

**Classified Professionals Participation in Shared Governance and Support for the  
Classified Senate  
Three Year Pilot Proposal 2021-24**

**Overview**

The new shared governance process, introduced in 2018, was designed to provide a forum for all campus constituencies to be fully involved and invested in shared governance decisions. The administration agrees that classified professionals at Foothill College have full workloads, and their service on the shared governance councils should be recognized and compensated. We appreciate our classified staff and their critical voices and perspectives must be present in shared governance meetings. We also acknowledge that we are entering new territory with few to no state colleges offering compensation to their classified professionals for participation in shared governance. We are pleased to engage in this important discussion.

**Objectives**

We propose that the program be a three-year pilot. At the end of three years, we will evaluate the program to ensure it meets its intended objectives. The objectives are as follows:

- To promote racial and gender diversity by encouraging classified professionals who otherwise would not have the capacity to serve on shared governance committees.
- To encourage new voices - who have not served before - from different sectors of the college, with varied salary schedules, to participate.

**Compensation Options**

Classified professionals may choose from any one of the options outlined below. All estimates are based on nine months of governance service with a regular meeting schedule. Service over the summer or extra meetings during the regular school year would increase hours reduced from the regular working week or overtime pay.

Option One: As per De Anza's agreement with their Classified Professionals, Foothill staff would have the option of a six hour reduction in their regular working week (with a commensurate reduction in expected workload) for the week of each scheduled shared governance meeting that a staff member serves on. Managers would be instructed to adjust the tasks and responsibilities accordingly on those weeks that their staff would be serving on a council.

Administrative Assistants, Executive Assistants, or Senior Administrative Assistants of the ex-officio administrators serving on the councils would take option one, and this work would be included as part of their regular working week. Thus, they would adjust their schedules and workload for the week of each scheduled shared governance meeting. If a classified staff member serving as a recorder as part of their regular duties also participates in governance as a

council member or tri-chair on another council, this person could opt for overtime for that week of service or a further six-hour reduction in the working week that the governance meeting is held.

Option Two: Classified staff could opt to take overtime pay for their governance service. Overtime pay would be limited to the week(s) of actual governance meetings. The following builds in two hours for each council meeting plus two hours prep for the classified facilitators and Tri-Chairs. A regular member of the councils would receive three hours per meeting to compensate them for one hour of preparation time. The number of hours would be outlined as follows:

- Tri-Chairs: Six hours of overtime for each governance meeting
- Facilitators and recorders: Six hours of overtime for each governance meeting
- Council member: Four hours of overtime for each governance meeting

Note that Classified Staff serving on the Return To Campus Committee (RTCC), which meets four hours each month, could either claim twelve hours reduction in their monthly schedule, per option two above (two three hours per week), or claim overtime hours as outlined below:

- Tri-Chair: 12 hours overtime per month
- Facilitator: 12 hours overtime per month
- Council member: eight hours overtime per month

### **Participation Details**

- Each classified member must be on a two-year rotation to ensure as many classified staff have the opportunity to participate as possible.
- Participation will not be reflected in an employee's performance improvement plan.
- New employees who are on their 6-month probationary period may not participate.
- Employees on a performance improvement plan (PIP) should not participate as a governance council member, tri-chair, or facilitator.
- The participating employee has the choice to select whichever option works best for them and also change their option choice as their work schedule changes.

Up to six hours of overtime and release time is available each month as stipulated above, but should be claimed as per the demands of council service. If a staff member devotes three hours to council work in a month, they should claim three hours, etc.

### **Financial Implications**

The following approximate budget is based on nine months of Governance service with \$50/hour rate as the sample overtime rate (this is an approximate number and might average a

little lower or higher depending on the staff member’s position, years of service, salary level, etc.). The actual budget will depend on how many employees opt for the six-hour reduction in their work week (Option Two).

Meeting	Role	Detail	Monthly Total (approx.)	9 Month Total
<b>AC, R&amp;R, C&amp;C, and E&amp;E Shared Governance Meetings</b>	Tri-Chair	4 (people) x 6 (hours per meeting) = 24 hours per month (\$50)	\$1200	\$10800
	Facilitator	4 x 6 = 24 hours per month (\$50)	\$1200	\$10800
	Council Member	8 x 4 = 32 hours per month (\$50)	\$1600	\$14400
	Recorder	6 hours per month	TBC	TBC
Subtotal			<b>\$4000</b>	<b>\$36000</b>
<b>RTCC</b>	Tri-Chair	12 hours (\$50) per month	\$600	
	Facilitator	12 hours (\$50) per month	\$600	
	Recorder	12 hours per month	TBC	<b>TBC</b>
	Council member	2 x 8 hours per month (\$50)	\$800	
Subtotal		Meetings every month*	<b>\$2000</b>	<b>\$24000</b>
<b>TOTAL</b>				<b>\$60,000</b>

\*Note RTCC total is \$2000 per month while it operates. After RTCC commences, the approximate total of \$36,000 is applied.

\*The above calculations are based on the current governance process. Cabinet and Classified Senate may revisit this proposal based on recommendations from the Shared Governance Taskforce.

Classified Senate:

Recognizing that classified staff are essential to the proper operation of our college and recognizing that classified staff have full work loads, the Cabinet proposes the following.

Starting in fall 2021, the Classified Senate President will be given nine months 100% ‘reassigned time’ to allow that person to devote themselves to supporting and advocating for classified staff. Their position would be backfilled for this nine-month period by a colleague working out

of class or a TEA position (a TEA could, in turn, cover for the colleague working out of class as needed).

Cabinet proposes that this be a three-year pilot program to be assessed in the spring of 2024.

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