SHARED GOVERNANCE STATEMENT
CSEA CHAPTER 535 AND THE CLASSIFIED SENATE OF NORCO COLLEGE

The concepts, privileges, and obligations embodied within the various laws and regulations which govern the decision making processes of Norco College-Riverside Community College District define more than one role for participation of the nonacademic staff.

Through Board Policy 7140 the Board recognizes the California School Employees Association, Chapter 535, hereafter referred to as CSEA 535, as the exclusive bargaining agent for classified employees, other than those designated as confidential, supervisory, and management for issues within the scope of representation under section 3543.2 of the Government Code.

For the purposes required under section 51023.5 of Title 5, Chapter 4 of the California Code of Regulations and through Board Policy 2510, the Board provides classified staff the opportunity to participate in District and college governance. In pursuit of effective participation structures and procedures to facilitate this opportunity, CSEA 535 recognizes the Classified Senate of Norco College as a professional organization promoting the interests of all classified staff in shared governance.

Both organizations promote the professional contributions of their members to the success of the District, the development and growth of individuals, and foster communication between the District and staff among employees themselves. For classified staff, membership is not mutually exclusive. In fact, each organization is charged by code and/or District policy/procedures with the obligation to bring forth the recommendations and opinions of the classified staff. CSEA 535 is additionally charged with the obligation to represent the collective interests and individual rights of all of their unit members in matters within scope of bargaining with the District.

With the understanding of those overlapping roles in the general promotion of classified employees’ interests, the following outlines some specific charters for each organization:

Norco College Classified Senate

The role of the Norco College Classified Senate is to participate effectively and contribute to the well-being of the institution and education of its students. The Classified Senate provides a collective voice for the classified staff in the shared governance process, excluding all areas of Collective Bargaining.

The Classified Senate acts as the body authorized by the collective bargaining unit with the delegated responsibility to coordinate classified staff committee assignments following mutually agreed upon guidelines specifically to ensure adequate classified representation and participation in the structured ad-hoc, governance, and standing committees as a channel to voice the classified perspective as policies, procedures, and practices are developed, revised or implemented.
The Norco Classified Senate is organized to represent classified staff in shared governance including, but not limited to, the following:

1. Promoting the shared governance process which develops and formulates policy and practice related to the following: a) the selection of administrative staff; b) in-service education; c) facilities and services; d) relations and communication among the various interest groups in Norco College within the Riverside Community College District; e) finance and budget.
2. Appoint classified staff to college-wide standing and ad hoc committees, task forces, or other groups that pertain to the strategic planning process at Norco College.
3. Providing a centralized means of communication between classified staff at Norco College and the rest of the District community in regards to Senate Issues at Norco College.
4. Articulating the professionalism of the classified staff at Norco College so that it is properly recognized and valued.
5. Providing an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members.
6. Promoting and supporting activities that develop or increase skills, productivity, and professionalism.
7. Other activities deemed appropriate by CSEA 535.

**California School Employees Association Chapter 535**

CSEA 535 is the “exclusive” representative for the classified employees within its bargaining unit. CSEA 535 expresses the viewpoint of the classified bargaining unit to the district, college administrations, and Governing Board in all matters of collective bargain including, but not limited to, the following:

1. Wages, including salary schedule and placement, service recognition awards, professional growth awards, promotions, seniority, layoff, reemployment rights, and initial classification and reclassification.
2. Hours of employment, including pre-retirement reductions in contract.
3. Health and welfare benefits, including holidays and vacations.
4. Leave, transfer, and reassignment policies including sick leaves, maternity leaves, bereavement leaves, military leaves, industrial accident leaves, personal necessity leaves, and unpaid leaves of absence.
5. Safety conditions of employment, including District-initiated disability leaves.
6. Procedures for the evaluation of the bargaining unit.
7. Procedures for processing grievances and disciplinary actions.

Nothing in this Shared Governance Statement shall be construed to impinge upon or detract from any negotiations or negotiated agreements between CSEA 535 and the Governing Board. CSEA 535 will retain all Bargaining Rights per CSEA 535 contract, and should a dispute arise between CSEA 535 and its
affiliation with the Norco College Classified Senate, CSEA 535 retains the right to make all decisions regarding any employee or employee group within the Riverside Community College District.

CSEA President, Chapter 535

Anthony Muniz, Classified Senate President

Date 1-15-14
NORCO COLLEGE
Classified Senate

Mission

The Norco College Classified Senate 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 CS

The role of the Classified Senate is to participate effectively and contribute to the well-being of the institution and education of its students. The Norco College Classified Senate provides a collective voice for the classified staff in the shared governance process, excluding all areas of Collective Bargaining, in accordance with AB 1725, Title V 51023.5, Education Code 70901.2 and RCCD BP 2510.

Role of the NC CS

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

1. Staff role in college governance structures
2. Staff role in accreditation processes
3. Policies regarding staff professional development activities
4. Processes for institutional planning and budget development

The Classified Senate will provide leadership to:

1. Appoint classified members to college committees, task forces, or other groups that pertain to the issues listed above.
2. Provide the classified staff a voice and participation in the initiation, development and evaluation of college policy and procedures.
3. Provide the Administration and shared governance with a means of ascertaining the convictions and suggestions of the classified staff on academic and professional matters.
4. Accept leadership responsibility for policy recommendations in innovation and professional growth, excluding all areas that would require collective bargaining.
5. Provide consensus participation by the classified staff in the college budget and policy processes.
6. Encourage the exchange of ideas and understanding between classified staff, faculty, students and administrators.
7. Promote the recognition of classified staff as a valued part of the college work force.