

# Crafton Hills College Organizational Handbook

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**DECISION-MAKING AND THE PARTICIPATORY GOVERNANCE PROCESS**

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### Overview

Through a joint effort of the Crafton Hills College administration and Academic Senate, the purpose of the Crafton Hills College Organizational Handbook is to provide a formal resource to staff on all matters related to governance processes of the College. This document will provide employees with information about how decisions are made—*i.e.*, the many structures and paths available to impact decision-making—with the intent of equipping each member of the campus community with the knowledge needed to participate in the myriad opportunities available.

### Terminology and Legal Authority

As a California community college, Crafton Hills College (CHC) is mandated to operate under the principle of participatory (a/k/a “shared”) governance. According to Education Code 70902(b)(7), the Board of Governors is to adopt regulations that “. . . ensure faculty, staff, and students . . . the right to participate effectively in district and college governance” (see Title 5, sections 53200 et seq., 51023.5. and 51023.7). The mandate as adopted dictates that the governing board will “consult collegially” with the academic senate on academic and professional matters, and that staff and students have the opportunity for “effective participation” in decisions affecting them.

The term “shared governance” does not itself appear in law or regulation. Rather, it is used in connection with those college processes involving faculty, staff, and students in decision-making. The term “governance” additionally refers to the role of a community college’s board of trustees. Board-adopted policies that protect the rights of faculty, staff, and students to “participate effectively” in decision-making by making recommendations to the board does not replace the board’s governance role. Neither does this policy abrogate the College President’s responsibility for making decisions, given that s/he is solely accountable to the Board of Trustees for the outcomes of all decisions made.

In addition, the College President is responsible for establishing timelines and institutional priorities, developing structures and processes, providing information, ensuring that certain policies are in place and that procedures are followed. District executives and the College President are the critical links between constituencies and the Board of Trustees, and usually serve as the designees of the board in governance matters.

While the term “shared governance” is commonly used, the Community College League of California (CLCC) and the State Academic and Classified Senates encourage its use be eliminated in favor of the more precise terms, “participatory governance.” For more information, visit the CCLC website at <http://www.ccleague.org/ceos/sharedgov.asp#ongoing> or read the position paper representing the view of the California Community Colleges Classified Senate (4CS) available at [http://www.smc.edu/csenate/position\\_papers/shared\\_governance.htm](http://www.smc.edu/csenate/position_papers/shared_governance.htm). A copy of the actual legal text can be accessed from the website of the State of California’s Office of Administrative Law located at <http://www.oal.ca.gov>.

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## Local Practice

The San Bernardino Community College District's Board of Trustees has adopted a policy for collegial consultation (AR 2225; see Appendix "A") based upon the following philosophy:

“Collegial Consultation is the democratic process utilized on campus in decision-making procedures. Successful Consultation creates an environment of awareness throughout the District by having each constituency represented throughout the process. To be effective, collegial Consultation must exhibit the following characteristics:

- Capacity to establish directions and goals
- React to internal and external stimuli
- Move with diligence and timeliness
- Provide the campus community with an annual cycle of planning and budgeting

The process is designed to establish the goals, priorities, and objectives of the college. The exercise of administrative prerogatives must reflect these aims in order to perpetuate an environment of mutuality and trust.”

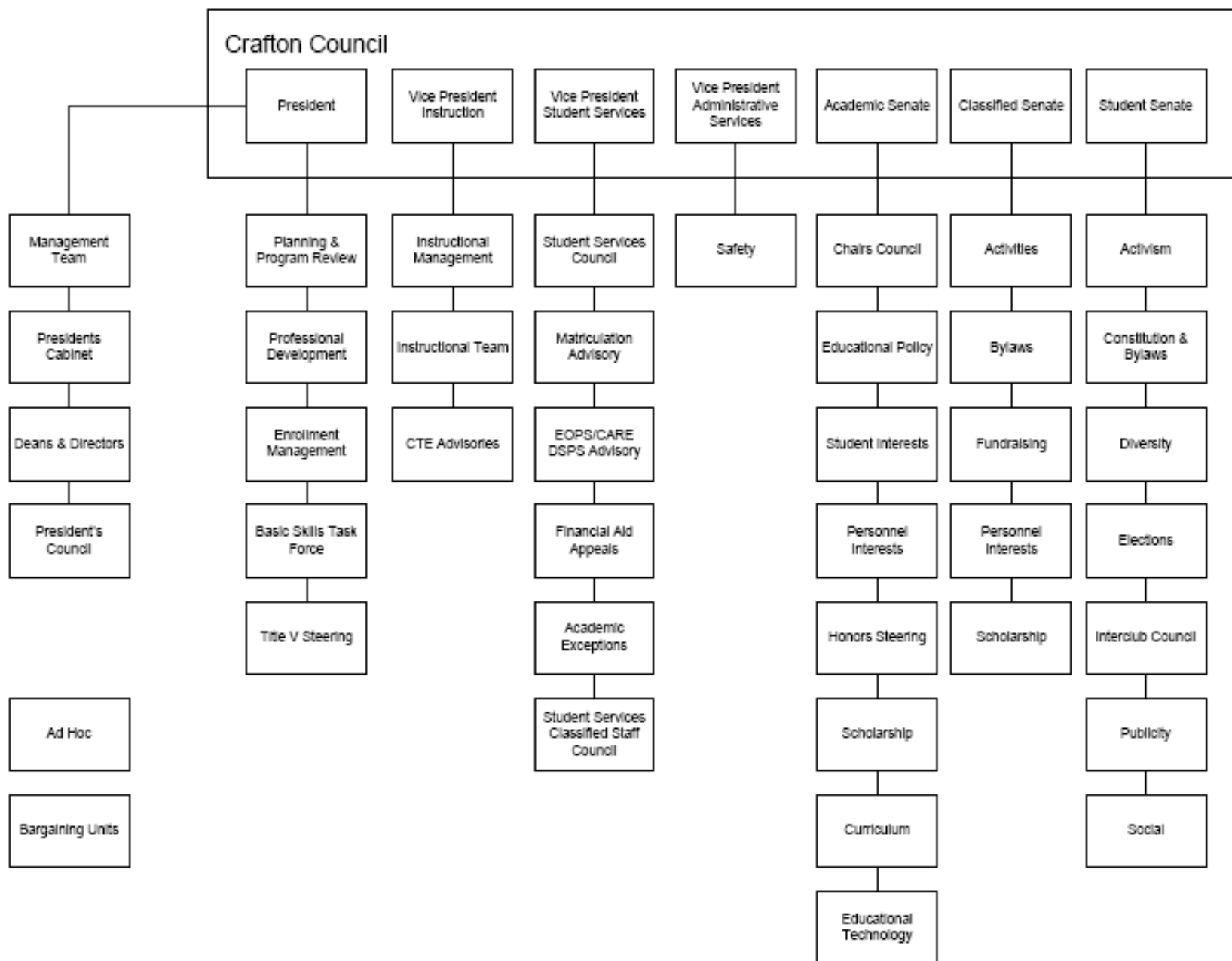
With respect to academic and professional matters, the Board has adopted a standard in which it will *primarily rely upon* the Academic Senate's recommendations. According to Title 5, section 53200, these academic and professional matters are as follows:

- Curriculum, including establishing prerequisites
- Degree and certificate requirements
- Grading policies
- Standards and policies regarding student preparation and success
- College governance structures, as related to faculty roles
- Faculty roles and involvement in accreditation process
- Policies for faculty professional development activities
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as mutually agreed upon

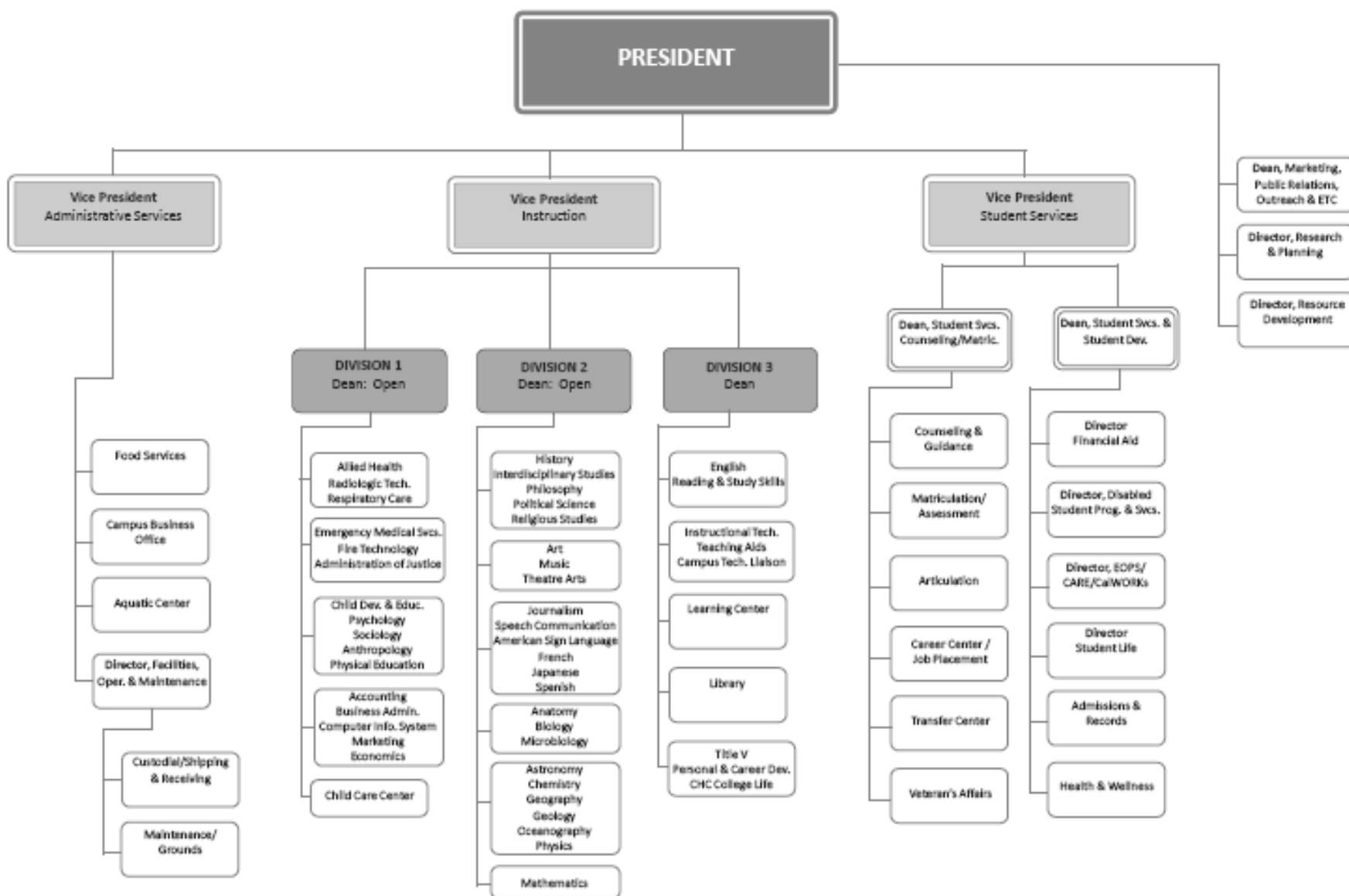
When such recommendations are *not* followed by the Board of Trustees, the Chancellor must formally provide the reasons in writing to the Academic Senate President, based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. Consistent with that policy, in cases when the College President does not follow recommendations, a formal written statement describing the rationale will be provided to the President of the Academic, Classified and Student Senates

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**CRAFTON COUNCIL**

**Charge:** The Crafton Council serves as the shared governance body of the campus. Its charge is to oversee issues related to accreditation; to integrate college plans and to serve as the advisory body to the President on issues of planning and program review and the relationship to resource allocation. The Crafton Council meets bi-monthly.

**Membership:** President; Vice-President, Instruction; Vice-President, Student Services; Vice-President, Administrative Services; President, Academic Senate; President, Classified Senate; President, Student Senate; Faculty Co-Chair, Planning and Program Review Committee; Director, Research and Planning.

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**ACADEMIC SENATE**

**Charge:** The CHC Academic Senate, in accordance with the provisions of Title 5 of the California Code of Regulations, functions as the body representing the views and needs of the faculty of Crafton Hills College on all academic and professional matters as identified in Title 5, §53200 (c). In addition, the Academic Senate serves as the agency that represents the faculty whenever consultation or interaction with the District or the college administration is necessary, excepting matters that fall under the exclusive authority of the faculty bargaining agent. The Academic Senate meets bi-monthly.

**Membership:** Twenty-eight faculty elected to serve as representatives in four unit areas: Humanities and Social Sciences; Math, Science, Health and Physical Education: Career and Technical Education; and Student Support; a part-time faculty senator; Past-President, Academic Senate. The Executive Board of the Academic Senate is comprised of the President, Vice President, Treasurer, Secretary, Historian and Past-President and President-Elect in alternating years.

**CLASSIFIED SENATE**

**Charge:** The CHC Classified Senate promotes the voice of classified staff on non-collective bargaining issues; provides the President of the college with recommendations and views on matters affecting the classified staff and the conduct, welfare, and growth of the college. The Classified Senate and the Executive Committee of the Classified Senate both meet monthly.

**Membership:** All permanent classified staff are voting members of the Classified Senate. Eight classified staff are elected as senators to represent their functional units designated by their location on campus. The Executive Board of the Classified Senate is comprised of the President, Vice President, Secretary, Treasurer, and Historical Recorder.

**STUDENT SENATE**

**Charge:** Student Senate is the governing body representing the Associated Students of Crafton Hills College. This group is voices the concerns of students both at the campus as well as state and local level. The Student Senate meets weekly.

**Membership:** All students are non-voting members of ASCHC. The Student Senate is comprised of seven elected positions: President, Executive Vice-President, Vice-President of External Affairs, Vice-President of Academic Affairs, Secretary, Treasurer and Student Trustee; and six appointed positions: Historian, Social Events Officer, Senator of Inter-Club Council, Publicity Officer, Editor/Scribe, and Senator at Large.

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**PRESIDENT'S CABINET**

**Charge:** President's Cabinet is a regular meeting of the Vice Presidents to discuss and review campus issues with the President. President's Cabinet meets bi-monthly.

**Membership:** President; Vice-President, Instruction; Vice-President, Student Services; Vice-President, Administrative Services.

**MANAGEMENT TEAM**

**Charge:** Management Team is a regular meeting of all college management to discuss and review campus issues with the President. Management Team meets monthly.

**Membership:** President; Vice-Presidents; Deans; Directors.

**DEANS AND DIRECTORS**

**Charge:** Deans and Directors is charged to discuss and address issues of common concern regarding the day to day operation of programs and the college in order to improve communication, reduce duplication and facilitate cooperation. Deans and Directors meets monthly.

**Membership:** Deans; Directors.

**PRESIDENT'S COUNCIL**

**Charge:** President's Council is a regular meeting of the deans and directors who report directly to the College President to discuss and review campus issues with the President. President's Council meets monthly.

**Membership:** President; **Dean, Technology and Learning Resources**; Director, Resource Development; Director, Marketing and Public Relations; Director, Research and Planning.

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**PLANNING AND PROGRAM REVIEW COMMITTEE**

**Charge:** The Planning and Program Review Committee reviews documents and to make budget recommendations to the College President based on identified division priorities established through annual unit-level planning documents. This committee engages in data collection, review, and analysis as necessary to make informed recommendations. Reviews include an analysis of the Crafton Hills College and/or San Bernardino Community College District planning and budgeting processes, time tables, parameters, priorities, among other sources. The Planning and Program Review Committee meets weekly.

**Membership:** Vice President Administrative Services, Vice President Instruction, Vice President Student Services, Academic Senate Vice President, three faculty as appointed by the Academic Senate; one Classified Staff representative; President (ex-officio); President, Academic Senate (ex-officio).

**PROFESSIONAL DEVELOPMENT/FLEX ADVISORY COMMITTEE**

**Charge:** The Professional Development Committee provide supports and development opportunities to all staff of the college. This support and opportunity allows faculty and staff to continue to learn and to further develop and update their skills. Faculty on the committee also serve as the college's Flex Advisory committee who reviews flex reports submitted by flex-eligible full-time faculty. The Professional Development Committee meets bi-monthly.

**Membership:** Faculty, classified staff and management are represented on the committee.

**TECHNOLOGY PLANNING COMMITTEE**

**Charge:** The Technology Planning Committee is charged with developing and overseeing a comprehensive technology plan for the college. The Technology Planning Committee meets quarterly.

**Membership:** Dean, Technology and Learning Resources; one Dean each from Instruction and Student Services; Director, Facilities, Maintenance and Operations; Director, Research and Planning; Director, Technology Services; Coordinator, Learning Center; Department Network Specialist; Web Developer; one Faculty member as appointed by the Academic Senate; one Classified Staff representative; one Student representative; one representative each from District Computing Services and the Educational Technology Committee.

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**ENROLLMENT MANAGEMENT COMMITTEE**

**Charge:** The Enrollment Management Committee is charged with developing and overseeing a comprehensive enrollment management plan for the college. The Enrollment Management Committee meets bi-monthly.

**Membership:** Vice President of Instruction, Instructional Deans, two faculty as appointed by the Academic Senate; Dean of Student Services and Student Development; Director, Student Life; Director, Research and Planning. Ex-officio members include the President and the President, Academic Senate.

**TITLE V STEERING COMMITTEE**

**Charge:** The Title V Steering Committee advises the Project Director of the Title V grant, communicates to the campus constituencies about progress of activities; makes recommendations regarding personnel, expenditures and consultants as appropriate; and makes recommendations regarding needed improvements to the project. The Title V Steering Committee meets quarterly.

**Membership:** Title V Project Director; Title V Activity Director; Vice President, Student Services; Vice President, Instruction; Dean, Counseling and Matriculation; Director, Disabled Students Programs and Services; Director, Student Life; President, Academic Senate; Faculty Chair, Mathematics Department; Faculty Chair, English Department; Instructional Assessment Specialist; Director, Marketing and Public Relations; President (ex-officio); Vice President, Administrative Services (ex-officio).

**BASIC SKILLS TASK FORCE**

**Charge:** The Basic Skills Task Force (formerly Title V Bridging Committee) is charged with developing and overseeing the Basic Skills Initiative Plan, including the development of student support services and curriculum for transitioning basic skills students to higher levels of learning.

**Membership:** Title V Activity Director; Vice President, Instruction; Vice President, Student Services; Director, EOPS/CARE/CalWORKs; Director, Learning Center; one each developmental education Faculty member from English, Mathematics and Reading; Developmental Studies Specialist; Dean, Student Services and Student Development; Director, Financial Aid; one Academic Counselor; Learning Disabilities Specialist; Student Success Advisor; one Career and Technical Education Faculty; Dean, Humanities and Social Science; Title V Project Director (ex-officio).

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**INSTRUCTIONAL MANAGEMENT TEAM**

**Charge:** Instructional Management Team is a regular meeting of all instructional management to discuss and review issues impacting instruction. Instructional Management Team meets weekly.

**Membership:** Vice President, Instruction; Instructional Deans; Dean of Technology and Learning Resources.

**INSTRUCTIONAL TEAM**

**Charge:** Instructional Team is a regular meeting of all instructional management and staff to discuss and review issues impacting instruction. Instructional Team meets bi-monthly

**Membership:** Vice President, Instruction; Instructional Deans; Instructional Administrative Assistants and Secretaries; Catalog/Data Specialist.

**CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEES**

**Charge:** Career and Technical Advisory Committees advise the various Career and Technical departments in the development of curriculum and the needs of the related industry. Each occupational program that receives funding under the Carl D. Perkins Vocational and Technical Education Act (VTEA) is required to establish such an advisory committee. These committees act in an advisory capacity only. Responsibility for decision and action rests with the college district's Board of Trustees, the Chancellor, and staff of the college. Regulations require that advisor committees meet at least once each academic year.

**Membership:** An advisory committee is comprised of a group of citizens, usually from four to 15, who are selected to represent a specific occupational field.

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**STUDENT SERVICES COUNCIL**

**Charge:** The Student Services Council provides a forum for effective communication among representatives of the various departments within the Student Services Division. It meets monthly (fourth Monday of the month) to discuss and coordinate the different services provided by each department. The committee is designed to discuss activities, problems and resolutions involving these departments, budget items and facilities. The Student Services Council meets weekly.

**Membership:** Vice President of Student Services (chair); Dean of Counseling and Matriculation; Dean of Student Services and Student Development; Director, Financial Aid; Director, Student Life; Coordinator, Health & Wellness Center; Director, Disabled Student Programs and Services; Director, EOPS/CARE/CalWORKS; representative of Student Services Classified Staff Council; ASCHC representative.

**MATRICULATION COMMITTEE**

**Charge:** The Matriculation Committee has oversight of the eight components of matriculation: admissions, orientation, assessment, counseling, follow-up, research, training, prerequisites and co-requisites. The committee also oversees the preparation of the annual matriculation update and expenditure plan. In addition, the Matriculation Committee promotes student equity, oversees the student grievance process and supports the transfer and articulation functions of the college.

**Membership:** Dean, Counseling and Matriculation; Dean, Student Services and Student Development; Dean, Career and Technical Education; Chair, English and Reading; Chair, Mathematics; three additional chairs from each of the three instructional divisions; two Academic Counselors; Learning Disabilities Specialist; one EOPS Counselor; three faculty members, one each from English, Mathematics and Reading; Instructional Assessment Specialist; one Student Success Advisor; Assessment Technician; five community representatives; one student representative; Vice President of Instruction (ex-officio); Vice President of Student Services (ex-officio); President, Academic Senate (ex-officio).

**EOPS/CARE/DSPS ADVISORY COMMITTEE**

**Charge:** Each EOPS/CARE/DSPS program is mandated by regulations and shall have an advisory committee appointed by the president of the college upon recommendation of the Director, EOPS/CARE and Director, Disabled Students Programs and Services. The purpose of the advisory committee is to assist the college in developing and maintaining effective EOPS/CARE/DSPS program services. Regulations require that the committee meet at least once each academic year.

**Membership:** The advisory committee should include representation from college personnel, one student each from EOPS/CARE and DSPS, feeder high schools, community and business sector and four-year colleges.

**FINANCIAL AID APPEALS COMMITTEE**

**Charge:** The Financial Aid Appeals Committee advises the Director of Financial Aid in regards to appeals related to term dismissal and other appeals related to financial aid matters. The Financial Aid Appeals Committee meets monthly.

**Membership:** Director, Financial Aid; two Academic Counselors and one Instructional Faculty member as appointed by the Academic Senate; one Student Services manager.

**ACADEMIC EXCEPTIONS COMMITTEE**

**Charge:** The Academic Exceptions Committee reviews Petitions of Special Privilege and hears appeals regarding interpretation of educational policy. The Academic Exceptions Committee meets bi-monthly.

**Membership:** Dean, Student Services and Student Development; one Academic Counselor and three other faculty members as appointed by the Academic Senate; one Student Services manager; one Admissions and Records classified staff member; Learning Disabilities Specialist; one student representative.

**STUDENT SERVICES CLASSIFIED STAFF COUNCIL**

**Charge:** The Student Services Classified Staff Council provides an opportunity for the classified staff employed within the Division of Student Services to communicate and engage in discussions regarding activities, problems, and situations pertinent to classified staff. The Student Services Classified Staff Council meets monthly.

**Membership:** Classified staff representatives from the Office of the Vice President of Student Services, Admissions and Records, Student Life, Health and Wellness Center, EOPS/CARE/CalWORKs, Disabled Students Programs and Services, Financial Aid and Counseling..

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**SAFETY COMMITTEE**

**Charge:** The goal of the Safety Committee is to help the San Bernardino Community College District eliminate workplace injuries and illnesses by involving employees and managers in achieving a safe, healthful work-place and promoting awareness and participation in emergency response programs. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. The committee reviews all safety-related incidents, injuries, accidents, illnesses, and deaths. Make suggestions to management for prevention of these accidents; conducts quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling hazards; and annually evaluate the company's workplace safety and health programs for effectiveness, and make suggestions to management for improvements. The Safety Committee meets monthly.

**Membership:** Vice President, Administrative Services; Director, Facilities, Maintenance and Operations; Coordinator, Health and Wellness Center; one faculty and/or classified staff representative from the Public Safety and Services Department; Biological Sciences or Physical Sciences Departments; Campus Police; Disabled Students Programs and Services; and Human Resources.

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**CURRICULUM COMMITTEE**

**Charge:** The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, changes in programs, review of degree and certificate requirements, approval of changes in degree and certificate requirements, approval of prerequisites and co-requisites. The Curriculum Committee meets bi-monthly.

**Membership:** Faculty members as appointed by the Academic Senate including the Curriculum Committee Chair, Articulation Officer and representative of the Educational Technology Committee; Non-voting members include the Vice President of Instruction; Deans; Catalog/Data Specialist; Admissions and Records Evaluator; and Administrative Assistant to the Vice President of Instruction.

**EDUCATIONAL POLICIES COMMITTEE**

**Charge:** The Educational Policies Committee develops proposals for new policies and reviews proposed changes in existing policies that directly affect the educational programs of the college. The Educational Policy Committee meets bi-monthly.

**Membership:** Faculty members as appointed by the Academic Senate. Non-voting members include the Dean of Student Services and Student Development, Admissions and Records Evaluator and one Admissions and Records classified staff member.

**PERSONNEL INTERESTS COMMITTEE**

**Charge:** The Personnel Interests Committee develops proposals for policies and suggests actions relating to matters of professional conduct and conditions that affect the manner in which faculty members carry out their professional responsibilities including academic freedom, privacy, and evaluation processes. The Personnel Interest Committee meets bi-monthly.

**Membership:** Faculty members as appointed by the Academic Senate.

**STUDENT INTERESTS COMMITTEE**

**Charge:** The Student Interest Committee develops proposals regarding issues that affect students at the college and responds to student concerns. The chair of this committee acts as the Academic Senate's liaison to the Student Senate. The Student Interests Committee meets bi-monthly.

**Membership:** Faculty members as appointed by the Academic Senate.

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**SCHOLARSHIP COMMITTEE**

**Charge:** The Scholarship Committee oversees the selection of all scholarships and other student awards and develops and recommends policies for academic and professional matters including academic honesty and other issues related to scholarship and academic achievement. The Scholarship Committee meets bi-monthly.

**Membership:** Faculty members as appointed by the Academic Senate.

**HONORS STEERING COMMITTEE**

**Charge:** The Honors Steering Committee advises the honors program director and makes recommendations regarding student admission, standards, curriculum, activities and other issues pertinent to the College Honors Institute. The Honors Steering Committee meets bi-monthly.

**Membership:** Faculty members as appointed by the Academic Senate including the Director of the College Honors Institute. Non-voting members include instructional deans.

**EDUCATIONAL TECHNOLOGY COMMITTEE**

**Charge:** The Educational Technology Committee develops and recommends policies involving the use of technology for education in the regular classroom, in distributed education environments, and in student services related to distributed education and online functions as well as advise the Curriculum Committee in matters involving distributed education, including periodic reviews of all distributed education courses. The Educational Technology Committee meets bi-monthly.

**Membership:** Faculty members as appointed by the Academic Senate including a representative to the Curriculum Committee. Non-voting members include the Vice President of Instruction; Instructional Deans and the Dean, Technology and Learning Resources.

**CHAIRS COUNCIL**

**Charge:** Chairs Council develops and recommends processes including, but not limited to, departmental budgeting, planning, and program review; scheduling; and facilities use. Chairs Council meets bi-monthly.

**Membership:** Faculty Chairs. Non-voting members include the Vice-President of Instruction, Instructional Deans and the Dean, Technology and Learning Resources.

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**ACTIVITIES COMMITTEE**

**Charge:** The Activities Committee plans and executes social activities for classified staff throughout the year. The Activities Committee meets as needed.

**Membership:** Classified staff as determined by the Executive Board of the Classified Senate.

**BYLAWS COMMITTEE**

**Charge:** The Bylaws Committee is responsible for recommending changes to and providing knowledge and assistance regarding the Constitution and Bylaws of the Classified Senate. The Bylaws Committee meets as needed.

**Membership:** Classified staff as determined by the Executive Board of the Classified Senate.

**FUNDRAISING COMMITTEE**

**Charge:** The Fundraising Committee is responsible for efforts to raise funds for scholarships and other activities undertaken by the Classified Senate. The Fundraising Committee meets as needed.

**Membership:** Classified staff as determined by the Executive Board of the Classified Senate.

**PERSONNEL INTERESTS COMMITTEE**

**Charge:** The Personnel Interests Committee discusses issues relating to matters of professional conduct and conditions that affect classified staff. In addition, this committee is responsible for honoring achievements by the classified staff and recognizing other life events. The Personnel Interests Committee meets as needed.

**Membership:** Classified staff as determined by the Executive Board of the Classified Senate.

**SCHOLARSHIP COMMITTEE**

**Charge:** The Scholarship Committee oversees the selection of recipients of Classified Senate Scholarships. The Scholarship Committee meets as needed.

**Membership:** Classified staff as determined by the Executive Board of the Classified Senate.

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**ACTIVISM COMMITTEE**

**Charge:** The Activism Committee leads student activism efforts regarding issues of interest at the college as well as in state and national politics.

**Membership:** ASCHC Activism Chair; open to all students.

**CONSTITUTION AND BYLAWS COMMITTEE**

**Charge:** The Constitution and Bylaws Committee is responsible for recommending changes to the ASCHC Constitution and Bylaws as needed.

**Membership:** ASCHC President; members of the Student Senate.

**DIVERSITY COMMITTEE**

**Charge:** The Diversity Committee is charged with facilitating dialogue regarding issues of diversity and multiculturalism on campus through events, programming and other means.

**Membership:** ASCHC Diversity Chair; open to all students.

**ELECTIONS COMMITTEE**

**Charge:** The Elections Committee is convened annually by the ASCHC President to administer Student Senate elections each spring.

**Membership:** ASCHC President; members of the Student Senate.

**INTERCLUB COUNCIL**

**Charge:** The Interclub Council is a collective body with representatives from all chartered student clubs and organizations at Crafton Hills College. It discusses issues of importance to clubs and makes recommendations to the Student Senate regarding funding requests from student clubs and organizations.

**Membership:** ASCHC Interclub Council Chair; one representative from each chartered CHC student club or organization.

**PUBLICITY COMMITTEE**

**Charge:** The Publicity Committee, in cooperation with the Director of Student Life and Director of Marketing and Public Relations, is responsible for publicizing all programs and events sponsored by ASCHC.

**Membership:** ASCHC Publicity Chair; open to all students.

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**SOCIAL COMMITTEE**

**Charge:** The Social Committee plans and executes social events for students throughout the year.

**Membership:** ASCHC Social Chair; open to all students.

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**AD HOC COMMITTEES/TASK FORCES**

General Description: An ad hoc committee refers to a temporary committee representative of all campus constituencies. Ad hoc committees or task forces are created for a one-time purpose (*e.g.* to correct an issue of non-compliance with regulation, as in the General Education Task Force established in 2003) or to focus on examining a specific subject or emerging trend impacting community colleges. These groups are created with a deadline by which they must complete their work and expire. Ad hoc committees or task forces are charged at the discretion of the College President. Recommendations to establish an ad hoc committee or task force can be made to the College President by any shared governance structure or concerned member of the CHC community. According to board policy, “ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees.”

For a list of current ad hoc committee or task forces, please contact the President’s Office.

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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION**

**Charge:** The San Bernardino Community College District Teachers Association (SBCCTA) is the exclusive bargaining unit for full and part-time faculty employed at the San Bernardino Community College District. SBCCTA represents members of the District faculty in their relations with their employer, and to be the exclusive representative of the faculty in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment.

**Membership:** All faculty are eligible for membership in SBCCTA. Members who pay association dues are active members eligible to vote in all elections, hold elective office or appointed positions, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association. Non-members are assessed an agency fee and are not entitled to active member benefits.

**CALIFORNIA STATE EMPLOYEES ASSOCIATION (CSEA)**

**Charge:** The California State Employees Association (CSEA), Local 291 is the exclusive bargaining unit for classified staff employed at the San Bernardino Community College District. CSEA represents members of the District classified staff in their relations with their employer, and to be the exclusive representative of the faculty in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment. In accordance with California Education Code, Section 70901.2, CSEA has the exclusive right to appoint classified staff to any college or district task force, committee, or other governance group.

**Membership:** All classified staff are members of CSEA.

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