



# NORCO COLLEGE

## Classified Representatives Council

### *Guiding Principles*

#### ***Mission***

The Norco College Classified Representatives Council acts as a collective voice that provides recommendations in the college's strategic planning process and actively contributes to the growth and success of the college's mission.

#### ***Purpose of the NC CRC***

The Classified Representatives Council was created in cooperation with Norco College President Paul Parnell and Vice President of Academic Affairs Diane Dieckmeyer in November 2012 to address the shared governance role of classified staff. CSEA appoints the classified staff representatives in all shared governance committees/councils/ad-hoc task forces/etc. at Norco College.

The NC CRC looks to address areas such as low staff attendance at college-wide meetings, passive participation by staff in shared governance committees, and closing the communication loop for classified staff per Accreditation Standard IV. An area of importance identified by staff is to collect, evaluate, and disseminate information to and from the classified staff to provide a more informed representation on committees and classified body.

#### ***Role of the NC CRC***

The role of the Classified Representatives Council is to participate effectively and contribute to the well-being of the institution and education of its students. The Norco College Classified Representatives Council provides a collective voice for the classified staff in the shared governance process.

In the following areas that affect or will affect staff, the NC CRC will provide recommendations through the governance process in the areas that affect or will affect staff:

1. Staff role in college governance structures
2. Staff role in accreditation processes
3. Processes for institutional planning and budget development

The Classified Representatives Council will provide leadership to:

1. Provide the classified staff a voice and participation in the initiation, development and evaluation of college policy and procedures.
2. Provide the college community and shared governance with a means of ascertaining the convictions and suggestions of the classified staff on academic and professional matters.

3. Provide classified staff voice and participation in the college budget and policy processes.
4. Encourage the exchange of ideas and understanding between classified staff, faculty, students and administrators.
5. Promote the recognition of classified staff as a valued part of the college work force.

**Goals:**

1. Provide meaningful contributions towards student success
2. Establish benchmark of classified participation
3. Represent the needs of the students, community, and staff
4. Support/contribute ideas that benefit the students and college
5. Align ideas, support, and action with the mission and vision of the college

***Classified Representatives Council Membership***

The Norco College Classified Representatives Council is open to all classified staff. Members are appointed to the council. In addition to the Chair and Secretary (selected from the membership), the NC CRC defined the voting membership as comprising of one CSEA-appointed representative in each of the following committees:

1. Safety Committee
2. Legacy Committee
3. Technology Committee
4. Grants Committee
5. Accreditation Steering Committee S1
6. Accreditation Steering Committee S2
7. Accreditation Steering Committee S3
8. Accreditation Steering Committee S4
9. Student Services Planning Council
10. Business Facilities Planning Council
11. Institutional Planning Council
12. Equity & Matriculation Committee
13. CSEA College Vice President
14. CSEA Member-At-Large

The appointed representative is the Staff Committee Co-Chair. If a classified staff member is not identified as a co-chair then the CRC would select a CSEA appointed representative to represent the committee. If the staff co-chair elects not to participate in the CRC, then the staff co-chair may select a CSEA appointed classified staff member from the committee to represent the committee in his/her place on the CRC.

The membership composition would be modified accordingly as any new committees arise at Norco College.

Guiding principle for the membership is to reflect the body of classified staff in diversity of divisions, positions, expertise, location, and experience.

### **Shared Governance**

Riverside Community College District Board Policy 2510 – References Education Code 70902 (b)(7); Title 5 Sections 5102.5 (staff):

*“Procedures shall be established, consistent with minimum standards established by the Board of Governors, to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, and to ensure the right to participate effectively in District and College governance.”*

### **Joint Responsibilities with CSEA**

It is the joint responsibility of the Classified Representatives Council and the CSEA to ensure that the employees in the classified service have meaningful input into the decision-making processes of the college.

It is the joint responsibility of the NC CRC and the CSEA to work cooperatively to further the perspectives and professional environment of the employees in the classified service so as to ensure a sound institution of higher education. The NC CRC and the CSEA have a joint responsibility to avoid the development of divisive or discordant positions and/or goals.