



CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION  
Chapter 535  
Norco College



## **Shared Governance Classified Representation Appointment Process CSEA Norco College and the Norco College Classified Senate April 2020**

### **Intent and Timelines**

State assembly bill 1725 (Education Code Section 70901 (b) (1) (E)) institutionalized the participation of classified professionals in governance decisions. However, it did not specifically require any organization to represent classified employees in the consultation process. State senate bill 235 (Education Code Section 70901.2) rectified that oversight. SB235 provides the “exclusive representative” of classified employees in California community colleges the right to appoint representatives to district consultative bodies such as task forces, committees or other shared governance groups.

In pursuit of effective participation structures and procedures to facilitate participation in shared governance and collegial consultation for classified professionals, California School Employees Association, Chapter 535 recognizes the Classified Senate of Norco College as a professional organization promoting the interests of all classified professionals in shared governance and college decision-making on matters that impact classified professionals. Therefore, the following process regarding classified representative appointments to shared governance and operational committees will be inclusive of classified professionals while meeting the mandates of Senate Bill 235 and the MOU with the Norco College Classified Senate. Candidates for committee service will be drawn from Norco College classified professionals. Classified Senate will make recommendations to CSEA for final appointment approval.

### **The Appointment Process**

The process, as outlined, provides a uniform, efficient and inclusive method of appointment of “shared governance classified representation.” Participants in the process are encouraged to utilize phone and email communication throughout the process to promote quick turnaround. The appointment process will be monitored, evaluated and revised, if necessary, to improve methodology or re-enforce “intent.”

#### **Annual Process:**

During the summer of each academic year, classified professionals interested in serving on a college committee or being removed from a college committee must submit in writing via email to the Classified Senate. Prior to the beginning of the academic year, the Classified Senate will discuss all requests and make a recommendation to the CSEA Norco College Vice President on committee appointments. Any requests received after the first day of the fall semester will be handled on a case-by-case basis with ten working day turnaround.

### **Request for Classified Representation:**

The committee co-chairs or appropriate administrator makes a request for classified professional representation, including subject matter experts, to a shared governance committee, task force, advisory group, ad-hoc work-group, operational committee, project teams, etc. The request is directed to the Classified Senate Chair and CSEA Norco College Vice-President. Requests should be made in writing via email. A description of the committee's purpose, responsibilities, scope, expertise being sought, timelines, length of service, number of representatives being requested and any other pertinent details should be included in the email or discussed with the Classified Senate Chair. The CSEA Norco College Vice-President should be copied on the initial email but need not be a party to subsequent discussions. At this time, requesters may make suggestions for classified representatives they believe could make positive contributions to the committee for which representation is being sought.

### **Determination of Classified Representation:**

The Classified Senate will utilize their internal resources to determine the candidate that will serve as a voice for the classified body, bringing classified professionals values, concerns, and ideas to their committee. The Classified Senate believes in recommending the appointments of candidates with a variety of backgrounds, experiences, and knowledge that best compliments the purpose and purview of the committee. The Senate takes into consideration the current composition of a committee when recommending new members. Conflicts of interest should be openly stated by the candidate at the time of the request to join a committee. Classified professionals must serve on a college committee for a minimum of two years prior to being considered for an appointment to a council. Classified professionals must be a sitting member of said committee in order to be appointed the Classified Professional Co-Chair.

In coming to a recommendation; the charge of the committee, all suggested candidates, classified professionals that have expressed an interest in service, willingness of candidates to serve and the "good of our education community" will be considered. Candidates should be familiar with or be able to quickly get up to speed on issues that will be discussed by the committee. They should be aware or willing to make themselves knowledgeable of opinions held by the classified body and be able to put aside opinions not consistent with those they represent. Recommendations and appointments will be oriented towards "shared governance" and not "labor relations" concerns.

### **Appointment of Classified Representation:**

The Shared Governance committee reviews all candidates and makes a recommendation to the Classified Senate, which upon acceptance, will make the formal recommendation for classified professional representation and Classified Professional Co-Chair appointments to the CSEA Norco College Vice President. At that time, they will confer with CSEA Norco College Vice President and outline how they came to their recommendation. The CSEA Norco College Vice President will make the final determination and approval of the appointments to all shared governance and operational committees and groups.

The CSEA Norco College Vice President will notify the Classified Senate about the approved appointments. The Senate will maintain a log of committee appointments and provide it to the CSEA Norco College Vice President each semester and upon request.

**Terms:**

Terms of classified professional representation on committees/councils will be determined by the Classified Senate and CSEA Norco College Vice President. The Classified Senate will make the notification of the formal appointment via email, notifying all concerned.

**Nominations and Appointment of Classified Professional Co-Chairs :**

Nominations for the Co-Chair position on a committee will be accepted by any and all classified representatives on said committee, including self-nominations, sent to the Classified Senate via email. The Senate will review all nominations, including potentially interviewing candidates, and make a recommendation on the appointment to CSEA Norco College Vice President. Any candidate will be free of conflicts of interest, agree to follow the role and responsibility of being a representative and leadership in governance for the classified body, and attend shared governance workshops, orientations, and forums.

**Classified Professional Representatives Scope of Responsibility and Authority:**

Representatives will be expected to keep the classified body informed of committee progress and issues being discussed through reporting to the Classified Senate. This can be done via written progress reports, email, or verbal reports made at Classified Senate meetings. It is the responsibility of representatives to poll opinions and concerns of those they represent and actively lobby for the positions favored by the classified body. The Classified Senate and CSEA will assist representatives with these responsibilities.

A representative or the Classified Professional Co-Chair from designated councils, committees, task forces, etc. may be selected to be the Representative on the Classified Senate by appointment.

Shared governance appointees do not have authority to make binding agreements regarding mandatory subjects of bargaining or to waive any collective bargaining rights or contractual provisions. Recommendations of shared governance groups and committees may still be subject to a “demand to bargain” should it be determined that issues discussed by the committee are negotiable (categorized into the area of labor relations).

All questions concerning the process of appointment should be directed to the Classified Senate Chair and CSEA Norco College Vice President.

**Classified Pros Committee Membership List:**

The Senate will maintain an updated list, reflecting all appointments and vacancies, that will be posted on the Senate website for transparency. Annually, in the summer, the list will be distributed to the classified body with a vacancy notice.

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