



SHARED GOVERNANCE POLICY

General

Policy Number: 1120

1.0 PURPOSE

Shared governance provides a system of decision-making processes in which trustees, administrators, faculty, staff, and students advance the mission, goals, and values of Columbia Basin College (“CBC” or the “College”) through collaboration. The process requires open communication among constituents in an environment of mutual respect, collegiality, and accountability centered around the College’s core values of prioritizing student success, building a culture of excellence, reflecting diversity, equity, and inclusion, consciously practicing sustainability, and creating a healthy environment for all.

Nothing in this Policy is intended to supersede the authority of the Board of Trustees pursuant to RCW 28B.50.140, the authority of the President under the Carver Governance Model and Process adopted by the Board of Trustees reflected in Board policy EL-1 and BSL-3, the President’s Cabinet, or collective bargaining agreements between the College and employee bargaining units.

Note: Labor unions are not part of the shared governance structure. Unions serve a separate function of representing employees in matters related to wages, hours, and working conditions through collective bargaining agreements and do not participate in the decision-making process outlined in this policy.

2.0 AUTHORITY & SCOPE

2.1 Authority: [RCW 28B.50.140](#); Board of Trustees Policy [EL-1](#) and [BSL-3](#).

2.2 Scope: All campus.

3.0 DEFINITIONS

3.1 Shared Governance is a shared responsibility among all employees to contribute to the advancement of the College’s mission and goals through participation in the work and decision-making of the institution.

3.2 President’s Cabinet is the operational leadership team for the College that meets regularly to discuss, review, advise, and decide on items requiring the action of the President or the full Cabinet.

3.3 Faculty Senate is the primary representative body of the faculty in shared governance and meets regularly to discuss and communicate the views of the whole faculty to the College. All powers of the faculty to review and recommend policy related to faculty and instruction, save those reserved to the collective bargaining unit, are vested in the Senate.

- 3.4 Council** is an official/college-approved advisory group that meets regularly to discuss and advise or make recommendations to the President and Cabinet/or designee(s) on matters affecting the general welfare of the College. Recommendations and advice are communicated through the Reporting process indicated in the Council's charter. Councils focus on broad strategic responsibilities at the College and may have decision-making authority. Council responsibilities are specific to the Council charge and bylaws as approved by the President's Cabinet. (See Forms and Resources for a list of councils.)
- 3.5 Committee** is typically a recommending body to the appropriate Cabinet member or Council with a targeted scope of responsibility to the committee charge and bylaws as approved by the President's Cabinet. (See Forms and Resources for a list of committees.)
- 3.6 Work Group and/or Task Force** is created by a Council, Committee, or Cabinet member to provide recommendations on a specific issue. Work Groups/Task Forces are issue specific, not permanent, and should in most instances complete their work within one year.

4.0 SHARED GOVERNANCE PROCESS

- 4.1** CBC's shared governance is implemented through open communication and collaboration between College administrators, Councils, Committees, Work Groups, Faculty Senate, President's Student Advisory Committee, all-campus venues including Coffee & Conversation with the President and Open Student Forums. This process helps to ensure that constituent perspectives are heard and considered in decision-making.
- 4.2** CBC's shared governance shall ensure:
- Effective college-wide policy creation, review, revision, and implementation.
 - Decision-making that incorporates the views of those with relevant information and expertise including those impacted by decisions.
 - Opportunities to address concerns common to all constituencies as well as to issues unique to representative groups.
 - Appropriate and timely communication of information to all representative groups.
 - Efficient and effective management of resources.
 - Accountability at all levels and in all phases of the decision-making process.
- 4.3** Councils, Committees and Work Groups/Task Forces make recommendations to the appropriate administrator, Council, or Committee on issues related to their scope of authority and responsibility to advance the College's mission, vision, and values.
- 4.4** Internal decision-making processes of Councils and Committees to arrive at the specific recommendation(s) reflective of their constituents' perspectives shall be in accordance with the group's Charter and bylaws, drafted by their membership and approved by the President's Cabinet
- 4.4.1** Council and Committee bylaws, member lists, meeting schedules, agendas, and minutes will be posted on the Committee Resource Page on the College intranet.

- 4.5** To effectively participate in shared governance, Councils, Committees, and Work Groups have an obligation to ensure accurate and timely communication of information among their members during the discussion, review, and recommendation periods and to provide accurate and timely feedback or recommendations to the appropriate Council, Committee, Work Group, or Cabinet member.
- 4.6** The President's Office will review and update the published list of councils and committees annually for the purpose of ensuring participation in the shared governance process.

5.0 FORMS & OTHER RESOURCES

[List of CBC Councils and Committees](#)
[Charter/Bylaws Template](#)

6.0 HISTORY & POLICY CONTACT

6.1 Originated: 02/2024

6.2 Revised: N/A

6.3 Proposal Date: 09/2024

6.4 Policy Review: 09/2024

6.5 Promulgation Date: 04/2025

6.6 Responsible Administrator: President