs of classified professionals.
 - a) The Classified Senate Executive Board will begin planning and advertising Classified Professional Week earlier in the year.
 - i) The Classified Senate Executive Board will create and implement a breakout session planning matrix to help design sessions that meet the learning, growth, and advancement needs of all classifications of our members.
 - ii) The Classified Senate Executive Board will collaborate with the Professional Development Committee, Professional Development Coordinator, California School Employees Association, and campus leadership to expand learning resources available to classified professionals.
 - iii) The Classified Senate will ensure continuous Senate representation on the Crafton Hills College Professional Development Committee.