



Shared Governance Principles

The Norco College Classified Senate, a permanent classified professional organization, represents all classified professionals of Norco College in matters relating to college governance, and assumes the primary role in disseminating information and gathering input on behalf of the classified professionals.

RCCD Board Policy 2510 states: "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." Section "Staff (Title 5 Section 51023.5(a) (4) and (6))" states: "Staff shall be provided with opportunities to participate in the formulation and development of District and college policies and procedures, and in those processes for jointly developing recommendations for action by the Board, that the Board reasonably determines, in consultation with staff, have, or will have, a significant affect on staff. The opinions and recommendations of the staff will be given every reasonable consideration."

Per the RCCD Personnel Handbook for Classified Employees, Section VIII.200: "All classified employees of the District, except confidential and management employees, as defined in the Government Code commencing with Section 3540.1 (SB 160), shall have the right to join organizations of their choice."

The Norco College Classified Senate is committed to the following shared governance principles:

- i. Classified professionals will be represented equitably on all college committees/workgroups/task forces/advisory groups/etc.
- ii. All college committees will have a Classified Staff Tri-Chair, appointed by the classified professionals on the committee. Classified professionals are appointed exclusively by CSEA and can be rotated/reappointed without term limits. Classified Staff Tri-Chairs have the equal role of setting the agenda, coordinating meetings, leading discussions and facilitating meetings.
- iii. In consideration of classified professionals commitment to student learning and services, college committee meetings will not be conducted during finals week, the first week of the semester or the week before the semester begins.
- iv. As a commitment to student life and student events, college-wide committee meetings and employee events should not be held during college hour. The college community should support, provide service, and engage with students during this set aside time for student events. Dates and times should be when departments are able to close or adjust staffing in order for classified professionals to attend.
- v. Representation on planning councils will not be duplicated. This ensures that one vote is not duplicated across the councils.

STATEMENT OF PURPOSE

The Norco College Classified Senate is the collective voice of classified professionals that provides recommendations in the college's strategic planning process and actively contributes to the integrity, growth, and success of the college.

- vi. Committee participation is voluntary and must be initiated by a classified professional. Management's role is to provide support and recognize that it is not part of any classified professional's job duties nor a condition of employment. If a classified professional is interested in being a representative on a committee, the staff person should contact the Classified Senate for a recommendation to CSEA.
- vii. Recommendation process for appointments to college committees: the Classified Senate will make recommendations for college committees, including hiring committees, at the request and in consultation/cooperation with CSEA Chapter 535 Norco College leadership for appointment. CSEA may not act upon any recommendations made by the Classified Senate. This process may change at any time by purview of CSEA 535.
- viii. Equity makeup of committees. Committees should be comprised of equitable amounts of classified staff, excluding Academic Senate committees, so that the classified professional voice is not minimized.
- ix. Recognize the challenges for classified professionals to participate on committees:
 - 1. Part-time
 - 2. New and/or probationary
 - 3. Evening or alternate schedules
 - 4. Participation in other areas such as workgroups, department projects, external projects for the college (consortiums, district, accreditation, regional, hiring committees)
 - 5. Workload
 - 6. Face to face service provided to students
- x. Adequate planning time for discussions, feedback, and recommendations from the Classified Senate in the governance process to ensure that the voice of classified professionals are given every reasonable consideration before decision-making occurs.
- xi. Collegiality. As a commitment of RCCD, Norco College, and the Classified Senate, it is important to recognize that collegiality is the cooperative relationship of colleagues. Classified professionals serve on college committees as representatives of the classified professional body and will be treated with respect as colleagues not direct reports, lesser pay grades, or a subservient role.
- xii. Recommendations may be presented to college committees, planning councils or directly to the college president. Requests for items for discussion and recommendation from the Classified Senate may be brought forth from college committees and planning councils through the respective Representative of the Classified Senate or directly from the college president.

The Norco College Classified Senate Shared Governance Principles is a living document, written collaboratively and is subject to change.

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