

**PROCEDURE FOR CLASSIFIED STAFF PARTICIPATION IN  
INSTITUTIONAL GOVERNANCE**

1. Classified staff are dedicated to providing quality service to students, administrators, faculty and each other. It is in this spirit that staff agree to participate in the shared governance structure at each of the colleges and the District Office. This procedure establishes and reinforces the roles and structure of Classified Staff participation in institutional governance. Classified Senate personnel will work with management to insure that normal, professional responsibilities are met along with their shared governance responsibilities. Classified staff recognize that students are our highest priority.
2. To facilitate classified staff participation in institutional governance, staff development and in-service training, classified staff and administration agree to the following.
  - a. Classified staff members shall be granted reasonable time to participate in institutional governance by the Chancellor, Presidents and management.
  - b. Notification of scheduled committee meetings from either the Classified Senate Council or designated classified staff members will be submitted at least three days prior to the scheduled meeting, in writing, to the supervisor/manager. President or designee will review yearly calendar of scheduled meetings.
  - c. Classified staff designated to serve on regularly scheduled committees will be released to attend any "emergency" meetings for that committee on the provision the classified staff member orally notifies the manager of when the meeting was called.
  - d. To cover for classified staff time to participate, a manager may elect to provide overtime or a substitute. Costs of such coverage shall be funded from the Classified Senate Coordinating Council (CSCC) or collegewide Classified Senate budgets.
  - e. Committee participation by classified staff will adhere to the guidelines delineated below, except where the classified staff's supervisor/manager agrees to a greater amount of employee involvement.

**Classified Senate Coordinating Council President**

The Classified Senate Coordinating Council president or designee is responsible for Districtwide classified participation in institutional governance including:

- a. classified speaker for District Governance Council Meetings;
- b. District representative for Districtwide and statewide Classified Senate matters;
- c. chair of Classified Senate Coordinating Council meetings; and
- d. participation in additional committees as designated by Chancellor or college Presidents.

**Classified Senate President**

The President or designee is responsible for classified participation in institutional governance at his or her location including:

- a. college or District Office representative to District Governance Council meetings;

- b. college or District Office representative to District Governance Council meetings;
- c. chair and coordination of District Office or College Council meetings;
- d. college or District Office representative to Classified Senate Coordinating Council meetings; and
- e. participation in additional college or Districtwide committees as designated by the Chancellor or college Presidents.

### **Classified Senate Vice Presidents**

Vice Presidents serve as the back-up for the Presidents and are responsible for processes related to local classified staff participation in institutional governance including participation in:

- a. District Governance Council meetings;
- b. and assistance in coordination of District Office and College Council meetings;
- c. Classified Senate Coordinating Council meetings; and  
additional college or Districtwide committees as designated by the Chancellor or College Presidents.

### **Classified Senate Council Representatives**

Classified staff may serve on a maximum of two standing committees unless otherwise approved by the Chancellor or college President.

### **Classified Staff At Large**

Classified staff may serve on a maximum of two site/Districtwide committees unless otherwise approved by the Chancellor or college President. Site/Districtwide committees must be approved by the Chancellor or college President.

The following offers further guidelines when committee participation will or will not count toward the two-committee limit:

- a. standing committees **will count** toward the two committee limit;
- b. ad hoc committees created to address a specific site issue **will count** toward the two-committee limit;
- c. hiring committees **will not count** toward the two-committee limit;
- d. Classified Senate **will count** toward the two-committee limit; and
- e. when classified staff's job responsibilities require the employee's participation on a committee, that committee participation will not count.

Participation in statewide Classified Senate activities is not intended to be covered by this policy for either time to participate or funding.