



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, Title 5, 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.

A “classified professional” is a classified service employee in a job classification listed in the CSEA Chapter 535 Collective Bargaining Agreement Article 1A. Classified professionals is the term formally recognized by the RCCD Board of Trustees in Resolution 64-21/22, or abbreviated as “classified pros” or “CPROS,” in reference to all employees who serve in the variety of professional and specialized positions identified within the classified service.

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 submit the online forms as well as 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:

The Classified Senate conducts an annual process during the summer of each academic year to fill vacancies for classified professional representation. During this process, the Classified Senate will review 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 consideration of a minimum of five working days to promote the vacancy and five to ten working days to complete the appointment process.

Request for Classified Representation:

The committee co-chairs or appropriate facilitator makes a request for classified professional representatives and classified professional 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 by submitting the *Request for CPROS Representative Form*. 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 *Request for CPROS Representative Form*. 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 by emailing the Classified Senate Chair.

Announcements and Online Interest Form:

Vacancies will be announced to classified professionals so that they may consider their interest on potentially serving on a committee or group. The vacancies, timeline and link to the online interest form, the *Classified Representative Questionnaire*, can be found on the Classified Senate website. The Questionnaire will remain on file for the academic year and will be considered for any applicable vacancies, but the applicant may resubmit if they desire to add/change information.

Determination of Classified Representation:

Per Education Code 70901.2, classified representatives are appointed by CSEA to represent the classified constituency group as a voice for classified professionals and not departments, classifications, or specific subject areas. Classified representatives are not selected based on job titles, job descriptions or the departments their positions are located within.

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. This may be waived in consideration by the Senate if only one candidate is available.

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.

Nominations and Appointment of Classified Professional Co-Chairs:

Classified professionals must be an appointed member of said committee in order to be considered for appointment as the Classified Professional Co-Chair. 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 Shared Governance Committee will review all nominations, including potentially interviewing candidates, and make a recommendation on the appointment to the Classified Senate and CSEA Norco College Vice President. The classified representative may also be recommended to the Co-Chair position at the time of appointment to the committee. This may occur concurrently with the appointment to the committee if recommended by the Senate. 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.

Terms:

Terms of classified professional representation on committees/councils will be determined by the Classified Senate and CSEA Norco College Vice President. Classified professionals are appointed for permanent terms unless otherwise stated at the time of appointment. Terms may be ended at any time by the representative or by the determination of the Classified Senate and CSEA NC Vice President. Classified professionals interested in being removed from a college committee must submit in writing via email to the Classified Senate at ncclassifiedsenate@gmail.com.

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).

Classified Co-Chair Scope of Responsibility and Authority:

In addition to the role and responsibility of being a classified professional representative, the classified co-chair shares the responsibility of, including but not limited to, setting meetings and agendas; to facilitate the meetings; to work with the recorder in posting agendas, minutes, and handouts to the college listserv, on the college website, and the group SharePoint site; to clearly identify the recommendations/decisions and action items for the committee or group; to forward the actions of the committee to the appropriate council or office; to work in the spirit of collegiality through consensus; and ensure that the decision-making process is clear and transparent. All communications are made to all three co-chairs demonstrating inclusivity with a high level of transparency.

Substitute for Classified Professional Representative:

In the event that a substitute classified representative on a committee is requested due to a temporary leave of absence of another classified representative member, the Classified Senate will request from the classified representative or committee chairs, if the representative is unavailable, an estimated time that the substitute is needed. Meanwhile, the Classified Senate will begin the process to recruit a substitute. During this time period, the Classified Senate will assign two votes to an existing classified representative on said committee until a substitute is appointed or the representative returns.

Release Time:

As a CSEA appointed representative of classified professionals, classified representatives are provided release time to attend meetings and participate in college governance and decision-making as well as protection from discipline by the Collective Bargaining Agreement. See contract for details.

Notifications:

The Classified Senate will make the notification of all formal appointments of classified professional representatives and classified co-chairs via email, notifying all concerned.

Listing of Classified Professional Representatives:

Classified professional representatives will be listed in the membership of the committee or group as CPROS Representatives sans employee title to reflect that their representation is of the classified constituency group and not in their role as an employee. Any documentation that outlines membership will list the number of classified representatives appointed by CSEA (i.e. 4

Classified Representatives appointed by CSEA). Recommended membership or any such criteria is not applicable to classified professionals. Classified professional representative appointments, its terms and conditions, are made solely through this Appointment Process.

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 posted to the Classified Senate website. The Senate log of committee appointments will be provided to the CSEA Norco College Vice President annually and upon request.

Questions:

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

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